

State Council of Illinois Square Dance Associations



IDEA BOOK

Forward

This book has been compiled by the State Council of Illinois Square Dance Associations (SCISDA) as a source of information for both the dancers and clubs throughout the State of Illinois.

The *Adea Book* contains information about SCISDA - its history, purpose, membership, Constitution, By-laws, and the SCISDA State Square and Round Dance Convention. In it you will also find information on the history of the Associations that make up the State Council and on the history of square dancing in general.

But, more importantly, you will find information on leadership and how to run a club. You will find information on ethics, lessons, angeling and how to have more fun at your dances.

It also includes information on conducting club business meetings, club budgets, insurance, incorporation, income taxes, contracting callers and cuers, use of Copyrighted Music and ideas for ceremonies.

Appreciation is extended to the many square dancers who wrote or submitted material for this book and to Natalie Schultz and Donna (Matson) Carpenter for initially compiling and editing the book.. Also, thanks to Wally Schapals of the McHenry B N=Bs for the Cover art work.

We urge you to become familiar with its contents, share it with your friends, and then it to put the information to work in your club.

The Idea Book
State Council of Illinois Square Dance Associations

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State Council of Illinois Square Dance Associations

Purpose and History

The State Council of Illinois square Dance Associations (SCISDA) was formed on May 7, 1983 by a group of Square Dance Associations within the State of Illinois in a combined effort to promote square dancing in all its forms: square dancing, round dancing, contra dancing line dancing etc.

Its organizational structure is based on the concept that dancers belong to clubs, the local clubs belong to area associations, and the area associations belong to the State Council. The Council consists of voting delegates from the area associations unite to form an advisory/legislative body with the affiliate members retaining their local powers and prerogatives.

The intent of the state organization is to provide those services that a club or association could not provide on their own. Among these services are the State convention, information aids for the clubs such as this Idea Book, a statewide directory of clubs, liability insurance coverage, Touch a Quarter newsletter, etc.

The purpose of the Council is:

To establish a line of communication from the individual dancers to the State Council to provide input for statewide decisions.

To encourage cooperation between the clubs, the associations, the Council and other groups interested in the promotion of square dancing in Illinois.

To provide education, information and assistance to members for the development and growth of square dancing.

To represent square dancing to the general public as a wholesome family type recreation.

To share the friendliness and fellowship of square dancing in all its forms.

The business of the Council is handled by a Board of directors and an executive Board. The Board of directors (two Directors from each Affiliate member, is the governing body of the Council and as such is responsible for the Council's affairs and property. The Executive Board is elected by the Board of directors and is composed of the President, Vice presidents from the three regions, a Recording secretary, a Corresponding Secretary, a Treasurer and the Immediate Past president. They are responsible for conducting the business of the Council between Board of Directors meetings as well as for future planning. Coordinators for special functions are appointed by the President as the need arises.

The annual meeting of the Board of Directors is held concurrently with the SCISDA State Square & Round Dance Convention.

State Council of Illinois Square Dance Associations

Affiliate Members

Any organized not-for profit Association/Federation representing “Square Dancers” residing in Illinois may apply for membership in the State Council of Illinois Square Dancing Associations.

Currently, there are nine Affiliate members comprising the State Council:

Bachelors “N” Bachelorettes

Representing Chapters located in the Northern and Central Regions of Illinois.

Illinois Federation of Square Dance Clubs

Representing clubs located primarily in Central Illinois.

Lake County Square Dance Association

Representing clubs in and around the county of Lake

Metropolitan Chicago Association of Square Dancers

Representing clubs in and around the greater Metropolitan Chicago area in the counties of Cook, DuPage, Kane, Lake, McHenry, and Will.

Peoria Area Square and Round Dance Association

Representing clubs in the greater Peoria Area

Quint Cities Federation of Square and Round Dance Clubs

Representing clubs in the northwestern Quad Cities area

Rock River Area Dancers Association

Representing clubs in the north central Rock River area

Southwestern Illinois Association of Square and Round Dance Clubs

Representing clubs in the southwestern area east of St. Louis, MO

If your Club belongs to one of these Associations/Federations, you are a part of SCISDA. If you or your club have any suggestions for the State Council’s consideration, please submit them through the Directors from your Association.

Constitution
State Council of Illinois Square Dance Associations, Inc.
An Illinois Corporation

Preamble

The members of this organization are banded together in a spirit of friendliness and good fellowship to share the pleasures of square dancing in all its forms. In order that the organization may function smoothly as a group for the benefit of all, the following Constitution is herewith established.

Article I
Name

The name of this not-for-profit corporation shall be *State Council of Illinois Square Dance Associations, Inc.* and shall be known as "The Council" in this Constitution.

Article II
Purpose

- A. To promote Square dancing in all its forms. (Square Dancing is defined to include square dancing, round dancing, contra dancing, line dancing, clogging, etc.)
- B. To establish a line of communications from the individual dancer to the State Council so that an expression of local opinions can establish policy for making statewide decisions.
- C. To provide for education to further the growth and enjoyment of Square Dancing.
- D. To encourage cooperation between Clubs, Associations, federations, the State organization and other groups involved or interested in the promotion of Square dancing, and to assist members in whatever way possible.
- E. To represent Square dancing to the general public as a wholesome, enjoyable, family-type recreation.

Article III
Membership

Membership and representation will be defined as provided for the By-Laws and Standing Rules of The Council.

Article IV
Privileges and Responsibilities

All Affiliate members shall enjoy the rights, privileges and responsibilities in The Council as defined in the By-Laws and Standing Rules.

