

**Policy Manual of the  
Houston Square & Round Dance Council, Inc.  
(HSRDC)  
Created 1999**

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**Appointed Directors — General Information**

These directors are appointed by the President after he is elected at the third quarterly meeting.

It is recommended that an appointed director serve no more than three years in the same position.

**Official HSRDC Functions**

Official functions of the Houston Square & Round Dance Council, Inc. are quarterly meetings, special called meetings, the Houston Hoe-Down, the Leadership Seminar, the Presidents' Ball, the Spring Happening, the Teen Scholarship Dance, and the New Dancer Jamboree and Trade 'N Buy.

**Council Dress**

It has been traditional that the dress for the elected Council officers be some combination of red, white, and/or blue for both men and women. It is the prerogative of the incoming Council President to select the dress. The women's dress for meetings may be different from the dancing dress.

The dress for the Appointed Directors and District Directors will be decided by the incoming Council President. This dress can be the same as the Executive Board's or some other combination of red, white, and/or blue.

Availability and expense should be a primary consideration.

**Wearing of Council Badges**

All Elected Officers, Appointed Officers and District Directors are requested to wear their Council badges to any square and round dance function, including Texas State Federation of Square and Round Dances (TSFSRD) and other TSFSRD Associations.

## **Meetings**

It is the responsibility of the incoming President to arrange for a meeting of the incoming Executive Board of the Council to outline the goals for the upcoming fiscal year. This meeting should be held prior to the beginning of the new fiscal year.

Following this meeting and prior to the first quarterly meeting, the incoming President will arrange a meeting of all newly elected Council Officers, Appointed Officers and District Directors.

The President is responsible for the location, sound and set-up (tables, chairs, refreshments, etc.) for Council meetings.

## **Displaying the Council Banner**

The Council banner will be displayed at every official function of the Council and the TSFSRD Conclave and Festival.

The Council First Vice President is responsible for the banner's safekeeping.

## **Displaying the Flags**

When possible, the United States and Texas flags will be displayed at every official function of the Council. The United States flag should be displayed on the left-hand side of the stage (when facing the stage).

The Council First Vice President is responsible for the safekeeping of the flags.

## **HSRDC Displays**

The "Promoter of the Year" (Dancer of the Year) plaque, "Past Presidents" plaque, Club Badge Board and Club Location Board should be displayed at every official function of the Houston Council. The Second Vice President of the Council is responsible for the safekeeping of the displays, which will be in the custody of the Historian.

## **Printing of New Council Stationery**

Information for the new Council stationery will be obtained by the incoming President who will arrange for the printing and distribution by the first quarterly meeting.

## **Complimentary Mailing List for Newsletter**

The complimentary mailing list includes the TSFSRD elected officers and the TSFSRD Association Presidents, HSRDC Executive Board and HSRDC Former Presidents.

Also to be included are the local chambers of commerce, libraries, and Greater Houston Convention and Visitors Bureau.

## **Admittance to Dances Council Functions**

### **Houston Hoe-down**

Letters entitling complimentary admittance, with registration form and label, for the Houston Hoe-down should be sent to all TSFSRD elected officers, and TSFSRD Association Presidents and Hoe-Down General Chairman.

### **Presidents' Ball**

1. The current Council President will receive complimentary admittance to the dinner and dances in recognition of his service.
2. Flyers with registration forms for this event will go into the December and January *Where N When* with monies sent to the Special Dance Director.
2. Caller(s) and Cuer(s) will receive complimentary dinner in lieu of pay.
4. Clubs are encouraged to recognize and honor their president(s) by purchasing them a ticket to the event. If 10 or more dancers from a club pre-pay and attend, the club president's ticket will be complimentary.

### **Leadership Seminar**

The seminar will be chaired by the First and Second Vice Presidents.

An article will be published in the January *Where N When*.

### **New Dancer Jamboree and Trade 'N Buy**

This dance is geared for dancers who have completed the mainstream level square dancing and/or basic round dancing.

Callers and cuers donating time on the program will be admitted without charge. Remind callers to call **only** mainstream and level 1 and 2 rounds. A "thank you" gift is usually given to the callers and cuers.

