



STANDING RULES

OF THE

INTERNATIONAL CHOREOGRAPHED

BALLROOM DANCE ASSOCIATION

(ICBDA)

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Standing Rules

International Choreographed Ballroom Dance Association

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INTRODUCTION

The purpose of the Standing Rules is to provide additional details on the operation of ICBDA and more complete job descriptions for the Executive Officers and the Standing Committees.

These rules and job descriptions are supplemental to the Bylaws. All Executive Officers and Standing Committee Chairs shall be governed first by the Bylaws that pertain to their office and area of responsibility.

Definition of Terms and Abbreviations¹

Section 1. These abbreviations will be used throughout the Standing Rules and will have the definitions given below:

AGM: Annual General Meeting of the International Choreographed Ballroom Dance Association.

TAC: The Technical Advisory Committee as described in Article VII-B of the Bylaws.

ICBDA: International Choreographed Ballroom Dance Association as defined and operated within the framework of the Bylaws.

CC: Carousel Clubs.

Section 2. These terms will be used throughout the Standing Rules and will have the definitions given below:

Board: The Board of Directors of ICBDA as defined in Article V of the Bylaws.

Executive Officers: The Executive Officers of ICBDA as defined in Article VI of the Bylaws.

Chair: The head of a particular section or committee of ICBDA. The term Chair will refer to either one or more persons occupying the designated position.

ICBDA Annual Convention: The Annual Convention sponsored and conducted by ICBDA at a time and location determined by the Board, the Executive Officers and the President.

Member, Membership, or Member Unit: A person or couple who have paid their membership dues as specified in Article IV, Section 3 of the Bylaws.



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SECTION 1

PRESIDENT

I. General Duties:

- A. The President shall execute the duties of this office as prescribed in the current Bylaws and also perform the duties and assume the responsibilities as set forth below:
1. Implement the directives of the Board of Directors and work closely with the Executive Officers and Committee Chairs to achieve the goals and purposes of ICBDA.
 2. Review, develop and recommend revisions to objectives and goals based upon the need for programs and services.
 3. Work closely with the Vice President and keep him informed of all projects, goals and problems.
 4. Forward copies of all correspondence to the Secretary with information for distribution to Executive Officers, Board of Directors and Chairs of Committees if subject of correspondence involves their field of responsibility.
 5. Present to the Board of Directors any items put forth by the Executive Officers for Board approval.
 6. Present possible future convention sites to the Executive Officers for approval. Complete agreements and contracts on approved sites as specified in the Bylaws. Convention sites should be confirmed at least four (4) years in advance, if possible. Be particularly aware of the liability insurance requirements at each future convention site so that said insurance will be available well ahead of convention dates (see Article VI-A, Section 1 of the Bylaws).
 7. Appoint a member of the current Executive Committee or a current Board Member who is able to carry out a site inspection to inspect any future new convention site. The travel expenses of such site inspection is to be provided from the budget of the President.
 8. Forward all proposed amendments to the Bylaws and Standing Rules to the Bylaws and Standing Rules Committee. This Committee will review these amendments and report to the President any conflicts with other Bylaws and Standing Rules and suggest what action must be taken to avoid conflicts.
 9. Amendments that have been approved will be forwarded to the Bylaws and Standing Rules Committee who will revise the Bylaws and Standing Rules. The revision will be sent to the President for verification approval.



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10. Keep an accurate record of expenses and submit to the Treasurer for payment at least once each quarter year.
11. Ensure that the Letterhead Logo for official documentation is current and available in a commonly used format to be posted to the website.¹
12. Keep suitable files on all activities and forward files to your successor at the end of your term of office.

II. **Annual Responsibilities:**

A. October:

1. Advise all newly Elected Officers, Directors, and Committee Chairs that the Bylaws and Standing Rules are available on the website. Prepare & deliver budgets if applicable.¹
2. Appoint Chairs of Standing Committees (see Article VII of the Bylaws).

B. December: (In the year when the Chair of TAC is appointed or re-appointed)¹

1. Ask the Chair of the Elections Committee to seek an eligible candidate from the membership of TAC for the office of Chair of TAC. This nomination with a résumé is to be sent to the President by April 15.

C. February:

1. Arrange for the ICBDA/ROUNDALAB joint meeting of Executive Officers of both organizations. Advise these officers and the Executive Secretary of ROUNDALAB of the time, date and place for the meetings hosted by ICBDA. ICBDA will host in even years before the ICBDA Annual Convention. ROUNDALAB will host the joint meeting in odd years following the ROUNDALAB Annual Meeting.

D. April:

1. Advise Executive Committee and Board members of the dates, time and place for the Executive, Board and AGM meetings to be held immediately prior to or at the ICBDA Annual Convention.
2. Advise the Newsletter Editor by May 1 of the time and place of all Board and AGM meetings at the next Annual Convention for publication in the Quarterly #4 (Summer) Newsletter.



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E. May:

1. In the years when the Chair of the TAC is up for appointment, seek potential candidates and request a résumé from interested candidates.¹
2. In coordination with the Secretary, notify all Executive Officers and Committee Chairs of the written and oral reports they are expected to make at the Board and AGM meetings. Request written reports be submitted in advance to permit review by the President and Secretary prior to the meeting, and to facilitate inclusion in agenda.¹

F. June:

1. In coordination with the Secretary, submit a written agenda for the Board meeting to the Board members and Committee Chairs.¹
2. Help the Treasurer prepare a budget for the next fiscal year to be presented to the Board for approval when the Board meets during the Annual Convention. The budget should include an estimate of all income and expenditures. Help revise and update the budget as required.¹
3. Announce the results of the election to all candidates who had been nominated for the Board of Directors (see Article IX, Section 2 of the Bylaws).

G. July:

1. In the years when the Chair of the TAC is up for appointment, make a final selection from the list of qualified candidates.¹

H. August:

1. Forward a letter requesting the Executive Officers, Board members and Committee Chairs submit expenses to the Treasurer by September 15 in time for the end of the fiscal year on September 30. Reimbursement requests received after September 30 cannot be included in the current fiscal year.



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SECTION 2

VICE PRESIDENT

I. General Duties:

- A. The Vice President shall execute the duties of the office as prescribed in the current Bylaws and also perform the duties and assume responsibilities as set forth below:
 - 1. Assume the duties of the President during his or her absence.
 - 2. Assume temporary duties of any Standing Committee Chairs not yet appointed, when requested by the President.
 - 3. Locate and investigate potential convention sites. Provide this information to the President for presentation to the Executive Officers. Any new site must be inspected personally by a Board Member prior to a vote by the Board, the expenses of such inspection to be reimbursed by ICBDA.
 - 4. Evaluate the Square Dance movement in terms of Choreographed Ballroom Dancing and recommend cooperative action.
 - 5. Represent ICBDA through attendance or by correspondence at all major Square Dance activities.

II. Annual Responsibilities:

A. April:

- 1. Help prepare the budget and submit to the President by May 1.

B. August:

- 1. Obtain, analyze and tally the Final Evaluation Questionnaire of the ICBDA Annual Convention. Make up a report of the results as accurately as possible. Submit report to next Convention Chair, Program Chair and Board of Directors.
- 2. Ensure that changes to the Convention Procedures deemed necessary after the Convention wrap-up meeting, and agreed upon by the Board, are completed by the Convention Guideline Chair and approved by the President prior to the submission of the corrected pages to the Guideline Holders by the Secretary.



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SECTION 3

SECRETARY

I. General Duties:

A. The Secretary shall execute the duties of this office as prescribed in the current Bylaws and also perform duties and assume the responsibilities as set forth below:

1. Meetings:

- a. In coordination with the President, the Secretary shall prepare agendas for Board and Annual General Membership (AGM) meetings.¹
- b. The Secretary should be present at all meetings and should be prepared to take roll call when requested. A list of all Board members is required to expedite the roll call.
 - (i) Exception: No roll call will be taken at the Annual General Meeting, but the Secretary should be ready with approximately 500 small blank sheets of paper to be used as ballots in case of the need to take a secret balloting of a vote.

