

**NORTEX
CLUB
MANAGEMENT
GUIDELINES**



NORTH TEXAS SQUARE AND ROUND DANCE ASSOCIATION

REVISED February, 2001

by

**Charlie & Ann Maloney, Ronnie & Ann Montgomery,
Gerry & Pat Hooper, and Jack & Ann von der Heide**

REVISED February, 2009

by

Larry & Kaye Horstmann and Allan & Dorothy Mussler

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INTRODUCTION

This book has been put together as an aid in managing your club. It shall not be considered as rules or regulations from NORTEX. Each of you should establish your own club rules and guidelines.

It is our intent that you use this material as information in establishing a new club or helping your club grow. We would also encourage you to furnish helpful information that can be shared with others.

CLUB OFFICERS AND RESPONSIBILITIES

Most clubs are organized in a basic club format with officers or leaders performing their duties in a similar manner. Clubs may use different titles for their leaders, but the duties and responsibilities are basically the same.

The following is a list of typical duties and responsibilities for a position that may meet the need of most clubs, but many require some variation or tailoring depending upon the type and organization of the club.

CLUB PRESIDENT

1. Presides over all meetings of the club and the Executive Board.
 - * Emcees the club dances, and other functions.
 - * Chairs the club business meetings.
 - * Assures the preparation and distribution of an “agenda” for all meetings in advance.
2. Conducts the business of the club.
 - * Conducts business in accordance with the current club constitution, bylaws, and established policies and procedures.
 - * Signs all correspondence in the name of the club.
 - * Promotes accepted square dance practices within the club.
 - * Develops and promotes plans and policies to ensure the well being of the membership.
 - * Confirms via correspondence the following items:
 - a. Rental arrangements for the dance facility for regular club dances and meetings.
 - b. Rental arrangements for class facilities.
 - c. Contracts with club caller, cuer, and special dance callers.
 - d. Notification of the change of officers to appropriate organizations and publications.
 - * Establishes/maintains club calendar (1 mo., 3 mo., & 12 mo.).
 - * Implements telephone committee or email actions for emphasis of club events, program changes, and emergency actions.
3. Appoints and reappoints committee chairmen and assigns such duties as necessary to further the aims and activities of the club.

CLUB OFFICERS AND RESPONSIBILITIES

CLUB PRESIDENT (continued)

4. Assures that the members of the Executive Board are completely briefed and involved in absolutely everything the club is doing.
5. Promotes and supports special club social activities to maintain membership interest, involvement, and retention (i.e., club visitations, exhibitions, theme dances (e.g., July 4th, Valentines, etc.), parties, charity events, fun badge activities, leadership classes.)
6. Support NORTEX and area activities.
7. Participates in all club functions.
 - * Assures that dance facilities are opened at least 30 minutes prior to start of function.
 - * Assures that facilities are ready for the function (e.g., utilities, chairs, tables, banners, bulletin boards, literature, handouts, flyers, etc.) at least 15 minutes prior to start time.
 - * Assists in welcoming the members and guests.
 - * Plans for and makes announcements as required to pass on club information and related square dance events, introduces guests and visitation dancers, recognizes visiting area and state officers and VIP's, recognizes the performance and special achievements of the caller, caller, club members, and other individuals as appropriate.
 - * Assists in bidding farewell to the members and guests as they depart.
 - * Assures that facilities are secured (cleaned up & locked) at the end of the function.
8. Supervises activities of other club officers to assure they are performing their duties and responsibilities in the best interest of the club.
9. Assures that a club newsletter is prepared and distributed to all club members periodically (monthly).
10. Sets an example for other officers and club members to follow to include, dress, badge, promptness, enthusiasm, knowledge of the square dance community activities, etc.

CLUB OFFICERS AND RESPONSIBILITIES

CLUB VICE-PRESIDENT

1. Assumes all responsibilities and duties of the President during his absence.
2. Serves as the club Parliamentarian and assures adherence to the club constitution, bylaws, policies and procedures.
3. Serves as the “official greeter” of club members and guests at club functions.
4. Serves as chairman of the membership committee and is responsible for bringing names of potential new members before the club members for vote of approval.
5. Supports NORTEX and area activities.
6. Participates in all club functions.
 - * Assists in the preparation of the dance facility at least 30 minutes prior to start of function.
 - * Assists in the set up of chairs, tables, banners, bulletin board, literature display, etc. to be completed 15 minutes prior to start of the dance or activity.
 - * Welcomes members and guest as they arrive and bids them farewell as they depart.
 - * Assists in the clean up of the facility at the end of the dance or activity after all guests have left.
7. Sets an example for other officers and club members to follow to include dress, badge, promptness, enthusiasm, knowledge of the square dance community activities, etc.
8. Performs other duties as assigned by the President.

CLUB SECRETARY

1. Prepares official club correspondence and related documents.
 - * Letters of offer, confirmation letter, contract, etc.
 - * Notifications of newly elected club officers.
 - * Club roster.
 - * Election Ballots and other correspondence and documents as required.

CLUB OFFICERS AND RESPONSIBILITIES

CLUB SECRETARY (continued)

2. May perform as the club reporter and librarian and prepares the following:
 - * Articles for publication in NORTEX *Promenade*.
 - * Articles for publication in local media.
 - * Notification of dance dates, specials, etc.
3. Maintains guest book and places it in a conspicuous place at each dance.
4. Serves as custodian of all club records, correspondence, books, magazines, articles of incorporation, constitution, bylaws, etc.
5. Prepares and distributes minutes of the Executive Board meetings to all officers within 10 days of the meeting.
6. Maintains and posts a club calendar of events. The calendar shall depict all significant club and related square dance events. The calendar shall be updated as required to continually reflect known scheduled activities. Copies shall be made available to the club membership.
7. Supports NORTEX and area activities.
8. Participates in all club functions.
 - * Assists in the preparation of the dance facility at least 30 minutes prior to start of function.
 - * Assists in the set up of chairs, tables, banners, bulletin board, literature display, etc., to be completed 15 minutes prior to start of the dance or activity.
 - * Welcomes members and guest as they arrive and bids them farewell as they depart.
 - * Assists in the clean up of the facility at the end of the dance or activity.
9. Sets an example for other officers and club members to follow to include dress, badge, promptness, enthusiasm, and knowledge of the square dance community activities, etc.
10. Performs other duties as assigned by the President.