It is recommended that the Executive Board request a \$1 donation from **all** those attending Trade 'N Buy.

### **HSRDC Sponsored Student Dances**

Callers' time should be donated as a fully tax deductible donation.

Dances should be limited number. There should be no conflict with HSRDC or TSFSRD functions.

Door charge should be \$2 per dancer, maximum.

Information for a ½ page gratis ad from the club should be submitted to Council's class coordinator to be submitted to the *Where N When*.

Dance dates must be approved by HSRDC delegates at a regular quarterly meeting.

It is recommended that the Executive Board be admitted at no charge.

### **Club Dances**

Executive Board members may attend Council club dances without charge when on official business (such as graduation, anniversaries, etc.).

The Council President may attend any Council Club without charge.

District Directors may attend their own district clubs' dances without charge. When attending club dances outside their district, they shall expect to make the suggested donation.

Appointed Officers should be admitted without charge only when on official business for their position.

### **Council Clubs Graduations and Anniversaries**

The Council President should visit each Council club at least once during the year, primarily at the club's graduation and anniversary celebrations. Other Executive Board members are encouraged to accompany the President.

Individual member clubs may ask representatives of the Council to present a candlelight ceremony at a graduation.

## **Club Application to Join the Council**

When a club requests an application (See Appendix E) from HSRDC President, the President may send or request the Secretary to send to the club's president or leader the following information:

- Application Form
- Current copy of the By-Laws and Rules of Order
- List of requirements for club to join and information on insurance and minimum amount required for the club.

The President requests that the club leaders read and study the By-Laws and Rules of Order and go over same with their club members.

On initial visit to a Council meeting, the club will bring completed:

1. Application Form
2. Roster of members containing names, addresses, and telephone numbers.
3. A brief history of their club.
4. Monies covering initiation fee (\$15) and annual dues (\$25).
5. A check for insurance or provide the Council a Certificate of Liability insurance indicating that the club carries insurance coverage at least equal to the amount of insurance carried by the Council.

These items will be given to the President before the initial Council meeting.

It is recommended that a suggestion be made to the club president to bring club members to the meeting to be presented as a group to the Council delegates. A background/history, time and place of dance, how often the group dances, number of members, why members wish to join the Council, how their club is going to be an asset to the Council, etc. should be presented by club to Council delegates.

Two different office representatives from the Executive Board visit a club that has made application to join the Council at the previous HSRDC meeting. All members of the Executive Board are invited and encouraged to attend.

The purpose of the visit is to acquaint or review members of the club with the HSRDC organization, its function in the square dance world, advantages to member clubs belonging to HSRDC, obligations of member clubs to HSRDC and clarify questions which the membership may have about the Council. (See outline of items to cover, Appendix F.)

A regular dance night is recommended with prior arrangement made with the club.

Following the visit, the two different office representatives from the Executive Board who attended sign and date the application sheet.

### **Hoe-Down Committee**

The Executive Board is a standing committee which works to plan future Hoe-Downs and makes recommendations to the delegates. Bookings will be maintained at least three (3) years in advance, with event scheduled the fourth weekend in October, unless other dates have been approved by delegates at a regular quarterly meeting. The deposit for the current year will be paid the previous year in December.

### **Hotel Accommodations**

When a headquarter hotel is being considered for selection for the Council Hoe-Down, negotiations include complimentary rooms.

As the extent of complimentary rooms depend on the number of room reservations utilized by attendees to the event, additional complimentary rooms will be assigned by the Council President to guest callers, visiting elected State board members, and HSRDC board.

Dancers will be encouraged to make reservations at the headquarters hotel.

### **Council Appreciation Social**

The Hoe-Down General Chairman will give the Vice Chairman a list of guests who will be invited to the Appreciation Function, which will be held immediately following the Friday night dance of the Hoe-Down.

The list shall include Hoe-down Chairmen, workers, exhibitors, Vice Chairmen, Caller(s) and Cues(s), HSRDC elected officers, appointed officers, former presidents, and elected State officers.

