

BY-LAWS
&
STANDING RULES

of the

ROCKIN' JOKERS

A Plus Level, Couples and Singles
Square Dance Club of Campbell, CA

By-Laws Revision 2 (November 16, 2011)
Standing Rules Revision 6 (November 1, 2010)

TABLE OF CONTENTS

BY-LAWS	1
PREFACE.....	1
ARTICLE 1 - GOVERNANCE	1
1.1 BOARD OF DIRECTORS	1
1.2 DETERMINING MEMBERS OF THE BOARD	2
1.2.1 Election of Officers and Directors.....	2
1.2.2 Filling Vacancies on The Board	3
1.2.3 Removing an Officer or Director from The Board.....	3
1.3 MEETINGS OF THE BOARD	3
1.3.1 Frequency of Meetings of The Board.....	3
1.3.2 Voting at Meetings of The Board.....	3
1.4 GENERAL MEETINGS OF THE CLUB.....	3
1.4.1 Frequency of General Meetings of The Club.....	3
1.4.2 Voting at General Meetings of The Club	4
1.5 RECORDS RETENTION.....	4
ARTICLE 2 - MEMBERSHIP	4
2.1 MEMBERS OF THE CLUB	4
2.1.1 Active Members of The Club	4
2.1.2 Other Membership Categories.....	5
2.1.3 Adding New Members.....	5
2.1.4 Member Responsibilities	6
2.2 DUES AND ASSESSMENTS.....	6
2.2.1 Dues	6
2.2.2 Insurance.....	6
2.2.3 Other Assessments.....	6
2.3 CHANGE IN MEMBERSHIP STATUS	6
2.3.1 Leaves of Absence.....	6
2.3.2 Resignation of Membership.....	7
2.3.3 Dropping Members.....	7
ARTICLE 3 – CALLER AND CUER	7
ARTICLE 4 – AMENDMENT TO THE BY-LAWS.....	8
ARTICLE 5 – DISSOLUTION OR MERGER OF THE CLUB	8

STANDING RULES	1
1.0 STANDING RULES DEFINITION.....	1
2.0 DISTRIBUTION OF DUTIES	1
2.1 Members of The Board.....	1
2.2 Appointed Positions.....	1
2.3 Duty Squares.....	1
2.4 Life Members.....	2
3.0 MEETINGS	2
4.0 DUES AND ASSESSMENTS.....	3
4.1 Dues	3
4.2 Guest Fees.....	3
4.3 Non-Dues Paying Members.....	3
4.4 Membership Application Assessments.....	3
5.0 CHANGE IN MEMBERSHIP STATUS	3
5.1 Life Members.....	3
5.2 Leaves of Absence.....	4
5.3 Dropping Members.....	4
5.4 Reinstating Dropped Members	5
6.0 OTHER CONSIDERATIONS	5
6.1 Party Night.....	5
6.2 Special Announcements.....	5
6.3 Consumption of Alcohol/Drugs.....	5
6.4 Club Colors and Club Outfit.....	5
6.5 Club Badges.....	6
6.6 Club Booster	6
6.7 Rockin' Jokers Club Etiquette.....	7
APPENDIX A – DUTIES OF ELECTED OFFICERS	8
A.1 PRESIDENT.....	8
A.2 VICE PRESIDENT.....	10
A.3 SECRETARY	11
A.4 TREASURER	12
APPENDIX B – APPOINTED POSITIONS	13
B.1 ACTIVITIES COORDINATOR.....	13
B.2 CLASS COORDINATOR	13
B.3 CLUB CLOTHING COORDINATOR.....	14
B.4 EMAIL FORWARDING ADMINISTRATOR.....	14
B.5 FESTIVAL COORDINATOR.....	14
B.6 HEARING ASSISTANCE SYSTEM COORDINATOR.....	14
B.7 HOEDOWN CHAIRMAN	15
B.8 INSURANCE COORDINATOR.....	15
B.8.1 Yearly Renewal:.....	15
B.8.2 New Members:.....	16
B.8.3 New Dance Location:.....	16

B.9	MEMBERSHIP CHAIRMAN	16
B.10	PHOTOGRAPHER/HISTORIAN	17
B.11	PICNIC CHAIRMAN	17
B.12	PUBLICITY CHAIRMAN	18
B.13	ROSTER MANAGER	18
B.14	SHERIFF.....	19
B.15	SUNSHINE CHAIRMAN	19
B.16	WEBMASTER.....	19
APPENDIX C – DUTY SQUARES.....		20
DUTY SQUARE DEFINITION		20
DUTY SQUARE RESPONSIBILITIES		20
C.1	SQUARE HEAD DUTIES	20
C.2	FACILITIES SETUP	21
C.3	DANCE-TIME DUTIES.....	22
C.4	FACILITIES CLEAN-UP.....	22
C.5	PARTY NIGHT DUTIES	23
C.6	THE CLASS	23

BY-LAWS

Rockin' Jokers Square Dance Club

Revision 2 (November 16, 2011)

PREFACE

The *Rockin' Jokers Square Dance Club*, hereinafter referred to as "The Club", resulted from the May 1, 2005 merger of the *Jokers Square Dance Club* (unincorporated) and the *Rafter Rockers Square Dance Club*, which was legally incorporated as a non-profit MUTUAL BENEFIT CORPORATION in the State of California on May 22, 1998, California Filing # 2109017, as *Rafter Rockers Square Dance Club*. The name was changed to *Rockin' Jokers Square Dance Club* on January 19, 2006, California Filing # A0639023.

The Club is a couples and singles square dance club, dancing weekly at the Plus-Level. The members of The Club are banded together in a spirit of friendliness and good fellowship to share the pleasures of square dancing.

A class sponsored by The Club will be called the *Rockin' Jesters*, hereinafter referred to as "The Class".

The main club caller and main club cuer shall hereinafter be referred to as "The Caller" and "The Cuer" respectively.

The following By-Laws and accompanying Standing Rules are herewith established in order that The Club may function smoothly for the benefit of all.

ARTICLE 1 - GOVERNANCE

1.1 BOARD OF DIRECTORS

- a. The governing body of The Club shall consist of Active Members of The Club elected to the Board of Directors, hereinafter referred to as "The Board", which is comprised of:
 - Four (4) Officers: President, Vice President, Secretary and Treasurer,
 - Four (4) Directors,
 - The immediate Past President,
 - Optionally, the Officers', Directors', and Past President's member-partners may be elected as additional Directors.

- b. Except as preempted herein, The Board will have all powers to govern The Club, including by way of non-limiting examples:
- The power to spend or allocate funds,
 - The power to enter into and terminate contracts,
 - The power to create and amend the Standing Rules and its Appendices,
 - The power to hire (after approval by the membership) and direct, and rehire The Caller and The Cuer,
 - The power to appoint an Active Member to fill an Officer or Director vacancy,
 - The power to move the dance-night time and/or location in an emergency, and
 - The power to dissolve or merge with one or more non-profit club(s), with the approval of the membership.
- c. The Meetings of the Board and the General Meetings of The Club are governed by the parliamentary procedures described in the most recent edition of *Robert's Rules of Order Newly Revised* except as prescribed in these By-Laws and these Standing Rules.

