

NORTH TEXAS SQUARE AND ROUND DANCE ASSOCIATION

RULES AND REGULATIONS FOR THE NORTEX BEGINNER SQUARE DANCE LESSONS GRANTS Revised 11-03-2024

PROVISION 1 NAME

THE NAME OF THE GRANT(S) IS NORTEX Beginner Square Dance Lessons Grants, referred to herewith as the “lessons grant.”

PROVISION 2 SCOPE

This document shall be the sole source of rules and regulations governing the disbursement of funds of the NORTEX Beginner Square Dance Lessons Grants. The rules and regulations may be changed by a two-thirds vote of the NORTEX delegates.

PROVISION 3 PURPOSE

The purpose of this “lessons grant” is to promote square dancing in North Texas and growth in the NORTEX association and to assist member clubs that sponsor or host beginner square dance lessons.

PROVISION 4 BEGINNER SQUARE DANCE LESSONS DEFINED

Lessons will cover all the calls on the Callerlab beginner level call list. This includes Basic/Mainstream and SSD.

PROVISION 5 BEGINNER STUDENT DANCER DEFINED

A beginner student dancer is defined as a person who has paid for the class or participated in free lessons and has NOT graduated from another NORTEX Club, has NOT joined a Club and has NOT joined NORTEX. A beginner student dancer has never taken square dance lessons or has been out of square dancing for ten plus (10+) years. Once a beginner student dancer has graduated from lessons, they are a New Dancer and no longer a beginner student dancer.

PROVISION 6 OFFICE

The office of the “lessons grant” will be the address of the current NORTEX President.

**PROVISION 7
COMMITTEE MEMBERS**

1. Committee members of the “lessons grant” shall consist of the following:
 - Current President of NORTEX
 - Current Treasurer of NORTEX
 - Current Parliamentarian of NORTEX
 - Current Immediate Past-President of NORTEX
 - Four (4) dancer representatives in good standing with an existing NORTEX Club, serving staggered two-year terms. The four dancer representatives will be composed of a combination of either two (2) couples, or four (4) individual/solo dancers or one (1) couple and two (2) individual/solo dancers. The four dancer representatives are appointed by the current President of NORTEX and approved by a majority of NORTEX delegates. The dancer representatives will serve staggered two-year terms with two (2) dancer representatives appointed each NORTEX fiscal year.
2. The Chairman of the “lessons grant” shall be the most senior dancer representative that is serving the second year of a two year term. Should all dancer representatives be serving the same two-year term, the NORTEX President will determine the Chairman. If two individual (solo) dancer representatives are up for Chairman, then the NORTEX President will decide which is Chairman.
3. Qualifications of the members of the “lessons grant” will be the sole discretion of the current NORTEX President.
4. Each individual committee member shall have equal standing within the “lessons grant” and be entitled to one vote on each matter submitted to the committee members for action.
5. Any vacancy occurring within the “lessons grant” committee membership will be filled by the current NORTEX President.

**PROVISION 8
MEETINGS & GENERAL BUSINESS**

1. Meetings of the “lessons grant” may be called at the request of the “lessons grant” Chairman and/or the current NORTEX President.
2. Minutes of all “lessons grant” meetings will be recorded by the “lessons grant” Chairman. A report of the activities of the “lessons grant” will be given to the NORTEX delegates by the Chairman.
3. Two-thirds of the “lessons grant” members shall constitute a quorum for the transaction of “lessons grant” business. If less than a quorum is present at a “lessons grant” meeting, the business conducted at the meeting will not be binding on the “lessons grant.”
4. The NORTEX Treasurer shall keep a record of all grants awarded by the “lessons grant” committee, preserving application documentation for all grants awarded.
5. All checks, drafts or other orders for payment of money shall be signed by such officers consistent with the procedures of NORTEX standard business practices.
6. The rules contained in the current edition of *Robert’s Rules of Order Newly Revised* shall govern the “lessons grant” in all cases to which they are applicable and in which they are not inconsistent with these rules and regulations and any special rules of order the “lessons grant” may adopt.

**PROVISION 9
BEGINNER SQUARE DANCE LESSONS GRANTS QUALIFICATIONS**

1. Hosting Club must be in good standing with NORTEX, i.e., current fiscal year club dues must be paid. The amount is currently defined in NORTEX Standing Rule 8 and due to the NORTEX Secretary during each Membership Renewal period.
2. Hosting Club must actively support NORTEX quarterly business meetings with delegate representation. Attendance at every quarterly meeting is not required. These quarterly meeting dates are August, November, February and April of each fiscal year (fiscal year is July 1 through June 30).