### **Dancer of the Year Award**

At the second quarterly meeting of the Council, the President will invite members of the square and round dance community to nominate persons they feel have been exemplary in their endeavors to promote and enhance square and round dancing in the current year. Nominations will be individually written, giving examples of the nominee's service, support and specific acts which qualify him/her to receive the award. Nominations will be sent to the President.

The President will send copies of all nominations to members of the Executive Board, and all prior recipients of the award, along with a ballot to be returned to the President with each person's choice. All ballots will be tabulated by the President and 1<sup>st</sup> Vice President, and the President will announce and present the winners with the award plaque at the Hoe-down.

### **Caller/Cuer of the Year Award**

At the second quarterly meeting of the Council, the President will invite members of the square and round dance community to callers/cuers they feel have been exemplary in their endeavors to promote and enhance square and round dancing in the current year. Nominations will be individually written, giving examples of the nominee's service, support and specific acts which qualify him/her to receive the award. Nominations will be sent to the President.

The President will also place an article in the newsletter inviting such nominations, with a deadline for them to be received.

The President will send copies of all nominations to members of the Executive Board and all prior recipients of the award, along with a ballot to be returned to the President with each person's choice. All ballots will be tabulated by the President. All ballots will be tabulated by the President and 1<sup>st</sup> Vice President, and the President will announce and present the winners with the award plaque at the Hoe-down.

### **Selection of Callers/Cuers for Council Functions**

The Executive Board will recommend callers/cuers to the delegates for Council functions. All expenditures for callers/cuers must be approved by delegates at a quarterly meeting or a special called meeting prior to signing of contracts.

It is recommended that callers/cuers donate their service at all Council functions except the Hoe-Down.

### **Facilities for HSRDC Use**

Facility contracts shall be reviewed in detail by all members of the Executive Board and approved prior to signing of facility contract. These should be submitted to HSRDC delegates at either a quarterly or special called meetings.

### **Flower and Card Policy**

Flowers, sent and paid for by the Council, may be sent to the funeral of any immediate family member of the Executive Board (especially husband, wife, child, mother or father). Flowers may be sent to others at the discretion of the Executive Board. In lieu of flowers, a contribution may be made to a memorial fund.

A card should be sent from the Council to any Elected Officer, past president, appointed officer, district director, or others by the Council Chaplain.



## **Gifts Policy**

### **Executive Board**

#### **President**

A gift that is chosen by the Elected Board is presented by the First Vice President to the President prior to the closing of the fourth quarterly meeting. A donation of \$10 per couple is normally accepted from the Executive Board, Appointed Officers, and District Directors.

A scrapbook/photo album of the year's activities is presented to the outgoing President from the Council at the first quarterly meeting of the ensuing year.

#### **First Vice President, Second Vice President, Treasurer, and Secretary**

The current President normally gives a gift, at his expense, to each of the members of the Executive Board at the fourth quarterly meeting.

### **Officers, Directors, and Others**

The Council President prepares appreciation certificates with the Council logo and presents to each Council Executive Board member, Appointed Officers, District Directors, and others at the fourth quarterly Council meeting. Materials needed to prepare and assemble these will be paid by the Council.

## **Council Scrapbooks**

The Historian will keep two scrapbooks during the year. The scrapbooks are purchased by the Council.

Appropriate items to include would be written programs, flyers, tickets, photos, newspaper or HSRDC or TSFSRD newsletter clippings, etc. that relate to HSRDC functions/activities and TSFSRD functions/activities in which HSRDC is involved.

One scrapbook will be presented to the President prior to the close of the first quarterly meeting of the ensuing year. The other will be maintained and displayed by the Historian as an historical record of the Council's year.

## **Council Information for State Federation Roster**

Information for the State Federation (TSFSRD) Roster will be requested in early summer by the TSFSRD Social Secretary. This should be in the works by June 1. The information remitted will include the following:

1. Names, mailing address, email address and phone numbers of Elected Officers.
2. Names, mailing address, email address and phone numbers of Appointed Officers
3. Names, mailing address, email address and phone numbers of all club presidents (including name of club and dance location.)
4. Names, mailing address, email address and phone numbers of District Directors
5. List of future Council dances.

The roster information should be gathered and prepared by the First Vice President/President Elect.

