



## **POLICY AND PROCEDURES MANUAL**

Great strides have been made since the first Board took office. You are now part of a faithful few who felt HSSDC was important enough for all dancers and the community to donate their time and energy to keep it growing and improving for our members. Have fun and enjoy.

This manual is the combined experience of all the Boards of Directors of the High Sierra Swing Dance Club (hereinafter referred to as "HSSDC") that served before you. It contains the history of HSSDC, the descriptions and responsibilities of the Board members, the procedures of operation, and the record of current policies adopted by the Board.

### **I. PRESIDENT'S MESSAGE**

Since we all donate our time and are not professionals, we each grew and learned as we worked together during our term in office. So each Board may learn from the past, this section is the record of the past Presidents' ideas, thoughts on Board's history, failures, plans, accomplishments, and suggestions for the next Board.

### **II. JOB DESCRIPTIONS**

The job descriptions for the Directors are posted on the HSSDC website. We have found that the more descriptive these are, the better understanding there will be for the Board members to know their responsibilities and what is expected of them.

### **III. PROCEDURES**

This section is the written procedures adopted by the Board.

### **IV. POLICIES**

Policies are those actions voted and approved as recorded in the minutes, and the date of approval. Policies are amended or terminated at the will of the Board.

This manual is a working document. Unlike the Bylaws of HSSDC, this manual can be changed and updated to better serve each Board as HSSDC grows. It is suggested that each Director print out a copy and bring it to all Board meetings and to ensure the changes adopted by the Board are recorded properly.

After the November Board meeting, selected members of the Board will update this manual with all changes occurring during the year by Board action. This new updated copy, with the last President's message, will be given to the new Directors at the January Board meeting. The full complement of both the outgoing and the incoming Boards should be present at the January meeting to insure a smooth transition from Board to Board.

### **GENERAL PROCEDURES ELECTION OF OFFICERS**

January's meeting, following the election of the "new Board" in December, is a joint meeting of both the incoming and outgoing Board of Directors. Purpose is to effect transition from the "outgoing" to the "incoming" Board. Current Directors remaining on the Board will have priority to remain in their position or switch to a vacant position.

Upon assuming office in January, the first action of the “New Board” is to review these policies and procedures with the "outgoing Board". Changes to these procedures may be made at this time if necessary. The Outgoing Board, though present, has no vote at this meeting. The new President will conduct the meeting with the advice and counsel of Outgoing President.

### **Current Board Positions**

President, Vice President, Secretary, Treasurer, past President, Activities Director, Dance Director, Entertainment Director, Membership Director, Public Relations Director, Sergeant at Arms. Job Descriptions for Board positions are posted on the website.

### **COMMITTEE FORMATION**

All committees will be formed if/when needed. The President, with a majority approval vote of the full complement of the Board, will appoint Directors to head any committees that might be necessary.

### **EXECUTIVE SESSION**

Executive Session is a special Board Committee meeting called by the President for the express purpose of resolving conflicts. Any Director, to the President, can request this meeting. This is a closed meeting and may be attended by Executive Committee members or those invited to attend only. There are no minutes of this meeting except for motions accepted by the Executive Committee vote, and an entry in the next Board meeting minutes that this session was held. No portion of the conversations within this meeting is to be discussed outside the meeting.

### **DIRECTOR ATTENDANCE AT MEETINGS**

If you, as a Director, cannot attend a meeting for some reason, make certain that any reports you were going to present are forwarded to another Director who can present them in your absence. Also, let the President and Secretary know if you are unable to attend.

### **MEMBERSHIP ATTENDANCE AT MEETINGS**

Monthly meetings of the Board are open to the general membership and guests. The time and location will be published on the HSSDC website. Special meetings of the Board may be, but are not required to be, open to the membership. In either instance, only the Directors will have a vote on matters of the Board.

### **CONSENT OF THE BOARD**

Unless specifically noted otherwise, consent of the Board is to be an affirmative vote by a majority of the quorum of Directors present at a meeting. There must be a quorum of the Board (majority or better of the full complement of the Board) present at the meeting in order to conduct any business. Of that quorum there must be a majority affirmative vote to have consent.

The President does not vote except to break a tie. The President may Veto an action passed by a majority vote of the Board quorum. The Board may override the Veto with a 2/3 majority vote of the full complement of the Board.

## **SPECIAL MEETINGS AND MEETINGS ON LINE (OR WITHOUT LOCATION)**

Special meetings of the Board may be called by the President or at the request of three (3) Board members. Minutes of these meeting are at the discretion of the President but all actions are to be recorded with the proceedings recorded in the minutes of the next regular Board meeting. These meetings are generally held in person at a specified time and location to cover a specific agenda.

A meeting On-Line (e-mail or Instant Messaging) or by conference calling, when available, can be a useful tool when time is crucial. These meetings could be employed when face-to-face contact is not practical or necessary. It is the intent that every effort is made to include all Board members in such meetings. These meetings will follow the same criteria as Special meetings. All e-mail or online meeting requests will always include all Board members with that capability, and any decisions must follow the quorum guidelines.

## **ACTION WITHOUT MEETING**

Any action by the Board may be taken without a meeting if two thirds (2/3) of the full complement of the Board consent to the action. Such action and consent(s) will be filed with the minutes of the next regular Board meeting. The President, or at the request of three (3) or more Board members, can call for an action without meeting. Since there is NO physical meeting with open discussion, it is recommended that extra precaution be given to clarity and written consent. All decisions made at such meetings will be confirmed by a majority vote at the next regular meeting and made a part of the minutes.