3. Hosting Club should also support other NORTEX events, i.e., attendance at Round-Up, Installation Dance, NORTEX Teen Scholarship Dance, etc.
4. Hosting Club must host a beginner student dancer dance during lessons or a new dancer dance within two (2) months after graduation.
5. Hosting Club should promote other clubs' new dancer dances by attending and taking its beginner student dancers.
6. Hosting Club's lesson instructor(s) must have a current ASCAP/BMI license. This license allows the caller/instructor to use copyrighted music at lessons and dances and is renewed each year. The lesson instructor does not have to be a member of North Texas Callers Association (NTCA).
7. When clubs have combined lessons, only one club may apply for a lessons grant, and the applicant club then becomes the Hosting Club. Disbursement of a grant between clubs with combined lessons will be left up to those clubs.
8. Lessons must have a minimum of four (4) beginner student dancers in the class.
9. At least 50% of the graduating beginner student dancers must have joined an active NORTEX club and paid NORTEX membership dues. NORTEX membership dues are currently defined in NORTEX Standing Rule 9. NORTEX Individual membership is defined in the NORTEX By-Laws Article III, Section 3.2.1 – Individuals become members of NORTEX when the club to which they actively belong is a NORTEX member in good standing and the dues for both club and individual are current.
10. For graduating beginner student dancers joining NORTEX between January 1 through June 30 of the current fiscal year, the dues for the remaining current fiscal year are 50% of annual membership dues. Beginner student dancers graduating in December are considered to have joined NORTEX in January and must pay the 50% of annual membership dues. All dues must be submitted to the NORTEX Secretary with an accompanying check made payable to NORTEX. See NORTEX By-Laws Article III, Section 3.3.1 in support of the 50% of annual membership dues.
11. For the next fiscal year, beginning July 1, the dues are 100% and due by May 1 during the Annual Membership Renewal period or immediately after graduation. Beginner student dancers graduating in June are considered to have joined NORTEX in July and must pay the full annual membership dues. All dues must be submitted to the NORTEX Secretary with an accompanying check made payable to NORTEX.
12. NORTEX dues for graduating beginner student dancers are due at the time of graduation and must be submitted to the NORTEX Secretary with membership dues amount (check made payable to NORTEX), name, address, phone number and email address of the graduating student. Chairman will work closely with the NORTEX Secretary to compare beginner student dancer names and payment verification.
13. Hosting Club is eligible to receive one lessons grant award each NORTEX fiscal year, beginning July 1, 2020. NORTEX fiscal year is July 1 through June 30.

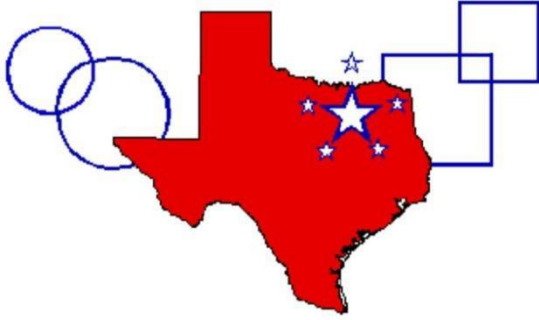
PROVISION 10 AWARD CRITERIA

1. The number of lesson grant awards will be limited and reviewed each year by the "lessons grant" committee members.
2. The number of lesson grant awards to be given each fiscal year and the value of such awards will be determined by the "lessons grant" committee members based on the number of applications submitted, the number of new dancers in the association and the expenses incurred by the Hosting Clubs.
3. Awards will be disbursed by the NORTEX Treasurer in a single lump sum to a single member club.
4. Presentations of awards will be made in a manner and in accordance with a schedule to be determined by the "lessons grant" committee members.

PROVISION 11 APPLICATION

1. Application for a grant in no way obligates NORTEX to award a grant to the applicant.
2. Supporting documentation that MUST be included with an application.
 - Class roster. This must be submitted with an application so verification to NORTEX membership records can be compared.
 - Copy of instructor's ASCAP/BMI license.
 - Check made payable to NORTEX for membership dues of each beginner student dancer graduate joining a NORTEX club or proof payment has been made. Proof can be a copy of the check to NORTEX.
3. Supporting documentation that SHOULD be included with an application
 - Lessons flyer
 - New dancer dance flyer
 - Newspaper advertising
 - Other documentation
4. Applications will include the amount paid for hall rent, the amount paid to the instructor and the amount paid for advertising incurred by the Hosting Club to conduct beginner square dance lessons. Clubs with no hall rent or instructor fees can still submit an application showing advertising and other expenses incurred by the club. It is recommended that these expenses be over \$200.
5. Applications will be submitted to the Committee Chairman by e-mail or USPS.
6. The fall and spring application submission deadlines are January 15 and July 15, respectively. For the January submission date, graduation dates must fall between July 1 and December 31. For the July submission date, graduation must fall between January 1 and June 30. Applications can be submitted prior to the submission deadline dates if the graduation date is within the submission range. Applications submitted outside of graduation range and submission date will not be accepted.