2. Previous Minutes:

- a. The Secretary should be prepared at all meetings to read minutes from previous meetings and to refer to minutes of previous meetings if information is needed for business to be transacted at the meeting.

3. Minutes of Meetings:

- a. As specified in Article VI-A, Section 3B of the Bylaws, the Secretary must record the minutes of all meetings. The minutes do not need to be a complete record of all discussions but must include all information pertaining to motions and action by the meeting body including the following:
 - (i) An accurate statement of any motions or amendments to motions made in the course of the meeting. For long or complex motions, the Secretary should request a written copy of the motion to ensure accurate recording in the minutes.
 - (ii) The name of the individual making the motion or amendment and the person seconding the motion or amendment.
 - (iii) The results of voting on the motion or amendment.
 - (iv) Summaries or copies of reports given to the meeting body.
 - (v) The details of any directives issued by the President or the meeting body.
 - (vi) Any important information communicated at the meeting relative to future meetings or activities.



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(vii) It is recommended that the meetings be recorded using an audio recording device. The device should be able to record up to 4 hours of audio. The resulting recording should be downloadable from the device and stored in a digital format with other ICBDA records for future review. A separate recording will be made for each meeting and be uniquely identified.¹

4. Correspondence:

- a. The Secretary is responsible for maintaining a file of all significant correspondence within the working units of ICBDA. The Secretary should maintain an appropriate index of such correspondence.
- b. The Secretary will assume the function of Corresponding Secretary and distribute correspondence as designated by the originator.
- c. Each year the Secretary should prepare a listing of any obsolete correspondence and request permission of the Board at the Annual General Meeting to dispose of the correspondence so that the file shall remain a manageable size.

5. Expenses:

- a. Send a copy of the Secretary's expenses to the Treasurer¹ by May 1 to allow time to prepare a working budget for the next year.
- b. Receipts for expenditures should be forwarded to the ICBDA Treasurer for payment, using the form devised for this purpose.

6. Additions or Changes to Job Description:

- a. Send any proposed additions or changes to the Secretary's job description to the President by May 1 for their evaluation.

7. Transfer of Records:

- a. Toward the end of their term of office, the Secretary should advise the President what arrangements have been or can be made to pass the files to the next Secretary.

8. Convention Procedures

- a. Ensure that the appointed Convention Chair has a current copy of the Convention procedures. The Convention Procedures are located on the ICBDA website.¹



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II. Annual Responsibilities:

A. By December 1:

1. Supply the Bylaws Committee with a copy of any amendments passed at the Annual General Meeting. The Bylaws will be updated by the Bylaws Committee and submitted to the President for verification.
2. Upon receipt of the approved updated Bylaws, the Secretary will submit a copy to the webmaster and notify all Board members that they are available on the website¹.
3. Ensure that the new Board members have a current copy of the Bylaws and Standing Rules.¹
4. Submit a copy of the minutes of the Annual General Meeting to the Newsletter Editor for publication in the ICBDA Newsletter for the purpose of general interest and to avoid the necessity for a complete reading of the minutes at subsequent meetings.
5. Submit copies of minutes taken at Board meetings and the Annual General Meeting to all Board members.

B. May:

1. In coordination with the President, notify all Executive Officers and Committee Chairs of written and oral reports they are expected to make at the Board and AGM meetings. Request written reports be mailed in advance to permit review by the President and Secretary prior to the meeting, and for inclusion in the agenda.¹

C. June:

1. In coordination with the President, submit a written agenda for the Board meeting to the Board members and Committee Chairs.¹
2. Prepare sign-in list for the Board meeting.¹

D. At the Annual Convention:

1. Take minutes of both Board and Annual General Membership (AGM) meetings.¹
2. Be prepared with small slips of paper if a written/secret ballot is needed for any voting.¹

E. After Oct 1:

1. Update the Board of Directors history and contact information. Submit the update to the President, Elections Chair and the webmaster.¹
2. Update the Executive Council history. Submit the update to the President, Elections Chair and the webmaster.¹
3. Update the Officers and Appointments lists. Submit the update to the President and the webmaster.¹
4. Update the official letterhead and submit to the Executive Board.¹



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SECTION 4

TREASURER

I. General Duties:

- A. The Treasurer shall execute the duties of this office prescribed in the current Bylaws, and also perform the duties and assume the responsibilities as set forth below:
1. Make arrangements for opening bank accounts and obtaining documents for the signature of the Treasurer and the President.
 2. Get the books audited and submit an audit statement to the President at the end of the ICBDA fiscal year. This requirement will include the last year of the Treasurer's tenure of office.
 3. Keep an accurate set of books. Retain all receipts received for expenses.
 4. The Treasurer will prepare¹ a budget for each position. Payment for expenses must be submitted to the Committee Chair for approval before payment can be made. Verify that all committees stay within their budgets. Any excess expenditure must not be paid without approval by the President. Notify the President of any instances where an excess expenditure is likely to occur for action by the President.
 5. All requests for an expenditure or reimbursement shall be attached to a completed ICBDA Expense Report. The completed report shall identify the budget categories to be charged, be signed, and accompanied an appropriate expense support documentation².
 6. Record and deposit checks and cash as received, crediting receipt of same to the correct area of operation.
 7. Keep the bank accounts current and in balance.
 8. Reports: Treasurer will file a monthly report of disbursements (Checking statement) with the members of the Executive Committee and prepare a detailed Treasurer's report for the meetings at the Annual Convention in July. The Treasurer has the option to communicate the monthly report using electronic means².
 9. Send any proposed changes or additions to your job description to the President prior to May 1 for evaluation.
 10. Send a copy of the working budget¹ to the President by May 1 to allow time to prepare a working budget for the next year to be presented to the Board at the Annual Convention in July.
 11. At the end of the Treasurer's term, arrange for the transfer of Treasurer's records to their successor. Advise the President of the date of the transfer.¹

1. Revised 09/18/2019

2. Revised 04/28/2021



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12. File IRS Form 990 by the IRS imposed deadline. A copy of the completed form shall be mailed to each of the Executive Officers.
13. All funds received by ICBDA shall be maintained in accounts under the name of International Choreographed Ballroom Dance Association, Inc. and shall, at all times, be protected by FDIC insurance. All ICBDA accounts shall include the organization's President and Treasurer as signers. All funds sent to an ICBDA entity shall be made payable to International Choreographed Ballroom Dance Association, Inc., International Choreographed Ballroom Dance Association or ICBDA.
14. Receive all monies donated to ICBDA and place the same in the General Fund with recognition of the donor in the Board minutes and in the Treasurer's Report as part of the income for the year.
15. Reimburse Board members, TAC members and guests invited by the President who arrive one (1) day prior to the programmed ICBDA activity² for one (1) night's lodging, to include expenses for parking, and twenty-five dollars (\$25.00) for each person for meals for one (1) day. The lodging reimbursement will be the lower of the actual cost or the basic rate of the host hotel. A copy of the receipt for the hotel room must be included with the request for reimbursement. All requests for reimbursement must be received by the ICBDA Treasurer on or before September 30 of the current year. Requests received after that date will not be honored unless there are extenuating circumstances.
16. The President will formally approve disbursements that exceed \$1,000 of the budgeted amount. Approval may be in the form of electronic communication to the Treasurer².
17. All requests for ICBDA expenditures shall be directed to the Treasurer, including but not limited to the Technical Advisory Committee (TAC), video accounts, Carousel Club (CC) accounts, membership, and future convention treasuries. The Treasurer will be the primary authority to sign checks. The President has the authority to sign checks in the event of the Treasurer's absence. A single signature on a check is acceptable².



