

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

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

1.0 Appointed Directors □ General Information

Directors are appointed by the President after he is elected at the third quarterly meeting. See Addendum 1 for job descriptions. It is recommended that an appointed director serve no more than three years in the same position. However, in no event should a director remain in a position for 10 consecutive years with the exception of photographers

1.1 Official HSRDC Functions

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

1.2 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.

1.3 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.

1.4 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.

1.5 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.

1.6 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.

1.7 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.

1.8 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.

1.9 Admittance to Dances & Council Functions

1.9.1 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.

1.9.2 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 Registrar.
2. Caller(s) and Cuer(s) will receive complimentary dinner.
4. Clubs are encouraged to recognize and honor their president(s) by purchasing them a ticket to the event. If 8 or more dancers from a club pre-pay and attend, the club president's ticket will be complimentary.

1.9.3 New Dancer Jamboree and Trade 'N Buy

This dance is geared for dancers who have completed or almost completed square dance lessons.

Callers and cuers donating time on the program will be admitted without charge.

It is recommended that the Executive Board request a donation from **all** those attending Trade 'N Buy but only sufficient to cover forecasted costs.

1.9.4 HSRDC Sponsored Student Dances

Callers' time should be donated Dances should be limited number. There should be no conflict with HSRDC or TSFSRD functions. Door charge should be only sufficient to cover forecasted costs. 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 mutually agreed between callers, clubs and the HSRDC Board.

1.9.5 Club Dances

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

1.9.6 Council Clubs Graduations and Anniversaries

The Council President should visit each Council club at least once during the year, in addition to 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.

2.0 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).
A commitment to purchasing insurance and TSFSRD membership at appropriate time depending upon date of application

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 will 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 will sign and date the application sheet.

2.1 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 dancemanners, 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.

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.

3.0 Hoe-Down Committee

The Executive Board is a standing committee which works to plan future Hoe-Downs and makes is recommendations to the delegates. Bookings will be maintained at least 18 months in advance, with event scheduled the fourth weekend in October, unless other dates have been approved by unanimous vote of the HSRDC Board. The deposit for the current year will be paid when due.

3.1 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, the use of complimentary rooms will be assigned by the Hoe Down Committee. Dancers will be encouraged to make reservations at the headquarters hotel(s).

3.2 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.

3.3 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. Nominee must be a member of an HSRDC club. 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. Nominations may be made by any member of an HSRDC club.

The President will send copies of all nominations to members of the Executive Board, District Directors, and past recipients, who are active members with an HSRDC Club, each person having one (1) vote, along with a ballot to be returned to the President with each person's choice. All ballots will be tabulated by the President and 1st Vice President, and the President will announce and present the winners with the award plaque at the Hoe-down.

3.4 Caller/Cues 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 callers/cues 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. Nominee must be a member of the Houston Callers Association or be affiliated with an HSRDC club. Nominations will be sent to the President. Nominations may be made by any member of an HSRDC club.

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, District Directors, and past recipients, who are active members with an HSRDC Group, along with a ballot to be returned to the President with each person's choice. All ballots will be tabulated by the President and 1st Vice President, and the President will announce and present the winners with the award plaque at the Hoedown.

3.5 Lifetime Achievement Award

At any time, a Lifetime Achievement Award can be presented to a couple or individual. This award is given for their 20 plus years of support, service and contribution to the dancers of the Greater Houston Area. A letter of recommendation should be submitted to the HSRDC President outlining the many contributions that they have made. A unanimous vote of the HSRDC Elected Board is needed to earn the award. An appropriate event should be found to present the award.

4.0 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 Hoedown.

5.0 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.

6.0 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.

7.0 Gifts Policy

7.1 Executive Board

7.1.1 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.

7.1.2 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.

7.2 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.

8.0 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.

9.0 Council Information for State Federation Roster (Redbook)

Information for the State Federation (TSFSRD) Roster(Redbook) will be requested in early summer by the TSFSRD Social Secretary. This should be in the works by September 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.

10.0 HSRDC BANNER ACQUISITION RULES

- (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 1st & 3rd 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?**
- (A) 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.