Article V
Executive Board

- A. The Executive Board of The Council shall consist of:
 - 1. President
 - 2. Vice President - Northern Region
 - 3. Vice President - Central Region
 - 4. Recording Secretary
 - 5. Corresponding Secretary
 - 6. Treasurer
- B. Duties of the Executive Board shall be as defined in the By-Laws and Standing Rules.
- C. The nominations and election of the Executive Board shall be as prescribed in the By-Laws and Standing Rules.

Article VI
Board of Directors

- A. The Board of Directors is the Governing body of The Council.
- B. The Board of Directors shall be defined in the By-Laws and Standing Rules.
- C. Except as otherwise required by law or provided for in the By-Laws and Standing Rules, the entire control of The Council, its affairs and property, shall be vested in its Board of Directors.

Article VII
Voting

- A. Voting shall be in person only.
- B. Voting members shall represent only one affiliate organization and be entitled to vote when present as provided in the By-Laws and Standing Rules.
- C. Should an impasse exist, the Executive Board may cast one (1) vote to break the tie.

Article VIII
Meetings

- A. Meetings shall be as provided for in the By-Laws and Standing Rules.
- B. There shall be a minimum of one (1) regular meeting per year.
- C. The Executive Board may establish meetings necessary to conduct the business of The Council.

Article IX
Quorum

- A. No business of The Council shall be transacted without a legal quorum.
 - 1. A legal quorum of the Board of Directors shall be a majority of the Directors eligible to participate in the business of any regular or special meeting.
 - 2. To conduct a meeting of the Executive Board a majority of the elected Officers shall be present.
- B. The business of The Council shall be conducted in open meetings with the minutes recorded and made a part of the official records of The Council and distributed to each Director as provided for in the By-

Laws and Standing Rules.

**Article X
By-Laws**

- A. By-Laws shall be written, approved and published to further define the scope and purpose of The council with duties, responsibilities and obligations of members and officers outlined.
- B. Standing Rules shall be established to provide business procedures and guidance that is required for conducting meetings and establishing methods to operate The Council.

**Article XI
Dissolution**

- A. In the event of the dissolution of The Council, after payment of all obligations, the remaining assets shall be distributed by the Executive Board to other tax exempt, not-for-profit organizations, chosen at the discretion of the Board of Directors.
- B. In no event shall the assets be distributed to any Officer, director or employee of The Council.

**Article XII
Amendments**

- A. This Constitution may be amended by a tow-thirds (2/3) vote of The Directors present and voting at any regular meeting of the Board of directors or special meeting called for that purpose, provided that the members of the Board of Directors are notified in writing of any proposed amendment or revision at least one hundred twenty (120) days prior to the meeting at which the amendment(s) or revision(s) will be presented.
- B. Amendments to this Constitution may be proposed to the Board of Directors
 - 1. The Executive Board
 - 2. A petition representing fifteen percent (15%) of an affiliate organization's total membership.
- C. Final ratification shall be by vote of the members of the affiliate organizations. The actual vote count shall be recorded by the affiliate organizations in their minutes. Said vote shall be reported by the Director in the manner prescribed in the Standing Rules. A majority vote of the members of the affiliate organizations being required to sustain the vote of the Board of Directors.

By-Laws
State Council of Illinois Square Dance Associations, Inc.
An Illinois Corporation

Article I
Members

- A.** Any individual square dancer that belongs to an Affiliate organization shall be considered a member of the State Council of Illinois Square Dance Associations, Inc.
- B.** Any organized, not-for-profit Association or federation representing “Square Dancers” residing in Illinois may be considered for membership in The Council.
- C.** Affiliate membership in The Council is obtained by written application of the organization and subject to the Standing Rules. A two-thirds (2/3) affirmative vote of the Board of Directors is required for acceptance.
- D.** Membership in The council is not transferable or assignable.
- E.** An Affiliate member which fails to comply with the Constitution, By-Laws and Standing Rules of The Council or fails to be represented at two (2) consecutive Board of Directors meetings may be put on probation.
- F.** Probation shall require a two-thirds (2/3) affirmative vote of the Board of directors and requires strict adherence to The Council’s Constitution, By-Laws and Standing Rules.
- G.** Should an Affiliate member fail to meet the conditions of probation, it may be subject to expulsion, subject to a three-fourths (3/4) affirmative vote of the Board of Directors.
- H.** A former Affiliate member may be reinstated upon written request subject to a three-fourths (3./4) affirmative vote of the Board of Directors.
- I.** Annual dues and/or special assessments may be assessed by a majority vote of the Board of Directors and as set forth in the Standing Rules.

Article II
Board of Directors

- A.** The Board of Directors shall, except as otherwise required or provided for these By-Laws, have the entire control of The Council, its affairs and property.
- B.** The Board of Directors of The Council shall consist of two (2) representatives form each Affiliate Organization.
 - 1.** The Directors may be elected or appointed by whatever methods deemed advisable by the affiliate organization.
 - 2.** Alternate directors should also be designated by the Affiliate organization to serve in the absence of the regular Director.
 - 3.** To avoid a conflict of interest, no individual or spouse receiving substantial income from “Square

Dancing” will be eligible to be a Director.

C. Each Director shall have one (1) vote only. Proxy votes are not permitted.

D. No individual shall serve as director for more than one Affiliate at any one time.

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**Article II
Board of Directors (continued)**

- E. No member of the Executive Board may serve simultaneously as a Director.
- F. The term of office for Director shall be one (1) year, from the day following the Annual meeting through the day of the next Annual meeting, inclusive.