***** The Secretary or Treasurer should send new member names to NORTEX to ensure prompt *Promenade* delivery. This also should include changes of address.**

CLUB OFFICERS AND RESPONSIBILITIES

CLUB TREASURER

1. Receives and disburses all club moneys.
 - * Receives/collects dues from the club membership.
 - * Receives funds from special dances and other activities.
 - * Makes a disbursement for all club financial obligations.
 - * Deposits all club moneys in a bank approved by the club Executive Board.
2. Prepares and presents club monthly, quarterly, annual financial reports and projections to the Executive Board as required.
3. Posts a club quarterly financial report in a conspicuous place for membership reviews.
4. Authenticates all club expenditures by receipts, certifications, etc.
5. Keeps and preserves all financial records of the club.
6. Signs all checks for the payment of money from the club account. Prepares and executes authorized check signature forms when appropriate. Uses two signatures on all checks issued.
7. Notifies members of delinquent accounts 30 days after dues become due and payable.
8. Keeps the Executive Board apprised of delinquent accounts.
9. Supports NORTEX and area activities.
10. Participates in all club functions.
 - * Assists in the preparation of the dance facility at least 30 minutes prior to start of function.
 - * Assists in the set up of chairs, tables, banners, bulletin board, literature display, etc., to be completed 15 minutes prior to start of the dance or activity.
 - * Welcomes members and guests as they arrive and bids them farewell as they depart.
 - * Assists in the clean up of the facility at the end of the dance or activity.

CLUB OFFICERS AND RESPONSIBILITIES

CLUB TREASURER (continued)

11. Sets an example for other officers and club members to follow to include dress, badge, promptness, enthusiasm, knowledge of the square dance community activities, etc.
12. Performs other duties as assigned by the President.

***** The Secretary or Treasurer should send new member names to NORTEX to ensure prompt *Promenade* delivery. This also should include changes of address.**

CLUB REPORTER

1. Do not hesitate to ask the *Promenade* editor for help on *Promenade* content. (Please don't ask us to make up your ads or make changes in ads or directory ads).
2. Please write short, concise reports, but include all pertinent details. Be concerned with what your club is PLANNING to do rather than writing about what it has done.
3. List special activities (other than square dance activities) that are planned for the club.
4. ITEMS THAT SHOULD "NOT" BE INCLUDED IN CLUB REPORTS:
 - Ordinary club dances with your club caller and cuer.
 - Little club funnies that are not of interest to the majority or NORTEX readers.
 - The place, time, and dates of regular club dances. (These should be in your CLUB DANCE DIRECTORY AD.)
 - Personal write-ups of individuals in your club. (Confine this type of news to your club newsletter.)
 - Articles without news just to have your club name in the headlines. NORTEX does not require a club's report every month; however, reporters are encouraged to send in their club news articles when the content is newsworthy.
5. PLEASE limit your news article to no more than 350 words.
6. ADVERTISE DANCES for the back page: Clubs that submit a paid ad are entitled to a listing on the back page, BUT information needs to be submitted on ADVERTISED DANCES report form.
7. Recommended subjects for club news article content: Future club events (don't dwell on the past), club sponsored dances, exhibitions, parties, trips, and club awards, and future guest callers.

CLUB OFFICERS AND RESPONSIBILITIES

CLUB REPORTER (continued)

8. Only one person (or one couple) in the club should be delegated to submit news and reports. (ALL CLUBS SHOULD HAVE A CLUB REPORTER.) We have received as many as three (3) reports from one club and frequently receive two (2) reports from the same club, but from different officers. Neither is published until cleared with the club president.
9. **FUTURE DANCES COLUMN:** This column is designed to let clubs advertise up to a year in advance the dates they have chosen for annual or anniversary dances. This listing will run until two months before date of the special. Clubs normally will advertise their dances at that point, thus allowing them a listing on the Advertised Dances back page. By using this Future Dances Column, other clubs can be aware of the date of your dance and may try to avoid scheduling a special dance on the same date.
10. **SPELLING:** Check all spelling before submitting items for publication. If there are names included in your articles, such as new officers, please type or print all names for easier reading.
11. **SUGGESTIONS:** Forms are best mailed in a business envelope. Also, save the above requirements for future use and pass on to your successor.

**CONTACT YOUR AREA VP FOR *PROMENADE* FORMS.
THE *PROMENADE* EDITORS DO NOT MAIL THEM OUT.**

LESSONS COORDINATOR

1. Assumes responsibilities for the planning, administering and reporting of all activities involved with the training of the yearly (or more often) square dance class/ classes.
 - * Opens and sets up class facility at least 30 minutes prior to start of each class.
 - * Secures building after checking security, cleanliness, lights, etc.
 - * Maintains class and club attendance records nightly.
 - * Calls absentees and gives encouragement to attend all sessions.
 - * Issues and collects student badges.
 - * Distributes and discusses student handbooks, handouts, information sheets, etc.
 - * Reports to the club of class activities and obtains the necessary participation (angels) to assure all students are dancing.

CLUB OFFICERS AND RESPONSIBILITIES

LESSONS COORDINATOR (continued)

- * Keeps class abreast of club activities, special dances, parties, elections, etc.
- * Encourages maximum club participation during the last four weeks of class to give the class members a feeling of belonging and to permit the club members to become acquainted with the class members.
- * Assures refreshments are made available for the class.
- * Assures that square dance activities are presented to the class during their lessons covering all aspects of the square dance hobby.

SOCIAL DIRECTOR/HOSPITALITY CHAIRMAN

1. Plans and provides for refreshments for all club dances, party nights, specials, club functions/events. Schedules all social activities on the club calendar.
2. Assumes the following responsibilities for regular club dances:
 - * Prepares coffee/drinks and assures that cups, sugar, etc., are available.
 - * Receives and maintains an accounting of social funds.
 - * Assures that clean up of the refreshment area is conducted.
 - * Purchases supplies and accessory items as required.
3. Assumes the following responsibilities for party nights:
 - * Performs the same duties as for regular club dances.
 - * Coordinates all refreshments by determining what is required, the amounts, and soliciting the membership to provide for the method of obtaining the refreshments. Personal contact may be required to assure sufficient refreshments and serving assistance. Refreshments may be bought from the club's social funds or the club treasury if approved by the Executive Board.
4. Assumes the following responsibilities for special dances, functions, or events:
 - * Performs the same duties as for the party night.