11.0 E-mail Policy

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.

12.0 Guidelines for HSRDC Web Site content

1. Update the site at least once a month. Reminders will need to be sent to obtain content for the page
2. HSRDC Contact information should be on the first page
 - a. HSRDC central telephone number (713-53HSRDC)
 - b. Name, phone number, and email address for President and Web Master or Class Coordinator
3. HSRDC logo should appear on the home page
4. Give credit to the web master. Include contact information
5. The HSRDC "services offered" page should include the committee name and contact
6. The club listing page should include contact information (email and/or telephone)
7. The caller and cuer listing should include contact information (email and/or telephone). No caller/cuer who is not listed in the *Where 'N When* should be listed on the website. The site should have a "Special Events" or "Upcoming Events" area. This would contain information on:
 - a. Presidents' Ball

- b. New Dancer Jamboree and Trade ‘N Buy
 - c. Youth Scholarship Fund Raiser Dance
 - d. Current year and next year Houston Hoe-Down
 - e. Other events HSRDC is hosting such as TSFSRD meetings
8. The site should have a “Past Events” area. This area would contain text about and photos of:
 - a. Previous year Hoe-Down
 - b. Previous year Youth Scholarship Fund Raiser Dance
 - c. Previous year New Dancer Jamboree and Trade ‘N Buy
 - d. HSRDC clubs milestone anniversary dances
 - e. Other HSRDC activities of general interest (HSRDC participation at TSFSRD functions, volunteering, etc)
9. Individual club events may not be posted in advance on the HSRDC website unless a paid ad has been placed in the *Where ‘N When*. The event will be on the HSRDC website only during the months the ad is running in the newsletter.
10. HSRDC web site is linked to the TSFSRD site, HSRDC club sites and the Houston Callers Association site. Links may also be established with the National Square Dance convention site and square dance related sites of general

"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)

"Lifetime Achievement" Award

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

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

Inscription centered in plaque reads:

In Recognition of
Lifetime Achievement in
Square and Round Dancing
Awarded to
(Name of Recipients)

For your many years of support, service and contribution
to the dancers of the Greater Houston area

Awarded by the
Houston Square & Round Dance Council, Inc.
On behalf of the dancers of Houston
(Year)

Inventory of HSRDC Properties

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

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

DANCE CONFIRMATION AGREEMENT

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

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, Cuer, Club will furnish sound equipment.
*Caller, *Cuer Will, Will Not Share sound equipment with other performers.

6. Refreshments: Yes , No , Time: Evening meal, time to be determined

Appendix C

Special Considerations: (Such as Air Fare, Airport Contact, Publicity Information, Restrictions on calling within specified distance within specified time period, Cancellation Clause). YES
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)**

Short Version - Square Dance
Candlelight Graduation Ceremony

- A. You graduates have accepted an invitation to graduate. We now ask that you all join hands in a continuing bond of friendship. Listen carefully to the real meaning and spirit of true square dancing.
- B. We have formed a square with candles representing the four corners of the square. Will you focus your attention at the first corner while _____lights the candle representing the Flame of Friendship. The common bond that has brought us together has, in fact, given you many new friends. Not only in the class you have just completed, but in many clubs. When you find that these friends really do want you to come and dance with them, you'll want to spread your wings and travel trails before you. When you get there, you'll find more friends. When square dancers come to your club, remember, you don't need a third person to introduce you. Introduce yourself and then introduce your new friends to the others in your club. "A stranger is just a square dance friend you haven't met before."
- C. Along with Friendship comes Duty to your club. _____will light the Flame of Duty. Duty, think of this word for a minute. Think of the duty of home, community, state, and your nation. As a child needs love, a tree water, so does a square dance club need faithful and willing workers. When you are asked to serve in any capacity, if at all possible, accept. Never let it be said that you shirked your duty or refused to serve. You, and those who follow, should help keep the Flame of Duty burning brightly so that others may see their way clear to helping in the fun.
- D. The third corner represents the Flame of Democracy. _____will ignite the Flame of Democracy. As our forefathers have done, so do we do the greatest good for the greatest number. It then behooves your own best interest to take part and your duty and privilege to offer ideas and suggestions to the officers and Caller (or Callers) of your club. May each of you look back upon the history of this great United States burning in your club, home, and country.
- E. As we conclude our symbols depicting what square dancing should mean to you as well as millions of square dancers all over the United States, we will ask _____to ignite the Flame of Fun. This is our ultimate aim in square dancing. This is what we get out of our great hobby. Always remember, you were once beginners. Extend a smile to the new dancers who will be joining you in your dancing future. Remember the mistakes you made, and you'll know just how your new dance friends are feeling. Then relax and have fun. "Fun" is SPELLED WITH "U" in the middle without "U" we cannot spell success in our club and without "U" in our club, we havenothing.
- F. Now your square dance class is completed, but your real journey into fun as a club member is just beginning. On behalf of all square dancers everywhere, we welcome you to the wonderful world of modern, western square dancing!!!!

