

POLICIES and PROCEDURES

REDWOOD EMPIRE SWING DANCE CLUB (RESDC)
A 501.c.3 Corporation of the County of Sonoma, State of California

The purpose of these Policies and Procedures is to supplement the RESDC By-Laws and Position Descriptions by describing the methods and practices used by the RESDC Board of Directors for the smooth and efficient governing of RESDC.

These Policies and Procedures are based on (a) approved motions and recommendations made by the RESDC Directors at Board meetings, and (b) established practices.

Contacting the RESDC:

- RESDC PO Box 194, Santa Rosa 95402; the box should be checked monthly and the rental fee shall be paid yearly
- Information to contact members of the RESDC Board of Directors is located on the website at RESDC.org
- Email account: dance@resdc.org

Board:

- Board meetings should be held each month (except December) at a date, time and location as determined by the Board
- Incomplete action items from previous Board meetings should be included in the agenda for each meeting and shall be tracked in subsequent meetings to assure timely action and completion
- Meeting minutes shall record Board members who are present at (or have an unexcused absence from) meetings and dances
- Board members should, and are encouraged, but not required, to pay admission fees to dances or other RESDC events; This will be reconsidered if cash reserves plummet
- Juniors are defined as 21 and under
- NOTE: The Founders Committee was established September 2004 "so we don't make the mistakes of the past" with 5 original members (Vera H, Kelly C, Robert C, Fred L, Deborah R); It was increased to 7 in 2013 (including Edna L)
- Speaker should not interrupt other speakers and should first be recognized by the President before proceeding to speak
- All participants in Board meetings should maintain common courtesy and decorum

Dances (in general):

- Notices shall be posted at all dances:
 - (a) Consumption of alcoholic beverages is NOT permitted at any RESDC dance (due to insurance requirements and rental agreements), and
 - (b) Photographs and videos may be taken at our dances for posting on the RESDC Website and for private purposes
 - (c) Children are always welcome, but parents shall supervise and control their behavior
- A roster of attendees who have shown evidence of having had Covid vaccinations shall be maintained by the Secretary for as long as required by State or County regulations, or by the venue
- Attendees shall wear masks for as long as required by State or County regulations, or by the venue
- Escort services to cars should be provided after dark if requested
- All dancers should minimize the use of perfumes and colognes (due to allergies)
- A sign-up list assigning responsibilities should be used for set-up and clean-up
- Refreshments and supplies should include: potluck (B&W only), finger foods, snacks, water jugs, ice, water cups, trash containers and bags, mats, name tags, plates, utensils, napkins, platters, foil, marking pens
- Physical set up at venues should include: banners, streamers, decorations, fans/blowers, extension cords (and tape), lights, card tables, small tables, chairs, tables, floor lamps
- For venues, the person in charge should know how to operate lights, fans, air conditioning, and if provided, sound equipment and the defibrillator; These actions may be delegated

NOTE: At the Santa Rosa Veterans Hall the defibrillator is mounted on the South wall in the hall way. The defibrillator box comes with a key so that when opened it sets off an alarm; It **does not** automatically connect to any

emergency services. When used 911 must still be called. Once opened and the unit has been removed, instructions are provided on how to proceed

- Either the membership list or membership cards should be checked at the dance entrance to ascertain membership status for dance admission fees
- Wrist bands or stamps may be used, but are not required, to track paid attendees
- A suggestion/comment box should be used to solicit feedback at all RESDC dances

Invitational and B&W:

- The Invitational should be held on the 4th Saturday in either August or September as determined by the Board and the B&W should be held within in the first three months of the year, also on a 4th Saturday whenever possible
- Admission fees shall be as follows (unless changed by the Board):

Invitational:

\$15 - RESDC and other swing dance club members
\$19 - General and non-club Members
\$8 - Junior club members (21 and under) and other junior dance club members
\$10 - Junior non-club members
\$6 - Spectators (if not dancing)

B&W:

\$12 - RESDC and other swing dance club members
\$16 - General and non-club Members
\$8 - Junior club members (21 and under) and other junior dance club members
\$10 - Junior non-club members
\$6 - Spectators (if not dancing)

- Invitational contestants, judges and other invited performers shall be admitted free and they may bring 1 guest free; additional guests if dancing shall be charged the regular admission fee, and if not dancing, shall be charged the Spectator fee
- The D-J pay for the B&W and Invitational shall be \$500 (or less as negotiated) for each dance
- Dance music shall be played from 7 pm to approximately 10 pm unless (a) either started later than 7 pm to accommodate a lesson or (b) continued later than 10 pm to accommodate extended hours as agreed by Board members present at the time
- Invitational contestant prizes for each partner from each winning pair shall be: \$100 (1st), \$50 (2nd), \$25 (3rd) -- total \$350
- Each Board member should bring 2 gallons of water
- For Invitational contestants and judges, bottled water should be provided and chairs should be set-up
- Permission/signed releases should be obtained from contestants (and other performers) for taking photos and videos
- Videos of contestants and other dancers may be recorded and posted on the RESDC website
- Photos and bios of contestants should not be advertised
- Cleanliness of the floor shall be assured prior to the dance by the Activities Director
- A call tree should be initiated about 3 weeks prior to the B&W and the Invitational
- 5 to 7 judges should be invited for the Invitational

Monthly Dances:

- Monthly dances should be held on the 4th Saturday of each month (except December)
- Dance music shall be played from 7 pm to approximately 10 pm unless (a) either started later than 7 pm to accommodate a dance lesson or (b) continued later than 10 pm to accommodate extended hours as agreed by Board members present at that time
- Effective September 2021 admission fees to monthly dances shall be:
\$10 - RESDC and other swing dance club members
\$15 - General and non club members
\$5 - Junior club members (21 and under) and other dance club members
\$7 - Junior non-club members
\$3 - Spectators if not dancing
- Non-dancing chaperons should be admitted free (to regular monthly dances only)

- RESDC-owned sound equipment (CD players, speakers, mixers, etc.) should be used and should have instructions provided for their set-up and use
- To attract a better level of dancers, All-stars and Champions shall be admitted free to our regular monthly dances (but not to the B&W or Invitational)
- To make dances more interesting we should consider having: dance themes; contests and competitions; a Salute to Teachers; Pro-Ams (pros are admitted free); a progressive competition; a monthly Jack and Jill; a Birthday Dance (every 3 months and perhaps made shorter); a 50-50 raffle; dollar dances; free dance passes for beginners; more snowball mixers; ask beginners to dance; think "outside the box"; prizes; great instructors; exhibitions and demo teams
- To increase attendance at dances, we should locate to a permanent or more consistent location

Lessons at Monthly Dances:

- Beginner lessons at monthly dances shall be free; Instructors for Beginner lessons shall donate their time and shall receive free admission to the dances
- Dance lessons shall be conducted from 7:10 pm to approximately 8 pm
- Teachers/instructors should be RESDC members to teach at RESDC functions or to advertise with the RESDC
- Teachers and instructors should be advertised
- A volunteer (unpaid) Board member should be used to teach beginner lessons
- Local teachers/instructors should be used
- Teachers should be scheduled 3 months in advance
- Liaison duties with instructors should be maintained
- Dance workshops should be held periodically

D-J's:

- RESDC-approved D-J Guidelines shall be used to assure compliance; Agreement should be assured prior to contracting
- D-J qualifications/criteria should be developed
- D-J's shall be paid \$130 (or less) per session for regular monthly dances, and \$500 (or less) for the B&W and Invitational; a reduced rate or extended hours may be prearranged from time to time by the Dance Director
- Two (or more) amateur D-J nights should be held each year
- A Junior D-J should be used, with updated DJ Guidelines, for the Junior DJ's
- The success of amateur DJ nights should be judged by having attendees vote (or do a query) to judge their performances
- An amateur DJ contest may be held
- Junior DJ's should be paid to play music at our monthly dances
- The D-J schedule should be arranged about 6 months in advance (Next-Gen is 9 months)