CLUB OFFICERS AND RESPONSIBILITIES

SOCIAL DIRECTOR/HOSPITALITY CHAIRMAN (continued)

- * Refreshment plans shall be coordinated with the appointed dance or event chairman.
- 5. May appoint committees to assist in duties involved in party nights, special dances, club functions, and events.
- 6. Supports NORTEX and area activities.
- 7. Participates in all club functions.
 - * Assures timely preparation of refreshments at each dance, function, or event.
 - * Assures refreshment facilities are cleaned and equipment stored at the end of each dance, function, or event.
- 8. In the absence of a sunshine chair, may send get well cards or appropriate cards to members as needed.
- 9. Sets an example for other officers and club members to follow to include dress, badge, promptness, enthusiasm, knowledge of square dance community activities, etc.
- 10. Performs other duties as assigned by the President.

CLUB DELEGATES TO NORTEX

1. Assumes responsibility for the interchange of information between the club and NORTEX.
2. Attends and actively participates in all the NORTEX and club meetings.
 - * Represents the club, votes for the club, and expresses the club's position on NORTEX functions and operations.
 - * Volunteers and accepts on behalf of the club any responsibilities, appointments, or any obligations deemed necessary in the best interest of NORTEX and the club.
3. Disseminates all information and data obtained at the NORTEX meetings to the club's Executive Board.
4. Becomes thoroughly familiar with the constitution, bylaws, policies, procedures, and operations of the club and NORTEX.

CLUB OFFICERS AND RESPONSIBILITIES

CLUB DELEGATES TO NORTEX (continued)

5. Supports NORTEX and area activities.
6. Participates in all club functions.
 - * Assists in the preparation of the dance facility at least 30 minutes prior to start of function.
 - * Assists in the set up of chairs, tables, banners, bulletin board, literature display, etc., to be completed 15 minutes prior to start of the dance or activity.
7. Sets an example for other officers and club members to follow to include dress, badge, promptness, enthusiasm, knowledge of the square dance community activities, etc.
8. Performs other duties as assigned by the President.

CLUB CALLER/CUER

1. Maintains club dancing proficiency at the level designed by the Executive Board of the club.
2. Conducts the club dances as scheduled by the Executive Board.
3. Provides all sound equipment and records. Latest records will be utilized as deemed desirable by the caller.
4. Conducts club classes in western style square dancing as scheduled by the club's Executive Board.
5. Obtains approval of the club President of a substitute caller/cuer in event of absence.
6. Promotes proper square dance styling, dress, promptness, enthusiasm, and attendance at club, and NORTEX functions.
7. Adheres to CALLERLAB "Code of Ethics" to the maximum extent possible.
8. Prepares and offers a variety of programs to avoid boredom and stereotyped dance nights. Periodically develops gimmicks or special events to create an atmosphere of fun and excitement.
9. Presents a professional appearance and attitude at all club functions.
10. Mingles with the club members to obtain the feelings of the club dancers.

11. Assists in other club activities as requested.
12. Sets an example for club officers and members to follow to include dress, badge, promptness, enthusiasm, knowledge of the square dance community, activities, etc.
13. Provides the club President with verification of BMI/ASCAP license.

CLUB MEMBERS' RESPONSIBILITIES.

1. Be socially clean, courteous, and pleasant.
2. Arrive at the club early and be ready to dance the first tip. This pleases the caller, cuer, officers, and other dancers.
3. Attend and participate in workshops to learn new calls and to improve your dancing abilities.
4. Know and adhere to your dance level.
5. Accept help from others and be helpful to others.
6. Share dance time. Don't be exclusive—NO CLIQUES.
7. Know the leaders and the relationship of your caller to the club.
8. Talk to the caller and club leaders about your dance problems and desires for the club. They need your input.
9. Volunteer to perform club functions without having to be asked.
10. Serve in positions of responsibility; it's your duty to help. It is "your" club and surely you want the "best". Become a club officer or committee member.
11. Recruit and assist new dancers at class lessons.
12. Stay for the entire dance and if possible dance the first and last tip. This honors the caller, club officers, and fellow dancers.
13. Be courteous to speakers, leaders, and callers. Be a good listener. Listen attentively to club announcements.
14. Be financially responsible and pay club dues in advance without being asked.
15. Assist the leaders in the set up and clean up of the dance hall.
16. Participate in all club visitations, exhibitions, charity activities, and other functions.
17. Attend seminars and other leadership and club operational training programs.
18. Wear your badge and proper square dance attire at all club functions.
19. Form squares promptly, and welcomes anyone who joins the set. Introduce yourselves before the calls start.
20. Be tolerant and polite to new dancers and senior dancers.

CLUB MEMBERS' RESPONSIBILITIES (continued)

21. Dance with visitors, singles, and caller's taw, allow them the pleasure of your expertise.
22. Never walk through a square or leave a square. Join the nearest square that is forming.
23. Introduce yourself to visitors and guests, make them feel welcome and want to visit your club again.
24. Honor your caller and club officers.
25. Guide your partner; do not shove, push or jerk.
26. End each tip with a flourish, applause, and thanks to all in the set and the caller.
27. Get acquainted with everyone at the dance whom you have never met. As unknown square dancer is a friend you have yet to meet.
28. Contribute toward the enjoyment of the dance by expressing friendliness, good humor, cooperation, and a real desire to have fun.
29. No drinking of alcoholic beverages before or during the dance.
30. Thank everyone who made your evening out a pleasant one- the caller, club leaders, guests, etc. Your "thanks" is their pay and their reward.
31. Forget about business, financial, social and family cares and concentrate on enjoying the fun and fellowship at the dance.
32. Be loyal to your club and club officers.
33. Set a good example for other club members to follow.

STANDARD PRACTICES

Since most of the decisions of the club are made during the Executive Board meetings, the actions and non-actions of each elected officer have a reflection on all the elected officers of the club. It shall be the responsibility of the President to ensure that each officer of the club is properly performing their duties.