**Article III
Executive Board**

- A. The Executive Board of The Council shall consist of the elected officers as designated in the Constitution.
 - 1. Each office may be held by either a couple or an individual.
 - 2. The term of office for all officers, except for the treasurer, shall be for one (1) year from the day following the Annual Meeting through the day of the next Annual meeting. The Treasurer' term of office shall coincide with the Fiscal year. All officers shall serve until successors are elected.
 - 3. The President and Vice Presidents shall serve no more than two (2) consecutive terms in the same office. This limitation is not, however, imposed on the two Secretaries and the Treasurer.
 - 4. The Executive Board shall transact the business of The Council as authorized by the Board of Directors.
 - 5. The Executive Board shall meet at least twice a year.
 - a. Within sixty (60) days following the close of the Annual meeting.
 - b. A mid-year meeting to be held approximately six (6) months prior to the Annual Meeting.
 - 6. The Immediate Past President of The Council shall serve as Advisor to the Executive Board, without voting privileges, and chair the Nominating Committee
- B. **Qualifications for Office**
 - 1. The President must have served for at least one (1) year as a Director or other elected officer of the State Council.
 - 2. To be eligible for nomination to an office of The Council, a person must be an active square dancer willing to accept the nomination and devote the time and effort required by the position.
 - 3. Demonstrate leadership capabilities and be a member in good standing of one of the Affiliate member organizations.
 - 4. To avoid a conflict of interest, no individual or spouse receiving substantial income from "Square Dancing" will be eligible to hold office in The Council.
- C. **Nomination of Officers**
 - 1. A Nominating Committee, consisting of two Past Presidents of The Council, will work with the Affiliate Organizations to secure nominations and resumes for each of the offices. Such nominations and resumes shall be submitted by the Nominating Committee to the Corresponding Secretary no less than sixty (60) days prior to the Annual Meeting.

2. The Corresponding Secretary shall include the names of the nominees and their resumes in the notice of the Annual Meeting issued to all Affiliate Organizations, which shall be mailed at least forty-five (45) days prior to the meeting.

3. Additional nominations, including oral resumes, may be made from the floor of Annual Meeting

Article III Executive Board (continued)

D. Election of Officers

1. All officers shall be elected at the Annual meeting.
2. Where there is more than one candidate for an office, voting shall be by written ballot.
3. A plurality of votes cast for any office shall be necessary to elect.
4. A vacancy in office by reason of resignation or otherwise shall be filled by election by the Board of Directors at the next meeting after the vacancy becomes known.

Article IV Duties of Officers

A. President

1. Establish an Agenda and preside at all meetings.
2. Appoint necessary officials and committees with the approval of the Board of Directors.
3. May call special meetings of the executive Board.
4. Be an ex-officio member of all committees, except the Nominating Committee.
5. May participate in the discussion of any question the Board of Directors meeting without a vote.
6. Decide all questions of order subject to an appeal.
7. Act as judge in votes and elections and declare the results.
8. Perform such duties as usually pertain to the office, or as may be delegated by the Board of Directors.
9. Shall designate one of three (3) Vice Presidents to serve as President in the event of his temporary absence.
10. Is empowered to appoint temporary replacements in the event of sudden vacancies in offices of Secretaries or Treasurer so that the work of The Council may be carried on in a business-like manner until such time that the Board of Directors meets and elects a new officer.

B. Vice Presidents

1. Assist the President.
2. Perform the duties assigned by the President or Board of Directors.
3. Serve as coordinators between The Council and the Affiliate members in the region which they represent.
4. In the event the President is unable to carry on, the Vice Presidents will decide which of them will assume the President's position until the next election.

C. Recording Secretary

1. Maintain an accurate record of all meetings and publish or cause to be published, a copy of all minutes to the Board of Directors and the Executive Board.
2. Serve as custodian for The Council papers and documents in the manner prescribed by the Board of Directors.

D. Corresponding Secretary

1. Distribute copies of minutes of all regular or special meetings to all members of the Board of directors and Executive Board.
2. Prepare and mail all notices required.
3. Be Responsible for all correspondence of the Council

**Article IV
Duties of Officers (continued).**

E. Treasurer

1. Serve as official custodian of all funds of The Council.
2. Keep the Board of Directors and Executive Board fully advised on all matters connected with The Council funds.
3. Keep the funds in such place as the Executive Board may designate.
4. Disburse funds as directed by the Executive Board.
5. Maintain the financial records of The Council.
6. Prepare and file all appropriate tax forms and papers with the applicable governmental agencies.
7. Issue reports of the financial position of The Council at all regular meetings, Board meetings, or whenever called upon to do so.
8. Prepare a proposed annual budget for presentation at the first meeting of the Board of Directors following the Annual Meeting.
9. Present all books and records of The Council maintained by the Treasurer for audit at the end of each fiscal year.

**Article V
Personal Liability**

All just and legal debts or obligations incurred by an Officer of The Council in the discharge of their duties by the Board of Directors or the Executive Board shall be an obligation of the organization and no personal liability shall attach therefore.

**Article VI
Salaries**

- A. No officer or member of the Board of Directors shall receive a salary.
- B. The elected Officers of The Council shall be entitled to reimbursement for expenses incident to handling of the affairs of The Council upon approval of a majority of the Board of Directors.
- C. Reimbursement as to members of the Board of directors shall be the responsibility of the Directors Affiliate Organization.

**Article VII
Ratification**

All organizations applying for Affiliation in The Council shall be deemed to have read and ratified, by a majority vote of their members, the Constitution, By-Laws and Standing Rules of The Council and by

application, such organization agrees to be bound and governed by the terms and conditions thereof.