## Why Should a Club Belong to an Association?

1. Because an Association
  - a. Sponsors traveling professional caller dances
  - b. Provides, through the TSFSRD, at no charge diplomas, posters and other promotional material.
  - c. Also at no charge, it provides educational material; i.e., pamphlets on square dance manners, duties of club officers, how to's for lessons, etc.
  - d. Offers group dancer insurance (medical and liability).
  - e. Sends delegates to represent you at State business meetings.
  - f. Promotes square and round dancing activities through combined publicity efforts. Clubs having any special dances can publicize their dances and secure cooperation of member clubs. Local associations can secure advertising publicity through TSFSRD media. Member clubs can obtain information concerning special dances and festivals throughout the State from their local association, officers, or club and association delegates.
  - g. Participation in TSFSRD Festival Tickets
    1. Membership in the association enables clubs to receive financial assistance by receiving a percentage from the sale of State Festival tickets.
    2. Member associations usually receive a portion of the profit of State Festival ticket sales.
2. An Association MAY also:
  - a. Keep a blood bank account available for any member and his immediate family.
  - b. Publish a newsletter
  - c. Have available large coffee and tea urns for use by member clubs at their special dances.
  - d. Promote visitation with a friendship badge program.
  - e. Keep a calendar of events (both dances and lessons) to help prevent conflicts in schedule.
  - f. Make available lesson booklets.
  - g. Sponsor sewing clinics and fashion shows.
  - h. Sponsor a once a year special dance weekend.
3. If clubs belong to an Association then:
  - a. The clubs work as a unit, which makes a stronger working association.
  - b. The association is a place where dancers can bring their problems and grievances and obtain help in solving them.
  - c. Membership in an association enables dancers to present their opinions and ideas, thereby benefiting the individuals as well as his/her club.
  - d. With the cooperation of clubs, local associations and the State Federation, we can accomplish things together that individuals or clubs cannot do alone.

**Remember: Dancers, through their clubs, Associations, and State Federation work together to promote square and round dancing; thereby receiving even more enjoyment for the finest of all recreations.**

## **HSRDC BANNER ACQUISITION RULES**

Adopted November 10, 2002

**(I) PURPOSE:** To encourage visitation between clubs and to stimulate interest and enjoyment of square dancing. In applying rules, these purposes must be kept in mind.

**(II) WHAT IS A BONA FIDE SQUARE?** Any eight members of a visiting club (including host club members, callers, HSRDC, state, and or national officers) who register and donate, may be counted to make the necessary eight members.

**(III) WHO QUALIFIES TO ACQUIRE THE HOST CLUB'S BANNER?** Any bona fide square signing the guest register and asking the host presiding officer for the banner qualifies. They can take possession of the banner at the end of the dance provided.

(A) The visiting club does not already have the host club's banner; or

(B) If the host club has the visiting club's banner:

(1) The visiting club must first have a bona fide square retrieve its banner.

(2) A second bonafide square from the visiting club may then acquire the host club's banner.

Clubs may negotiate their own more favorable agreements for banner acquisition and retrieval by agreement of both club representatives. e.g. capture with fewer than eight members. If the outflow of banners is excessive on any given night, the host club may limit the number of banners given.

**(IV) HOW MANY BANNERS CAN A CLUB ACQUIRE FROM ANOTHER CLUB?** No club is required to relinquish more than one banner to any club.

**(V) WHO QUALIFIES TO RETRIEVE AN ACQUIRED BANNER?** Any bona fide square signing in is qualified to retrieve its banner at the end of the dance. Clubs may negotiate their own more favorable agreements for banner retrieval by agreement of both club representatives. e.g. retrieval with fewer than eight members.

**(VI) AT WHAT DANCE CAN A BANNER BE ACQUIRED OR RETRIEVED?** Any dance held by a club is included under banner acquisition rules. This includes those dances held on different nights or at locations other than normal except as in (paragraph VII below). Clubs may exclude two dances a year from the banner rules. Exempting clubs must give written notice in the "Where n' When" of the exceptions one month prior to and the month of the dance exempted.

