

INSTRUCTIONS FOR MODIFICATION OF THE
BY-LAWS & STANDING RULES
OF THE ROCKIN' JOKERS SQUARE DANCE CLUB

OVERALL FORMAT

The By-Laws & Standing Rules is written in Microsoft WORD. It consists of four sections (the Title Page, Table of Contents (TOC), the By-Laws, and the Standing Rules), each of which has been page-numbered separately.

The By-Laws and the Standing Rules each have a separate version number. This version number appears in three places, on the title page, on the By-Laws or Standing Rules title page, and as a code at the bottom of each page other than in the Title Page section. The code is simply 'BL + version number, a blank space, SR + version number', e.g. 'BL0 SR0'.

Note: It is important to identify the version number of each page because for example pages from the Appendices of the Standing Rules may be given out separately as job descriptions. Hence one must remember to change the version numbers in the footer after any change. The header and footer are accessed by clicking 'View', then 'Header and Footer', after which a menu will appear. Change the header or footer and click close in the menu.

All of the text in the document, including the headers and footers, should be of type 'normal', 'left justified', and 'Times New Roman' with '12' point type, except for the headings. This information can be seen using the 'Formatting' toolbar.

Note: Auto-formatting in WORD can unexpectedly change font, type size and text type. Any such changes must be prevented or overridden.

There are four heading levels, Heading 1, Heading 2, Heading 3, and Heading 4 as shown on the Formatting toolbar. These headings determine what information is placed in the TOC.

Note: The TOC is obtained by first placing the cursor where the Toc will be and clicking 'Insert', then 'Index and Tables ...', 'Table of Contents', after which a menu will appear. When inserting the TOC, the default number of heading levels is 3. Thus one must remember to change the number of levels to 4 when the TOC is inserted. One should make sure that no isolated headings appear at the bottom of a page before inserting the TOC. One must also remember to put page breaks in the TOC so that the TOC for the Standing Rules starts on a new page.

Heading 1 should be 'left justified' and is written in capital letters using 'Times New Roman', '22' point type. This type size will be picked up in the TOC.

Headings 2, and 3 should be 'left justified' and are written in capital letters using 'Times New Roman', '12' point type.

Heading 4 should be 'left justified' and is written in underlined, lower case letters with the first letter of each word capitalized using 'Times New Roman', '12' point type.

DOCUMENT CONTENT

The By-Laws are intended to be a solid skeleton that is changed infrequently. It was originally divided into five articles: Governance, Membership, Caller and Cuer, Amendment to the By-Laws, and Dissolution or Merger of the Club.

Within each of the articles are subheadings that are intended to make it easy for readers of the document to find information using the TOC.

All specifications should appear in one place in the document in order to make it easy to find information in and/or to maintain the document.

The Standing Rules are intended to give additional specifications about how the club should be managed and operated. Thus no information that appears in the By-Laws should be repeated in the Standing Rules. However, one

should refer to a specific clause title in the By-Laws in the Standing Rules when elaboration of that clause is made.

The Secretary should make sure that the Standing Rules continuously reflect motions that are passed by The Board of Directors. These changes and additions may require new or changed headings, and care should be taken to make sure that this new or changed information is easily accessed using the TOC and that the Standing Rules is given a new version number after changes are made.

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