**Article VIII
Official Documents**

- A.** The Official Documents of The Council shall consist of the following:
- 1.** Articles of Incorporation
 - 2.** Constitution
 - 3.** By-Laws
 - 4.** Standing Rules

**Article VIII
Official Documents (continued)**

- 5.** Tax Exemption letter from the United States Government, Internal Revenue Service.
 - 6.** Minutes of all meetings of The Council
- B.** These documents shall become the official papers of each Affiliate member and shall be passed on to the succeeding director of each Affiliate Member.
- C.** Each Affiliate member shall furnish the Corresponding Secretary of The council a current list of Officers, consisting of name, address, zip code and telephone number.

**Article IX
Amendments**

- A.** These By-Laws may be amended by submitting the proposed amendment in writing over the signatures of fifteen percent (15%) of the members of the Board of Directors, such proposal to be filed with the Corresponding Secretary, who will prepare and mail copies to the Executive Board and the Board of Directors at least forty-five (45) days prior to the meeting at which the proposed amendment is to be discussed and voted upon.
- B.** A two-thirds (2/3) vote in the affirmative of the Directors present and voting at any regular or special meeting shall be required to approve any amendments or revision of these By-Laws.
- C.** Final ratification shall be by vote of the members of the Affiliate Organizations. The actual vote shall be recorded by the affiliate Organizations in their minutes. Said vote shall be reported by the Director in the manner prescribed in the Standing Rules; a majority vote of the members of the Affiliate organizations being required to sustain the vote of the Board of Directors.

**STANDING RULES
STATE COUNCIL OF ILLINOIS SQUARE DANCE ASSOCIATIONS, INC.**

1. The fiscal year shall be September 1 through August 31 of the year following.
2. Dues for each member Affiliate shall be thirty five dollars (\$35.00) per year.
 - A.) Dues shall be concurrent with the fiscal year of The Council
 - B.) Dues may be prorated among members of the Affiliate, but shall be paid to The Council by the Affiliate
3. The "Regions" of The Council shall be as follows:

Northern Region - Wisconsin-Illinois line on the North, Lake Michigan and Indiana line on the East, Iowa-Illinois line on the West.

Central Region - The northernmost counties in the Central Region shall be Hancock, McDonough, Fulton, Peoria, Woodford, McLean, Ford and Vermillion. Indiana-Illinois line on the East. The southernmost counties shall be Clark, Cumberland, Shelby, Montgomery Macoupin and Jersey. Iowa-Illinois line on the West.

Southern Region - Indiana-Kentucky-Illinois line on the East, Kentucky-Illinois line on the South, Missouri-Illinois line on the West.
4. The Annual meeting shall be held concurrent with the Annual Illinois State Square Dance Convention.
5. The number of Directors shall be two (2) times the number of member affiliate organizations.
6. These Standing Rules may be amended or added to at any regular or special meeting of the Board of Directors by two-thirds (2/3) vote of the members present and voting. Prior notice is not required to alter these Standing Rules.
7. Within ten (10) days after any ratification vote on a Constitution or Bylaws Amendment, a Director from each Affiliate Organization will mail to the Corresponding Secretary a written

report of the number of votes for and against the amendment. After receiving the results from the Affiliates, the Corresponding Secretary will report the sum totals to the President. The President will send a letter notifying each Affiliate of the ratification results. Unless otherwise specified, ratified amendments will go into effect on the date of the letter.

8. The Convention Chairman may not hold an elected office on the Executive Board.
9. Authorized signatures for corporate bank accounts shall include the Treasurer and one (1) other Executive Board member designated by the Executive Board. Two (2) signatures shall be required on Council checks.
10. The Treasurer will not disburse any funds without form. Disbursement forms to be accompanied by adequate documentation.
11. Information on all pertinent actions taken by the United Square Dancers of America will be provided through *Touch A Quarter* to SCISDA members. USDA minutes and correspondence are available by contacting the SCISDA Directors to USDA.
12. Representative to the United Square Dancers of America's Board of Directors will be appointed by the President subject to the approval of the SCISDA Board of Directors.
13. The current edition of *Robert's Rules of Order* shall be parliamentary authority in all cases where they do not conflict with the Constitution and Bylaws.
14. Executive Board members, and Committee Coordinators or Directors when authorized by the President, will be reimbursed for travel expense at the rate of twenty five cents (\$.25) per mile and lodging expense at a maximum of forty dollars (\$40.00) per night. Payment will be made by the Treasurer upon receipt of the appropriate documentation. No reimbursement will be made for attendance at State Council sponsored events or meetings.
15. The State Council will provide badges and/or bars, as required for all incoming Officers, Directors and Committee Coordinators.
16. Past Presidents will be maintained on the mailing list for all Executive Board of Directors meeting minutes.
17. The Insurance coordinator shall record and transmit to the Insurance agency all information, as received from the Affiliate members, relative to the number of clubs and dancers without addition or deletion. Accuracy of information is the responsibility of the submitting Affiliate Member and not that of the Insurance Coordinator.
18. The Illinois State Square and Round Dance Convention will be held on the last full weekend in the month of July.

19. SCISDA will pay for lodging during State Convention (Friday and Saturday nights only) for the SCISDA President, SCISDA Treasurer and General Chairman of the current convention if no complimentary housing can be obtained.

20. The SCISDA Trailer

- a. All individuals authorized to tow and/or store the SCISDA trailer shall provide a certificate of insurance to both the SCISDA President and the Insurance Chairman.
- b. The SCISDA President shall be kept apprised of location changes.
- c. The original title shall be retained by the SCISDA Treasurer with a copy in the trailer along with the registration and the manuals.