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SECTION 5

NEWSLETTER

I. General Duties:

- A. The Newsletter Editor shall execute the duties of this office as prescribed in the current Bylaws and also perform the duties and assume the responsibilities as set forth below:
 1. Plans, coordinates and directs editorial activities, selects and prepares material for publication, establishes production schedules, solves publication problems, determines theme of issue, and plans makeup.
 2. Works directly with printer and postal service, keeps track of production and mailing costs, annually reviews cost of publication and seeks most economical method of circulation.
 3. Detail:
 - a. Writes or rewrites columns, articles, stories, and headlines.
 - b. Secures graphic material.
 - c. Selects and crops photos and illustrations to conform to space and subject material.
 - d. Reads incoming copy to detect errors in spelling, punctuation, and syntax.
 - e. Rewrites or modifies material to conform to publication's style and editorial policy.
 - f. Prepares page layouts on dummy pages to indicate position and size of all printed and graphic material.
 - g. Advises printer of number of printed newsletters needed each quarter, allowing three to four issues¹ overrun for library file and future needs.
 - h. Initiates correspondence and replies to all correspondence received.
 - i. Closely checks membership records each quarter for total membership number, correct addresses, and change of addresses.
 - j. Advises Membership Chair of any changes received by the Newsletter Editor.
 - k. Ensures that the entity printing the hard copy newsletters prepares and mails them according to current postal requirements.¹
 - l. Arranges with Treasurer for payment of printing and mailing services.¹
 - m. Keeps petty cash records up to date.
 - n. Works with other promotional personnel within ICBDA.
 - o. Keeps record of state-by-state circulation numbers.



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4. Other:
 - a. The Newsletter Editor is the liaison between the Executive Officers and the membership.
 - b. Immediate supervisor is the President of ICBDA.
 - c. Publication has been changed from a monthly basis (a minimum of 10 per year) to a quarterly basis.
 - The Quarterly #1 (Fall) publication includes September, October, and November and has a submission deadline of August 1.
 - The Quarterly #2 (Winter) publication includes December, January, and February and has a submission deadline of November 1.
 - The Quarterly #3 (Spring) publication includes March, April, and May and has a submission deadline of February 1.
 - The Quarterly #4 (Summer) publication includes June, July, and August and has a submission deadline of May 1.
 - d. The Newsletter Editor is appointed for a two-year term by the President.
 - e. The term of office is January 1 to December 31.
5. Information:
 - a. In preparing the ICBDA Newsletter as specified in Article VII-A, Section 1A of the Bylaws, the Newsletter Editor shall attempt to articulate the requirements for pertinent information by the membership. Informational articles will be sought from ICBDA members and officers on topics of interest to the entire organization.
6. Publicity and Advertising:
 - a. The Newsletter Editor will include in the Newsletter advertising of all ICBDA events.
 - b. Advertising of other than ICBDA activities or promotions will be subject to policies adopted by the Board.
 - c. Calendars of events may be published providing that all groups submitting items for such a calendar are treated equally. The calendar should include the name of the event, dance level, the leaders, the location, the time, and a contact for more information.
 - d. Dance reviews from events may be published containing Phase III-VI dances.¹
 - e. New choreography from ICBDA members may be published containing Phase III-VI dances.¹
7. Special Mailings:
 - a. The Newsletter Editor will accept and arrange for distribution of questionnaires, forms, bulletins or other items as submitted by various ICBDA committees and groups.¹



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8. Business:
 - a. The Newsletter will be used as the vehicle to disseminate information to the membership, such as proposed amendments to the Bylaws, slates of candidates and minutes of meetings.
9. Budget:
 - a. The Newsletter Editor must prepare a budget to cover all expenses associated with preparation, publication and distribution of the Newsletter and submit it to the President by May 1. The Newsletter Editor is responsible for adhering to the budget and reporting expenditures as required by the Treasurer.
 - b. In the event that special requests are made for mailings or inclusion of materials larger than those in the Newsletter format and budget, the Newsletter Editor will inform the requesting person or committee and the Treasurer of the cost of the special request, and the expenditure will be included in the budget of the requester.
 - c. The Convention flier published each year in the Quarterly #1 (Fall) Newsletter will be included in the budget expenditures of the Newsletter.
10. Qualifications:
 - a. Experience in journalism, liberal arts, and dancing is helpful background for persons in the Newsletter Editor position.



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SECTION 6 ¹

CONVENTION

I. General Duties:

A. Planning and Organizing by the Convention Chair:

1. An overall general plan for the Annual Convention shall be prepared by the Convention Chair according to the convention procedures manual.
2. The plan shall be submitted to the President by the Convention Chair for review and approval by January of the year prior to the Annual convention.
3. All committee Chairs, committee members and any other person, other than those serving as “Hosts” working for the convention, must be members.
4. All teachers and clinicians demonstrating in the annual convention must be members.

B. Use of ICBDA Resources:

1. The Convention Chair will keep the President informed of progress, asking for help and guidance where needed or desired, to develop a program around ICBDA standards and purposes as outlined in the Convention Procedures.
2. Free goods and services provided to ICBDA by hotel and convention facilities as rewards for number of rooms booked or other reasons are assets of ICBDA. They may not be provided for the benefit of individuals for their time, services or talents. Food, facilities or goods must be utilized in such a manner that their benefits accrue to ICBDA as an organization.

C. Convention Registration:

1. No convention registration forms or publicity will be released prior to the preceding convention. The initial information will be in the syllabus of the preceding convention.

D. Education Seminars:

1. The seminars will be open to members of ICBDA.
2. The seminars will be budgeted and included as a regular part of the ICBDA Annual Convention.



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E. Staff Party:

1. Party for Convention Staff and Board of Directors will be paid out of Convention funds and must not exceed \$5000 without prior approval of the executive committee. Alcohol will be provided only as a cash bar.

F. Staff Videos

1. Each Teaching unit or Clinician who performed their assignment during the ICBDA Annual Convention will, as a token of appreciation, be offered a copy of the video of the Showcase of Rounds or the Clinics for that year in which the teaching unit or clinician performed. This offer extends to teaching units or clinicians designated as standbys who performed their role in lieu of the original assignment during the Convention.

G. Convention Procedures Manual²

1. The ICBDA President shall appoint a committee to review and update the manual every three years or as requested by the Board of Directors.
2. Any of the requirements in the Convention Procedures manual can be suspended by vote of the Board of Directors when requested by the Convention Chair.
3. In each year that decisions have been made affecting the operation of the Annual Convention, and upon approval of the Executive Officers, the section or sections of the Convention Procedures Manual where the changes occur will be reformatted so that the page numbers will be sequential and the new complete manual will show the current date on the cover page. The complete Convention Procedures, with current date on the cover, will be submitted to the webmaster for publication on the website.

II. General Duties of the Chair²:

- A.** When the new Convention Chair has been appointed, the Secretary will notify the Convention Chair that the Convention Procedures are available on the website. In addition, the Secretary may recommend to the Chair:

1. That each Convention Committee Chair be advised to review their pertinent sections.
2. That as soon as possible the Convention Chair should familiarize themselves with the information in the Convention Procedures so they will be ready to answer questions that may arise from their team, and so that they themselves will be aware of areas that that need to be addressed, such as insurance, local union rules, etc.

- B.** Submit a copy of all anticipated expenses to the President by May to allow time to prepare a working budget for the next year.



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SECTION 7

PUBLICITY AND ADVERTISING

I. General Duties:

A. Publicize and promote ICBDA, its functions and events:

1. Provide notices for dance organizations, magazines, newsletters, newspapers, radio and television.
2. Provide, when appropriate and feasible, ICBDA brochures, posters, fliers, and other appropriate material to ICBDA members for display at other conventions.
3. Contact sponsors of above-mentioned events for the same purpose if an ICBDA member is not directly involved.
4. Maintain a file on national and area square and choreographed ballroom dance publications, and choreographed ballroom dance association newsletters, which can be used in promoting ICBDA membership, and advertising ICBDA sponsored conventions, and other events.
5. Assist Convention Chair as advisor on convention advertising and the costs involved.
6. Assist Convention Chair and Newsletter Editor as advisor on design of fliers and convention motto.
7. Is responsible for all paid ICBDA ads, after consultation with the appropriate Executive Officer or Committee Chair.
8. Work with the Vice President for membership promotional activities. Increasing ICBDA membership is a major year-round goal. Notices of membership drives and promotions are of prime importance.