Emails:

- The President should provide timely emails to make timely announcements to the membership and to the Board concerning topics of general interest or benefit, and to promote a love of west coast swing dancing
- Email recipients may opt out
- All Board members shall be copied on all email discussions and all voting; Those included on copy shall not be hidden (no BCC) when voting
- When voting by email, the Secretary shall keep emails on file
- Dance notices, flyers, and "save the date" reminders of our dances should be emailed about 2 or 3 weeks and again about 1 or 1/2 week prior to every dance
- An up-to-date email list should be maintained of current members as well as expired members

Picnic:

- A picnic, if held, should be in July, not August

- RESDC members should be admitted free; guests should pay \$5

Publicity/Facebook:

- A standing committee should be established for advertising, growing the club, and to better promote the club and our dances
- A marketing plan should be developed
- Money should be spent on advertising
- Ideas should be submitted and implemented for public relations
- Liaison duties and communications should be established with other clubs, instructors and dance promoters: Next Gen, Capitol Swing, Michelle Kincaid, WNY, John Ross, Steve Luther, Elizabeth Barrett, Edna & Dick, Kelly Cassanova, Randy Krul, Jessica and Jason Taylor, and Sara Slager
- RESDC business cards should be used
- RESDC should go to other venues so the public can see us dancing West Coast Swing
- RESDC should retain the current RESDC logo
- RESDC shall use NFDA logos on all our advertising (ASCAP, BMI and SESAC)
- RESDC should use Facebook to announce dances and events; RESDC should add a link to (and from) Facebook
- RESDC should consider having a \$300 scholarship (to subsidize 15 juniors to a convention)
- RESDC should consider offering 2 tickets to a radio station to offer free admission to the Invitational and/or B&W

Flyers and Advertising:

- Flyers should be distributed as much as possible, including the use of a Dance Flyer distribution network as well as distribution of flyers to your "chosen" instructors
- Flyers should be printed in 2 sizes - full page and 1/4 page
- RESDC flyers should be placed, along with flyers from other clubs, on a table near the dance entrance
- RESDC flyers should be emailed (not US mailed) to the clubs (listed previously) and RESDC should obtain flyers from other clubs to display at our dances
- All flyer information should be provided in a timely manner (at least 1 week before each Board meeting) and should include DJ, CNO information, teacher, dance activity information, venue, location of the dance, and dates and locations of subsequent dances
- When completed, the flyer should be emailed to the Board and to the Webmaster
- Advertising should be as widely and as frequently used as possible, including on the RESDC website, with ads, on Facebook and by using flyers
- The "default format" for the newsletter and dance flyers shall be electronic; Mailing hard copies to the membership shall be discontinued

Website (www.resdc.org):

- The following items shall be posted on the RESDC website:
 - (a) Recently approved meeting minutes (for a period of at least 3 months)
 - (b) up-to-date RESDC By Laws, Position Descriptions, Policies and Procedures, and DJ Guidelines
 - (c) FastDance Association membership information
 - (d) contact information for RESDC Directors
 - (e) dance club flyers
 - (f) newsletter
- The following items should be placed on the RESDC website:
 - (a) The Calendar of Activities, including dates and venues for future dances and CNO's
 - (b) A statement of RESDC policy on child control, on the use of photographs and videos, and on the prohibition on the use of alcoholic beverages
 - (c) Prominently displayed B&W and Invitational flyers
 - (d) Information of general interest to swing dancers, including, for example, dance flyers from other clubs, event announcements, directions to venues, parking information, photos of dancers at events, articles on dances and dance levels, bios of competitors and dance instructors, news about other clubs, convention and professional highlights and results, competitors at the US Open, and information from the National FastDance Association
 - (e) A "help wanted" ad for new Board members and volunteers (and on Facebook)