State Council Of Illinois Square Dance Associations, Inc.

Illinois State Convention

One of the major activities sponsored by SCISDA is the Illinois State Square & round Dance Convention. In 1984, the first SCISDA state Convention was held in Peoria, IL at the Civic center under the direction of Don & Sarah Stoner. Because of its central location and excellent facilities, the Conventions through 1996 have been scheduled there also. With an average attendance of around 3,000 dancers, the Illinois State Convention is the largest state convention in the Midwest.

The proceeds from the State Convention provide most of the funds for SCISDA to operate, which includes underwriting a significant portion of each member club's liability insurance premiums.

Since all dancers and their clubs benefit directly and indirectly from the State Convention, it is important that you as a Club member and/or officer assist in promoting the State Convention, by encouraging the members of your Club to attend the Convention, by attending the Convention yourself and, where possible, working as a volunteer on one of the Convention committees.

Leadership for the convention is provided by a General Convention Chairman or Coordinator appointed by the President and accountable to the SCISDA Board of Directors. Many volunteers are recruited to chair functions such as: Facilities, exhibitors, registration, Fashion Show, Decorations, Information and Hall Monitors among others.

At the Convention itself, many more volunteers are needed to help make the Convention a success by donating an hour of their time to work on the various areas. If you are willing to help, please check the block on your registration form or contact your SCISDA Director.

Registration forms for the Convention, which is held the fourth weekend in July, can be obtained from your Association/Federation Representative.

State Council Of Illinois Square Dance Associations, Inc.

Square Dancing At The Illinois State Fair

This square dance event is presented at the Illinois State Fair to showcase some of the entertainment available within the State. Officially designated as the American Folk Dance of Illinois on August 17, 1990, square dancing offers an opportunity for good exercise, enjoyment and friendship to all who participate. Certainly, the State Fair Dance is a way to display this to a varied segment of the public.

Until 1992, the State Fair Dance was run by a private enterprise. It was at this time that SCISDA assumed responsibility for planning and staging the event. Under the new format it became a day long celebration of our State folk Dance. Dance sessions of both squares and rounds are conducted in the morning, afternoon and evening, leaving ample time for dancers to enjoy some of the exhibits and sample other activities that are available at the Fair.

Space for this event is negotiated on a year-to-year basis, therefore we urge all individual dancers and clubs to participate as fully as possible. Our participation will insure that square dancing continues to be a part of the Illinois state Fair program. The Illinois State Fair generally begins twenty five (25) days before labor Day. Our Square Dance Event is held on the last Saturday of the Fair.

State Council Of Illinois Square Dance Associations, Inc.

The SCISDA Traveler Badge

The SCISDA Traveler Badge was created to promote a bond of friendship among dancers throughout the State of Illinois. It also recognizes the dancers who dance at various SCISDA affiliated member clubs around the State, at the SCISDA State Square and Round Dance Convention and at the Illinois State Fair Square Dance Festival.

Each association/federation, the convention and State Fair have been assigned a colored stone to represent your attendance at their dance. The stones will be placed on your badge when you complete the requirements.

B 'N' B of Illinois	Topaz	Peoria Area SD Assn.	Sapphire
Illinois Fed. of S/RD Clubs	Red	Quint Cities Fed.	Green
Illinois Clogging Assn.	Peridot	Rock River Area Assn.	Purple
Lake County SD Assn.	Emerald	Southwest IL S/RD Fed.	Rose
Metro. Chicago Assn.	Ruby	SCISDA State S/RD Conv.	Crystal
IL State Fair Sq. Dance Fest.	Aurora		

To earn your badge just follow the simple rules listed below.

1. Dancers must attend a club dance or festival in all listed Association/Federation to receive the Association/Federation stone.
2. Clubs visited must be members of the SCISDA affiliated Association/Federation.
3. To receive your own Association/federation stone you must dance at a club of which you are not a member
4. An official representative must sign your form at the dance.
5. Only eight (8) of the eleven (11) stones are required to qualify for the badge. After you have the required eight (8) signatures, send your form with the fee to one of your Association/federation SCISDA Directors who will submit it to the SCISDA Traveler Badge Coordinator.
6. A badge complete with the appropriate stones will be mailed upon verification.
7. After your initial badge is earned you may earn repeater stars which will be added to your badge. Upon earning a total of five traveler awards, you are eligible for a Gold Traveler Badge. This will be presented at the opening ceremonies at the Illinois State Convention.

Signature cards are available from the SCISDA Directors in your Association/Federation.

The cost of the badge is \$7.50 per badge and includes postage costs.

Good Luck & Happy Dancing!

State Council Of Illinois Square Dance Associations, Inc.

“Touch A Quarter”

“Touch a Quarter” is the official publication of The State Council of Illinois Square Dance Associations (SCISDA).

The purpose of *“Touch a Quarter”* is to keep dancers throughout the State informed about special dances or events in their own or other Associations/Federations in the SCISDA organization. Publicity and news about events in our neighboring states and national festivals is also published in *“Touch a Quarter”*.

One copy of *“Touch a Quarter”* is distributed to each SCISDA member club. This copy should be shared with all of the dancers in your organization. Individual subscriptions can be purchased for \$3.00 per year. All Associations/Federations and committees are encouraged to submit news articles and publicity about their group. Your group can even have a flyer inserted if you provide the editors with about 700 copies of your flyer.