Following is a set of procedures that may be used by the officers of the club. These procedures may be revised at any regular meeting of the Executive Board. Any revisions to these procedures will immediately be incorporated, and the revised copy of the "Standard Practices" shall be attached to the file copy of the club bylaws.

GENERAL

1. Outgoing and incoming presidents should meet with club caller/cuer annually to renew contract and set calling fee for Club dances and lessons.
2. The President and another club officer (usually the new President) shall audit the financial records of the Treasurer at the end of each term prior to the books being turned over to the new Treasurer. The new Treasurer is encouraged to sit in on this audit.
3. At the _____ meeting of each year, the membership will establish a nominating committee by either appointment or election. The nominating committee shall contact each potential nominee to ensure his or her willingness to serve. Additional nominations may be made from the floor during elections of officers at the annual club meeting.
4. Each officer of the club shall be empowered to secure the material and equipment necessary for the normal operation of the respective office and present a bill to the Treasurer for reimbursement. The following ground rules shall apply to all officers in the expenditure of moneys:
 - * Coordinates with Treasurer to ensure funds are available for the expenditure of moneys.
 - * Any expenditure in excess of \$____ shall be approved by two officers. Note: This shall not apply to the payment of regular hall fees, caller fees, NORTEX club membership fees, NORTEX insurance fees, and payment of club and name badges.
5. Schedules club meetings.
 - * The club shall have at least one annual meeting each year for the election of officers.
 - * The President schedules club special meetings and club socials. In emergency, the President may call and schedule club emergency meetings.

STANDARD PRACTICES (continued)

EXECUTIVE BOARD

1. Determines dates, place, time, fee, etc. for lessons.
2. Plans special events for the year (e.g., special dances, club trips, special club meetings, etc.)
3. Decides if the club is to play banners for the ensuing year.
4. Following the election of the new officers, a transition meeting shall be held.
5. The Executive Board shall call a special club meeting to elect the club caller/cuer and instructor for club lessons.

CLUB BYLAWS AND CONSTITUTION

This sample is provided to assist you in creating a set of bylaws designed to fit your club. Your bylaws should be well thought out and considered by your membership before they are published. Your bylaws reflect your club's personality and direction.

CLUB NAME BYLAWS AND CONSTITUTION

ARTICLE I – NAME

The name of this non-profit organization shall be _____ Square and Round Dance Club ("Club").

ARTICLE II – PURPOSE

The Club is formed to provide a place where dancers may enjoy dancing together in a spirit of friendliness and cooperation. Each member is allowed the opportunity of sharing in the Club's responsibilities and maintaining standards required by NORTEX.

ARTICLE III – MEMBERSHIP

SECTION I: A member in good standing must sponsor a prospective member. The prospective member must have participated with the Club in three events and be able to dance at the level of the Club.

SECTION II: The Executive Board shall by ballot vote the acceptance or rejection of properly sponsored potential member.

SECTION III: Membership in not transferable.

SECTION IV: Since the Club is operating in the best interest of square dancing, members are required to maintain proper social behavior. A member acting offensively shall be reported to the Executive Board.

ARTICLE IV – MEETINGS

SECTION I: The Club shall have at least one annual meeting each year for the election of Officers.

SECTION II: The Executive Board shall meet as often as necessary to conduct all Club business.

SECTION III: *Robert's Rules of Orders* shall govern all meetings.

SECTION IV: A quorum at a regular Club membership meeting shall consist of the Club members present except when voting on changes to the Club "Bylaws."

ARTICLE V – DUES

Membership fees shall be set each year by the membership at a sum that will ensure smooth financial operations of the Club.

ARTICLE VI – OFFICERS

The officers of the Club shall be President, Vice-President(s), Secretary, Treasurer, NORTEX Delegate, and other officers as deemed necessary. Husbands and wives shall be considered to fill an office jointly. The Executive Board may consist of the above named officers.

ARTICLE VII – DUTIES OF OFFICERS

SECTION I: President

- * Shall preside at Club and Executive Board meetings.
- * Shall be an ex-officio member of committees.
- * Appoints and removes committees.
- * Acts in temporary emergencies with the Executive Board.
 - * Coordinates with each elected officer to assure that each officer is properly performing all of the duties of the office.
- * Assists with any difficulty the officers may have.
- * Attends NORTEX meetings with Club Delegate.
- * Introduces the caller and cuer at dances.

SECTION II: First Vice-President

- * Assumes duties of the President in their absence.
- * Coordinates with the President on all Club and Executive Board plans.
 - * Takes responsibility for care and accountability of banners won from other clubs.
- * Keeps record of clubs that have captured the traveling banners.
- * Schedules visitation dances.
- * Acts as Parliamentarian at all business meetings.

SECTION III: Second Vice-President

- * Handles the “Honey Pot” collections and drawings for each Club dance.
- * Involves other Club membership in greeting and welcoming all visitors.
- * Handles arrangements for Christmas Party.
- * Makes arrangements for special Club trips and visiting callers.
- * Secures and coordinates decorations, special props or equipment.

SECTION IV: Sunshine Chairman

- * Contacts members when absent from two straight Club activities.
 - * Takes appropriate action for sickness and deaths that occur in membership families.
- * Organizes a Club telephone committee.

SECTION V: Delegate

- * Attends all NORTEX functions.
- * Keeps the Executive Board and Club informed to all NORTEX activities.

SECTION VI: Secretary

- * Keeps records of all Club and Executive Board meetings.
- * Keeps official membership list and furnishes copies of club bylaws.
- * Registers Club membership attendance.
- * Publishes and distributes monthly calendar of events.
- * Keeps list of standing committees.
- * Handles all publicity for all Club functions.

SECTION VII: Treasurer

- * Promptly pays and records all bills.
- * Collects all moneys (e.g., Club dues, Club dances, Club badges, dance lessons, etc.).
- * Deposits and records origin of moneys collected.
- * Keeps Executive Board advised of financial conditions of the Club.
- * Gives financial report at Club meetings.
- * Registers visitors' attendance and collects moneys.
 - * Maintains a petty cash fund for the purpose of making change at Club dances or for emergency needs at Club functions. (Note: All checks require signature of any two of three officers: the President, First Vice-President, or Treasurer.)