1.2 DETERMINING MEMBERS OF THE BOARD

1.2.1 Election of Officers and Directors

- a. The election of Officers and Directors shall be held on the last weekly club dance night in November before Thanksgiving week. Each member of The Board shall serve a 12-month term starting on January 1st and extending through December 31st.
- b. The President shall appoint a Nominating Committee comprised of at least two (2) Active Members of The Club by October 1st. The Nominating Committee shall solicit at least one (1) candidate for each position on The Board. The Nominating Committee should seek a candidate for President with previous experience on The Board and a Treasurer with bookkeeping skills. The President shall announce the names of the nominees by the first club dance night in November, at which time nominations will be accepted from the floor. All Nominees must give their consent before they are officially submitted as candidates at the time of voting.
- c. All candidates for the Board must be Active Members of The Club.
- d. An Active Member of The Club may hold only one (1) elected position at a time; however, any Active Member of The Club may hold one or more Appointed Positions simultaneously.
- e. No member of The Club may be President or Vice-President if he or she currently holds office as the presiding officer or vice-presiding officer of another square dance club.
- f. Officers and Directors shall be elected by a vote of the Active Members of The Club as described in the section on "Voting at General Meetings of The Club". The vote shall be taken by secret ballot only if requested by the Presiding Officer or five (5) of the Active Members of The Club.

1.2.2 Filling Vacancies on The Board

- a. In the event that there is not a complete slate of Board of Directors elected, an Active Member of The Club may be appointed by a vote of the incoming Board to fill any vacant position.
- b. In the event of a vacancy during a normal term of an elected Officer or Director, an Active Member of The Club may be appointed by a vote of the Board to fill the vacancy for the remainder of the term.

1.2.3 Removing an Officer or Director from The Board

- a. If the President or Vice-President accepts a position on the board of another square dance club as presiding officer or vice-presiding officer, they shall immediately be removed from their office and from The Board.
- b. If there is a need to remove an Officer or Director from the Board “for cause”, a motion must be brought before The Board and a two-thirds vote of The Board shall be required for removal.

1.3 MEETINGS OF THE BOARD

1.3.1 Frequency of Meetings of The Board

- a. The Board shall meet regularly, providing two (2) weeks advance notice to the membership. Listing on the Club Calendar shall constitute advance notice.
- b. The Board may hold additional meetings as necessary on club nights. Said meetings shall be announced at least one tip prior to the meeting. Any Active Member may attend. Posting on the Club Bulletin Board or listing on the Club Calendar shall constitute advance notice.

1.3.2 Voting at Meetings of The Board

- a. A quorum is required for voting on any motion relating to The Club. A quorum shall consist of one-half (½) of the members of The Board, rounded up to a whole number if necessary.
- b. Voting shall be by majority vote.

1.4 GENERAL MEETINGS OF THE CLUB

1.4.1 Frequency of General Meetings of The Club

- a. There shall be at least one (1) General Meeting of The Club every year to elect Officers and Directors of The Board. There shall also be a General Meeting of The Club for:
 - Changes in club dues,
 - Changes in the By-Laws,
 - Hiring of a new Caller or new Cuer, or
 - Permanent changes of the night or location of the weekly dance of The Club.

- b. The President, any three (3) members of The Board, or an Active Member of The Club with a petition signed by twenty (20) Active Members or 25% of the Active Members of The Club, whichever is smaller, may call a General Meeting of The Club for any purpose.
- c. Two (2) weeks advance notice shall be given to the membership regarding the date of a General Meeting of The Club. Listing on the Club Calendar shall constitute advance notice. The purpose of the meeting shall be presented at this time. Any Active Member may place new business on the agenda, up to one week before the meeting. Although a motion may be presented from the floor at the General Meeting by an Active Member, any Active Member may move to table said motion until the next General Meeting.

1.4.2 Voting at General Meetings of The Club

- a. A quorum is required for voting in an election or on any motion brought before The Club. A quorum shall consist of one-half (1/2) of the Active Members of The Club, rounded up to a whole number if necessary. The determination of whether the quorum requirement has been satisfied will be made at the beginning of the meeting, by counting the Active Members present at the General Meeting of The Club and comparing that total count to the current number of Active Members on the roster.
- b. Decisions shall be by simple majority vote, defined as more than one-half (1/2) of the Active Members of The Club present and voting. The vote shall be taken by secret ballot only if requested by the Presiding Officer or by five (5) of the Active Members of The Club.
- c. In the event a quorum is not present, the General Meeting shall be held the next club dance night. In the event that a quorum is once again not present, then a quorum shall not be required for voting purposes.

1.5 RECORDS RETENTION

The minutes of General Meetings of The Club, minutes of Meetings of The Board, and the financial and membership records shall be retained for the period of time determined by the limits prescribed by California State law for non-profit corporations, or a minimum of five (5) years, whichever is greater.

ARTICLE 2 - MEMBERSHIP

2.1 MEMBERS OF THE CLUB

2.1.1 Active Members of The Club

- a. A person who has been accepted into The Club, maintains Plus level dancing skills, who has paid any required current dues, insurance and special assessments to The Club, attends club dances, and participates in a Duty Square shall hereinafter be referred to as an “Active Member.”

- b. A Life Member who has paid insurance and special assessments to The Club, attends club dances, and participates in a Duty Square shall hereinafter be referred to as an “Active Member.”
- c. Any member on Leave of Absence or who is an Honorary Member or who is a Club Booster is not considered to be an Active Member and has no voting rights.

2.1.2 Other Membership Categories

Other categories of membership may be awarded by a vote of The Board as defined in the Standing Rules, the terms of each being defined at the time of award, including by way of non-limiting examples: Life Member, Honorary Member, or Club Booster.

2.1.3 Adding New Members

Applicants for membership in The Club may apply as couples or as singles, and each applicant is considered as an individual.

An applicant with high skill levels can become an Active Member (without filing an application form) upon approval by at least two-thirds (2/3) of the current Board Members.

An applicant with known low skill levels will have the application rejected upon concurrence by at least two-thirds (2/3) of the current Board Members. Said vote must take place at an official Board Meeting.

Otherwise, applications are managed by the following steps:

- 1) An applicant for membership must submit an application form along with payment of application fees and assessments, as currently specified, at which time the application period begins.
- 2) The Membership Chairman shall take a photograph of each applicant. Said photograph shall be sent by email to the members of the Board and be posted on the Club bulletin board. A list of the current Board Members may also be posted along with the applicant’s photograph.
- 3) An applicant must square dance with The Club a minimum of three (3) nights within a maximum of three (3) months. The guest book will be used to verify the attendance record of new applicants.
- 4) An applicant shall be formally introduced at each weekly club dance during the Application Period to the members of The Club in attendance. Members will be reminded to square dance with and observe the applicant’s “Plus” square dancing ability and are encouraged to provide information back to the Members of The Board. The Members of The Board should make every effort to dance with the applicant. At announcement time, the applicant can be invited to join a square with Board Members. After dancing with the applicant each board member may sign at the appropriate place on the Club Bulletin Board.
- 5) The Board shall consider and vote on the application for membership at the next scheduled Meeting of The Board after receipt of the application and after the applicant has square danced with The Club the required number of nights.

- 6) An applicant will be notified within forty-eight (48) hours of the decision or recommendation of The Board.
- 7) If the applicant is accepted, he or she will be formally introduced and presented to The Club at the next weekly club dance night following the approval by The Board.
- 8) A name badge for the new member will be ordered.
- 9) Membership will begin on the first dance night of the month following membership approval by The Board. Guest fees, if any, are payable until that time.