B. Notes:

1. Articles for the ICBDA Newsletter and other publications should be brief, eye catching, and informative. Forward copies of all releases to the President, Newsletter Editor, and other Executive Officers or Committee Chairs involved in the news item.
2. Plan expenditures and expenses so as to stay within the budget that has been provided by the President.¹
3. Keep records of your activities and expenses and file a concise written report with the President prior to the ICBDA Annual Choreographed Ballroom Dance Convention. Be prepared to give a brief oral report at the Board of Directors meetings, if called upon to do so.
4. When term is complete, pass on all files and records to the newly appointed Publicity Chair.



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SECTION 8

ELECTIONS

I. General Duties:

- A. The Elections Chair shall execute the duties as outlined in the current Bylaws and perform the duties and assume the responsibilities as set forth below:
1. Upon appointment, obtain from the website:¹
 - a. Current set of Bylaws and Standing Rules
 - b. List of present and former Board members with the years of their terms of office.
 2. Select two (2) other couples to serve on the Elections Committee to seek nominations for the following positions as they are needed:¹
 - President (odd years only)
 - Vice President
 - Treasurer (every 3 years)²
 - Secretary
 3. Contact candidates now holding office to determine if they would consent to run for the same office again, if they are eligible.
 4. Verify that nominees for Executive Office are Board members or former Board members and determine their ability to serve in the capacity for which they are being nominated.
 5. Select, with the Committee, at least one (1) candidate deemed suitable for each office.
 6. Contact selected candidates to determine if they will accept the nomination.
 7. Submit to the President, the Secretary and the Newsletter Editor a slate of at least one candidate by November 1 of each calendar year for these offices:
 - Vice President and Secretary each year
 - Treasurer every three years
 - President each odd numbered year
 8. Screen all candidates submitted by the general membership for eligibility in accordance with the Bylaws.
 9. If there are insufficient nominations from the membership to fill all the available positions, with the Committee select additional nominees to run for the Board of Directors.
 10. Coordinate the election of Board members and Executive Officers with the ICBDA Webmaster by forwarding candidate resumes for posting on the website.



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11. Conduct a mail ballot election for those members requesting a paper ballot per the Bylaws.
12. Send the following directions by date listed to the Newsletter Editor:
 - a. By August 1 – Insert on page 1 of the Quarterly #1 (Fall) and Quarterly #2 (Winter) Newsletters the following announcement: **Voting for the Board of Directors and Executive Officers will be conducted on the ICBDA website. Members wishing to vote by mail ballot must submit a request for a voting packet. The request must be by letter to the Elections Chair and must be sent before the start date of the election period. Instructions for website voting will be posted in this space in the Quarterly #3 (Spring) Newsletter.**
 - b. By November 1 – Insert in the Quarterly#2 (Winter) Newsletter a list of nominees for Executive Office and the list of members ineligible for election to the Board of Directors and a call for nominations from the membership for the Board of Directors and Executive Offices.
 - c. By February 1 – Insert on page 1 of the #3 Quarterly (Spring) Newsletter the following announcement: **Voting for the Board of Directors and Executive Officers will be conducted on the ICBDA website beginning at least three months prior to the start date of the annual convention and continue for a two-month period. Candidate resumes and voting instructions will be found in the Members Area of the official ICBDA website at (<https://www.icbda.com>).**¹
13. Conduct the ballot counting and cumulative tally of the mail and electronic balloting at the ICBDA Annual Convention and report the results to the Board.
14. Prepare run-off election ballots for the Executive Offices to be used at the AGM, if needed.
15. Operate within the budget supplied by the President.
16. Submit a copy of all expenses by May 1 to the President to allow time to prepare a working budget for the following year.
17. Submit expenses to the Treasurer for reimbursement.
18. Submit any proposed additions or changes to job description to the President for evaluation.
19. Arrange for transfer of all records at the end of your term of office to your successor and advise the President of the transfer.¹



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SECTION 9

PARLIAMENTARIAN

I. General Duties:

- A. The Parliamentarian must be familiar with the Bylaws and Standing Rules to make necessary interpretations (see Article VII-A, Section 1E of the Bylaws).
 - 1. Work within the budget supplied by the President as set by the Board of Directors at the Board meeting in July at the ICBDA Annual Convention.
 - 2. Send a copy of all expenses to the President by May 1 to allow time to prepare a working budget for the following year.
 - 3. Send copies of all correspondence to the President and the Secretary.
 - 4. At the end of the term of office, arrange for transfer of records to your successor and advise the President of the transfer.¹
 - 5. During the Annual Convention, attend official meetings to ensure correct procedure is followed according to Robert's Rules of Order, Revised.
 - 6. Notify the President if unable to attend the Annual General Meeting so a temporary substitute Parliamentarian can be assigned.



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International Choreographed Ballroom Dance Association

SECTION 10¹

EDUCATIONAL MEDIA

I. General Duties:

- A. The Educational Media Chair shall execute the duties of this office as prescribed in the current Bylaws and also perform the duties and assume the responsibilities as set forth below:
 - 1. Arrange for production and distribution of videos² of the Showcase Dances presented at Annual Conventions as approved by the Board of Directors of ICBDA.
 - 2. Arrange for production and distribution of professional videos² of the Education Seminars presented at Annual Conventions as approved by the Board of Directors of ICBDA.
 - 3. Make above videos available to all ICBDA members only.
 - 4. Provide each teacher and clinician who performs in the Showcase of Rounds or conducts clinics in the Educational Seminars a video of the event in which they performed or taught.

II. Job Description:

- A. Collect orders for videos prior to each Annual Convention at the attendee rate for Convention attendees and at the non-attendee rate for non-attendees. After the Annual Convention, all recordings will be sold at the non-attendee rate.
- B. Procedure upon receipt of an order:
 - 1. Verify ICBDA membership.
 - 2. Maintain a list of all orders received.
- C. Obtain a qualified videographer and ensure he has the necessary set-up space and hook-ups at the convention site in coordination with convention staff.
 - 1. Confirm schedule with Convention and Program Chairs to ensure availability of videographer when Showcases and Seminars are to be presented.
- D. Provide hotel accommodations, travel arrangements, etc. for videographers when necessary.

1. Section 10 & 10A combined, Revised 09/18/2019

2. Revised 09/18/2019



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International Choreographed Ballroom Dance Association

- E.** Ensure that the contract with the videographer includes a requirement to provide videos (individual tracks in currently accepted standard) to the ICBDA webmaster upon request.¹
- F.** When the film footage is complete, meet with videographer, when necessary, to edit the material and provide the information on each presentation, e.g., choreographer, presenter, etc.
 - 1. ICBDA has the rights to all videos and any unauthorized duplication of them is prohibited.
 - 2. The above rights statement should be noted at the end of all videos along with the statement that these recordings are for educational purposes only.
 - 3. ICBDA retains the exclusive right of content, duplication and distribution; no other name, such as producer, etc., may appear on any part of the produced videos, their covers, or documentation.
 - 4. When requested, videographer shall provide encoded video copies of the Showcase of Rounds to prevent unauthorized duplication.
 - 5. Videographer shall maintain original and final edited master copies of the Showcase of Rounds and the Education Seminars for a minimum of seven (7) years. If for any reason, the videographer is unable to continue, all ICBDA master copies should be given to the Educational Media Chair.
 - 6. When multiple activities, such as seminars, are running concurrently, videographer should be able to supply additional videographers.
- G.** Mail orders or subcontract mailing of orders in the sequence in which they were received. Note the mailing dates of all shipments.
- H.** Maintain a small inventory of previous videos or arrange for more copies to be made in the event additional orders are received well after an Annual Convention is over.
- I.** Handling of ICBDA monies:
 - 1. Prepare a report of receipts and expenses and submit a report together with any profit to the ICBDA Treasurer no later than November 1 of the Annual Convention year.
- J.** Submit an annual report to the Secretary and the Executive Board who will present the report at the Annual General Meeting (AGM).¹



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SECTION 11

LEGAL ADVISOR

I. General Duties:

- A.** The Legal Advisor shall give legal opinions and professional advice on any subject relating to the affairs of ICBDA or the duties of any of its Executive Officers when required by the Board of Directors, any Executive Officer, or any standing or special committee, and generally perform those duties pertaining to the office of Legal Advisor and Attorney of ICBDA.
- B.** All contracts for convention facilities must be reviewed by the Legal Advisor prior to execution of the contracts.