SECTION VIII: Second Vice President/Hospitality

- * Acts as custodian of the Club equipment and supplies that pertain to refreshments.
- * Secures Club refreshment supplies for dances, socials, and special functions.
- * Plans refreshments for Club dances.
- * Appoints a refreshment committee for each dance.
- * Follows through on committee progress before and during dances.

SECTION IX: Photographer

- * Acts as the Club's historian and keeps the history of the Club in the form of a photo album and scrapbook.
- * Keeps album current and has it at all Club activities.

ARTICLE VIII – NOMINATIONS AND ELECTION PROCODURES

SECTION I: Officers shall be elected by majority vote.

SECTION II: Officers shall be nominated at the Club meeting one month prior to the election. The Executive Board will present a new slate of officers at the annual election meeting. Nominations may be made from the floor.

SECTION III: Officers shall take office on _____ and shall attend the Executive Board meeting the preceding month.

SECTION IV: Offices may only serve two terms in succession in the same office.

SECTION V: In the event of an unfilled term of office, the President shall appoint, with the approval of the Executive Board, a member to fill the vacancy.

SECTION VI: All business shall be brought to the President in writing for presentation to the Executive Board.

ARTICLE IX – AMENDMENTS

The bylaws can be amended by a two thirds (2/3) majority of those present. Members are to be notified in writing, 30 days in advance of the meeting date.

ARTICLE X – DISBANDMENT

In case of Club disbandment, all funds and assets shall be donated to a recognized charity determined by the Club membership.

NORTEX LIABILITY INSURANCE PLAN

NORTEX offers to its member clubs insurance protection in case of liability claims arising from square, round, and clogging dance activities. All member clubs are required to participate in the insurance program, and 100% participation of the club membership is required. Each member club enrolls all of its members except those that are enrolled with another club. Dancers holding membership in more than one NORTEX club pay insurance premiums through their “home club”. The insurance policy effective date is currently August 15. NORTEX is billed annually by the insurance carrier and pays the insurance premium in one lump sum. When requested, NORTEX clubs provide a roster of members to the NORTEX Insurance Director and submit one check payable to NORTEX based on the current rate of \$2.50 per club member. There is no grace period, and insurance premiums are due and payable to NORTEX when billed by the NORTEX Insurance Director.

The current insurance plan protects NORTEX and its member clubs should an injury occur at a dance premises (NORTEX business meeting, Round-Up, or club dance locations). Many NORTEX clubs dance in facilities that require certificates of liability insurance naming the facility as an additional insured under the NORTEX policy. These certificates can be requested from the NORTEX Insurance Director and provided to the various facilities by the insurance carrier. **Reminding you that each dancer who pays NORTEX dues is an insured party under the policy, the liability insurance protection only extends to third parties (independent dancers or spectators). This insurance protection does not provide coverage for injury sustained by members of any NORTEX club.** *For example, if a member of Circle I attends a Stone Stepper dance at Stone Steppers dance location at the Balch Springs Civic Center (remember that Circle I and Stone Steppers are each a NORTEX club), and a member of Circle I falls due to coffee spilled in the refreshment area, no coverage would be afforded to Stone Steppers by the NORTEX policy since the Circle I member is an insured party under the NORTEX policy. If a non-dancing visitor, however, attends a Stone Stepper dance, (for example, a resident of Balch Springs just stopping by the Civic Center) and falls at the dance facility due to the coffee spilled in the refreshment area, Stone Steppers would be protected for any claims arising from the injury to this non-dancing, third party, guest.*

This situation is not exclusive to the policy secured by NORTEX. An insured party can never be liable for itself. (If you back out of your garage in one of your vehicles and hit another of your owned vehicles, there is no liability coverage provided by your automobile insurance policy. You cannot be liable for damage sustained to your own vehicle. Should you carry collision coverage on your vehicle(s), the damage sustained to your vehicles could be repaired under the collision coverage, not the liability coverage).

Often NORTEX dancers ask, “*Is this the insurance that will prevent us from being sued?*” We wish that there was an insurance policy available that could prevent litigation, but there is no such policy available to any entity, any person, anywhere! In our litigious society, NORTEX and its member clubs could be sued at any time for any reason. The current insurance policy secured through NORTEX, however, would be our source of protection for bodily injury or property damage sustained at a dance location by a THIRD PARTY.

NORTEX INSURANCE COVERAGE (continued)

Claims adjustors, and if necessary, attorneys, provided by the NORTEX insurance carrier, would represent NORTEX and/or its member clubs and help in the settlement of any proposed claim, but the policy cannot prevent us from being sued.

Under the current insurance plan, the limit of coverage for bodily injury and property damage combined in a single limit per occurrence is \$2,000,000 with an aggregate limit of \$4,000,000.

Per action of the NORTEX delegates, there is currently no accident coverage provided by NORTEX.

BMI AND ASCAP

1. BMI and ASCAP are national organizations formed to collect royalties on copyrighted music for its members.
2. It is a very complicated structure; the important aspects to remember are listed below.
 - * Be sure your caller is licensed by BMI and ASCAP.
 - * Damages for copyright infringement range from \$500 to \$20,000 per song.
 - * Any activity that is public, regardless of where it is performed requires the sponsors to assure proper licenses.
 - * If in doubt about the activity, contact your caller association or your NORTEX officers. (They can obtain an answer for you.)
3. If the caller and cuer are not licensed, they are not in trouble: **THE CLUB IS RESPONSIBLE.**

DANCE CLASSES

RECRUITING:

Preparation is essential for a successful recruiting program. Clubs most successful in recruiting are using one of the following:

1. Each member turns in names of prospects to a lesson chairman, who in turn sends a letter of invitation (with RSVP) for a patio party, hamburger cook-out, etc. This event needs to be well planned to include fun things to do to get acquainted. With a touch of modern western square dance flavor they can taste the fun and fellowship that goes on in the club. Then give them the date and time of the first lesson and ask them to come with their angel to continue the friendships they have just made.
2. Invite friends in your community for a potluck dinner, using suggestions mentioned above.
3. Plan a one-night stand with church groups or other organizations to promote interest in square dancing.
4. Have a benefit dance for a charitable cause, getting friends, and people interested in the charity involved in the planning, fun, and fellowship.
5. A well thought out lesson plan, like a cake recipe, must include all the ingredients at the club's disposal. Preparation is most important, and that means starting EARLY. Keep in mind the following:
 - * A good instructor and number of movements to be taught.
 - * Location.
 - * Publicity.
 - * Angels.
 - * Lesson schedule.