2.1.4 Member Responsibilities

Active Members of The Club are obligated to pay any required monthly dues, dancer insurance fees, and special assessments. Active Members are also required to serve The Club as part of a workgroup, hereinafter referred to as a Duty Square, to which they are assigned, and to participate as described in the section of the Standing Rules called “Duty Square Responsibilities”. All Active Members of The Club are expected to support dance-related activities sponsored by The Club.

2.2 DUES AND ASSESSMENTS

2.2.1 Dues

Dues shall be established by The Board and ratified by the membership at a General Meeting of The Club. Dues shall be paid monthly and are due and payable on the first dance night of each month.

2.2.2 Insurance

Active Members of The Club are required to have dancer insurance and may be assessed the cost of this insurance separately from the dues, at the direction of The Board.

2.2.3 Other Assessments

Active Members of The Club may be assessed other costs and/or fines, including by way of non-limiting examples: the dues for membership in a square dance association and fines for failure to wear a badge of The Club on certain occasions.

2.3 CHANGE IN MEMBERSHIP STATUS

Members of The Club shall notify The Board in writing or by email of any change in their status, including by way of non-limiting example: leave of absence request, resignation, or change of address, telephone or e-mail.

2.3.1 Leaves of Absence

Any Active Member of The Club may apply for a leave of absence by giving a written or emailed request to a member of The Board, in accordance with the Standing Rules. The Board will review all leave of absence requests. The Treasurer will inform the member of The Club in writing that the leave was either granted or denied for the requested leave’s period of time.

2.3.2 Resignation of Membership

Any Member of The Club may resign membership by giving written or emailed notice to a member of The Board.

2.3.3 Dropping Members

- a. Members of The Club whose dues are in arrears six (6) weeks shall be contacted by the Treasurer and asked to pay their dues. Members of The Club whose dues are three (3) months in arrears shall be notified in writing by the Treasurer that they will be dropped as members of The Club if their dues fall behind by more than four (4) months. Members of The Club whose dues are in arrears four (4) months and have been notified of this fact at least once in writing will be dropped from membership with dues due and payable in the amount due in arrears.
- b. Any deviation by a Member of The Club from the written or expressed intent of these By-Laws & Standing Rules, so as to bring discredit to The Club or any fellow member of The Club, shall be grounds for expulsion from The Club. The member of The Club shall be notified in writing of this deviation and the action to be taken. The recommendation to expel any member of The Club shall be voted upon by the Board.
- c. A Member of The Club may be dropped from membership if they cease to fulfill the requirements of an Active Member.

ARTICLE 3 – CALLER AND CUER

- a. Every caller or cuer, including The Caller and The Cuer, who is hired by The Club shall be paid under a written contract whose terms, amount of payment, and method of payment shall be negotiated between The Board and each caller or cuer.
- b. Each caller or cuer shall have his or her own contract. The terms and conditions of each contract shall be determined and approved of by The Board. The terms of any caller or cuer contract shall include a termination or dissolution procedure for the contract.
- c. The Caller and his/her partner and The Cuer and his/her partner shall not be a member of The Board, but may act in an advisory capacity.
- d. The Caller and his/her partner and The Cuer and his/her partner shall be Honorary Members of The Club for as long as the Caller and/or Cuer are under contract with The Club.

ARTICLE 4 – AMENDMENT TO THE BY-LAWS

Proposed changes to the By-Laws shall be presented in writing to The Board, which must vote on the changes. The Board will then submit the recommended changes to the general membership two (2) weeks prior to a vote at a General Meeting of The Club. This means that new amendments to the current By-Laws proposed at one General Meeting of The Club cannot be voted on at that same General Meeting of The Club.

ARTICLE 5 – DISSOLUTION OR MERGER OF THE CLUB

- a. In the event The Club should dissolve, all equipment owned by The Club shall be sold to the highest bidder and the proceeds of the sale, together with any funds on hand, shall pay any outstanding debts of The Club. The remaining funds shall be contributed to a charitable institution to be selected by a vote of the membership at a General Meeting of The Club. The charitable organization must be one approved by the Internal Revenue Service.
- b. In the event that The Club merges with one or more other non-profit clubs, any outstanding debts will be paid, and all of the remaining assets of The Club will be combined with those of the other club(s).

STANDING RULES

Rockin' Jokers Square Dance Club

Revision 6 (November 1, 2010)

1.0 STANDING RULES DEFINITION

The Standing Rules are a supplement to the By-Laws that clarify how The Club should be managed and operated. Article 1 of the By-Laws empowers The Board to change these Standing Rules and its appendices without a vote by the general membership of The Club.

2.0 DISTRIBUTION OF DUTIES

2.1 Members of The Board

The governing body of The Club shall consist of Active Members of The Club elected to the Board of Directors, hereinafter referred to as "The Board", in accordance with Article 1 of the By-Laws. A member of The Board generally does the following:

- Attends Meetings of The Board and General Meetings of The Club, and participates in making decisions on club business,
- Obtains views of members of The Club as appropriate,
- Acts as an official greeter/representative of The Club at dance-related activities and other public functions, and
- Fulfills his or her assigned responsibility on The Board.
 - The duties of the Officers are described in Appendix A.
 - Each Director shall be responsible for at least one of the Appointed Positions, as described in Appendix B.

2.2 Appointed Positions

- a. The Appointed Positions include but are not limited to the ones given in Appendix B of the Standing Rules.
- b. The President (or other designated person) shall supervise all of the Appointed Positions.

2.3 Duty Squares

Appendix C of the Standing Rules gives the Duty Square Definition and the responsibilities of the members of a Duty Square.

2.4 Life Members

Life members do not pay monthly dues. A Life Member shall be considered to be an Active Member if he or she attends weekly club dances regularly, participates in a Duty Square, pays any required insurance fees and/or assessments, and follows the general expectations of an Active Member of The Club.

3.0 MEETINGS

- a. Article 1 of the By-Laws states the requirements for Meetings of the Board of Directors and General Meetings of The Club.
- b. Meetings of The Board shall be held at least every other month or more often as necessary, on a date determined by The Board.
 - The date and location of the meeting shall be announced at the weekly dance of The Club two (2) weeks prior to the meeting so that any Active Member of The Club who desires can make arrangements to attend.
 - Any Active Member of The Club may attend, but only the members of The Board may vote.
 - Honorary Members or other guests may be invited to attend at the discretion of the Board.
 - Reports of Officers, Appointed Positions and Committees shall be submitted in writing or by email to the President and Secretary forty-eight (48) hours prior to the Board Meeting.
- c. Active Members of The Club who are not members of The Board and who desire to attend a Meeting of The Board are requested to notify the President in advance so that:
 - Sufficient meeting space can be arranged, and
 - Sufficient refreshments can be provided.
- d. An Active Member of The Club who wishes to address The Board is requested to inform the President about the subject matter at least forty-eight (48) hours prior to the meeting so that:
 - The subject can be added to the agenda, and
 - The President is able to notify the other members of The Board, if necessary.
- e. Emergency Meetings of the Board should be held at the weekly dance. Any Member of the Board who cannot attend may express their opinion and vote by electronic proxy for such Emergency Meetings.
- f. The last Meeting of The Board in the term (the December meeting) shall be held jointly with the newly elected members of The Board.

Note: This meeting is traditionally a luncheon or dinner party to express appreciation to retiring members of The Board and to install the newly elected members of The Board.

