

INTERNATIONAL DANCE ASSOCIATION OF SAN DIEGO COUNTY

STANDING RULES

Revision history:

Effective 11-19-1978

Updated 9-11-2005. Changed insurance submission date from December 1 to November 1.

Updated 7-8-2012. Changed III.3 and III.7 to pay all fees in September.

Updated 9-9-2012. Changed III.3 to pay all fees in October.

Updated 1-8-2017. Changed III.2 to make the maximum admission fee \$10 instead of \$5.

SECTION I – GENERAL RULES

1. These Standing Rules will be effective November 19, 1978
2. All motions having an effect on future IDASDC policies shall be added to the Standing Rules of the IDASDC.
3. The name IDASDC shall not be used for any activity without prior consent of the Board.
4. When all requirements are met, any group or organization applying for membership in the IDASDC can be granted temporary facilities until voted upon at the next IDASDC meeting,
5. All member clubs shall strive to maintain an active attendance of thirty (30) persons.
6. Appeals regarding arbitration of disputes (see Bylaws ARTICLE III, Section 2, c.)
 - a. Any party to a dispute, dissatisfied with the decision of the IDASDC Executive Board (or of a special Board-appointed judicial committee composed of disinterested delegates) may make a written appeal to the IDASDC membership within 30 days, petitioning for reconsideration.
 - b. The written appeal must state why the initial decision is considered unjust or unsatisfactory. Copies of the written appeal must be delivered by the Board to all delegates and all interested parties at least five (5) days prior to any IDASDC meeting to consider the appeal.
 - c. The appeal may be considered at any regular meeting, or a special meeting called for that purpose by the President.
 - d. If the IDASDC membership decides to reconsider the decision settling the dispute, full and free discussion and debate shall be allowed all interested parties and delegates at the IDASDC meeting.
 - e. If additional meetings must be called by the President to resolve the dispute, the meetings must be scheduled at least five (5) days apart.
 - f. If a new settlement or decision is reached by the delegates, it must be passed by the required 2/3 vote. If the new decision fails to pass, the initial decision will remain in effect. (Passed effective 4/1/79)
7. No person shall carry a child while participating in any event held by the IDASDC. This shall not apply to the condition of pregnancy. (Passed effective 4/12/81. Amended 6/14/81)
8. Tapes of meetings *when taken* are to be kept intact until the minutes have been approved by delegates. (Passed effective 12/8/85)

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9. Proposed amendments and/or proposed motions of changes, additions, or deletions to the Standing Rules must be presented in writing to the secretary at the first meeting at which they are proposed. If such proposals are not in writing, they will not be voted upon. (Passed effective 1/9/94)
10. The Sunday Dance is an IDASDC event, hosted by the Cabrillo Folk Dance Club, the Kayso Folk Dance Club, San Diego Folk Dancers, and San Diego International Folk Dance Club. The host clubs are responsible to assure each dancer signs the attendance roster. Any member club may use the Sunday Dance as a fund raising event. The member club must obtain permission from the IDASDC delegates at a regular meeting prior to the event. The event must not conflict with an IDASDC or regularly scheduled member club event. The fund raiser must also conform to San Diego Park and Recreation Department and IDASDC regulations. The club hosting the fund raising event must deposit two hundred dollars (\$200) with the San Diego Park and Recreation Department if food is to be served.

SECTION II – OFFICERS/DELEGATES

1. The Treasurer shall maintain an IDASDC checking account under Tax ID #33-0590105 at a bank or credit union. The account number and the name and address of said bank or credit union will be given to the President and the Vice President. The Treasurer will immediately notify the President or Vice President of any change of account to another bank or credit union.
 - a. The Treasurer may pay expenditures of the IDASDC up to \$50.00 or to the approved budget limit, whichever is greater.
 - b. The President or Vice President shall co-sign with the Treasurer all checks drawn in excess of \$50.00 or the budget limit, whichever is greater.
2. Delegates/alternates must have signed in within 45 minutes after the start of the meeting. Delegates/alternates not signed in within 45 minutes after the start of the meeting will not be allowed to vote and will not appear in the minutes as representing their club. (Passed effective 6/10/79)
3. The out-going President will send to the Internal Revenue Service the new contact information for the IDASDC in order to maintain current United States Tax ID information. This information includes: the name, address, and phone number of the incoming President. (Passed effective 1/9/94)