ANGELS FOR LESSONS.

Lessons are usually the largest undertaking in which clubs will be involved, taking four to five months. This does not include preplanning and after-graduation planning to keep new dancers.

In the club lesson plan, careful attention must be given to angels. This should be thoroughly discussed by the club and instructor as to how much angels will be used. Thoughts may vary on the use and number of angels. If all the club members will not be acting as angels, then the club should have some sort of social activity where students and member can get acquainted.

DANCE CLASSES (continued)

Club members should bring students to lessons until they want to come on their own. See that they get to new dancer dances. Don't forget them after they graduate. Invite them to go with you to dances. Encourage and help them get acquainted with their new activity.

Angles and club members who come to the lessons but who are not needed to fill squares should leave the area where instruction is taking place. There should be no loud talking or laughing to cause distractions.

There is no need for angels and club members to do a "plus tip" during breaks. The many different moves can be discouraging to students.

Some duties of angels include:

- * Help with set-up where lessons are held.
- * Assist with light refreshments.
- * Fill squares enthusiastically when necessary so all students are on the floor.
- * Must dance as students; remember to set good examples.
- * Let the instructor do ALL the teaching; ONLT assist the instructor when called on.
- * Will silently hold out a hand or point to the correct spot to help a student.
Sometimes
- * you have to let them make mistakes; that also teaches.
- * Encourage slow learners and help build their confidence.
- * Get to know all students by mixing and socializing at break time.
- * Never discuss club politics.

LESSON SCHEDULE

Clubs should start early preparing students for a firm foundation for club membership. Recruiting is over by the third lesson, and students should begin receiving useful information about square dancing. NORTEX educational materials should be given out at different times, alternating with club newsletters or short talks at break time. In this way, they will absorb and digest the information and interesting tidbits that are new and exciting to them. Also it will be something to tell friends and relatives about their new activity.

LESSON SCHEDULE (continued)

Suggestions for lessons:

- Lesson 3 Club gets balance of students signed up. NORTEX can hand out copies of *Promenades*.
- Lesson 4 NORTEX handouts titled “New Dancer Handbooks”
- Lesson 5 Brief club history and student roster.
- Lesson 6
- Lesson 7 Explain social functions of club (e.g., after parties, picnics, etc.).
- Lesson 8
- Lesson 9 Tell about community activities in which club has taken part (e.g., parades, benefit dances, nursing homes, etc).
- Lesson 10 Explain Friendship Badge card (e.g., what they are for, how to use them).
- Lesson 11
- Lesson 12 A club officer should explain club membership, and responsibilities: invite students to join the club.
- Lesson 13 NORTEX officer (usually the Area VP) talks briefly about NORTEX (e.g., organization, meeting, Round-Up, etc.).
- Lesson 14 Discuss club visitations, banner game, and club dress.
- Lesson 15 Club Officer/NORTEX officer should furnish club with diplomas and again invite students to join club in order to receive the *Promenade* ASAP.

At graduation the club should give out club badges to those who have joined, along with their diploma. A current *Promenade* should be handed out by the Area VP along with a letter from the NORTEX President titled “Welcome to the World of Square Dancing.”

The lesson chairman should coordinate with the instructor on materials given to new dancers.

We welcome the new dancers to this wonderful activity. Explain that square dancing is not an activity that is here today and gone tomorrow. It is the “National Folk Dance” and the “Folk Dance of Texas.” Dancing ability will improve in direct proportion to the number of dances attended and different callers heard. Invite new dancers to assist in recruiting new students and serve as angels at the next set of lessons. This will not only be a fresher course but also be an opportunity to get better acquainted with the activity and make new friends.

RETAINING DANCERS

INTRODUCTION

Retaining dancers is one of the most important tasks within the square dance movement. It is the responsibility of all dancers, the caller, cuer, and officers to retain their dancers. There are many reasons that dancers leave the activity. Some reasons are beyond anyone's control such as health, moving, change in work schedule, finances, age or a change in family situations. There are other reasons for dancers "dropping out" that the dancing community can prevent such as unable to maintain the level of dancing, peer pressure, not feeling welcome, too much responsibility too fast, problems within the club, or other things that make the dancer uncomfortable. It is the responsibility of the caller, officers, and members to avoid a situation that contributes to the dropout of any dancer.

THE CLUB

There are three phases when a club can lose dancers: in beginner lessons, in the transition from lessons to the club, and in the club. In lessons the new dancer may be a slow learner or very insecure. The club members should help them feel secure by helping them with the figures under the direction of the caller, and assure them that they are progressing and will achieve their goals. The club members should meet the new dancers and establish a relationship prior to their first "Club Dance." The new dancers are entering a new magic, mythical world, and without tender loving care, they may decide square dancing is not for them. Some club members may isolate themselves from the new dancers or unintentionally snub the new dancer, which may drive the new dancers away from the club. There are many of those who would like to become more active in club functions or club management, but are afraid to volunteer or are unsure of the associated responsibilities. It is imperative that the club is responsive to the needs of new and existing dancers.

THE CALLER

The caller has the responsibility of being sure the new dancers are ready for the club, and keeps the evening dance program moving along at a pace that the dancers will enjoy. He/she can also help with keeping cliques at a minimum and maintaining excitement and enthusiasm in the club activities.

THE CLUB OFFICERS

Although the officers run the business of the club, they also must keep peace and harmony within the club. One of their prime duties is to make everyone feel WELCOME at the club. Each member must be made to feel that he or she belongs. A proven method is to invite every member to participate in some club service, such as serving food, welcoming the visitors, setting up the building for the dance or cleaning up after, sending cards to the members that missed the dance or are ill, etc. The officers can help the new dancer by dancing with them and introducing them to other members and visitors. The officers must ensure the planning, preparation and conduct of an exciting dance night, which will be remembered and enjoyed by the dancers.