- g. The Meetings of The Board and the General Meetings of The Club are governed by the parliamentary procedures described in *Robert's Rules of Order* except as prescribed in the By-Laws and these Standing Rules.

4.0 DUES AND ASSESSMENTS

4.1 Dues

The dues amount is \$13.00 per month for an Active Member of The Club and \$4.00 per week (or \$15.00 per month) for a member of The Class (if applicable), as approved at a General Meeting of The Club on November 30, 2005.

4.2 Guest Fees

Guest fees are currently \$5.00 per week.

4.3 Non-Dues Paying Members

Life and Honorary members do not pay dues, but they do pay for dancer insurance (if applicable) and any association membership (if applicable) or any other assessments.

4.4 Membership Application Assessments

An applicant shall submit, along with his or her application form:

- The first month's dues of The Club,
- The cost of dancer insurance for the current year,
- The cost of the personalized name badge for The Club, and
- Any other special assessments, if applicable.

5.0 CHANGE IN MEMBERSHIP STATUS

5.1 Life Members

The Club recognizes the Life Memberships that were granted to members of The Jokers and The Rafter Rockers prior to the merger of the two clubs.

Note: Currently, the Board has decided not to grant any new Life Memberships.

5.2 Leaves of Absence

- a. Article 2 of the By-Laws states the general requirements for applying for a leave of absence.
- b. Leaves of Absence shall be granted for medical or emergency need only. In the event of such a need, a request for leave of absence shall be submitted in writing or by email, and may include the member-partner. A leave of absence shall be granted for no less than three (3) full calendar months and no more than twelve (12) full calendar months.
- c. In order for a leave of absence to be granted, all Club dues payments must be current.
- d. If a member on leave of absence dances at a weekly club dance, he or she shall pay guest fees.
- e. Upon return from leave of absence, returning members of The Club shall notify The Board of their return to active membership. The Vice President will notify the appropriate Square Head.
- f. If the member of The Club who is on leave of absence does not return at the end of his or her granted leave, written notice should be sent to that member stating that his or her membership has been dropped.

5.3 Dropping Members

The Rockin' Jokers value each member of The Club. The intent of this section is to make the member aware of any problems, and to assist the member in making the changes necessary to fulfill the requirements of active membership as defined in Section 2.1.1 of the By-Laws, such as but not limited to failure to (1) fulfill Square Duty responsibilities, (2) pay dues or any other assessments, and (3) dance at Plus level. Please understand that if a member does not fulfill the requirements of active membership, it negatively impacts fellow members as well as The Club. A member may be dropped from membership in The Club if they no longer fulfill the requirements of active membership.

A member will be dropped from membership in The Club by the following steps:

- 1) The problem will be brought to the attention of the President who will review the complaint, discuss it with the member and give an appropriate verbal warning, if necessary.
- 2) If the problem is not resolved in a timely manner, then the problem shall be presented to the Board for review and recommendations regarding further action.
- 3) Upon a vote of the Board, a written warning shall be given to the member, which includes the necessary steps to correct the problem.
- 4) If the problem is not corrected, a two-thirds vote of the Board shall be required in order to drop the member from The Club.

5.4 Reinstating Dropped Members

- a. A previous member of The Club who was dropped from membership after a leave of absence may be reinstated within three (3) months to full Active Membership upon payment of the current monthly dues and assessments, if any, when he or she requests reinstatement.
- b. A previous member of The Club who was dropped from membership for “dues in arrears” may be reinstated to full Active Membership within three (3) months of when he or she was dropped by paying all past dues and assessments, if any, owed as well as the current monthly dues and assessments, if any, when he or she requests reinstatement.
- c. A previous member of The Club who was dropped from membership and is reapplying three (3) or more months after being dropped must pay all past dues and assessments, if any, that were owed prior to them being dropped, and then reapply for membership.

6.0 OTHER CONSIDERATIONS

6.1 Party Night

All members are requested to bring finger food on party night.

6.2 Special Announcements

Special announcements and celebrations of events other than birthdays, anniversaries, etc. at club night require prior notification to and approval from the President or Vice President.

6.3 Consumption of Alcohol/Drugs

Consumption of alcoholic beverages and/or drugs before and during square dancing is not condoned and will not be tolerated.

6.4 Club Colors and Club Outfit

- a. The club colors are Red, White and Black. Currently, there is no designated club outfit.
- b. It is preferred that square dance clothes be worn at all square dances except during designated special costume dances and during club-specified summer months. Specifically:
 - Men are requested to wear long sleeve shirts,
 - Ladies are requested to wear square dance or “prairie skirt” outfits, and
 - Members of The Club are requested to wear the club colors on party nights and at dance-related functions sponsored by and/or attended by The Club (unless otherwise specified).

6.5 Club Badges

- a. All members of The Club shall wear club badges at all weekly club dances and dances sponsored by The Club.

Note: If a member of The Club neglects to wear his or her badge at a weekly dance of The Club, the Sheriff may impose a nominal fine.

- b. If a member of The Club loses his or her badge, the member will be required to purchase a new club badge at his or her own expense.

6.5.1 Applicant Badges:

Each applicant for membership shall be provided an Applicant Badge each club night, which they are required to wear during their application period.

6.6 Club Booster

- a. Any person who is a non-dancer and non-member and who desires to support the Club, may request that the Board approve them as a Club Booster.
- b. Following approval by the Board, the Club Booster may purchase a Club badge with a Club Booster swinger on it at the current cost.

6.7 Rockin' Jokers Club Etiquette

Rockin' Jokers is a friendly and successful club where we follow the basic rules of square dancing, which are:

- We wear our club badges so people can call us by name.
- We don't drink before dancing and don't wear strong perfume.
- We welcome our guests and make them glad they are visiting our club.
- We square up promptly when the music starts.
- We greet the members of our square at the beginning of the tip and thank them at the end.
- We dance "hands-up", as is recommended for Plus level dancing, unless it is a medical problem to do so.
- We are supportive and helpful to new dancers
- Men usually wear long sleeved shirts as a courtesy to other dancers.
- Women usually wear square dance or "prairie skirt" outfits.

It is the club's intention to accommodate and be friendly to everyone. There are a few behaviors that are considered discourteous or may hurt peoples' feelings and should be avoided:

1. Don't leave a square after you have joined it.
2. Don't walk through a square or across the round dance circle – walk around it.
3. Never force another person out of the square by cutting them off.
4. Don't talk while dancing, when instructions are being given or during announcements.
5. Don't talk loudly while round dancing is in progress.
6. Don't be critical of other dancers. We all make mistakes and the next one may be yours.
7. Do not push or pull another dancer because it might hurt them.

Be sure to dance the workshop tips so you will keep up with and improve the club dance level.

It is a good idea to refresh your dancing skills by being an "Angel" at a class. Being an "Angel" is also great advertising for Rockin' Jokers.

Every member of the Club has the obligation to help with their Duty Square and to assist with and participate in the club-sponsored hoedowns. If you feel critical of what's going on, please volunteer to serve on the Board so you can be part of the decision-making for the Club. It is always a good idea to assume that the other person is doing the best job he/she can.

If you have questions or concerns about your Duty Square, talk to either your Square Head or to the Vice President.

If you have other comments or concerns about the Club, please talk to the President or one of the other members of the Board. The caller and cuer are following the guidelines set by the Board.

The Club publishes a monthly calendar, which is available at Club on Party Night for the following month. You can also always find out what's going on by checking the website at www.rockinjokers.com.