“Touch a Quarter” is published quarterly with releases in March, June, September and December. The deadline date for news articles and publicity are as follows:

- February 15th for the March issue
- May 15th for the June issue
- August 15th for the September issue
- November 15th for the December issue

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The History of Square Dancing

Square dancing the American Folk Dance, is not an American invention, but a combination of many dances. Mainly the Morris dances which were English, yet believed to have originated from the Moors prior to the year 1450 and the French Contras mated to the French ballet. Square dancing as we know it today, contains remnants of the Minuet, German Landler, Polish Polka, Austrian Waltz, and a variety of Quadrilles as well as the Schottische, and dances of the Mexican court. All of these dances were combined and danced as one before and during the American revolution of 1776. From the first Colonists, people wandered off to parts unknown taking their customs, dances and songs with them. Thus, you find the Appalachian dances in the American Southwest, Midwest, Oklahoma and Texas. In Texas a two-step was adopted which probably came from Spain by way of Mexico. All of these dances, with variations, can be considered true square dancing with the addition of the square, or group of eight people.

Mr. & Mrs. Henry Ford were dancers and promoted dancing by building a hall with teakwood floors and hires Ben Lovett to teach and keep records in book form. One young fellow in Colorado, named Lloyd Shaw, read this book and found the full story was not there. He did additional research, and found that a real American folk dance could be found in the mining camps and farming communities. So enthralled with square dancing, Lloyd Shaw conducted classes. These people taught others in their own communities and set up classes and clubs.

The above information was excerpted from the 25th National Square Dance Convention Booklet (1976)

The following chronology of Square dancing in Illinois was prepared by Donna Rodgers.

- 1929 - Ma Lamb formed the first square dance club in Chicago, IL
- 1935 - Hayshakers Club was formed
- 1937 - Beverly Squares started - Folded 1984
- 1939 - First dance at Sayre park
- 1944 - Gage Park Squares 1st Anniversary
- 1947 - Gay Nineties 1st of seven festivals
- 1950 - 1st "*International Square Dance Jamboree*"
 - Calico teens was started
- 1951 - *Mid West Dancer* magazine was first published
- 1952 - 1st "*All State of Illinois Dance*" - later known as the *Illinois Federation of Square Dance Clubs*
 - 1st "*Hog Day Festival*" - Kewanee, IL
 - Chicago Area Callers Association (CACA) was formed
 - 1st Annual "*Park Ridge Jamboree*"
 - CACA and Chicago Park District "*Gala Square Dance Festival*"
- 1953 - The Red Barn opened in Blue island, IL
 - 1st "*North Shore Square Dance Jamboree*"
 - 1st WLS "*Saturday Night Jamboree*" radio broadcast

The History of Square Dancing

- 1954 - 1st "Illinois Square Dance Callers Association Festival"
1st issue of National "Square Your Sets" magazine was published
"Square Chute" magazine was started
- 1955 – "Around the Corner" was first printed
1st Round Dance Festival
1st Benefit Dance in Evanston
1st "Arlington Heights Festival"
Dudes & Dolls (Bellwood, IL) wore matching outfits to the International Dance
this was a first
"Holiday Institute of Squares" started in Lake Forest, IL
- 1956 - 1st Anniversary Dance of Downers Grove Club
1st Decatur Square Dance Assn. "Corn Festival" at Morris, IL
1st "Junior Square Dance Jamboree" (no one over 20 years old)
- 1957 – "International Square Dance" canceled
Hayshakers 22nd Anniversary
John Hendron organized the first Illinois "Knothead" Trip
1st edition of the "Knothead News" was published
- 1958 – "Around The Corner" changed editors
1st weekend at Chula Vista was held
- 1959 - 23rd Annual "National Folk Festival" held in Nashville, TN
Wisconsin's 1st Annual "State Square Dance Convention"
Single square dancers organize Bachelors 'N' Bachelorettes in Hinsdale, IL
Club listings first published in "Midwest Dancer"
- 1960 - 1st "Fiesta De La Quadrille"
18 Chicago Clubs For Their Own Association
Metropolitan Chicago Association Of Square Dancers (MCASD)
1st "Tulip Festival" held in Holland, MI
Sunbonnet Farms dances were discontinued
- 1961 - Lords & Ladies 1st "Fall Festival"
- 1962 - 1st MCASD "Sweet Heart Dance"
1st "Chicagoland Square Dance Festival"
1st "Lake County Square Dance Festival"
- 1964 - 1st "O'Hare Festival"
- 1966 - Grand opening "Arlington Square Dance Hall"
- 1972 – "Around the Corner" changes editors again
- 1982 – "Around the Corner" changes editors again
- 1983 - 30 year "Reunion at the Red Barn"
The State Council of Illinois Square Dance Associations (SCISDA) was formed
- 1984 - 1st "SCISDA State Convention" was held in Peoria, IL
- 1985 - Callers United to Educate held its 1st festival
- 1990 - Square dancing was declared the "Official American Folk Dance Of Illinois"
- 1991 - SCISDA Traveler Badge was instituted
SCISDA quilt was finished each Association/Federation submitted a square

- 1992 - SCISDA assumed responsibility for the "*State Fair Square Dance*" event
Knotheads of Illinois held their last dance in Roselle, IL
- 1993 - Repeater stars were added to the "SCISDA Traveler Badge"
- 1994 - 1st "Gold" badge awarded for five repeats of the SCISDA Traveler Badge program
Country and Western hall included in the Illinois State Square Dance Convention
- 1995 - SCISDA Illinois Square Dance Convention introduces "*Load the Boat Danc*" on the
Peoria Riverboat Casino

History of Bachelors ‘N’ Bachelorettes of Illinois

The first Illinois Chapters of Bachelors ‘N’ Bachelorettes were chartered in 1974. In 1976 the Illinois Region was formed to coordinate the activities of the tow Chapters and assist with the start-up of additional Chapters. There are now seven Chapters in the State of Illinois.