**(VII) WHAT ARE THE QUALIFICATIONS FOR CLUBS DANCING ON THE SAME NIGHT?** (I.E., A 1<sup>st</sup> & 3<sup>rd</sup> Saturday club visiting an every Saturday club). The banner can be acquired only by prior agreement of the officers of the two clubs.

**(VIII) IF THE BANNER HAS ALREADY BEEN ACQUIRED, ARE SUBSTITUTES IN ORDER?** Substitutes are required if a host club does not have a banner to give upon request. Substitutes are considered the same as banners and the same retrieval procedures apply.

**(IX) WHAT ARE THE TIME LIMITS OF KEEPING AN UNCLAIMED BANNER?**

- (B) If a banner has not been retrieved after 6 months, one couple can retrieve their club's banner.
- (B) If a banner has not been retrieved after 12 months, it is the responsibility of the club affected to pick it up in any way possible.

**(X) WHAT IF THE HOST CLUB IS IN POSSESSION OF ITS BANNER, BUT FAILS TO HAVE IT AT A DANCE?** It is the responsibility of the host club to get the banner to the visiting club as soon as possible.

**(XI) WHAT IF A CLUB IS NOT DANCING ON THE NIGHT OF AN ATTEMPTED BANNER ACQUISITION?** It is the responsibility of the visiting club to ascertain that the club is dancing before going there. If, however, the visiting club checks with the club president and is told that the club is dancing, and the visiting club arrives to find no dance, the visiting club is entitled to the host club's banner, or its own, whichever is appropriate.

**(XII) HOW ARE DISPUTES OVER THE RULES HANDLED?** All disputes are to be handled between the presiding officers of the two clubs. If the presiding officers cannot agree but both agree to outside arbitration, the president of the H.S.R.D.C. will make the decision.

**(XIII) WHAT ABOUT CLUBS NOT AGREEING TO BANNER ACQUISITION RULES?** Any club not agreeing with banner acquisition rules shall notify the council in writing and publish their exemptions in each issue of the "Where n' When."

**(XIV) CAN A DANCER BELONGING TO MORE THAN ONE CLUB CHANGE THEIR CLUB AFFILIATION AFTER SIGNING IN?** Dancers that are not members of the host club should determine the club they will represent before signing the register.

**E-mail Policy**  
(Adopted November, 2001)

Whereas the Houston Square & Round Dance Council, Inc. (HSRDC) has initiated an electronic mail (e-mail) system for its member dance clubs, the following guidelines constitute a policy to regulate the use of outgoing e-mail initiated by the HSRDC.

1. In general, all messaging is for the exclusive benefit of the member dance clubs of the HSRDC and is intended to build and maintain strong dance clubs within the HSRDC.
2. All messages submitted for distribution will be directed to an appointee of the President of the HSRDC who will insure conformity to policy prior to transmission of e-mails. Any questions of validity of message will be resolved by the current HSRDC President and e-mail chairperson.
3. Each HSRDC club may submit no more than three person(s) within their membership who are authorized to request e-mails to be sent on behalf of that club. E-mails received from unauthorized persons will generally not be forwarded.
4. Messages distributed on behalf of HSRDC or HSRDC member clubs must meet at least one of the following criteria:
  - a. The message communicates a major change in an HSRDC member club's event such a change in caller, change in time or location, event cancelled or rescheduled. Subject line of the message must include club name and date of event.
  - b. One e-mail reminder is permitted per HSRDC member club per month, as long as the dance is currently advertised in the *Where N When*, the official publication of the HSRDC. Subject line of the message must include club name and date of dance.
  - c. Benefit dances sponsored by HSRDC member clubs on their normal dance night or at a time which does not conflict with other HSRDC member clubs' dances can be communicated via the HSRDC e-mail service. Subject line of message must include club name and date of event.
  - d. Significant personal events such as illness, marriage, death, etc. taking place within HSRDC club membership can be broadcast via the HSRDC e-mail service. Subject line of e-mail must include the club name as well as the individual's full name.
  - e. HSRDC-endorsed functions can be broadcast via the HSRDC e-mail service.
5. E-mail names and addresses collected via the HSRDC e-mail system are proprietary and will not be made available to any individuals or organizations.
6. Messages submitted for HSRDC e-mail distribution are subject to editing but will contain all pertinent information.