As we work and play together with the above guidelines in mind, we will continue to have a wonderful place to dance and to socialize with our friends.

APPENDIX A – DUTIES OF ELECTED OFFICERS

Rockin' Jokers Square Dance Club

A.1 PRESIDENT

1. Manages all general club functions, including but not limited to the following:
 - Finds and contracts for the weekly and all club-sponsored dance locations,
 - Acts as chairman for caller and cuer selection and/or contract negotiations,
 - Represents the Rockin' Jokers Square Dance Club to all outside entities,
 - Schedules, prepares the agenda, and presides at all General Meetings of The Club,
 - Brings the club banner to club functions outside of club night, as appropriate,
 - Invites other clubs as guests to functions of The Club, at the direction of The Board,
 - Acts as Chairman for the 5th Wednesday dances sponsored by The Club,
 - Coordinates club dance activities with The Caller and The Cuer,
 - Receives, reviews and responds appropriately to any concerns of the membership, including but not limited to any problems regarding a member not fulfilling the responsibilities of active membership,
 - Asks the Vice President to assume duties of the President during the President's absence,
 - Files government forms as required, and
 - Provides a copy of all contracts and government forms to the Secretary for the files.
2. Presides over the weekly dances of The Club, and:
 - Makes announcements about:
 - Guests in attendance and members' birthdays, anniversaries, and health issues,
 - Upcoming club events and local hoedowns and festivals,
 - Applications for membership, introduction of new members and badge presentations, and
 - Anything else about which the members of The Club should be informed.
 - Verifies that the hall lights are off and that the doors are locked at the end of the evening.
3. Manages all Board of Directors functions, including the following:
 - Schedules, prepares the agenda, and presides at all Meetings of The Board,
 - Calculates the quorum of The Board, as described in Article 1 of the By-Laws, and confirms the presence of this quorum at all meetings for which a quorum is required,
 - Makes appointments and supervises all Appointed Positions as described in the Standing Rules,
 - Serves as an ex-officio member of all committees,
 - Signs checks when needed or at the request of the Treasurer, and has the authority to authorize the expenditure of up to \$50 per month without the approval of The Board,
 - Appoints replacements for absent, non-functional or resigned Officers and Directors, with Board approval,
 - Appoints an auditor to audit the financial records of The Club at the completion of the Treasurer's term and at other times when needed, and
 - Appoints a nominating committee as described in Article 1 of the By-Laws.

4. Coordinates with the Roster Manager and the Membership Chairman to maintain an accurate and current membership record and history.
5. Coordinates with the Treasurer to keep weekly attendance records of The Club and saves a copy of these records as described in Article 1 of the By-Laws under "Records Retention".
6. Passes along, via email, current information about the Club and its activities and items of interest in the square dance community.

A.2 VICE PRESIDENT

1. Assumes the duties of the President of The Club in the absence of the President at club functions or public activities.
2. Serves as club property coordinator:
 - Lists each item and its location, including:
 - Consumable supplies,
 - Coffee pots and water jugs,
 - Party night supplies and decorations, and
 - Hoedown decorations and equipment.
 - Coordinates with Square Heads weekly regarding the purchase and distribution of supplies such as:
 - Coffee, cream, sugar, tea and hot chocolate,
 - Cups, spoons, forks, plates, napkins and tablecloths, and
 - Special party night decorations.
3. Coordinates the Duty Square of the month program:
 - Appoints Square Heads and invites them to the Board Meeting preceding their duty month, so that they can collaborate with the Board on the party night theme for the upcoming month.
 - By the second Thursday of each month, provides the party night theme to the Secretary for adding to the following month's club calendar.
 - Distributes Active Members of The Club into Duty Squares and gives the information to the Roster Manager who will then update the Duty Square Roster.
 - Review with the Square Head one month prior to their scheduled month of duty the Duty Square Responsibilities, according to the Standing Rules.
 - A helpful practice is to prepare a Duty Worksheet for each Square Head one month prior to their scheduled month of duty. The Duty Worksheet is then used to assign the various tasks that must be performed by the Duty Square.
4. Organizes the luncheon or dinner party for retiring members of the Board and newly elected members of The Board.

A.3 SECRETARY

1. Maintains a notebook and/or files of official club documents, including:
 - Articles of Incorporation and other legal documents,
 - The By-Laws & Standing Rules,
 - Contracts made with the regular club dance hall, The Caller, The Cuer, and Post Office Box rental and registration information,
 - Contracts made with hoedown dance halls, callers, and cuers,
 - Roster of the membership of The Club,
 - Dancer insurance certification for members of The Club, if appropriate,
 - Insurance policies for The Club and hoedown locations,
 - Minutes of all Meetings of The Board and General Meetings of The Club, and
 - Copies of correspondence.
2. Records and transcribes minutes of the Meetings of The Board and General Meetings of The Club, and provides paper or email copies of the minutes to the members of The Board for approval at the next Meeting of The Board.
3. Prepares the monthly calendar of events and by Party Night of each month makes the club calendar for the following month available to members of The Club.
 - Receives the events activity listing from the Activities Coordinator or The President.
 - Receives the party night theme from the Vice President.
4. Updates the Standing Rules to reflect motions that are passed by The Board, when appropriate.
5. Posts the following on the club's bulletin board:
 - The current month's club calendar,
 - The current club roster, duty square roster, and
 - Correspondence of general interest.
6. Makes the following available to Active Members, upon request:
 - A copy of the By-Laws & Standing Rules,
 - A copy of the most recently approved minutes of the Meeting of The Board,
 - A copy of the most recently approved minutes of the General Meeting of The Club, and
 - A copy of the most recently approved Treasurer's report.
7. Gives the Webmaster the following items for posting on the club web site:
 - A copy of the latest By-Laws & Standing Rules, and
 - The current month's club calendar.
8. Manages all club correspondence, including:
 - Overseeing the club post office box key or combination,
 - Overseeing the pick-up and distribution of the mail,
 - Distributing notices to members of The Club when directed to do so by The Board,
 - Sending and answering invitations received by The Club from other clubs, as directed by the Board,
 - Distributing flyers to other clubs, at the direction of The Board, and
 - Handling correspondence as requested and approved by the President or Vice President.

