

CONTINENTAL DANCE CLUB

STANDING RULES

Revised: September 2017

BOARD OF DIRECTORS

1. Election of officers is to be held at the board meeting in December, after election of all new Board members. Outgoing Board members will take the remainder of December and January to work with the new Board members who will assume their responsibilities as to enable a smooth transition. (Rev. 8/2017)
2. Election of new Board members shall be held at least one Sunday prior to the Board meeting in December. The change in gavel will occur at the beginning of the January Board meeting. (Rev. 1/2012)
3. No current member or spouse may be hired by the Continental Dance Club to perform a function for pay without board approval. (Rev. 8/2017)
4. All Board members must attend a reasonable amount of all functions given by the Continental Dance Club.
5. Dance studio owners and their employees who are Continental members may not be on the Board of Directors. (Rev. 12/2011)
6. No spouses, fiancées, fiancés, or significant others may serve on the Continental Board of Directors at the same time. (Rev. 2/2012)

BOARD DUTIES

7. Each board member serves as cashier assistant on a scheduled rotation to work with our paid cashier. If unable to serve, trade with another board member then please contact the Cashier and President and let them know what changes have been made. (Rev. 9/2017)
8. All Board members and cashier shall have a key or combination to the storage cabinet lock to prepare for the Sunday evening opening. (Rev. 9/2017)
9. The President or designated representative is to be the contact person between the CDC and the owner/management of the ballroom for business issues. (2/2007)
10. All expenditures over \$100 for special Sundays must be approved by the President. Only the President shall have the authority to sign contracts on behalf of the Continental Dance Club, with the approval of the Board, except for the Band contracts, which shall be handled by the Board member in charge of hiring the bands. (Rev. 12/2011)
11. The Board member in charge of outside balls may spend up to \$150 without the approval of the Board. All contracts, with reference to a ball, must be signed by the President. The Club will not pay for dance exhibitions or other entertainment except for bands at our balls or special Sundays. (Rev. 12/2011)
12. It is the responsibility of the band committee chairperson to make sure dance music is available for use if, for any reason, the band cannot show up on any Sunday

- evening. The music should be kept on the premises in the locked cabinet. Rev. 9/2017
13. Standing rules may be suspended at any time by consensus of the Board of Directors for cause. (2/2012)
 14. Dance Cancellation Procedure: If cancellation of a dance is considered: Directors should notify the President by telephone before 2:00 PM if weather conditions warrant cancellation of a dance. Standing rule adopted: (Rev: 9/2017)
 - The President will make the final cancellation decision by 2:30 PM and notify:
 - The person responsible for recording the cancellation on our recorded telephone message.
 - The person (s) updating our website and email notices.
 - These above notices will be posted by 3:00 PM, and the President will continue to make the following notifications:
 - The Band Chairperson, who will notify the band ASAP.
 - The llos or building contact.
 - The cashier and board members working the door.
 - Dance instructors in both ballrooms.
 - Any special guests/entertainment/activity groups

RECORDS

15. Liability insurance will be purchased. The Treasurer will maintain the original document, with a copy to the President.
16. It is the duty of the President and the Treasurer to see that the Federal and State taxes and fees are paid on time. Copies of each are to be kept in separate binders clearly marked with the year sent and the address. A copy of the December membership list shall be kept with our tax papers.
17. The Club's decorations, office supplies, door records, etc. will be placed in the storage area of the Starlite Ballroom. This should be accessible to all of the officers. (Rev: 08/2017)
18. A data sheet listing the address and term of office of each board member must be placed in the annual minutes and information binder by the secretary.
19. All compensated members shall forfeit the privilege of free admissions to the regular Sunday night dances when the cumulative sum of all bank accounts drops below \$20,000. (Rev. 08/2017)
20. All committee chairpersons are appointed by the President. Chairperson & committee duties are kept by the Secretary and should only be changed by their successor with Board approval. (Rev. 08/2017)
21. CDC is a 501(c) (7) tax exempt organization and donations to CDC are tax deductible to the donor. (Rev. 09/2017)
22. All bills approved by the President, then submitted to the Treasurer, shall be paid by check.

23. A designated committee chairperson shall have a \$75.00 allowance for flowers to be sent to a Board member's funeral service. Get Well Cards will be sent to members in case of illness or injury and Condolence Cards will be sent to member's families in case of demise. (Rev. 09/2017)
24. Books are to be internally audited *annually or as needed*. The President will appoint an auditing group. The financial statement will be included in the newsletter every six months or as stipulated by the board. (Rev. 8/2017)
25. In the absence of the Treasurer, the Club checkbook should be left with the President or assistant treasurer. (Rev. 1/2012)

MEMBERSHIP

26. Yearly dues are \$25.00. A current list of members shall be kept at the front desk. (Rev. 9/2017)
27. Once membership has been purchased, there will be no refunds.
28. Member admission is \$10.00 effective June 1, 2017. All members must show a current membership card before admission. (Rev. 8/2017)
29. Guests will pay \$15.00 admission. (Rev. 8/2017)
30. All children under 12, college and high school students with proper photo ID will be charged the \$5.00 student fee; annual membership dues are waived.
31. Suggested attire is dressy/casual. (Rev. 9/2017)
32. CDC by-laws are available on the Continental Dance Club website. (Rev. 8/2017)

NEWSLETTER

33. The newsletter will be sent to members every month by email unless the member requests otherwise. (Rev. 1/2012)
34. The editorial staff shall consist of the board members. (Rev. 11/2013)

CONTINENTAL DANCES

35. Advanced dance lessons are \$5.00 per week for members and non-members. There will be no refunds on dance lessons unless the teacher fails to show up. A paid admission is required before anyone can take the dance lesson. Professional instructors will be paid \$75.00 per lesson beginning January 2012. The beginner dance class is free with a paid admission. (Rev. 9/2017)
36. Teachers for the small ballroom beginner dance class are admitted free on the nights they teach. (Rev. 8/2017)

37. Dancing on Sunday nights is from 7:15 to 10:00 PM with two 15 minute breaks.
38. "The Continental" shall be the theme song for our Club. (Rev.2/2012)
39. Non-Continental dances or activities may be announced at dances at the discretion of the board provided they do not interfere or conflict with Continental dances or activities.(Rev. 2/2012)
40. Only Board members may be on the mic on Sunday nights unless permission is given ahead of time by President or Vice President with the exception of bands and entertainment. (Rev. 2/2012)
41. DJs and band members are to be invited to join us for snacks on the specific evening they are performing. (Rev. 2/2012)
42. DJs and band members have automatic courtesy admission on the evening they are performing. (Rev. 2/2012)
43. If members have a request for the band to play a certain song, they may write their request on a piece of paper and place it in a container located near the band. Members should refrain from making negative comments to the band at any time, but should address concerns with the appropriate board member in charge of bands. Members should also refrain from engaging the band in conversation while they are playing. (Rev.2/2012)
44. The 50/50 ticket winner must claim their winnings at the time of the drawing. If not, tickets will continue to be drawn until the 50/50 is won. (Rev. 9/2017)

CONTINENTAL SPECIAL RECOGNITION

45. The board will appoint one male and one female Continental Dance Club member as Ambassadors of the club annually. The Ambassadors will be granted free admission to all Sunday night dances. They will pay regular admission to all Balls. (Rev.9/2017)