**"Dancer of the Year" Award**

For consistency in presenting like or very similar plaques each year the following information is given.

Wooden plaque is in the shape of Texas, approximately 14" – 16", north/south direction.

Inscription centered in plaque reads:

Promoter of  
Square and Round Dancing  
Awarded to  
(Name of Recipients)

Houston Square & Round Dance Council, Inc.  
(Year)

**Caller/Cuer(s) of the Year Award**

For consistency in presenting like or very similar plaques each year the following information is given.

Wooden plaque is in the shape of Texas, approximately 14" – 16", north/south direction.

Inscription centered in plaque reads:

Caller (or Cuer) of the Year  
Awarded to  
(Name of Recipients)

Houston Square & Round Dance Council, Inc.  
(Year)

### Inventory of HSRDC Properties

Property	Responsible Person(s)
Easels	Storage Coordinator
Filing cabinet, 4 drawer	Historian
Hoe-Down <ul style="list-style-type: none"> <li>Grand March Banners (of club names)</li> <li>Signs</li> <li>Tip Pointers</li> </ul>	Storage Coordinator
HSRDC Banner	1st Vice President
HSRDC Coffee Urns	Hospitality Director
Club Location Board	Historian
Emblem (wooden)	Historian
Head Table Drapery	President
Podium	President
Flags – US and Texas	1st Vice President
HSRDC Awards from TSFSRD <ul style="list-style-type: none"> <li>Plaque, Education Display (Every year we have been awarded a plaque)</li> <li>Plaque, Top District/Ticket Sales</li> </ul>	Historian
HSRDC Awards from National Convention <ul style="list-style-type: none"> <li>Plaque, Education Display (Every year we have been awarded a plaque)</li> </ul>	Historian
Metal Storage Cabinet	Historian
Plaques <ul style="list-style-type: none"> <li>Dancer of the Year (never been made)</li> <li>HSRDC Past Presidents</li> </ul>	Historian
Scrapbooks (19?? To Present)	Historian
Tape Recorder	Secretary
Filing cabinet, 2 drawer	Secretary
Trade N Buy Clothes Racks and Blue Sheeting	Storage Coordinator
Igloo Coolers (6)	Hospitality Director
Television/VCR	President
Copy Machine	George & Juanita Unglaub



## Letters of Inquiry to Prospective Callers/Cuers for Hoe-Down

**DANCE CONFIRMATION AGREEMENT**

\_\_\_\_\_  
 Caller /Cuer Club Name: Houston Square & Round Dance Council  
 \_\_\_\_\_ Club Contact: \_\_\_\_\_

**Address**

\_\_\_\_\_  
 City, ST, Zip Club Contact Street Address  
 Telephone: \_\_\_\_\_ Telephone: \_\_\_\_\_  
 Email: \_\_\_\_\_ Email: \_\_\_\_\_

**FEE:** \_\_\_\_\_ OR \_\_\_\_\_

Club alternate name and phone contact #s:

\_\_\_\_\_  
 Date of dance: \_\_\_\_\_ Time: \_\_\_\_\_ to \_\_\_\_\_

Dance Location: \_\_\_\_\_ Phone: \_\_\_\_\_  
 (Map sketch on back of page if necessary)

**Check Appropriate Blocks**

1. This event is: a regular club ☐, workshop ☐, open ☐, closed ☐, other \_\_,  
 Specify dance program: MS \_\_, PLUS \_\_, A1 \_\_, A2 \_\_, C ☐  
 Dance is annual Houston Hoe-Down to include morning, afternoon and evening dances
2. Would you like to have Line Dances or C & W Dances between tips: Yes ☐, No \_\_,
3. Will there be Rounds: Yes ☒, No ☐: Pre-rounds ☐, Time \_\_\_\_\_  
 Rounds between tips: One ☐, Two ☐
4. Caller will: Call entire program ☒, Share program with \_\_\_\_\_
5. The Caller ☐\*, Cues ☐\*, Club ☒ will furnish sound equipment.  
 \*Caller ☒, \*Cues ☒ Will ☒, Will Not ☐ Share sound equipment with other performers.
6. Refreshments: Yes ☒, No ☐, Time: Evening meal, time to be determined