RETAINING DANCERS (continued)

THE CLUB MEMBERS

Club members also have responsibilities. They can add fun, fellowship and enjoyment to the dance by speaking to other dancers, smiling, being friendly, and by being considerate of the feelings of others. Club members should be respectful of the opinions of others. They should attend all club functions and be willing to help in any part of the club operations. Members should set an example and demonstrate to others that they can contribute and are interested in the club activities. Every club member can help maintain harmony by remembering, "Do unto others as you would want them to do unto you."

DANCE PROGRAM

Many new dancers and slower learners need extra help. A workshop before the club dance, working with the slow learners may assist in resolving these problems. It is very important to encourage them and not "PUT" them down. Some dancers may find the dance program is not "Challenging" enough. This can be solved by having a higher level or "hot hash" tip during the dance. The dancers that don't feel they can do it will not feel put out. The caller can help by preparing and presenting a program and using figures in such a manner that the dancers will feel that they are being challenged.

PEER PRESSURE

The club caller, officers, and other dancers may inadvertently put pressure on the new dancer. The caller may want to call a more challenging dance, so he teaches all the latest figures. Some dancers may want to come have fun and relax and not become perpetual students. The officers may ask too much of a dancer's time through visitations and meetings or ask them to do too much and not just let a new member have fun. Club members should not "look down" at the dancer who cannot go visiting, learn all the new figures, or do work within the club. There may be valid reasons that a member cannot do all these things.

RESPONSIBILITY

There are some members who want to participate in club activities and some who will do very little. It is important that the club members understand and respect the degree of involvement that each member is willing to give. But it is equally important that all members understand their obligations as a member of a volunteer social activity and to do their fair share of the work. New dancers may be very eager and may take on duties for which they are not prepared. In so doing, they may get discouraged or may receive complaints if they have not fulfilled their duties properly. Since this is a hobby that is supposed to be fun and if their joy becomes a burden, they may drop out and seek another hobby.

SUMMARY

Every individual associated with the club must understand and recognize their responsibilities in the retention of dancers. Dancers are the lifeblood of the square dance activity.

SQUARE DANCERS HOW TO GET'EM –HOW TO KEEP'EM

- I. How to get new dancers.
 - A. Advertising
 1. Radio
 - a. Spot announcements-paid
 - b. Community bulletin boards-free
 2. Television
 - a. CALLERLAB has promotional video
 - b. Plan exhibition dancing
 3. Newspaper
 - a. Ask them to visit your club
 1. Anniversary or some other celebration
 2. Community involvement
 3. Have knowledgeable person interact with the reporter (e.g., knowledge of history of square dance, history of club, general structure of hierarchy of square dance organization)
 4. Demonstration dances
 - a. CALLERLAB has promotional video
 - b. Plan exhibition dancing
 - c. Make sure that dancers smile a lot
 5. Posters
 - a. NORTEX provides poster
 - b. Place where the audience you want to attract does business
 - B. Individual contacts - most important method of obtaining class members
 1. Personally invite person(s) to open house
 2. Offer to pick them up and transport to open house
 - a. Very intimidating to go where you don't know people
 - b. Person(s) less likely to back out at last minute
 - C. Provide unique classes
 1. Offer classes that run only 10 weeks (e.g., 10/10/10) lessons
 - a. Limited commitment from students
 - b. Opportunity to become "angel" for next class
 2. Whatever works-do it! Then pass the word
 3. If your club doesn't have enough dancers for a class, try combining classes with another club or multiple clubs and callers. You may lose students to another club, but you may also gain students from another club. It's a two-edged sword.

SQUARE DANCERS---HOW TO GET'EM---HOW TO KEEP'EM (continued)

- II. How to keep new dancers.
 - A. Get them involved as soon as possible
 - 1. Ask for their help in planning special events
 - 2. Don't treat them as just more "warm bodies" or "worker bees"
 - 3. Solicit their opinions
 - 4. Delegate responsibility
 - B. Don't ask them to take command of the club too soon
 - 1. New dancers don't have the requisite knowledge to become officers in the club
 - 2. The responsibility of office, given too soon, will drive them out of square dancing.
 - C. Plan a non-square dancing event that involves all club members
 - 1. Monthly pizza parties (Dutch treat)
 - 2. Annual barbeque
 - 3. Christmas party, etc.
 - D. Help your weaker dancers
 - 1. Ask them to dance in your square
 - 2. You and your spouse can get the couple to separate and dance in different squares
 - 3. Don't treat them in any way that you wouldn't want to be treated
- III. What to do if your dancers leave
 - A. Find out the reason that they are leaving; things such as health, change of jobs, moving out of area, injuries, etc., cannot be helped.
 - B. Determine if they are just leaving the club or leaving square dancing.
 - 1. If they are leaving the club for reasons other than moving, try to determine the reason. This may be something you and the other officers or club members can fix.
 - 2. If they are leaving square dancing for reasons other than health or injuries, find out why.
 - 3. Try to find out in a nice way why they are leaving and what it would take to get them to come back.

SQUARE DANCING SHOULD BE FUN! FUN! FUN!!!!

BANNER GAME GUIDELINES FOR NORTEX CLUBS
(Revised and Approved by the Delegates on February 1, 2009)

The *Banner Game* was established many years ago in order to promote dance visitations between NORTEX clubs. NORTEX has devised the following general guidelines for playing the game so that problems can be circumvented. No NORTEX club is required to participate in the *Banner Game*. Final decision as to any disagreement is left to the discretion of the host club President.

SECTION #1 Each club should have a club banner and multiple traveling banners. In the event all host club's banners have been captured a substitute maybe used.

SECTION #2 The following may not be counted toward the square claiming a banner:
(A) Any non-paying dancer.
(B) 8 dancers of the clubs total dancers visiting to retrieve their own banner.

SECTION #3 Retrieving Banners:
(A) A visiting club must retrieve their banner before they are allowed to capture a host clubs banner.
(B) To retrieve a banner the club must take at least eight paying dancers.
(C) If a host club has held a visiting club's banner for more than one year, one paying dancer from that club may retrieve it.
(D) When a club changes dance night, it is suggested that they return all banners to clubs dancing the same night, as this would result in difficulty retrieving their club banner.