Full Version
CANDLELIGHT CEREMONY - Square Dance

Introduction:

**A candle is such a simple thing, It
starts with just a bit of string.**

**Yet dipped with a patient hand, It
gathers wax upon the strand.**

**Square dancing is just a bit of string,
Each tip we dance is a simple thing.**

**Yellow rocks and shakes of hand, We
gather friendship upon the strand.**

**Square dancing and candle light,
Make our lives happy and bright.**

Ceremony:

(Assemble Students.) As students, you have accepted an Invitation to graduate. We now ask that you all join hands in a continuing bond of friendship, and listen carefully to the real meaning, and spirit, of Square Dancing (extinguish lights).

IN THE FIRST POSITION WE HAVE _____,

who are lighting the flame of ACCOMPLISHMENT. You have been together over the past months becoming acquainted with the Folk Dance of America. In its contemporary form, it is a part of our heritage, our traditional dance. Just a few months ago, many of you were virtually unaware of which was your left foot, and which was your right foot. Tonight we recognize the fact that you not only know the Square Dance calls, but that you are indeed square dancers, sharing in the activities and responsibilities of the group.

Along with your ACCOMPLISHMENT comes DUTY. You have a duty to your club. As a child needs love, a tree needs water, so does a club need faithful and willing workers. When asked to serve in any capacity, if at all possible, please accept.

You will now travel on in your journey to position #2 in your square (Graduates turn to 2nd position.)

IN THE SECOND POSITION ARE _____,

who are lighting the flame of PATIENCE and UNDERSTANDING. During the time you have spent together, you have learned that not everyone learns at the same rate, and that some of you catch on to

instructions more rapidly than others. Thereby you have learned the gift of patience. And, every bit as important as being patient with others, you have learned to be patient with yourselves.

You have been taught that to make a mistake while dancing is human, and that your responsibility has been to realize what you did incorrectly, and to try to avoid making the same mistake again. You can only do your best.

You will now move on in your journey and travel to position #3 (Graduates turn to position 3).

IN THE THIRD POSITION ARE _____,

who are lighting the flame of FRIENDSHIP. Can you remember back to the first night when you knew no one in the room? Now, as you look around, you see many friends, people you never knew before. This is one of the brightest lights in your experience as a Square Dancer. The friends you make while dancing will add much to your life, and your friendship will add much to theirs. It has been said that square dancing is like a brick wall - square dancers are the bricks and square dancing is the mortar that holds them together. The motto of thousands of square dancers around the world is: "Friendship is Square Dancing's Greatest Reward!"

Now move on in your journey to position #4 (graduates turn to position 4).

IN THE FOURTH POSITION ARE _____,

who are lighting the flame of JOY. May you cherish Joy forever. Joy is the satisfaction that comes with being a part of this wholesome activity of sharing fun with friends. And think of the word FUN. It's a three-letter word, with "U" (you) in the middle and without "U", we cannot spell success in our clubs and without "U" in our clubs, we have nothing. Perhaps, during the past months together, you have come to realize that one of the prime treasures square dancing has to offer, is JOY. FUN or JOY, whatever words you wish to use depends upon you, but your laughter and good times will always help keep this candle bright.