- (f) A website link to local businesses that are part of dance community, such as dance shoe stores
- (g) A website link to and from clubs and teachers/instructors listed above
- (h) A counter to monitor the number of hits on the website

Financial/Treasurer:

- RESDC is a 501.c.3 tax exempt nonprofit, charitable corporation incorporated 3/12/92; California Tax Exempt number C1817089; Taxpayer Identification Number (TIN) 68025354
- RESDC shall maintain a checking account with Exchange Bank (EB), account number 10146215; TIN 680254354
- Two authorized signatures shall be required on all RESDC checks and withdrawals (this is an RESDC, and not an Exchange Bank, requirement)
- At least one signature on every check shall be an RESDC officer whose signature is on file with EB; Authorized signatures on the RESDC checking account shall be either the President or Treasurer and at least one other Executive Board member
- Disbursement of all RESDC funds shall be by check or by credit card only; Each check shall specify the purpose of the disbursement
- The fiscal year of RESDC shall be from the first day of September through the last day of August in each calendar year
- For the purpose of filing tax-related documents, the RESDC President may be referred to as the Executive Director, the Chief Executive Officer or Chair; the Treasurer may be referred to as the Chief Financial Officer
- E-postcard FTB 199N shall be e-filed yearly (after the end of our fiscal year) for California Small Tax-Exempt Organizations (ftb.ca.gov)
- Statement of Information (Form SI-100) shall be e-filed every 2 years (after the end of our fiscal year) with the California Secretary of State
- IRS Form 990N e-Postcard shall be e-filed yearly (after the end of our fiscal year); EIN 68-0254354; Log in ID: 68025435401
- Liability insurance shall be maintained: Insurance agent: Jan Loewen, 703 2nd St., Santa Rosa 95404 , USLI account number NPP1604767, user name: kratz37@aol.com
(Note: Additional insurance coverage for Directors and Officers was determined to not be cost effective and was thus declined by the Board (9/21))
- AI (Additional Insured) forms shall be provided upon request for the rental of dance venues (as determined at the time of rental or subsequently)
- Free passes to dances shall be signed by the Board member issuing them
- Membership shall be renewed yearly in the National FastDance Association (www.fastdancers.com) to provide an umbrella licensing agreement with ASCAP, BMI and SESAC; Related information such as logos shall be posted on the RESDC website
- Directors may make expenditures of \$50 or less without prior Board approval; A signed and dated receipt shall be submitted for reimbursement
- The Exchange Bank credit card reader "CloverGo" may be used for the payment of admission fees and membership fees
- Two credit cards have been obtained from Exchange Bank; They shall strictly be used only for RESDC purposes
- A binder shall be maintained by the Treasurer which contains current information as follows:
 - (i) Monthly statements from Exchange Bank, including credit card statements
 - (ii) Credit card and reader
 - (iii) Annual RESDC Treasurer report from the previous fiscal year
 - (iv) Recent filings and correspondence with the FTB and the IRS
 - (v) Membership in the FastDance Association
 - (vi) Liability insurance
 - (vii) Historical information related to the 501.c.3 tax basis and the founding of the RESDC
- A filing folder shall be maintained by the Treasurer which contains:
 - (i) Previous annual Treasurer reports

(ii) Previous monthly statements from Exchange Bank

(iii) Previous monthly credit card statements with an annotation for each expenditure such as person, purpose, merchant and date

(iv) Receipts for expenditures going back for a period of three years

(Note: Since disbursement of all RESDC funds is made by check (including credit card statements), all expenditures are documented by images of canceled Exchange Bank checks going back for a period of 10 or more years.)

Membership Renewals and Dues:

- New and renewal members shall be admitted free to one regular monthly dance
- The Board shall designate fees for dance admission and for other RESDC-sponsored activities
- The yearly membership rate shall be \$35 for individuals, \$55 for couples and \$20 for Junior members
- Membership renewal reminders should be mailed using the US postal service

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