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International Choreographed Ballroom Dance Association

SECTION 12

TECHNICAL ADVISORY COMMITTEE

I. General Duties:

- A. The Technical Advisory Committee (TAC) is the principal technical resource for ICBDA. The Committee provides information and guidance on questions of Choreographed Ballroom Dance technique and teaching methods to the Executive Committee, the Board, other ICBDA committees and the membership at large upon request.
- B. The TAC is responsible for the creation, revision and publishing of the Technical Dance Manual¹ for the organization addressing Choreographed Ballroom Dance technique and other related subjects as deemed appropriate.
 - 1. TAC will make all instructional materials available to ICBDA members for download online at no charge. A version for download will be available to non-members for purchase².
 - 2. The cost for the download version of the manual for Non-members shall be the current cost of membership dues².
 - 3. Updates to the manual will be prepared periodically and posted to the members' area of the website for download.¹
- C. The TAC develops procedures to address specific problems or to complete specific tasks on an ad hoc basis.
- D. The TAC will elect a Secretary. The Secretary will prepare an agenda and record the proceedings of the TAC meetings. The Secretary shall submit the minutes of the meeting to the President, and to the Webmaster for posting to the website. The term of office shall be two years. Consecutive terms may be served.¹

II. TAC Chair:

- A. Conducts the annual TAC meeting.
- B. Leads the TAC in the development of procedures to solve specific problems and complete specific tasks. Assigns definite responsibilities to individual Committee members utilizing their unique capabilities to achieve the Committee's selected goals.
- C. Acts as Editor-in-Chief of the ICBDA Technical Dance Manual.



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- D. Develops and presents an Annual Report to the Board and the general membership on TAC activities during the year. This report shall include:
 - 1. Current list of TAC Committee members with retirement year, Committee task assignments, a summary of Figure Developments including a summary of significant achievements and activities since the prior year's report and, as appropriate, a current list of TAC assistants.
 - 2. Attachments:
 - a. Minutes of the prior year's TAC Meeting.
 - b. Interim Financial Report for partial year. This report shall contain a summary of key financial items for the current Fiscal Year which starts on 1 October of the prior calendar year and through to the end of May of the current year.
- E. Prepares a Financial Report summarizing all TAC income, expenses and purchased property for each full Fiscal year. This report shall be provided to the ICBDA Treasurer no later than November 15 using the format provided by the Treasurer.
- F. Informs the Board via email¹ and the general membership via the Newsletter of significant events or activities within TAC, such as election of new members, retirements or resignations, and major policy changes.
- G. Informs newly elected members of their election and provides them with copies of correspondence and materials pertinent to current TAC activities.
- H. TAC members that incur expenses relating to TAC should request reimbursement from the TAC Chair, not the ICBDA Treasurer.
- I. A form letter should be sent to all prospective members of TAC outlining their responsibilities and duties.
- J. Provide TAC members with job descriptions and reference material for their defined tasks.

III. Election of Committee Members to the Technical Advisory Committee²:

- A. Each year the TAC Chair shall issue a call for nominations to TAC membership through the ICBDA Quarterly #3 (Spring) Newsletter. The call shall be to all active members and shall identify the requirements for TAC membership as described in Article VII-B, Section 1 of the Bylaws. The deadline for nominations shall be April 15. Nominations submitted must include a brief resume of the nominees and agreement of the nominees to stand for election.
- B. By April 30 the TAC Chair shall prepare a list of the nominees on a ballot with instructions to vote for the number of candidates equal to the number to be elected as described in Article VII-B, Section 1.



Standing Rules

International Choreographed Ballroom Dance Association

- C. The ballots shall be sent to all members of TAC via electronic or postal mail along with the resumes of the candidates.
- D. By May 31 all TAC members shall vote through a specified electronic or postal mail process for the candidates of their choice and return the ballots to the TAC Chair for tabulation.
- E. The TAC Chair shall tabulate the votes and send the results to the President.
- F. The TAC Chair shall notify the candidates of the results of the election and inform the newly elected members of their duties and of forthcoming meetings.
- G. In the event that it is necessary to break a tie, the tied candidates shall have their names drawn at random, or some other non-biased method shall be used to break the tie, such as a toss of a coin or the drawing of straws.
- H. In the event that a TAC member resigns or for any reason cannot fill the entire term of office, the TAC Chair may nominate a replacement who would be approved by a vote of the TAC members. This approval would be decided by an affirmative vote of a majority of TAC members responding within thirty (30) days of receipt of the electronic or postal mail ballot.



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SECTION 13

AWARDS

I. Award Descriptions:

- A. The President will appoint the Awards Committee Chair.
- B. The Awards Committee is the ICBDA Board of Directors.
Note: The Board of Directors may create special awards at its discretion beyond these standing awards as specified in Article V. Section 6 of the Bylaws.
- C. ICBDA shall have two (2) major awards: **The Golden Torch Award** for outstanding contributions to choreographed ballroom dancing and **The Outstanding Service Award** for outstanding contributions to ICBDA or to the choreographed ballroom dance community.

The Golden Torch Award

- 1. The main criteria shall be:
 - a. An ICBDA Member unit who has made major contributions to Choreographed Ballroom Dancing over a period of many years.
 - b. An ICBDA Member unit who has provided significant leadership in forwarding Choreographed Ballroom Dancing through teaching, choreography, introduction of new rhythms, organizational leadership and other activities on a national or international level. Preferably the contributions should be in all or most of these areas.
 - c. An ICBDA Member unit who has made a notable positive impact on dancers, leaders and the movement as a whole.
- 2. The recipient of a Golden Torch Award shall be entitled to the following:
 - a. A plaque.
 - b. A special badge denoting being a Golden Torch Award recipient.
 - c. Their names listed in each convention program.
 - d. Exemption from annual organizational dues.
 - e. Exemption from all registration fees or similar charges to attend any ICBDA event or function¹
- 3. A recipient of a Golden Torch Award shall be ineligible for the other major ICBDA awards.



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The Outstanding Service Award

1. The main criteria shall be one or more of:
 - a. An ICBDA member unit who has provided sustained or exemplary service to ICBDA through their administrative, business, or other related service activities such as prolonged Board service, general convention management, committee administration, Executive Office service, or other service areas that have improved the operations of the organization. Preferably the contributions should be in more than one area of service.
 - b. An ICBDA member unit who has provided notable leadership in defining, forwarding, and promoting the goals and operations of ICBDA.
 - c. An ICBDA member unit who has made an exceptional contribution to the Choreographed Ballroom dance community through a single act or whose sustained leadership through multiple contributions have enhanced the activity on a national or global scale.
 - d. An ICBDA member unit who has made an exceptional contribution through sustained leadership and promotion of Choreographed Ballroom in a regional area that has enhanced or sustained the activity in that region.
2. The recipient of the Outstanding Service Award shall be entitled to the following:
 - a. A plaque.
 - b. A special badge denoting being the Outstanding Service Award recipient.
 - c. Their names listed in each convention program.