Congratulations on having completed the first big event in your SQUARE DANCE journey. There are many more miles to travel and friends to meet along the way. You are now a "SQUARE DANCER" and as such, it is your privilege to bring others into this activity. The same joys, friendliness, and fun that greeted you, are available to them. Take the diploma you receive tonight and display it in your home so that it may serve as a window through which you may look and relive the pleasure of this experience you have shared together.

CONGRATULATIONS and WELCOME to the "World of Square Dancing."

CANDLELIGHT CEREMONY - ROUND GRADUATION

You have all accepted an invitation to graduate. You have been escorted into this circle by your friends, some are already dancers. Please join hands within your own circle in a continuing bond of friendship. Listen while I tell you about the meaning and spirit of round dancing.

- a. We have formed a circle with candles, each of which represents four points on our circle, north, south, east, and west. The couple at the NORTH point (in front of me) are _____, they are lighting the candle representing FRIENDSHIP. The common bond that has brought all of us together will bring you many new friends; not only in the class you have just completed, but also in the club you join. As you visit other clubs you will gain even more friends. When dancers come to visit your club, be sure to greet them as they come in. Smile and introduce yourself and above all, join them in the circle. "A stranger is just a dancer friend whom you have not met before."
- b. With friendship comes DUTY. The next point, WEST, finds _____ lighting the candle representing duty. Think of that word for a minute. There is 'duty to family, community and the nation'. As a child needs love, and a tree water in order to survive and grow, so does a club need faithful and willing workers. This will be your club, therefore, we give you the responsibility to do your part and carry your share of the load. Keep the flame of 'duty' burning brightly so that others may see their way clear to help.
- c. To the SOUTH _____ are lighting the candle representing ALLEGIANCE. As youngsters we learned the Pledge of Allegiance to the Flag and what it meant. All club members owe allegiance to their club. Allegiance is demonstrated by your regular attendance and support. It also means offering ideas and suggestions, your time and energy.
- d. As we move EAST we conclude our symbols depicting what round dancing means. _____ are lighting the candle representing FUN. This is what it is all about, never forget it. During the time you have spent together, you have learned that not everyone learns at the same rate of speed, that some of you catch on to instructions more rapidly than others. I still tangle my feet doing a fishtail. Extend a smile, and a hug. Remember the mistakes you made and be tolerant. Now graduates, relax and have fun. Fun is spelled with a "U" in the middle and without "U" we cannot spell success in our club. Without "U" in our club, we have nothing.

Your dance class is now complete, and your journey into FUN as a club member is just beginning.

All of the clubs of the _____ and the members of the _____ in particular welcome you to the fellowship and fun of round dancing.

"CONGRATUALATIONS"

Application for Membership Houston Square & Round Dance Council, Inc

DATE: _____

Name of Club/Organization: _____

Dance Location: _____ Telephone No. _____

Cuer(s): _____
(name, telephone & email of cuer(s))

Caller(s): _____
(name, telephone & email of caller(s))

Dance Night & Times _____

Number of Club Members _____ Month of Elections: _____

President Name: _____ Telephone & email: _____

Address: _____ City, State, ZIP _____

Other Officers' Names: _____

Our club/organization wishes to be considered for Membership in the Houston Square & Round Dance Council. By this application , it is declared that the club has ratified the Council By-laws, Rules of Order, and Policy Manual; agrees to be bound and governed under the terms and conditions thereof, and will give support to Council activities.



(For Council Use Only)

Date of Council Visit: _____

Officers Visiting: _____

Recommendations _____

Officer

Officer

Guidelines for Completing Application for Membership in Houston Square & Round Dance Council

1. An organization must have been shown to be established and viable regardless of the number of members.
2. The Organization must submit a completed application, a roster of members, containing names, addresses, and telephone numbers and a brief history of the organization.
3. Payment covering initiation fee and due must accompany the completed application.
4. It is mandatory for the club to carry insurance with the Council insurer.
5. An organization must hold open dances.
6. The organization must agree to cancel its dances when in conflict with the council Hoe Down or any other dances the Council sponsors during the year. (any State dance sponsored by Council).
7. Application for membership will be accepted at one regular Council meeting and for vote at the next regular meeting.
8. The organization will be visited by two different office holders of the Executive Board before vote is taken by the Council for membership.
9. Non-compliance with the By-laws or Rules of Order shall constitute reason for removal from membership with the right to appeal to the Executive Board with thirty (30) days of written notification of removal.