SECTION III – FINANCIAL

1. All officers and the Liaison appointee shall be reimbursed upon presentation of bills for:
 - a. all telephone calls pertaining to IDASDC business, and
 - b. postage and other expenses incurred pertaining to IDASDC business during their term of office or position.
2. The maximum admission charge for any activity is \$10.00 (as amended 11/14/2004 and 1/8/2017)
3. All fees will be due as one payment in the month of October, starting in 2013.

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- a. Membership fee of \$50.00, to cover all normal IDASDC events.
 - b. Publicity fee of \$0.50 per member.
 - c. Insurance fee to be determined by the Insurance Company. The fee will be per insured member.
 - d. When approved by a 2/3 vote of the members present (as outlined in paragraph 8 of Section III) a special fee may be imposed. The fee will be per insured member.
4. The Secretary shall have a \$25.00 operating fund. (Passed effective 6/12/87)
 5. The San Diego Park and Recreation Department Liaison appointee shall have a yearly operating budget of \$50.00 for envelopes, stamps, and copying. (Passed effective 1/9/94)
 6. A copy of the fiscal end-of-year IDASDC financial statement will be prepared by the Treasurer and given to each member club. (Passed effective 1/9/94)
 7. All fees and dues must be paid in a timely manner.
Schedule of fines for delinquent payment:
 - a. Less than 30 days delinquent 25% fine of the monies due.
 - b. Less than 60 days, but greater than 30 days, 50% fine of the monies due.
 - c. Greater than 60 days 100% fine of the monies due and all club activities suspended until monies are paid (but not less than one week).
 8. The Balboa Park Club use deposit of two hundred dollars (\$200.00) must be sent about 3 weeks before the event to:
The Balboa Park Club Administration Building
2125 Park Blvd.
San Diego, CA 92101

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SECTION IV – COMMITTEES

1. Only delegates or alternate delegates can be appointed to committees.
2. The Liaison Officer will be appointed in accordance with SECTION VI. DUTIES AND GUIDELINES OF THE LIAISON OFFICER.

SECTION V – INSURANCE COVERAGE

1. Effective October 1, 1994 each member club of the IDASDC must:
 - a. submit to the IDASDC insurance chairperson a *legible (type written preferred)* list of its members *in alphabetical order* by November 1st of each year. This list will be submitted to the IDA insurance carrier.
 - b. pay to the IDASDC Treasurer the then current insurance fee per person to be insured, by November 1 of each year;
 - c. Clubs having associated members (members who hold primary membership in another IDASDC club) must include in their membership list the associates' names and the name of the club the associate is a primary member of. Clubs having associate members are responsible for insuring associate members who are found not to be members of any other IDASDC club.

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2. Effective October 1, 1994 the following will apply if the requirements of Section V.1.a and 1.b are not met by a member club:
 - a. A surcharge of ten dollars (\$10.00), *plus* ten cents (\$.10) per member on the club roster, must be paid by a member club whose lists are received and/or whose insurance payment is made after October 1st, but on (or before) October 15th.
 - b. A surcharge of ten dollars (\$10.00), *plus* twenty cents (\$.20) per member on the club roster, must be paid by a member club whose lists are received and/or whose insurance payment is made after October 1st, but on (or before) October 31st.
 - c. A member club and its membership *will not be included in the IDASDC insurance coverage* if its list is not received and its insurance payment paid by October 31st.
 - d. The insurance chairperson will notify the member club's president by telephone and in writing that the member club is in violation when such violation occurs as described in Sections(s) V.2.a, V.2.b and/or V.2.c
3. The insurance chairperson shall remind (in person, by letter, by telephone, by fax, or by email) each member club that insurance money and lists as described in Section IV.1.a. and IV.1.b are due. This reminder shall be given in either August or September. (Passed effective 1/9/94)
4. The IDASDC Insurance Chairperson is the only point of contact with the United Square Dancers of America Insurance Chairperson. Delegates of IDASDC member clubs are not to contact the USDA Insurance Chairperson. Any questions regarding insurance are to be directed to the IDASDC Insurance Chairperson. If the IDASDC Insurance Chairperson cannot answer the questions, the IDASDC Insurance Chairperson will contact the USDA Insurance Chairman. Any disputes with IDASDC Insurance Chairperson will be handled in the normal manner.