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NORTH TEXAS SQUARE AND ROUND DANCE ASSOCIATION

APPLICATION FOR BEGINNER SQUARE DANCE LESSONS GRANTS

Revised November 2024

CLUB INFORMATION

Club Name: _____

NORTEX Club dues paid? Y N NORTEX Quarterly Meeting attended (dates) _____

Dance Location: _____

Lesson Location: _____

Beginner Student Dancer or New Dancer Dance held or scheduled (date) _____

LESSONS INFORMATION

Number of Students:

Enrolled in class: _____

Completing lessons: _____

Joining an active NORTEX club: _____

List active NORTEX clubs joined _____

Lesson Class Roster attached Y N (circle one) Proof of NORTEX individual membership dues payment attached Y N (circle one)

Caller/Instructor: _____ ASCAP/BMI License attached Y ___ N ___

Type of Lessons: Beginner Basic/Mainstream or SSD (Circle one) Number of Lessons _____

Lessons Format: Weekly _____ Bi-Weekly _____ Saturdays _____ Other _____

Date(s) of Lessons: _____

Club(s) sponsoring lessons: _____

Costs: Hall _____ Instructor _____ Advertising _____

NORTEX events the Club supported (Check all that apply): Round-Up _____

Installation _____ Teen Scholarship _____ Other _____

CONTACT INFORMATION

Name: _____

Address: _____

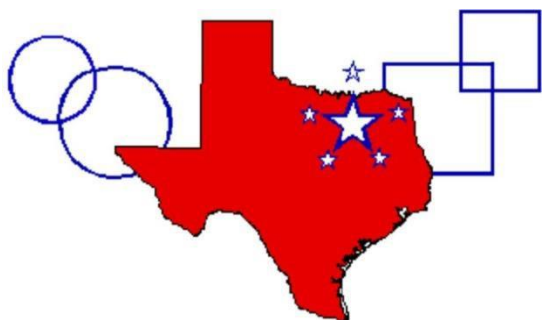
E-mail Address: _____

Telephone Numbers: Daytime: _____ Cell: _____

Notes:

- Application for a grant in no way obligates NORTEX to award a grant to the applicant.
- Lessons instructors must have ASCAP/BMI license (copy must be attached).
- Lessons must cover all the calls on the Callerlab beginner level call list.
- The lessons must have had a minimum of four (4) beginner student dancers in the class (a beginner student dancer is defined as a person who has paid for the class, has NOT already graduated a set of lessons, has NOT already joined an active NORTEX club and has NOT already joined NORTEX).
- At least 50% of the graduating beginner class must have joined an active NORTEX club and paid NORTEX dues.
- When clubs have combined lessons, only one club may apply for a lessons grant.

Please attach any supporting documentation that you believe may help the NORTEX Beginner Square Dance Lessons Grants Committee evaluate your application (such as lesson flyer, newspaper article, etc.). Return application and documentation to the NORTEX Beginner Square Dance Lessons Grants Chairman by e-mail or USPS.



NORTH TEXAS SQUARE AND ROUND DANCE ASSOCIATION

LESSONS GRANTS APPLICATION TIPS

Revised
November 2024

1. Lessons grants are normally awarded twice a year at the February and August NORTEX quarterly meetings.
2. **NORTEX CLUB DUES PAID? Y N** - All member clubs are required to pay annual dues to the association (NORTEX). These dues are normally paid each May. Your club president or club treasurer should have this information. The application has a yes or no section for this information. Do not leave this area blank as it is a requirement for consideration of a grant.
3. **NORTEX QUARTERLY MEETING ATTENDED (DATES)**_____ - NORTEX quarterly meetings are normally held in August, November, February and April for the NORTEX year July – June. When completing the application, it is acceptable to use the month and year (August 2012) when specifying when your club delegates attended quarterly meetings. It is not necessary to attend all four meetings of a NORTEX year, but active support of these meetings is a requirement for consideration of a grant. Do not leave this area of the application blank. Do not put “All”. See the NORTEX website, www.nortex.org, for a listing of the quarterly meeting dates.
4. **ASCAP/BMI LICENSE ATTACHED Y_ N_** - At the beginning of each set of lessons, request a copy of the instructors ASCAP/BMI License. The instructor doesn't have to be a member of the North Texas Callers Association, but a copy of the license is required to be submitted with the application. The application has a yes or no section to specify if a copy of the license is attached. You must attach a copy of the license as it is a requirement for consideration of a grant. Please note that neither the committee nor any NORTEX officer has a file containing copies of the licenses. You must obtain a copy from your instructor. This license is renewed each year. Make sure your application has the most current license.
5. An application can be submitted after each set of beginner lessons (Basic/Mainstream or SSD), as long as a club meets the requirements for consideration of a lessons grant. A club can only receive a Lessons Grants Award once in a NORTEX fiscal year (July – June).
6. If an application has been submitted to the North Texas Callers' Assn. or the Texas State Callers' Assn., a club can still apply to the NORTEX Lessons Grants Committee.
7. Supporting documentation can include many items and make for a stronger application. Items that have been attached in support of the grant applications include:

- Club roster with new members identified.
 - Lessons class roster. This must be submitted with the application.
 - Lessons flyer(s)-some clubs make different flyer presentations for the same set of lessons
 - New dancer dance flyer
 - Invitation to prospective students to a get acquainted evening (such as chili suppers, barbeques, etc.)
 - Club expenses for the get acquainted evening
 - Copy of club receipts of expenditures
 - Copy from the Promenade of the club flyers, news articles, etc.
 - Copy of handouts (such as tri-fold advertising)
 - Recap listing of club expenditures other than or including advertising
 - Copies of newspaper articles or advertising
 - Packets the club supplies to members for distribution to prospective students
 - Club newsletters with lessons and/or new dancer dance information
 - Copies of emails containing information about lessons and/or new dancer dance
8. **NORTEX EVENTS THE CLUB SUPPORTED (CHECK ALL THAT APPLY)** - Attending NORTEX events such as Round-Up, Installation, Teen Scholarship dances are not required to be considered for a grant. However, showing the club's participation in the association events makes a stronger application. NORTEX is composed of member clubs so supporting another club's new dancer dance should be included in the "Other" caption of this section. It is not necessary to list all the clubs you have visited but don't just check the "Other" line, put New Dancer Dance. You can also list attendance at special meetings, gatherings of the association or serving the association:
- a. NORTEX leadership seminars
 - b. Club members volunteering for NORTEX committees, such as budget, finance review, round-up
 - c. Club members serving as elected or appointed NORTEX officers
9. Some expenditures that are acceptable for inclusion in an application include:
- Club expense for the purchase of student badges
 - Club costs of mailings to prospective students
 - Club costs for meals and/or snacks provided at lessons or get acquainted evenings
 - Club costs associated with printing flyers, etc.
 - Club costs associated with operating its own building for lessons (includes electricity, gas, water, etc.; recommended to get an average cost per night)
10. A club can submit an application even if there is no hall rent or caller cost incurred by the club. Advertising and other lessons expenses can be submitted. Normally these expenditures should be over \$200.
11. **JOINING AN ACTIVE NORTEX CLUB** - If another club brings students to your lessons yet isn't helping sponsor the lessons, be sure to include any students joining that club in the number of students joining an active NORTEX club. Don't consider just the students that joined your club.
12. **PROOF of NORTEX INDIVIDUAL MEMBERSHIP DUES PAYMENT ATTACHED Y N** – Once beginner student dancers graduate and join an active NORTEX Club, their individual NORTEX membership dues must be paid. Applications must include proof of this payment to NORTEX. Proof can be a copy of the check submitted to the NORTEX Secretary.
13. **PROOF of NORTEX INDIVIDUAL MEMBERSHIP DUES PAYMENT ATTACHED Y N** -

Hosting clubs are encouraged to contact other member clubs when beginner student dancers join another club. You must have proof that NORTEX individual membership dues were paid for ALL the beginner student dancers that joined a NORTEX club. Contacting the other club or clubs will make sure your application is accepted.

14. **INDEPENDENT DANCERS** - Independent dancers are NOT beginner student dancers. Should an individual or couple move to the area and attend your dance or lessons, invite them to join your club. Their NORTEX individual membership dues are payable to NORTEX at the time they join the club.
15. **RETREADS** – Retreads are recent graduates of a lessons class that are not comfortable on the dance floor. They are NOT beginner student dancers. Member clubs hosting lessons should encourage Retreads to be an Angel in lessons. If that is not possible, they can take lessons but are NOT included in the class count.
16. **REFRESHERS** – Refreshers are individuals or couples that have danced in the past but have not been active in the last 9 years or less. They want to refresh their knowledge of calls. They are NOT beginner student dancers. It is recommended that they be an Angel in lessons. If that is not possible, they can take lessons but are NOT included in the class count

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