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 ByLaws/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 for square, round and clogging clubs in the greater Houston area
 -
 - State Level 1 Federation: Texas State Federation of Square and Round Dancers (TSFSRD)
 - Statewide: 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 insurance program • 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 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, and Student Dances,.

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

Service	Need from Club	Timing/To Whom
Newsletter (Where 'N When)	Club Chit Chat and paid ads	Last day of month prior to publication <i>Where N When</i> , Editor
Publicity Network	Club representative	Ongoing Publicity Directors
Central Telephone Number 713-53HSRDC	Promote the number in your external advertising	
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
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	September 1st HSRDC Treasurer and Membership 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
<u>Special Dances</u> Presidents' Ball; New Dancer Jamboree & Trade N Buy; Youth Scholarship Fundraiser; HoeDown	Committee members; participation Cancel club dance on Hoe-Down days.	As requested
Coordination of Club Special Dances	Date, name of special dances (anniversary, graduations, dinner dances, weekend event)	Beginning of each Quarter 2nd Vice President
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.	email coordinator
HSRDC Club Directory	Updated Club Information Sheet	Secretary & Webmaster
Friendship Program	Participation	Friendship Director

Installation Oaths For Association Officers

PRESIDENT:

_____, You Have Been Elected By The Square Dancers Of Your Association To Serve As President For The Coming Year. This Is the Highest Honor, And the Greatest Responsibility That Your Fellow Association Members Can Bestow Upon You. You Will Be Responsible For The Business And Affairs Of The Association. The Members Will Look To You for Guidance, Direction And Leadership. Are You Willing To Accept the Challenge and Responsibilities of This Office?

You Are Duly Installed As President Of The Houston Square and Round Dance Council. Congratulations.

VICE PRESIDENT:

_____, As Vice President, It Is Your Duty To Stand Beside The President: Performing All Duties Which May Be Assigned To You And All Other Duties Which May Be Delegated To You By The Executive Board Or The Association. You Will Always Be At the President's Side Offering Counsel And Advice. You Will Offer Encouragement, And When Necessary You Will Preside Over Meetings In The Absence Of The President. Are You Willing To Accept the Responsibilities of This Office?

You Are Duly Installed As Vice President of the Houston Square and Round Dance Council. Congratulations.

TREASURER:

_____, As Treasurer You Have an Obligation, and it is A Big One: To Account for the Money Which Belongs To Your Association. It Is Your Duty To Keep An Accurate Record Of All Moneys Belonging To The Association And Disbursing As Instructed By The Executive Board Or Association, And It Will Be Your Added Responsibility To Submit A Financial Report At Each Regular Meeting Of The Association. Do You Accept the Responsibilities of This Office and agree To Fulfill the Duties of the Treasurer to the Best of Your Ability?

You Are Duly Installed As Treasurer of The Houston Square and Round Dance Council Congratulations.

SECRETARY:

_____, Your Duties Are No Less Important than Those of Your Fellow Officers. You Will Carry on All the Official Correspondence of the Association and Prepare All Notices required Under the By-Laws. It Is Your Duty To Keep an Accurate History in the Form of Minutes on All Business Meetings. Are You Willing To Serve Your Association in Such Manner?

You Are Duly Installed As Secretary of the Houston Square and Round Dance Council. Congratulations.

DISTRICT DIRECTORS AND APPOINTED DIRECTORS AND OFFICERS:

_____, **You** Have Been Selected To Serve As Director For The Coming Year. . You Will Be Responsible For The Business And Affairs Of The Association. The Members Will Look To You for Guidance, Direction. Are You Willing To Accept the Challenge and Responsibilities of These Offices?

You Are Duly Installed As Directors Of The Houston Square and Round Dance Council. Congratulations.