II. General Duties:

- A.** The Chair of the Awards Committee will ask the general membership through the Quarterly #1 (Fall) and Quarterly #2 (Winter) Newsletters and ICBDA website posting to submit names to be considered for all the awards and list the criteria for each in the solicitation. Each nomination must include a resume covering the nominee's contribution to merit the specific award. Nominations shall close on March 25. Solicitation by mass email to the membership may also be utilized.
- B.** The Chair will prepare a ballot for each category of award listing the candidates to be considered and forward the ballot and copies of the resume of each candidate to all Directors by April 1 or post the same on a special section of the ICBDA website. The ballot shall also contain the option of "none of the above," which will be the last or bottom listing on the ballot.



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This is an example Ballot for the Golden Torch Award. Change the heading as appropriate for other awards.

GOLDEN TORCH AWARD – 2019

Directors should select one (1) of the listed nominees.

Indicate your nominee by check mark or an X.

Return completed ballot to the Awards Chair by May 1.

Please do not sign the ballot.

_____	John and Audrey Fox
_____	Bill and Betty Spaniel
_____	Harry and Beth Terrier
_____	None of the above

C. The balloting procedure and requirements for receiving the Award will be:

1. To be selected for an Award, a nominee must receive fifty-one percent (51%) or more of the votes cast by the Board of Directors. The quorum requirements of the Bylaws, Article V and the Board voting requirements of Article VIII, 5c do not apply here. Only one Award in each category will be presented in any one year.
2. Voting will be conducted by a secret mail or electronic ballot and should be completed before June 15 to permit time for procurement of the plaque or plaques.
3. If there are fewer than three candidates (couples or individual nominees), only one ballot is required.
4. If there are three or more candidates, whether couples or individual nominees, and no candidate receives a majority approval, which is 51% or more of the votes cast by the Board on the initial ballot, an additional ballot shall be submitted to the Board containing the names of the two candidates receiving the most votes along with the choice of "None of the above." If, in the judgment of a majority of the Executive Officers, that additional balloting may possibly result in a majority vote of the Board, an additional ballot not to exceed three total ballots may be conducted in a given year.
5. The Chair will tabulate the results of each balloting and advise the President who will consult with the other Executive Officers and determine whether a second or third ballot is proper and necessary.
6. If no candidate receives a majority approval, no Award will be presented.

D. The Awards Chair will procure the standard award plaque and badges for that category for presentation at the ICBDA Convention.



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- E.** To maintain an element of surprise and suspense, information concerning an Award Recipient shall be restricted until the time of the presentations at the Annual Convention. A narrative and photograph of an Award Recipient shall be provided to the Newsletter Editor immediately after the end of the Annual Convention and shall be included in the syllabus the following year. This section of the syllabus should also include a list of previous Award Recipients.
- F.** It is not required that an Award Recipient attend the ICBDA Annual Convention, however, their presence is desirable.
- G.** A budget shall be provided by the President, and expenses of the Awards Chair shall be forwarded to the President for approval.
- H.** The Board of Directors may, at its option, create and present a one-time special award. The Board of Directors may also present one of the existing awards posthumously.
- I.** At the end of the term of office, the Chair shall send records to the Secretary for filing. The Secretary shall make copies available to future Awards Chair on request.



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International Choreographed Ballroom Dance Association

SECTION 14

HALL OF FAME¹

I. General Duties:

- A. The purpose of the Hall of Fame is to recognize dances which have remained popular over time. The Hall of Fame Chair shall execute the duties of this office as prescribed in the current Bylaws and assume the duties and responsibilities as set forth below:
 - 1. Create and maintain a list of eligible Hall of Fame dances.
 - 2. Create, publish and tally ballots for the Hall of Fame.
 - 3. Present, demonstrate, and teach the awarded dance at the Annual Convention.
 - 4. Publish the Hall of Fame award winners.

II. Job Description:

- A. Create and maintain a list of eligible dances. The goal for the list is to have 20 to 30 eligible dances on the ballot.
 - 1. Identify and prepare a list of dances that meets all of the following criteria:
 - a. Is at least seven (7) years old.
 - b. Has evidence of popularity. That may consist of, but is not limited to, repeat inclusion in the Carousel Club reports for most taught and danced dances, and dances programmed at prior year Annual Conventions.
 - c. Has not previously been included in the Hall of Fame.
 - d. Has not been removed from the eligible list because the dance received less than 2% of the votes in the current year.
 - 2. Dances proposed by six (6) or more individual members written-in on the previous year's ballot that meets the above criteria, provided that:
 - a. The proposed dance is not currently on the list.
 - b. A member who has choreographed an eligible dance may not propose their own dance.
 - 3. Identify the dances that are at least fifteen years old and that have been consistently on the ballots since they became eligible for Hall of Fame voting. Those dances will automatically be added to the ICBDA Hall of Fame.
- B. Create, publish and tally the ballots for the Hall of Fame award.
 - 1. Add the newly eligible dances to the ballot and remove dances receiving less than 2% of the votes in the current year.
 - a. A ballot of the eligible dances for the next Annual Convention will be ready to publish by 1 June.
 - b. Prepare a ballot in a format that is acceptable for posting online, in the newsletter, and on paper.
 - 2. Publish the ballot.
 - a. The ballot for the next Annual Convention shall be available at the Annual Convention immediately after the currently announced award. It will also be



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- published in the Quarterly #1 (Fall) newsletter, on the ICBDA website, and available by mail.
- b. Provide reminders to the general membership of the voting deadline, which is currently November 30².
 3. Tally the votes.
 - a. Each member may vote only once, choosing no more than five dances on the ballot.
 - b. Check with the Membership Chair that all voters are eligible members as of the date of the voting deadline.
 - c. Select the dance receiving the most votes from the ballots and procure the certificate for this dance for presentation at the Annual Convention.
 - d. If there is not a clear majority for the award based on the votes, a run-off election which includes the top three (3) dances may be held at the discretion of the Chair.
 4. The 15-year award has two possible scenarios when considering the award.
 - a. If a dance on the list has been popular for 15 years, then prepare an additional award for that dance. There may be multiple awards for this scenario in any given year.
 - b. If a dance receiving the majority of the votes is also 15 years old, then the dance will only be presented the top chosen award.
- C. Present, demonstrate, and teach the Hall of Fame dance at the Annual Convention
1. Presentation
 - a. The results of the voting will be kept secret from the general membership. Inform only the Annual Convention Committee members directly involved with convention programming critical to the award presentation.
 - b. The presentation shall consist of a certificate and an optional plaque at the awardee's request. The presentation scenario will be a printed certificate with the choreographer's name and dance name and a "dummy" plaque. At the end of the presentation, ask the awardee in private if they wish to have a plaque. If they reply yes, then have a plaque engraved and mailed to the awardee.
 - c. The presentation shall take place at a time in the festival program to allow for a demonstration dance and teach of the dance during the current convention.
 2. A demonstration of the awarded dance will usually occur immediately after the presentation. The dance may be demonstrated by the chair or by a couple designated by the Convention Committee Daytime Chair.
 3. A teach of the awarded dance will usually occur the next day following the presentation. It may be taught by the chair or by a couple designated by the Convention Committee Daytime Chair.
- D. Publish the results of the Award
1. Obtain a narrative about the dance from the choreographer.
 2. Obtain a photograph of the choreographer at the award ceremony.
 3. Submit the results of the award, the narrative and photograph to the Newsletter Editor and Webmaster to be published in the Quarterly #1 (Fall) Newsletter and posted on the ICBDA website.



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E. Additional responsibilities

1. Maintain a database that tracks the Hall of Fame history.
2. Submit an activity report to the President for the annual board meeting.
3. The current Hall of Fame Chair will be ineligible to vote in order to be fair and unbiased during their appointment.