A.4 TREASURER

1. Maintains the finances for The Club:
 - Updates and keeps the attendance and dues payments records for members of The Club,
 - Prepares a monthly financial report and provides copies to The Board at each monthly meeting,
 - Keeps a notebook with all current and past financial reports,
 - Provides the Secretary with the current financial report to include with the Minutes of the Board Meeting and to make available to Active Members, upon request,
 - Deposits monies into the club's bank account in a timely manner,
 - Submits financial records to audits, as directed by the President,
 - Submits a full financial report at the close of his or her term, and
 - Signs all checks or arranges for the President to sign them.
2. Pays all of the bills of The Club, including:
 - Hall rental fee, based on the number of nights the hall is used,
 - The Caller and The Cuer fees, as computed per their contracts,
 - PO Box rental fees,
 - Dancer insurance fees and SCVSDA fees (if applicable) for existing members of The Club, as well as for new members when they are accepted into membership,
 - Incidental expenses approved by The Board, and
 - Reimbursement and/or refund requests, when approved by The Board.
3. Provides at each weekly club dance:
 - Weekly fees envelopes for collection of dues, guest fees, and other miscellaneous monies.
 - Empty dues envelopes from the last club dance,
 - Sign-in sheets for The Club and The Class (if applicable), and
 - Updated records of dues payments for each member of The Club.
4. Takes custody of the following after each weekly club dance:
 - The weekly fees envelope containing guest fees and class fees (if applicable), and
 - The paid-dues envelopes from the back of the dues box.
5. Implements the delinquent dues policy per the paragraph from Article 2 of the By-Laws, including:
 - Contacting member when their dues are in arrears six (6) weeks.
 - Notifying member in writing when their dues are three (3) months in arrears that they will be dropped as members of The Club if their dues fall behind more than four (4) months.
6. Does the following at club-sponsored hoedowns:
 - Provides petty cash for making change at the door and at any booth needing cash,
 - Takes responsibility for the money during and after the dance,
 - Reports the gross proceeds to the Hoedown Chairman,
 - Pays all hoedown hall rental fees,
 - Writes and delivers the appropriately computed payment checks to the caller and cuer, and
 - Makes a final accounting of income and expenses to The Board after all bills have been paid.
7. Notifies a member of The Club in writing when he or she is granted or denied a leave-of-absence, the letter or email clearly stating the terms and duration of the leave.
8. Notifies a member of The Club in writing when their leave-of-absence is over and that payment of dues and other member responsibilities resume.

APPENDIX B – APPOINTED POSITIONS

Rockin' Jokers Square Dance Club

Any Active Member of The Club may hold any Appointed Position.
Each Director shall be responsible for at least one of the Appointed Positions.

B.1 ACTIVITIES COORDINATOR

1. Plans, or arranges for a coordinator to plan, special events for The Club. These may include:
 - Holiday Parties,
 - Picnics and social events,
 - Square dance demonstrations, public entertainment or charitable events,
 - Monthly events such as plays, mystery trips, ball games, potlucks, dinners out, and other dance parties, and
 - The potluck or welcoming event for the beginning of The Class (if applicable), in collaboration with The Class Coordinator and Square Head.
2. Reports event plans and dates to The Board.
3. Provides written details about events to the Secretary by the second Thursday of each month for adding to the following month's club calendar.
4. Prepares sign-up sheets or call lists for events.
5. Handles monies collected for special events.
6. Requests authorization of funds or a budget from The Board for expenditures for events.
7. Gives a final report about each event to The Board.
8. Maintains a record of details of events for future reference.

B.2 CLASS COORDINATOR

Note: Currently, The Club does not hold a class. The references to The Class are for historical details, in case The Club chooses to hold a class in the future.

1. Makes a class list with name, address, phone and email address and updates it weekly, providing the list to the Treasurer for record keeping.
2. Oversees the activities of The Class.
3. Attends all classes, if possible, and dances with The Class as needed.
4. Makes sure that all class members are dancing during The Class.
5. Gives information to The Caller to make announcements to The Class about class level dances and events in the square dance community, and club events to which members of The Class are invited.
6. Coordinates with the Square Head to be sure that there are members of The Club available at The Class to dance with or assist the dancers in The Class.
7. Keeps in contact with the class members to help keep up their enthusiasm for square dancing, to encourage them, and to make them feel welcome.

8. Plans the New Dancer Potluck or welcoming event at the beginning of the class year with the assistance of the Square Head and the Activities Coordinator.
9. Notifies all members of The Class of changes in dance location or time.
10. Notifies all members of The Class of special events to which they are invited and encourages their attendance.
11. Contacts absent members of The Class.

B.3 CLUB CLOTHING COORDINATOR

1. Process orders for club jackets, t-shirts, polo shirts and other clothing items as requested. Club jackets can be ordered one at a time or in groups. Vendor information for jackets, shirts and embroidery can be found in the Club Clothing Coordinator's file.
2. Maintain club patch inventory and reorder when necessary.
3. Research sources and prices if a new clothing item is requested and suggested to the membership.
4. Maintain Club Clothing Coordinator's file and pass the file to the next Coordinator.

B.4 EMAIL FORWARDING ADMINISTRATOR

1. Maintain email group forwarding list
2. Receive new members email information from the Membership Chairman and update the square duty group list. The Vice President will assign new member to a duty square.
3. Make changes, additions, and deletions as changes are received from President and/or Membership Chairman. Changes will need to be made at least once a year after the Club Elections.

B.5 FESTIVAL COORDINATOR

1. Tracks festivals and makes announcements to The Club regarding them.
2. Posts festival dates and locations.
3. Collects and delivers flyers for festivals.
4. Appoints a Club Wagon Master for each festival and helps coordinate attendance.
5. Encourages members of The Club to attend festivals.

B.6 HEARING ASSISTANCE SYSTEM COORDINATOR

1. The Club owns a Williams Sound System voice transmitter which is used at all club-sponsored dance events. Plugging it into the caller's equipment allows any dancer who has a receiver to hear the caller.
2. The coordinator takes charge of the system and makes sure that it is in good working order and is available for all dance events.
3. Since the coordinator has possession of the system, he is welcome to take the system to any dance event that he attends.

4. The current system is signed out to the coordinator by the President so that it is clear that the system is the property of Rockin' Jokers. The President maintains a copy of the property certificate.

B.7 HOEDOWN CHAIRMAN

1. Organizes one or more of the hoedowns sponsored by The Club.
2. Establishes the hoedown theme with the approval of The Board.
3. Coordinates with the President to see that the hall rental is in place for the appropriate date and time, and that insurance needs are met.
4. Coordinates with the President to ensure that the caller and cuer contracts are signed.
5. Arranges for supplies, ads, and flyers for the hoedown.
6. Requests funds and/or a budget for the hoedown from The Board.
7. Reports about hoedown progress at Meetings of The Board.
8. Coordinates with the Treasurer to see that all bills associated with the hoedown are paid.
9. Prepares a written report about the hoedown for The Board.
10. Keeps a notebook with details of the hoedown for future reference.

Note: There may be more than one chairman if there are multiple hoedowns sponsored by The Club.

B.8 INSURANCE COORDINATOR

B.8.1 Yearly Renewal:

1. Receives insurance documents from USDA in the fall. This package gives the forms for applying for both site and dancer insurance as well as the per dancer insurance rate.
2. By November 1:
 - Prepares an alphabetized "Last Name, First Name" membership roster. If a member pays insurance either (1) through another club that pays for insurance directly to USDA or (2) through another club that pays for insurance through an association that pays through state council to USDA, this list must show how the insurance payments are made.
 - Computes the dancer insurance premium and requests a check for payment from the Treasurer.
 - Requests that the Board select for which locations (halls) they want insurance certificates.
3. By December 1:
 - Emails to USDA a soft copy of the alphabetized and annotated membership roster as prepared above, hall insurance request form and amount of insurance payment due, and states that the hard copy along with a check for the premium will follow.
 - Mails to USDA a hard copy of the alphabetized and annotated membership roster, hall insurance request form, and the premium payment check together as a unit.
4. By January 1, requests by email a confirmation from USDA that all club members are insured. The names of every member should be listed in the email.
5. Provides a copy of all insurance certificates and confirmations to the Secretary for the files.