**SECTION VI – DUTIES AND GUIDELINES FOR THE IDASDC LIAISON
OFFICER APPOINTEE**

1. This position is filled by appointment by the IDASDC President based on consultation with, and recommendations of, the IDASDC Executive and the San Diego Park and Recreation Department. A commitment of three (3) years, subject to review and mutual agreement, is recommended by the City.
2. The incumbent is responsible for the following duties:
 - a. accepting room request forms from IDASDC club delegates for special club events;
 - b. clarifying information on the room request forms;
 - c. transmitting the room request forms to the City Dance Specialist;
 - d. advising the club delegates of the availability/non-availability of the rooms;
 - e. forwarding the completed permit to the club delegate;
 - f. accepting phone calls, letters or emails from club delegates concerning complaints and/or commendations about room set-ups, hours of opening, etc.;
 - g. forwarding such complaints/commendations to the City Dance Specialist for investigation;

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- h. securing updates to the regular yearly calendar from all clubs and reporting them to the City Dance Specialist;
 - i. notifying clubs of Park holiday schedules and dates of Park closure;
 - j. regularly attending IDASDC meetings; and
 - k. being reasonably available to handle incoming calls and correspondence. An answering machine and email is essential.
3. Only IDASDC delegates shall contact the Liaison for all issues, e.g. room requests, room set-ups, complaints, permits, etc. Club delegates and members shall *not* contact San Diego Park and Recreation Department personnel directly. If the Liaison is unavailable for any period of time, the clubs shall be advised and the delegates shall contact the IDASDC President about special events.
 4. Clubs are responsible for ensuring that only one (1) IDASDC delegates serves as the point of contact with the Liaison. Any change of this delegate must be reported to the Liaison as soon as possible, including any temporary unavailability
 5. Room requests and room set-up requests must be mailed, or hand-delivered, at least five (5) weeks prior to the requested date. In emergencies a request may be telephoned or emailed to the Liaison by a club delegate, however, requests made less than three (3) weeks prior to the requested date may not be able to be filled due to the lack of processing time. Set-up forms must be attached to the room request.
 6. The Liaison will process all requests and submit them to the City Dance Specialist within five (5) working days of receipt. Copies of permits received by the Liaison from the City will be mailed to the club delegate within four (4) working days of receipt.
 7. All complaints concerning non-availability of a room, room set-up, custodial issues, etc., must be reported to the Liaison within 24 hours. The Liaison shall notify the Park staff of the problem on the first working day after the complaint. A telephone call, or message, from a club delegate will be sufficient; however, written notification of the problem must be submitted at the first opportunity.
 8. The Liaison is not authorized to assign rooms. The City personnel are responsible for all room assignments based on availability, priority and demand.
 9. A Review Committee, consisting of the IDASDC Executive, shall meet as needed to investigate any questions or problems between the Liaison and a club arising from the duties listed above. If the Review Committee decides the Liaison Officer is not performing his/her duties in accordance with the above the President may appoint a replacement Liaison Officer in accordance with Section V.1 and with the consent of a 2/3 vote of the IDASDC delegates.

SECTION VII – SAN DIEGO PARK AND RECREATION DEPARTMENT REGULATIONS

1. All member clubs using San Diego Park and Recreation Department controlled facilities could be subject to cancellation.

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2. Use of facilities is subject to San Diego Park and Recreation Department of Board of Education decisions.