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SECTION 15

MEMBERSHIP

I. General Duties:

- A. The Membership Chair shall execute the duties of this office as prescribed in the current Bylaws and assume the duties and responsibilities as set forth below:
 - 1. Keep the membership roster updated and handle related membership problems not specifically designated for action by the Board of Directors.
 - 2. Make available a written report to all members at the annual ICBDA Board meeting.
 - 3. Be responsible for the promotion of new membership.

II. Job Description:

- A. Maintain a roster of the current membership and supply current updates to all Executive Board members, TAC, the Webmaster, and the Educational Media Chair at least quarterly or as needed.
- B. Procedure upon receipt of a membership application:
 - 1. **Renewal:** Compare membership number with the computer database and update the database as appropriate. Keep a record of each renewal received to include name, address, telephone number, email address (if provided), payment method including check number and date if paid by check, and amount received.
 - 2. **New Member:** Assign the next available membership number and enter it in the database. Keep a record of each new member application received to include name, address, telephone number, email address (if provided), payment method including check number and date, and amount received.
 - 3. **Carousel Club Renewal:** Forward information to CC Chair and send monies to the ICBDA Treasurer, keeping the monies separate from ICBDA membership monies.
- C. Handling of ICBDA Monies:
 - 1. Forward receipts for expenditures to the ICBDA Treasurer for payment using the form devised for this purpose.
 - 2. Submit a copy of expenses to the President by May 1 to allow time to prepare a working budget for the next year.
 - 3. The fiscal year for ICBDA ends September 30. A financial report to the Treasurer is due no later than November 15 using the report format provided by the Treasurer.
- D. Membership Lists and Mailing Labels:
 - 1. The Membership Chair shall provide the Newsletter Editor and Printer with current membership address information at times specified by the Newsletter Editor.
 - 2. Send current membership lists to the Convention Chair and Convention Registrar on a monthly basis, or when requested.



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E. Membership Dues:

1. All memberships are due for renewal by October 1 of each year.
2. Send written notification on October 1 to all members whose renewal has not been received.
3. Any member who has not renewed their membership will be automatically removed from the roster on November 30.
4. Any new membership applications received after August 1 will be applied to the following year (see Article IV, Section 3B of the Bylaws).



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SECTION 16

BYLAWS AND STANDING RULES

I. General Duties:

- A. The Bylaws and Standing Rules Chair shall execute the duties of this office as prescribed in the current Bylaws and also performs the duties and assumes responsibilities as set forth below:
 - 1. Prepare amendments as required by the membership for action by the Board and general membership at the Annual General Meeting. Update the Bylaws and Standing Rules each year changes are approved. Forward the updated Bylaws and Standing Rules to the President for verification and signature. Once approved by the President, forward the updated Bylaws and Standing Rules to the Secretary and to the Webmaster for publication on the ICBDA Website.
 - 2. Review proposed additions, deletions and amendments to the Bylaws for consistency with other articles in the Bylaws and the Standing Rules. Report any problems to the President with action recommended.
 - 3. Review proposed additions, deletions, and amendments to the Standing Rules for consistency with other Standing Rules. Report any problem to the President with action recommended.
 - 4. Submit changes or amendments with recommended action to maintain the integrity of the Bylaws and Standing Rules.
 - 5. Prepare budget and submit to President by May 1.



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SECTION 17

CAROUSEL CLUBS

I. Purpose

- A. The purpose of the Carousel Clubs (CC) is to promote round dancing at the intermediate and advanced levels and to promote a common repertoire of dances that is generally taught and programmed across the Choreographed Ballroom Dance community through the publication of club teaching activities and most popular routines.

II. Committee Structure

- A. The CC Committee shall consist of up to five (5) member units, including the Chair.
- B. The Chair shall appoint the additional committee member units.
- C. The Chair shall assign duties to the committee to accomplish committee duties.
- D. The term of office shall be three (3) years. Consecutive terms may be served. An initial method of staggering appointments may be employed by extending the term of the first two of the memberships by one (1) year.
- E. The Chair shall promptly fill any vacancies that may occur. Couples appointed to fill vacancies will complete the term of the vacancy.

III. Committee Duties

- A. Receive, screen and approve applications for CC charters.
- B. Provide guidance for CC operation and recommend changes in operating procedures to the Board.
- C. Prepare monthly reports on teaching activities and selection of most popular routines for publication in the ICBDA Newsletter and forward to the Newsletter Editor on a schedule arranged with the Editor.
- D. Monitor club activity and notify club leaders of pending suspension of their charter for failure to report activities.
- E. Notify club leaders of suspension of their charter if required.
- F. Prepare an annual budget and submit to the ICBDA Treasurer for inclusion in the Annual Budget.
- G. Collect all required fees and forward to the ICBDA Treasurer.



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IV. Application For CC Charters

A. Application:

1. Clubs desiring a CC charter, or reinstatement, shall request a paper or email application from the CC Committee Chair.
2. Applying clubs shall complete the application form and submit it to the CC Committee Chair with a one-time \$20.00 USD fee and acknowledge that future annual club fees will be paid.

B. Requirements:

1. The cuer/teacher and CC Representative, if different, of an applying club shall be active members of ICBDA.
2. A choreographed ballroom dance club may apply for CC membership if the club dances a majority of phase IV, V, or VI dances.¹
3. An applying club shall not meet on the same night as an existing CC that is within thirty-five (35) miles of the applying club's dance location.

V. Club Operation/Duties

- A. Clubs should continue to meet the original requirements for becoming a Carousel Club.
- B. Clubs are to regularly meet and regularly report on club activities by submitting monthly teaching reports and voting reports for most popular dances.
- C. Clubs should report activity for at least one-half of the months in their yearly schedule.
- D. Charter numbers for a Carousel Club shall not be re-used.
- E. Carousel Club charters may not be moved from one location to another unless the majority of the members relocate with the club.
- F. Transfer of a club charter to a new leader may be initiated by the existing leader submitting a letter to the CC Committee Chair designating the new leader or by a letter from the majority of club members requesting a new leader. The new leader should submit a new application and agree to the requirements in Section IV.
- G. No fee is required for transfers of leadership.
- H. Clubs should request to be placed in an inactive status for a temporary or an indefinite period by submitting a letter of request to the CC Committee Chair explaining the reason for the request such as illness of the leader, loss of hall, etc.
- I. Clubs may be suspended by the CC Committee for not meeting the intent or guidelines of the Carousel Clubs.



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- J.** Suspended or inactive clubs may be reactivated by meeting requirements in Section IV. No fee is associated with reactivation.
- K.** Each club shall submit by October 1 of each year a \$10.00 USD annual maintenance fee, payable to ICBDA Carousel Club and sent to the CC Chair or designee. New clubs that joined after May need not pay until the following year.

VI. Information Collection and Reporting

- A.** The method for collecting report information for submission to the Committee is at the discretion of each club leader.
- B.** Monthly submission of information should be prompt, no later than the fifth (5th) day of the next month. The preferred method for submission is through online data entry using Carousel Tracker. Late reports will be tabulated in the next month's publication.
- C.** Each club should submit only one report per reporting period, as near the end of each month as possible, to ensure the most current information being published.
- D.** Information published in the ICBDA Newsletter shall at a minimum include the Top Ten Favorite Dances and the most recent club teaches.
- E.** Additional statistical information, such as frequency of teaches in specific time periods that assists in the development of the common repertoire, may be included at the discretion of the committee.
- F.** Publication of new CC Charters and leader changes should also be included if space is available.
- G.** Top Ten Favorites may be selected on a raw vote basis or by any other suitable method.