B.8.2 New Members:

1. Within one week of the Board meeting in which new members are admitted to the club:
 - Prepares an alphabetized “Last Name, First Name” new member roster. If a new member pays insurance either (1) through another club that pays for insurance directly to USDA or (2) through another club that pays for insurance through an association that pays through state council to USDA, this list must show how the insurance payments are made.
 - Emails to USDA a soft copy of the annotated new member roster and amount of insurance payment due and states that the hard copy along with a check for the premium will follow.
 - Mails to USDA a hard copy of the annotated new member roster and the premium payment check together as a unit.
2. By the next Board meeting, requests by email a confirmation from USDA that all new members are insured. The names of every new member should be listed in the email.
3. Provides a copy of all insurance certificates and confirmations to the Secretary for the files.

B.8.3 New Dance Location:

1. Applies for a site insurance certificate within one week of the meeting in which the Board chooses a new dance location.
2. Provides a copy of all insurance certificates to the Secretary for the files.

B.9 MEMBERSHIP CHAIRMAN

1. Processes new member applications.
 - Makes membership applications available for distribution to potential members.
 - Receives membership applications and reviews them to verify that all required information is provided and that the accompanying check is correct.
 - Takes a picture of the new applicant(s), as soon as possible after the completed application is received.
 - Sends an email to the entire Board with the name and photo of any new applicant(s) so that all members of the Board are aware of the applicant(s) and will be able to make a point of evaluating their dance level.
 - Posts the photo of any new applicant(s) on the Club bulletin board. Note the date of this posting as that date will be considered the beginning of the applicants’ Application Period.
 - Presents membership applications to Board for a vote as to whether or not the applicant will be accepted as an Active Member of The Club.
2. Sends out new member information:
 - Has webmaster update the “blind” email lists, such as club@rockinjokers.com, on the website.
 - Emails a PDF copy of approved applications to
 - Treasurer
 - Vice President
 - Roster Manager
 - Insurance Coordinator
 - Maintains approved application file.

3. Provides orientation for new members of The Club by providing each with:
 - An introduction to his or her Square Head,
 - A copy of the By-Laws & Standing Rules of The Club, including the appendices,
 - A copy of the New Member Guide and the Rockin' Jokers Club Etiquette,
 - A current copy of the club roster, the duty square roster, and
 - The current month's club calendar.
4. Reviews all requests for change in membership status and presents to the Board for action.
5. Manages the club's badge inventory:
 - Maintains the supply of officer bars, including Past President bars,
 - Orders badges and badge supplies at the direction of The Board,
 - Maintains the supply of class badges (if applicable), and
 - Collects fees for badges.
6. Procures 25-year recognition bars.
7. Periodically distributes updated Membership Roster to all members of The Club, as provided by the Roster Manager.

Note: Traditionally, the badge for a new member is given to an active club member to wear at a weekly club dance night. The new member, upon introduction to the club, has to go around the hall, meet each club member, and ask them if he or she has his badge.

B.10 PHOTOGRAPHER/HISTORIAN

1. Takes photos at club events.
2. Maintains a collection of photos of members of The Club.
3. Makes photos available to members of The Club.
4. Makes photos available to the Publicity Chairman and Webmaster for publication.
5. Maintains a collection of history items about The Club and its membership.
6. Coordinates with the Webmaster for the purpose of publication or posting of appropriate history and photos on the website.

Note: This position may actually be shared by two or more Active Members.

B.11 PICNIC CHAIRMAN

1. The Club holds an annual picnic during the summer. The date of the picnic is determined by the Board on a date which is agreed upon by the Picnic Coordinator. The Board will notify the Picnic Coordinator of any budget restrictions.
2. The Picnic Coordinator finds and reserves the location for the picnic, which should be done early in the year. The site needs to accommodate the current number of members in the Club plus guests. The site needs to have tables, barbecue facilities, bathrooms, and room for lots of games and, ideally, should be shady.

3. The Club provides the meat (hamburgers & hot dogs), all of the condiments needed, water to drink and the barbecue supplies. The Picnic Coordinator is responsible for purchasing the meat and supplies and bringing them to the picnic. A list of the items the Picnic Coordinator needs to bring in addition to the food items is found on the Picnic Coordinator Checklist, which may be obtained from the Activities Coordinator or President.
4. The members of the Club are expected to bring games, food to share, and the beverages of their choice. Each person is responsible for any personal dietary requirements.
5. The Picnic Coordinator provides sign-up sheets for the Club, requesting food signups and the number of people attending. The members of the Club are also asked to volunteer to help with cooking, setting up the picnic and cleaning up.
6. On the day of the picnic, the Picnic Coordinator and his committee of volunteers post directional signs, set up the site for the day, cook the meat and organize the clean-up.
7. The Picnic Coordinator stores the Club's picnic supplies.

B.12 PUBLICITY CHAIRMAN

1. Is responsible for all publicity and advertising of The Club in the local square dance news publications and/or local news media.
2. Arranges for the submission of an activity/news information article to local square dance news publications, specifically *Squares 'Round the Bay*.
3. Arranges for the printing of special advertising materials, letterheads, and flyers for hoedowns or other public club sponsored events, with the approval of The Board.
4. Assures that information regarding The Club is correct in all publications and websites, including the Rockin' Joker website.
5. Sees that the club logo and typeface is properly used in all ads and publications.

B.13 ROSTER MANAGER

1. Prepares and maintains a Member History Record for current and past members that includes:
 - Name,
 - Contact information, e.g. address, phone numbers, and email address,
 - Birthday, name of spouse or significant other, anniversary date,
 - Status, e.g. active, honorary, on leave, dropped, resigned, and offices currently held, and
 - History, e.g. date of joining the Club or predecessor club (before the merger), club offices held in the past, and leaves of absence taken.
2. Prepares a roster of current members with data from the Member History Record that includes:
 - Name, alphabetical by last name,
 - Assigned Duty Square,
 - Contact information, e.g. address, phone number, and email address,
 - Birthday and anniversary, and
 - Club office or appointed position(s) currently held.

3. Distributes membership information as appropriate:
 - Gives Membership Rosters to the Membership Chairman for distribution to each club member.
 - Gives the Secretary copies of the Membership Roster to post on the club bulletin board and keep in the files.
 - Gives the President a monthly birthday & anniversary list before each month's party night.
 - Gives the President advanced warning of significant club anniversaries, e.g. 25th.

B.14 SHERIFF

1. Wears a sheriff's badge at weekly club dances, General Meetings of The Club and dances sponsored by The Club.
2. Collects nominal fines, currently fifty cents (\$0.50), from members of The Club who are not wearing their badge at weekly club dances, General Meetings of The Club, or dances sponsored by the Club.
3. May collect other humorous or light-hearted fines, as approved by The Board.

Note: The income from the fines is added to the general fund of The Club.

B.15 SUNSHINE CHAIRMAN

1. Sends cards or correspondence to members of The Club when appropriate.
2. Makes sure that guests are warmly welcomed at club functions.
3. Makes courtesy contact by phone to members of The Club who have been away from club for more than three (3) weeks.
4. Provides the President with information about the health and welfare of members of The Club.
5. Makes sure that a donation of \$25 is sent to a designated charity in memory of a club member or their partner at their death.

B.16 WEBMASTER

1. Arranges for web space and the *rockinjokers.com* domain name.
2. Maintains and updates The Club website with:
 - The club's logo,
 - The club's mailing address and other contact information, as appropriate,
 - The club's weekly dance night, time and location,
 - Directions to dance locations,
 - A current monthly club calendar of events,
 - Class information (if applicable),
 - By-Laws & Standing Rules,
 - The club's history, and
 - Articles or photos about club events.
3. Maintains "blind" email address lists, such as club@rockinjokers.com, on the website.