## **SUSPENSION OR EXPULSION OF MEMBERS**

If a general member is called up for suspension or expulsion, the following procedure will be followed: The person(s) making the complaint will do so in writing, one copy to the President and another copy to the Secretary. The Executive Committee will investigate the matter. If the charges are warranted, the President will call a Board meeting. The Board will hear the information that pertains to the matter. The suspension or expulsion of the member will require a 2/3 vote of the full complement of the Board.

## **NOMINATING COMMITTEE**

The President establishes the Nominating Committee for the purpose of selecting a slate of candidates for the upcoming election. Like all other committees, the Board is not required to approve the members of the committee, but must be informed of their identity. Once the committee is formed, the Vice President will chair the committee. It is recommended that this committee be comprised of previous (not current) Board members because of their knowledge of the responsibilities of the Directors and ability to answer questions if the candidates have any, but this is not required.

This committee is dissolved as soon as the slate of candidates is presented to the Board at the October meeting. Open positions will be made public.

## **ADDITIONAL NOMINEE AND APPOINTEE REQUIREMENTS**

Prospective Directors to the Board must be members of HSSDC, and be in good standing. It is also recommended that they meet the requirements of the Job Description for which they are to be appointed to. In conjunction with these general requirements, Executive Committee members must be eighteen (18) years of age or older.

## **ELECTIONS**

HSSDC By-Laws state that a membership quorum is 10% of the membership. Any matter submitted to the general membership for vote must be voted upon by this minimum 10% to be legal and binding. Each Board is responsible to set up its procedure for the election to ensure that the minimum number of votes is received for the election. If the ballots received for the election do not comprise 10% of the membership, another election must be held.

## **30 DAY NOTIFICATION**

A 30-day notification will be posted on the HSSDC website and announced via email prior to any vote of the membership.

## **Election of Directors**

Candidates' names, along with the Board position they are running for, will be posted on the website. Voting will take place at the December dance.

## **Amendments to the By-Laws**

A digital copy of the current By-Laws and a digital copy of the proposed revised By-Laws will be posted on the HSSDC website. Voting will occur at the next monthly dance after the online posting. Membership will be advised of this information via email.

## **VOTE TABULATOR AND RESPONSIBILITIES**

The President will appoint, at or before the November Board meeting, one Board member to be the official Vote Tabulator Chairman. The Vote Tabulator will enlist assistance of other members as deemed necessary. It is the Tabulator's responsibility to ensure the fairness and accuracy of the vote count. It will be their responsibility to use whatever means they feel necessary to accomplish this goal.

## **VOTING RULES AND REGULATIONS**

All voting will be held at an HSSDC dance. Ballots will be distributed and voted during the check-in process after they are confirmed as active members.

Ballots will be accepted from members in current standing as of the day the voting takes place.

All ballots will be written in such a way that each nominee knows what Board position/title they are running for.

The polls will close in ample time to tabulate and announce the successful nominees before the end of the evening.

## **RUN-OFF ELECTION**

In the event of ties, a run-off election will be conducted at the same event, following the procedures established above.

## **CONTRACTS**

The President, with the consent of the Board, may authorize any Officer(s) or Agent(s) of HSSDC to enter into any contract or execute and deliver any instrument in the name of and on behalf of the Corporation. Such authority may be general or confined to specific instances.

## **RULES OF ORDER**

The latest edition of "Roberts Rules of Order Revised" will govern the proceedings of HSSDC in cases not specifically covered by these By-Laws. HSSDC will supply one copy for the Sergeant-At-Arms.

## **BOARD AND STANDING COMMITTEES**

### **Current Board Positions**

President, Vice President, Secretary, Treasurer, past President, Activities Director, Dance Director, Entertainment Director, Membership Director, Public Relations Director, Sergeant at Arms.

Job Descriptions for Board positions are posted on the website.

### **Executive Committee**

As per the By-Laws the Executive Committee consists of: President, Vice President, past President, Secretary, Treasurer, Sergeant at Arms, Membership Director.

## **POLICIES**

DEFINITION: Policies are decisions made by a Board to do a specific thing(s), in specific way(s). Policies may be revised at any Board meeting with a majority vote of the quorum and remain in effect until cancelled or amended.

The following Board Policies are in effect:

1. Membership dues for HSSDC are \$25 for individuals and \$40 for partners annually. Partners are defined as one leader and one follower.
2. Membership renewal will be on the anniversary date of the member's joining of HSSDC.
3. Dance admission to HSSDC's monthly dance is \$7 per person for HSSDC members and card carrying members of other Swing Dance Clubs. Junior members (14-18 years old) is \$5 per person. Non-Member guests is \$10 per person. Dance is from 7:30 pm to 10:00 pm.
4. Lesson costs is \$7 per person for HSSDC members and card carrying members of other Swing Dance Clubs. Junior members (14-18 years old) is \$5 per person. Non-Member guests is \$10 per person. Lesson is from 6:30 pm to 7:30 pm.
5. New members, joining the club on the night of the monthly dance, will be allowed admission to the dance for free upon payment of their annual dues.
6. The term of each member of the Board of Directors is 1 year, or sooner upon Board approval.
7. The President, Vice President and Treasurer are given check signing authority. Two of the three must sign all checks over \$250. The Treasurer may sign checks up to and including \$250.