<u>Chapter Location</u>	<u>Chartered</u>
Batavia	1974
Flossmoor	1974
McHenry	1977
Peoria	1983
Chicago	1983
Lombard	1983
Quincy	1986

Bachelors ‘N’ Bachelorettes of Illinois are part of a national singles square dance club which has approximately 50 Chapters across the United States and a total membership of over 3,000 individuals. About 350 are members of the Illinois Chapters. Although elected Officers must be single, we have many married members - many of whom met and married as a result of their common interest in square dancing - that are quite active and many times serve as committee chairpeople.

Although the Region sponsors a number of annual activities (including a Spring, Fall and new Year’s Eve Dance, a Candlelight Bowling party and summer picnic), our special event is or “*Regional Anniversary Dance*”. This dance which also includes a buffet supper following the dance is held every July to celebrate all of the anniversaries of our member Chapters at one time. Whenever possible, Officers of Bachelors ‘N’ Bachelorettes International from all over the country attend this festive affair.

History Of Illinois Federation of Square and Round Dance Clubs (IFSRDC)

Origin

Early in 1952, Lee Sturgis of Decatur, IL initiated a movement for a square dance federation in Illinois. A meeting of interested individuals in Decatur's Nelson Park, a tentative Constitution was read, amended and adopted on July 26, 1953, with the name of the organization to be "*Illinois Federation of Square Dance Clubs*". Lee Sturgis served as the first President of the organization and was re-elected in 1953. At the May 1971 Federation meeting the name of the organization was changed to "*Illinois Federation of Square and Round Dance Club*".

Purpose

The purpose of the "*Illinois Federation of Square and Round Dance Clubs*" are

1. To promote and maintain the highest square and round dance standards
2. To assist in the development of callers and music and maintain information regarding same
3. To promote and have active charge of an Annual State Square and Round Dance Festival
4. To see that any and all information for the benefit of the membership and the promotion of this organization be distributed to its members

Membership

The present Constitution (revised January 1987) states that membership shall consist of organized square dance clubs having duly elected officers and meeting regularly at least once a month and not less than seven months a year. Any square or round dance club may apply for membership on meeting these qualifications and payment of the annual dues of \$10.00. Membership application forms may be obtained from the membership committee of the Federation.

Board of Directors

Business of the Federation is conducted by the Board of Directors consisting of two representatives from each member club. This Board meets regularly three times a year and other times as the need arises. The regular meetings are on the third Saturday in January and October and at the Festival, which is held the third weekend in May.

Officers

At the annual meeting in May, four officers are elected from the membership of the directors to serve one year terms. These are the President, Vice President, Secretary and Treasurer.

State Festival

The federation plans and directs an all state square and round dance festivals the third weekend in May each year. Festivals have been held annually since 1952 in various cities in Central Illinois.

Newsletter

Since January of 1954, the Federation has published and distribute a newsletter "*The Square Chute*" to all member clubs. The present editor is Bill & Mickey Birge, 506 S. Denver St., Bloomington, IL 61701. Club news, schedules, announcements of coming dance events and any other information of interest to the federation members should be sent to her no later than two months in advance of the month for publication. "*The Square Chute*" is published four times a year.

History of Illinois Prairie Clogging Association (IPCA)

The Illinois Prairie Clogging Association (IPCA) had its beginning when eight people representing two clubs met on October 5, 1985 at the Holiday Inn in East Peoria, IL to discuss forming a clogging association for the State of Illinois. Barbara Dale was chosen as the first President and Orvie Haun the first Vice President.

Since its conception, the Association has grown to over 140 members representing 16 clubs and groups from all over the State of Illinois and surrounding state of Iowa, Indiana, Minnesota, Wisconsin and Missouri,

The first Annual IPCA Spring Clogging Work Shop was held April 5, 1986 at the Owens center - Peoria, IL. The 1st Annual fall Work Shop was held October 4, 1986 also at the Owens center. The 2nd Annual fall workshop was held October 31, 1987 at Fon du Lac Administration Center in East Peoria, IL.

On May 31, 1986, applications for affiliation was submitted to the State Council of Illinois Square Dance Associations. Since that date, IPCA members have participated in the festivities at the May fest in Springfield in 1986 and the last six SCISDA State Convention at which exhibitions were performed.

The IPCA determined that they were no longer interested in participating in the State Conventions and resigned their membership in S.C.I.S.D.A. in 1998 and are no longer a part of the State Council of Illinois Square Dance Associations.

History Of Northern Illinois Square Dance Association, Inc. (NISDA)

The Lake County Square dance Association, Inc. (LCSDA) was organized in 1960 at Grayslake, Illinois by Elmer Williams, Caller. The association became incorporated in the State of Illinois in 1983. By 1988, 12 clubs belonged to LCSDA with a membership of 600 dancers. In its earlier history, LCSDA consisted of as many as 23 clubs. Member clubs dance mainstream through Plus with one club dancing Plus with APD (now DBD). There are two clubs in Lake county that dance the Advanced level, but they do not currently belong to the Association. Clubs in the Association participate in a banner stealing program among themselves. The Association furnishes member clubs with county year books and liability insurance.

Association meetings are held on the first Monday of the month except for the month of August when the meeting is on the last Monday. There are no meetings held in December, January, June, July or September. Four officers with alternating 2 year terms preside over the meeting. The meetings are very informal and provide a forum where member Clubs bring their problems and hopefully, the other club representatives can help find a solution to them. The meetings are currently held at the Fremont Library on Lake Street in Mundelein.