APPENDIX C – DUTY SQUARES

Rockin' Jokers Square Dance Club

DUTY SQUARE DEFINITION

- a. The Duty Square is a team of club members that performs the tasks to be done at a club dance night. The Duty Squares rotate every month. The Vice President is the coordinator of the Duty Square program and appoints each Duty Square leader who is called the Square Head.
- b. Each member of the club is assigned to a Duty Square. The Club Roster lists the Duty Square assignment and rotation schedule for each member of The Club.
- c. If a member is not able to fulfill his or her responsibilities of Square Duty during his or her assigned month, it is his or her responsibility to switch nights with a member from another Duty Square and inform both Square Heads of the change.
- d. The four (4) elected Officers and their member-partners make up the President's Square, of which the President is the Square Head. The President's Square will not be assigned monthly Duty Square responsibilities, but will assist at various special events.

DUTY SQUARE RESPONSIBILITIES

C.1 SQUARE HEAD DUTIES

- a. The Square Head is the lead person in a specific Duty Square. He or she is responsible for the distribution of tasks among the Duty Square members to assure that all of the Duty Square tasks are performed at each weekly club dance night for the assigned period for that Duty Square.
- b. At Cambrian Park United Methodist Church, the current location of the weekly club dance, the supply boxes, coffee and water jugs, and the club banner are stored in the locked closet on the stage in Wright Hall.
- c. Specifically the Square Head shall:
 - 1) Contact his or her Duty Square members when they have Duty rotation and assign tasks to each member to distribute the workload.
 - 2) Pass on all important news from the monthly calendar, the bulletin board or from the Vice President to his or her Duty Square members, especially the Duty Square members who do not receive email updates and do not have access to the club website.

- 3) Check the registration desk supply box to keep it free of outdated material.
- 4) Check the beverage and consumables supply boxes and notify the Vice President if any supplies need replenishing. Do not purchase anything without first talking to the Vice President, unless it is an emergency.
- 5) Attend the Board Meeting in the month preceding their assigned duty month to collaborate with the Board on the party night theme for the upcoming month and to present any budget request. If neither the Square Head nor a member of the Duty Square is able to attend the Board Meeting, then the Square Head shall call the Vice President with their selection for the theme prior to said Board Meeting so that the theme can be approved by The Board.
- 6) On the last club dance night of the month, contact the next month's Square Head to inform them of anything pertinent.

C.2 FACILITIES SETUP

The actions that must be done before dancing begins are:

1. The Caller and at least one Duty Square member should arrive thirty (30) minutes before the scheduled start of dancing and begin the setup by opening the dance hall:
 - The Caller should have a key,
 - The Club President should have a key, or
 - In an emergency, the janitor or security personnel should be found to open the door.
2. A member of the Duty Square should set up the registration desk area using the supply box which contains the following:
 - The zippered pouch containing:
 - Petty Cash in small bills for change,
 - Weekly fees envelopes (inform the Treasurer when low or missing), and
 - Sign-in sheets for The Club and The Class (if applicable),
 - The dues box containing the members' monthly dues envelopes,
 - The guest book,
 - The welcome barn and sign,
 - Other assorted supplies such as flyers, pens and paper name badges, and
 - The bulletin board, with thumbtacks or pushpins. (The bulletin board doesn't fit in the box.)
3. The Duty Square members should bring the following for The Club each week:
 - A bag of commercial ice for chilling the water - two bags of ice during the hot months.
4. The Duty Square members shall do the following each week:
 - Help the Caller bring in his equipment,
 - Set up the registration table with sign-in sheets, petty cash pouch, dues box, welcome barn, and bulletin board,
 - Set up the Club Banner on the table in front of the stage,
 - Set up tables and chairs as necessary for the evening's schedule,
 - Set out the flyers and event sign-up sheets,
 - Fill the coffee pot with water and plug it in,
 - Make one small pot of regular coffee,
 - Fill the water jug with cold water and ice, and
 - Put out the beverage supplies, with cups, napkins, spoons, etc.

C.3 DANCE-TIME DUTIES

The members of the Duty Square shall read and follow the Instructions which are located on the sign-in clipboard. The duties include:

1. Staff the registration table from dance hall opening until dancers stop arriving (8:30 – 8:45 PM).
2. Warmly welcome all of the guests, members of The Class (if applicable), and members of The Club:
 - Have everyone sign in on the appropriate sheet,
 - Direct members of The Club to the Dues Box, as appropriate, and
 - Collect guest fees and class fees (if applicable), keeping them separate. There is a zippered pouch containing change.
3. Tally income when the registration desk closes:
 - Fill out the guest fees envelope and class fees envelope (if applicable), and put the collected money inside,
 - Give the weekly fees envelope and paid dues envelopes to the Treasurer, or other elected Officer in the Treasurer's absence, at the close of the evening events, and
 - Always be available to dance if there is a need for dancers to fill a square.

C.4 FACILITIES CLEAN-UP

The members of the Duty Square shall:

1. Start the clean up after the last tip begins. However, the duty square members should consider dancing if a square needs to be filled
2. Keep the water jug available as late as possible so dancers can get a drink if they need to.
3. Empty the water jug and dry it.
Note: Leave the top off until the next week to prevent the jug from getting stale and moldy.
4. Empty and dry the coffee pot.
5. Check the supplies available in the boxes and notify the Square Head of any needed supplies.
Note: The Square Head will contact the Vice President to coordinate obtaining more supplies.
6. Pack the beverage supply box carefully, making sure that lids are on containers tightly in order to avoid spills.
7. Pack the registration desk supply box and dispose of outdated material.
8. Store the supplies in the closet on the stage, by quietly going around through the back. Do not approach the front area of the stage with supply boxes until the caller's equipment has been taken down.
9. Put tables and chairs back as they were found upon arrival at the hall.
10. Help The Caller and The Cuer with their equipment as needed.
11. Turn out the lights. Close and lock the doors to the hall.

C.5 PARTY NIGHT DUTIES

The Square Head of the month, in collaboration with the Board, determines the theme in the preceding month so that it can be listed in the calendar for the month.

The members of the Duty Square shall:

1. Plan the activities for the night. (Coordinate with the Vice President and/or the Activities Coordinator.)
2. Arrange with the Vice President to get any special decorations from storage.
3. Set up and take down decorations at the end of the evening.
4. Decide on any special menu for the evening and arrange for the food accordingly. Party night items approved by the Board in advance will be reimbursed.

C.6 THE CLASS

Note: Currently, The Club does not hold a class. The references to The Class are for historical details, in case The Club chooses to hold a class in the future.

The name of The Class for new and returning dancers is *Rockin' Jesters*

The Class Coordinator will work with the Duty Square before, during and after Class as necessary.

The members of the Duty Square shall:

1. Arrive at the hall thirty (30) minutes before the starting time of The Class to have the hall set up with registration desk materials and beverages.
2. Act as Angels, along with other members of The Club, by attending The Class and:
 - Making sure that all class members have a partner and that all squares are filled for each tip,
 - Making a point to dance in squares with the weaker dancers and help them perform and learn the calls. This assistance is intended to speed up the learning process for all members of The Class and to help eliminate frequent breakdowns of the squares.
 - Giving encouragement to the beginners as well as returning dancers attending The Class, and
 - Demonstrating the helpfulness and friendliness of the members of The Club so that the beginner and returning dancers will want to continue dancing and become members of the Club.

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