SECTION #4 Awarding banners:
(A) No host club is required to relinquish more than one banner to any visiting club.
(B) The visiting club that has the most members present, sixteen or more paying dancers, is entitled to the banner of the host club. If there is the same number of members from more than one club, the club that has traveled the farthest is entitled to the banner.
(C) All visiting clubs that have eight or more paying dancers present are eligible for a banner drawing. A banner will be given to the club drawn. A club that has won the banner for the most members present may not participate in the drawing.
(D) A club visiting another club that dances on the same night should not expect to be awarded a banner, even though it may have the most members present.

Note: Clubs may award more than one banner at a dance, if they want to, and they may award a banner to a club with less than the suggested number in attendance, if they want to. However, host clubs should be fair and equitable with all clubs visiting.

SECTION #5 Advertising:

- (A) Clubs playing the banner game should indicate in their advertising any change in their policy.
- (B) It is suggested, if you are participating in a banner drawing to indicate “Banner Drawing” in your Club Directory Ad.

SECTION #6 **Before visitations, always call the President of the club you are going to visit.**

LAST, AND MOST IMPORTANT – THE BANNER GAME WAS ESTABLISHED FOR THE FUN AND ENJOYMENT OF ALL NORTEX DANCERS.

BANNERS

1. If your club chooses to play the banner game, you will need to designate one member to be responsible (usually the V.P.)
2. That person will keep and maintain a record of your club banners.
 - * The club(s) who have your traveling banner(s).
 - * How long the club(s) have had the banner(s).
 - * The designated person will need to help in planning club visitations to capture banners or to retrieve banners.
 - * The banner game is helpful to obtain more participation between clubs at times of special dances (e. g., anniversary dances).
 - * Visitation and friendliness are essential for clubs to grow.

NORTEX CLUB TRAVEL AWARD RULES

(Revised and Approval by the NORTEX delegates on February 1, 2009)

- SECTION # 1 A club officer/member may sign your card when you visit their club, only one signature on any one day permitted. Since the idea is to support other Nortex clubs and NORTEX, it is permitted to get your Club Travel Award signed at NORTEX Special Dances. This includes: NORTEX Installation, NORTEX Round-Up, and NORTEX Teen Scholarship Dance.
- SECTION # 2 Each club must visit another NORTEX Square or Round Dance club with at least one club officer and one square (eight paying dancers.) The club officer may be one of the eight dancers.
- SECTION # 3 Clubs must attend 12 different NORTEX clubs and/or NORTEX special for each award level. No NORTEX club or NORTEX special dance can be repeated on a single award card.
- SECTION # 4 One card must be completed before starting another card. Clubs can be repeated on different cards.
- SECTION # 5 When completed, return your card to your NORTEX representative.
- SECTION # 6 Awards will be as follows:

- One white rosette for the first 12 award
- One red rosette for the next 12 (a total of 24) award
- One blue rosette for the next 12 (a total of 36) award
- One golden rosette for the next 12 (a total of 48) award

These rosettes will be of the type to attach to your home club banner for display. Also, your club will be listed in the Promenade as you win awards.

Imagine, if you can, all clubs going out to visit 12 different clubs - every club in NORTEX will get visited many times.

NORTEX Friendship Badge Rules
*(Revised and Approved by the NORTEX Delegates
Sunday, August 2, 2009)*

First 100 dangle application:

1. NORTEX dancers must attend 20 different clubs that are members of the North Texas Square and Round Dance Association for each level.
2. NORTEX Installation Dance, NORTEX Teen Scholarship Dance, and Round-Up are permitted provided there is only one of each of these per year per card.
3. A club officer, caller, or cuer must sign your card when you visit a club. Only one signature on any date is permitted.
4. Signature must be on the appropriate card, and the card is not transferable from one person to another.
5. One card must be completed before starting another card.
6. When completed, return your card to your NORTEX representative.

Levels per card are:

- 1st 20 signatures - Friendship 20 Dangle Badge
- 2nd 20 signatures - 40 White Teardrop
- 3rd 20 signatures - 60 Red Teardrop
- 4th 20 signatures - 80 Blue Teardrop
- 5th 20 signatures - 100 Gold Friendship Badge

Second 100 dangle application:

1. NORTEX dancer must have attained the 100 Club Friendship Badge before beginning the second 100.
2. One card must be completed before starting another card.
3. A club officer, caller, or cuer must sign your card when you visit a club. Only one signature on any one date is permitted.
4. First card: NORTEX dancer must attend 25 different clubs that are a member of the association.
5. Second card: must contain 10 different clubs from the previous card plus 15 previously visited clubs from card one with a different and later date.
6. Third card: must contain 25 different club anniversary dances, NORTEX Installation Dance, NORTEX and club Teen Scholarship Dances, and Round-Up. When attending a friendship dance may get one club's signature.
7. The fourth and last card should be completed with 25 club anniversary dances, but may not contain an anniversary dance listed on the third card unless it is for a different date. (Usually one year later). The NORTEX Installation Dance, NORTEX and club Teen Scholarship Dances and Round-Up Dance are also permitted provided they are not the same date as on the third card.
8. When completed, return your card to your NORTEX representative.

Levels per card are:

- 1st 25 signatures - 25 Gold Teardrop
- 2nd 25 signatures - 50 Gold Teardrop
- 3rd 25 signatures - 75 Gold Teardrop
- 4th 25 signatures - Friendship 200 Badge

CONFIRMATION AGREEMENT

Caller/Cuer Name

Club Name

Street Address

Club Contact

City, State, Zip

Telephone

Contact Street Address

FEE: _____

City, State, Zip

Telephone

Alternate name & Phone number: _____

Date of Dance: _____

Time: _____ to _____

Dance Location: _____

Phone: _____

* * * * *

1. This event is a: _____

2. Dance program to be called: _____

3. Caller will share program with: _____

4. Round Dance Program includes: _____

5. Caller will furnish sound equipment: _____
(Callers/cuers using their own equipment are responsible for the set up and tear down of their equipment and will not hold NORTEX responsible for any damage to their personal equipment.)

6. Refreshments Yes () No () Time: _____

* * * * *

Agreement

I certify that I am licensed by BMI and ASCAP to perform copyrighted music at said event. Return a copy of your BMI and ASCAP license with this agreement.

Caller/Cuer Signature _____ Date _____

Club Rep _____ Date _____