**Special Considerations:** (Such as Air Fare, Airport Contact, Publicity Information, Restrictions on calling within specified distance within specified time period, Cancellation Clause). YES X  
NO ☐

- 
- 
- 
- 

*I/We agree to call the above event as described. I/We certify that I/we am/are licensed by BMI and ASCAP to perform copyrighted music at the above stated dance program.*

\_\_\_\_\_

\_\_\_\_\_  
Caller Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
**Please sign and return one copy**\_\_\_\_\_

\_\_\_\_\_  
Club Representative Signature

\_\_\_\_\_  
Date

Complete in Duplicate:

cc: Caller ☐ Club ☐

**Candlelight Ceremony  
(Club Graduations)**

Two scripts are attached.

**Application for Membership**

Application for and guidelines are unavailable.

## **Official Visit to Clubs Applying for Membership in HSRDC**

One of the purposes of the Houston Square & Round Dance Council is to educate the members and the public in the art of square dancing. A good foundation helps to build a sound organization. Education plays a big role in forming a good foundation in any group, be it family, social, fraternal, business, etc.

The official visit to a club by members of HSRDC's Elected Board is a vital part in educating dancers of another aspect of the square dancing world.

### **Purpose of Official Visit**

When a club makes application to join the Houston Square & Round Dance Council, Inc. the By-Laws/Rules of Order require two different elected officers to visit. The purpose of this visit is to dispense information to the applying club's membership, answer or clarify questions concerning the information and ascertain if the club still wishes to join the HSRDC and carry out the responsibilities of membership.

The following topics are covered:

1. Specifically what the Houston Square & Round Dance Council is.
2. HSRDC's make-up and club's affiliation to the square dance world through HSRDC.
3. Benefits offered to clubs through membership.
4. Annual events sponsored by HSRDC.
5. Applying club's commitment/responsibilities to HSRDC.

## Where Do You and Your Club Fit into the Square Dance World?

1. Houston Square & Round Dance Council, Inc. (HSRDC)
  - An umbrella organization
  - Locally approximately 32 clubs
  - State Level 1 Federation: Texas State Federation of Square and Round Dancers (TSFSRD)
  - Statewide: 16 District Associations/Councils (members of TSFSRD)
2. What are the benefits to a club which is a member of HSRDC?
  - Educational Material – Free to members through HSRDC
  - Insurance – Large number of members = smaller premium
  - Referrals for classes – through Class Coordinator
  - Newsletter
  - Friendship visitation program
  - Resource of other scheduled club dances when club begins planning special dances. Through HSRDC's Special Dance Director.
  - Information for club/members of what is happening in square dancing in the state and nation via HSRDC's representation in TSFSRD.
3. Annual Events Sponsored by HSRDC
  - Hoe-Down - October (or as approved by delegates)
  - New Dancers Jamboree and Trade 'N Buy – Honors new graduates (those who have graduated since previous New Dancers' Jamboree)
  - Leadership Seminar
  - Presidents' Ball (honors all club presidents)
  - Spring Happening (free dance co-sponsored by Traders Village)
  - TSFSRD Teen Scholarship Fund Raiser Dance
4. Occasional Events hosted by HSRDC as a member of TSFSRD (Awarded to District through bids and acceptance)
  - State Quarterly Meetings
  - State Square Dance Festival
  - National Square Dance Convention
5. Club Responsibilities to HSRDC
  - Cancel club functions for Hoe-Down weekend
  - Clubs are HSRDC
    - Support HSRDC events
    - Participation
      - Talent, time and love of the activity
      - Presence
      - Provide assistance when asked

- Volunteer as a club project
  - Must participate in a liability portion of insurance program or provide proof of equal liability coverage
  - Must provide club EIN number
  - Must pay \$25 dues and provide club roster each January
  - Must provide club officer list with addresses, phone numbers, email addresses following each election
  - Share responsibilities with other clubs in your District to select/provide District Director and to give assistance whenever asked by District Director
6. Square dancing is an avenue to fun and fellowship! Any questions, clarifications?
7. Do you as a club and as individual members of this club wish to become affiliated with HSRDC? \_\_\_\_\_

Are you as a club and as individual members of this club willing to participate fully as a member? \_\_\_\_\_

Thank you for allowing us to share this time with you!