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SECTION 18

ICBDA WEBSITE

I. General Duties

- A. The ICBDA Webmaster shall perform the duties outlined in the current Bylaws and Standing Rules and perform and assume the responsibilities as set forth below:
 - 1. Appoint, in coordination with the President, additional committee members to address programming and administrative duties required to facilitate ICBDA's presence on the Web.
 - 2. Oversee the ICBDA website and provide guidance and coordination for sub-domains associated with the ICBDA website.
 - 3. Ensure that updated information relating to all ICBDA activities provided by the various officers and committee chairs is maintained. Information and functions that are to be routinely posted on the ICBDA website are listed below:
 - a. ICBDA history.
 - b. A listing of current Officers and Board members.
 - c. Information about the upcoming Convention:
 - (1) Convention flier.
 - (2) Registration forms.
 - (3) Current Convention staff.
 - (4) Hotel and travel information.
 - (5) Convention dance voting, which is available to registrants only.
 - (6) Program information such as dances, teachers, clinics and seminars.
 - (7) Top 15 dances from prior conventions.
 - d. Information on Carousel Club activities:
 - (1) Carousel Club reports.
 - (2) Top dances and teaches.
 - e. Information and Technical Dance Manual pages from TAC.
 - f. Hall of Fame winners.
 - g. Golden Torch Award winners. Additional lists may be included as approved.
 - 4. Provide a secure Members Only area which should provide this information for all members:
 - a. The current Bylaws and Standing Rules.
 - b. The current Convention Procedures.
 - c. Online Membership Renewal and Member profile updating capability.
 - d. Online voting for Executive Officers and Board of Directors.



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- e. Membership surveys as required.
 - f. A master ICBDA Membership List (maintained by the Membership Chair).
 - g. ICBDA Newsletters – current quarterly issue on the main page and an archive of previous issues.
 - h. ICBDA products and services (Shopping Cart).
 - (1) Lists of all videos, their content and format.
 - (2) Pages for any special-order items listed in the Newsletter or as requested by the President, Board, or Convention Chair.
 - i. List of Committee Chairs.¹
 - 5. Forward the results of all electronic voting for elected positions to the Secretary by July 5.
 - 6. Ensure all programs used are appropriately licensed.
 - 7. Submit a proposed budget for web operations to the President by May 1.
 - 8. Submit expense statements and transfers of accumulated funds in online accounts to the Treasurer quarterly.
- B.** An ICBDA Website Committee member performs the duties required to maintain the domain associated with the ICBDA website as directed by the Website Chair.¹
- 1. Ensures all programs used are appropriately licensed.
 - 2. Submits a proposed budget for domain operations to the ICBDA Website Chair by April 15.
 - 3. Submits expense statements to the ICBDA Website Chair monthly.
- C.** The ICBDA Board of Directors shall approve all materials officially representing ICBDA on the Website through this procedure or through direct approval.



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SECTION 19

ELECTRONIC BOARD MEETINGS

- I. Purpose:** The purpose of this procedure is to provide guidance for the conduct of an ICBDA Board meeting through electronic media, such as email. All those participating in an email or teleconferencing meeting shall adhere to Section IV, Guidance for Doing Business by Email.
- II. Structure:**
- A. The ICBDA Board shall be considered to be in session for an email meeting from two (2) weeks after until two (2) weeks prior to the Annual Convention.
 - B. All motions must receive a majority vote to pass. All Board members are considered present for the electronic meeting.
 - C. An action passed in the Electronic Board Meeting carries the same value as an action passed at regular meetings of the Board of Directors and is to be implemented in the same manner.
- III. Procedure and Responsibilities¹**
- A. President
 - 1. Leads the Electronic Board Meetings.
 - 2. Uses the following guidance:
 - a. Permits no more than three (3) topics or motions to be discussed at one time.
 - b. Limits discussion on motions to two (2) weeks. The time frame is extended if there are amendments made to the main motion.
 - c. Uses discretion in the amount of time allotted for discussion topics only. Some topics may not result in motions and may continue for extended periods.
 - d. Verifies that submitted motions are properly and completely stated.
 - (1) Contacts submitting member for a motion re-statement if needed.
 - (2) Restates the motion and calls for a second.
 - e. Ensures that all motions receive a second before discussion continues.
 - f. Participates in the discussions as a Board member.
 - g. Limits debate to specified times unless, in the President's judgment, a special circumstance exists for extending debate or curtailing debate and informs the Board of the extension or curtailment and provides the reason.
 - h. Issues the call for a vote after the specified elapsed time and/or debate is complete.
 - i. Places on the Annual Convention Board Meeting agenda an item for approval of the previous year's Electronic Board Meeting.

1. Part III re-ordered 9/18/2019



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B. Secretary:

1. Tracks the voting and maintains the official record of the votes of each Board member.
2. Submits for approval at the Annual Convention Board Meeting the minutes of all actions taken by the Electronic Board Meeting and have on hand at the meeting an accounting by member of all votes taken.

The form for the published minutes shall be the following:

MOTION: (member proffering).

SECOND: (member seconding).

Motion to Amend: (if any) (member proffering).

Second: (member seconding).

Results of Motion to Amend: Passed or Failed and number of votes in favor, opposed, abstaining, not voting.

RESULTS OF MOTION (note if amended): Passed or Failed and number of votes in favor, opposed, abstaining, not voting.

TOPICS DISCUSSED: Notation of topics discussed not resulting in motions.

The discussions of topics and motions shall not be included in the published minutes.

3. Forwards to the Website Chair for publication on the ICBDA website the approved minutes of the Electronic Board Meeting.

C. ICBDA Board Member:

1. Submits topics for discussion and motions at any time the Board is in session. A Board member partner may not second the motion of his or her partner.
2. Gives current email address to all Board members.
3. Contributes to the discussions to share their expertise and experience.
4. Uses the "Reply All" function on their email system for Board discussions and voting. Side discussions with other Board members is not prohibited but may not be considered official unless addressed to all Board members.
5. Votes within five (5) days when a vote is called.

IV. Guidance for Doing Business by Email: Progress in technology has allowed us to conduct much of our organization's business by email. However, doing business by email is, in many ways, much more challenging than doing business in a face-to-face meeting. This is especially true when we try to discuss complex issues that have multiple acceptable outcomes. The time delay can make it a challenge to follow a discussion and to assimilate the implications of the various proposals.

Some issues may require fact gathering, since there are numerous solutions to problems and questions. Therefore, it is wise to have a mechanism that will allow the tabling of issues that become more complex than they originally appeared to be. An individual or smaller group can



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then be appointed to do some fact finding to help the group move forward. The issue can be brought back for action when the fact-finding results are brought forward.

However, the most difficult part of doing business by email is how it may affect our personal interactions as group members. It is not always possible to determine the impressions our emails may make on our fellow members. When we are together, we can see reactions on other's faces and clarify our statements based on those responses. Other members of the group can help clarify opposing points by adding information or asking questions. This practice tends to ensure more harmonious relationships within the group and produces better decisions that tend to incorporate the best points from all positions.

Using electronic media (email) is more challenging and less insightful, since we lack the physical presence of others. Therefore, we all need to consider our postings very carefully. It is recommended that each member commit to use the following guidelines when reading and responding to emails while conducting our business:

- A. I will strive to focus on the question (topic), while remembering there are many different, yet acceptable ways of reaching the same goal.
- B. If something written upsets me, I will try evaluating the writing using the most charitable possible interpretations of the words.
- C. I will wait at least an hour before responding to an upsetting email, and I will re-read the email after that time, trying to apply rule A more diligently.
- D. If I need clarification of what is meant, I will write in a tone that conveys the meaning "this is how I interpret your statement" and will seek clarification or add points for consideration that might further the conversation.
- E. I will try to remember that all the other members of our group are espousing positions that they believe represent the best course of action for ICBDA.
- F. I will not attempt to dominate the group by a barrage of responses to every email posted, as this is usually a destructive approach and tends to alienate other group members.
- G. I will be especially careful to ensure that my responses and comments are not belittling of another's point of view.

The foregoing is the revised Standing Rules as amended by the Board of Directors on April 28, 2021.

Signed: *Joe Krivan* *Debbie Krivan*
Joe & Debbie Krivan, Presidents