

**GRAND RIVER SQUARES
POLICIES AND PROCEDURES**

**Saturday, January 31, 2009
(Revised November 10, 2009)
(Revised September 24, 2013)**

Policies and Procedures

Purpose: The purpose of these Policies & Procedures is to establish guidelines for the consistent operation of the Grand River Squares Dance Club. Members of the Grand River Squares shall be subject to these policies and procedures as established by the Club Officers.

I. Membership

- A. Policy - Membership is based on an annual membership running from Jan 1 through December 31 of each year. Membership may be pro-rated during the year by the executive board.
- B. Responsibility - Membership and dues requirements are set forth by the executive board on a yearly basis and reviewed by the incoming board prior to the first of the year.
- C. Procedure -
 - 1. Yearly dues will be posted on the Club web site.
 - 2. Club Callers are exempt from paying yearly dues and weekly fees. The warm-up caller is exempt from paying the fee for the monthly dance

II. Class Format

- A. Policy – The club will meet once a week for 2.75 hours, currently each Tuesday of the month between 6:15pm and 9pm to conduct square dance lessons.
- B. Responsibility - The Board Officers and Callers shall schedule the time and structure for weekly classes and perform an annual review of the weekly class fees.
- C. Procedure -
 - 1. Lesson levels include Mainstream, Plus and Advance. Mainstream lessons take precedence over all other lessons when new students are present.
 - 2. Weekly class fees will be posted on the Club web site.
 - 3. New classes will be formed in September, usually starting the three weeks after Labor Day. Individuals joining classes after the initial formation is at the discretion of the Caller. The goal of the class is to complete a level by the annual Fly-In weekend; typically mid-April of each year. Upon completion, graduation is held for class members.

III. Club Callers

- A. Policy - The Board oversees the appointment of callers.
- B. Responsibility - Club Callers are responsible for preparing weekly lessons and taking part in club dances. Equipment responsibilities will be coordinated by the Club Callers.
- C. Procedure -
 - 1. Weekly lessons will be led by a Caller with a lesson plan.
 - 2. If a scheduled Caller is not going to be available it is his/her responsibility to arrange for a substitute Caller.
 - 3. The Club Callers will arrange to perform a warm up tip prior to club dances.
 - 4. It is up to the Club Callers to secure any equipment in their possession. It should not be left in a location where it can be stolen or damaged, i.e. an unattended vehicle, dance space or venue.
 - 5. Any issues or problems with club equipment should be brought to the attention of the Board immediately
 - 6. The Club will pay Caller School fees for active Club Callers wishing to attend the classes at the annual I.A.G.S.D.C. Convention.
 - 7. The Club will pay the annual fees for ASCAP/BMI licenses.

IV. Membership, Alumni and Friends List

- A. Policy - To establish tool of communication of names and contact information.
- B. Responsibility - The club secretary shall maintain the list and keep it current.
- C. Procedure -
 - 1. The web-based listing can be updated by individuals on the club website.
 - 2. Individuals who have not been actively associated with the club for 3 consecutive years will be removed from the published list. All published information is voluntary and a separate email list will be maintained at grsquares.org.

V. Cancellation Policy

- A. Policy - A dance or lesson may be cancelled due to weather or other unforeseen circumstance.
- B. Responsibility - Cancellation will be determined by members of the Board as necessary.
- C. Procedure -
 - 1. Club members will be informed of a cancellation by means of the website in a timely manner at least 3 hours prior to the event.
 - 2. For members without web access a phone call will be made to those requesting that means. It is the members' responsibility to let the board know if you need notification, and to keep their contact information current.
 - 3. Cancellation of a weekly lesson or dance will be done by the Board.

VI. Budget

- A. Policy - The club will reimburse members for Club expenses that have been previously approved by the Board.
- B. Responsibility - It is the responsibility of the Board to set spending limits and approve budgets and Club expenditures.
- C. Procedure -
 - 1. An expense request needs be brought to the Board prior to purchase at an official board meeting.
 - 2. It is the responsibility of the club member to present a receipt of purchase to the Treasurer for reimbursement.
 - 3. Any expenses approved in the annual budget will be reimbursed with presentation of a receipt.
 - 4. The Club Treasurer will present an annual budget at the October Board meeting. The annual budget will be approved at the November Board meeting.

VII. Club Members/Family/Widow Illness and Death

- A. Policy - The Club will recognize current members during personal illness, loss or special occasion.
- B. Responsibility - The Board will approve the purchase and the Secretary will make the arrangements.
- C. Procedure -
 - 1. The Club recognizes the following relationships with flowers/plant or contribution: Member, Partner/Spouse, Parent and Children.
 - 2. Other losses/celebrations may be recognized with a card.

VIII. Fly-In

- A. Policy - The Club will provide an opportunity of weekend dancing through an annual Fly-In.
- B. Responsibility - The Board will appoint a chairperson or co-chairs one year prior to the annual Fly-In.
- C. Procedure -
 - 1. The Chair(s) will choose the Caller(s) with the Board's approval.
 - 2. The Vice-President will contact the callers and send and collect the caller contracts.
 - 3. The Chair(s) will provide the Board with a Fly-In Budget by September.
 - 4. The Board will modify and approve the Fly-In Budget by October.
 - 5. Those Club Callers who call for the Grand River Squares annual Fly-In will have a 20% reduction in their registration fee.

IX. Monthly Dances

- A. Policy - The Club will host six monthly dances per year to provide dancing opportunities.
- B. Responsibility - The Board will arrange the Callers, dates, times and locations.
- C. Procedure -
 - 1. The Vice-President will select the Caller and arrange the location and time for the monthly dances.
 - 2. The Board will set the monthly dance fee and post on the Club web site.