### Services Provided by HSRDC

The Houston Square & Round Dance Council, Inc. serves as an umbrella organization for the square, round, clogging and fold dancing clubs in the Houston area. Its purpose is to promote and educate club members and the public on the art of American folk dancing on a regular basis.

Some of the services offered by the HSRDC are:

- Publication and distribution of a monthly square dance magazine: the *Where 'n When*.
- Exhibition dancing for the Houston area such as parades, Astros baseball games, the Museum of Fine Arts, AARP programs, shopping centers, schools, etc.
- Publicity through newspaper articles, radio and television appearances.
- A telephone listing which can be used by the public to get information on square dancing in the Houston area.
- A "clearing house" so that special dances do not conflict with nearby club dances.
- Promotion of fellowship between clubs, such as the Friendship Program and "Banner Stealing".
- Maintenance of a history of square, round, clogging, and folk dancing clubs in the Houston area.
- Participation by officers in club specials, graduations and anniversaries.
- Special dances such as the Houston Hoe-Down, New Dancers' Jamboree & Trade N Buy, Presidents' Ball, Spring Happening and Student Dances, and the Leadership Seminar.

The HSRDC has quarterly meetings at which each club has four votes. If the club also has a District Director as a member, that increases the club's vote to six.

The HSRDC serves as a liaison between the Texas State Federation of Square and Round Dancers and Houston area clubs. The TSFSRD provides educational material to HSRDC and can be obtained by any member club dancer desiring same. TSFSRD also provides liability insurance and portal-to-portal coverage for accident or death for all square dancers when participating in square dancing activities.



**Services Provided by HSRDC to It's Member Clubs**

2/23/2002

<b>Service</b>	<b>Need from Club</b>	<b>Timing/To Whom</b>
Newsletter (Where 'N When)	Club Chit Chat and paid ads	Last day of each month Mary Pickens, Editor
Publicity Network	Club representative	Ongoing Carolyn & Preston Smith
Central Telephone Number 713-53HSRDC	Promote the number in your external advertising	Carolyn & Preston Smith
Council Web Site	Information on club: location, contact, dance night/time, dance level, new dancer program, special events	Ongoing Web Master
Educational Material	Notification of number of copies for new dancers and/or promotional activities	2 weeks prior to date needed. Education Director
Lessons Grant Program	Requests for grant	Any time Carolyn & Preston Smith
Lessons Referral	Provide lesson information	As soon as dates/time/location known Class Coordinator
Candlelight Ceremony for New Dancers' Graduation	Date, time & place of event.	As soon as known. 2nd Vice President
Insurance	Insurance payment & club roster which includes addresses/telephone	Fall Insurance Director
Participation of officers in club specials, graduations & anniversaries	Notification of event date, time, place. If elected officers or other officers/directors on official business are to receive complimentary admission, leave word with registration table.	As soon as dates known. 2nd Vice President
Special Dances Presidents' Ball; Spring Happening; New Dancer Jamboree & Trade N Buy; Youth Scholarship Fundraiser; Hoe- Down	Committee members; participation Cancel club dance on Hoe-Down days.	As requested
Leadership Seminar	Attendance; input on topics	December/January 1st Vice President
Coordination of Club Special Dances	Date, name of special dances (anniversary, graduations, dinner dances, weekend event)	Beginning of each Quarter Special Dance Coordinator
Representation at Texas State Federation of Square & Round Dance Association Meetings (3 delegates)	Input on State events/initiatives	Ongoing. President, 1st Vice President, or 2nd Vice President
Email Communications Network	Email address for club contact & interested dancers. Messages in compliance with email guidelines.	Jack Banks
HSRDC Club Directory (published annually)	Updated Club Information Sheet	January & June Secretary
Friendship Program	Participation	Friendship Director