The Association holds 2 jamborees each year. One dance is held in the Spring, mainly for new dancers. The other dance is in the Fall with a well-known caller for experienced dancers. In April of 1988, the association first Saturday night dance with Farmer Stultz from Indiana and hid 5 piece band was held. The Saturday night dance was a bug success and was enjoyed by everyone. In the past, the Jamborees were typically held on a Sunday and attendance had been dropping. These jamborees are the only time all clubs get together for a dance. In 1988, LCSDA began holding Summer air conditioned dances for new dancers in an effort to keep them dancing for the future.

The association joined SCISDA at its inception. The first Northern Region Vice President was then President of LCSDA. The current Insurance Coordinator for SCISDA is also from Lake County.

One of the main goals of the Association is to try and encourage younger people with children to enter square dancing and be able to keep them involved.

In 2000, the LCSDA changed their name to NORTHERN ILLINOIS SQUARE DANCE ASSOCIATION.

Membership as of September 1991 was 9 clubs with a total of 436 dancers.

History Of Metropolitan Chicago Association of Square Dancers (MCASD)

The Metropolitan Chicago Association of Square Dancers (MCASD), an Association of Chicagoland Square Dance clubs, was incorporated as a “Not for Profit” organization in June 1961, for the promotion of square dancing in the counties of Cook, DuPage, Kane, Lake, McHenry and Will in Illinois. It began with 16 member Clubs and ended its first year with 30 member Clubs. At present, there are 70 Member Clubs with about 4500 dancers. Membership in the Association is open to any formally organized square or round dance club in the above counties.

Leadership for MCASD is provided by an Executive Committee of five Officer couples, elected by Delegates of the Clubs, and Directors and Activity Coordinators appointed by the President. The Committee works with the Club Presidents and Delegates.

The Association has three general meetings of the Club Delegates a year. They are held in September, December and April. The Executive Committee meets a minimum of 7 times a year at the President’s discretion.

Each year the Association sponsors the following activities to promote the growth of square dancing in the Chicago Area:

- 1) New Dancer Dances between November and May
- 2) A special dance on the second Sunday of February known as “*The Sweetheart Dance*”
- 3) A festival type dance on the third Sunday of October called the “*Octoberfest*”.

The “*Sweetheart Dance*” has been an annual event since 1962 and the past few have been held at the Alan B. Shepard High School in Palos Heights, IL. After 14 consecutive years of holding a 2 day Convention commonly known as the “*Mini Convention*”, the format was changed to a 1 day Festival Type Dance called the “*Octoberfest*” in 1968. There is no set place for this dance.

For information on the Association, contact the current President.

History Of Peoria Area Square and Round Dance Association (PASDA)

An avid square dancer, Don Dupuy, dreamed of the area getting together in a joint venture to promote "Western Style" Square Dancing. The Presidents of the known square dance clubs in the area were invited to a meeting on Monday, November 19, 1962, where the four officers were elected and the Constitution and By-laws were initiated. On November 19, 1987, the Peoria Area Square and Round dance Association was 25 years old. The first President served from November 1962 until May 1963, thereafter the terms were form may to May. The past Presidents of PASDA are as follows:

1962 - 1963	Jim graham (Peoria Promenaders)
1963 - 1964	John Ponser (Canton Skirts & Shirts)
1964 - 1965	Gene Kennedy (Germantown Whirl-A-Ways)
1965 - 1966	Glen Schultz (Crazy 8's)
1966 - 1967	Tom McElhiney (Germantown Whirl-A-Ways)
1967 - 1968	Austin Ulrich (WABCO)
1968 - 1969	Elvyn Eberle (Edelstein Do-Si-Do)
1969 - 1970	Bob DeCroix (Wheel 'N' Dealers)
1970 - 1972	George Creager (Germantown Whirl-A-Ways)
1972 - 1973	Vern Kimberlin (Wheel 'N' Dealers)
1973 - 1974	John Ashby (Canton Skirts & Shirts)
1974 - 1975	Doris Brown (Spinning Stars)
1975 - 1977	Russell Manock (Canton Skirts & Shirts)
1977 - 1978	Max Melton (WABCO)
1978 - 1980	Dale Banister (Caterpillar)
1981 - 1983	Virginia Graham (Belles 'N' Beaus)
1983 - 1985	Don Stoner (Caterpillar)
1985 - 1986	Francis Morse (Putnam County Belles & Beaus)
1986 - 1988	Sandra Betts (Caterpillar)
1988 - 1989	Pat Garmer (Gold Stars)
1989 - 1991	Jean Marsa

History Of Quad-Cities Federation of Square and Round Dance Clubs (Quad-Cities)

The former Federation records were lost so the history prior to 1967 was relayed to the current members by the older Officers of the Federation and the older Square Dance Callers who were involved with the organization of the Federation.

The local club callers felt that there should be an organization of clubs for the exchange of ideas, possible solutions to club's problems and to sponsor national callers in our area. The early square dance callers were instrumental in getting the Quint-Cities Federation of Square and Round Dance Clubs organized and functioning in time to hold the very first Iowa State Square and Round Dance Convention in Davenport, IA in early 1963. Since that time, it has hosted State Conventions in 1967, 1973, 1979 and 1985.

Prior to 1967, the Federation's treasury became too low to function so the Federation approached the club callers to call a free dance to raise funds so the Federation could continue to operate. After the 1967 convention, the treasury was replenished so they could operate for some time in the future.

As a result of a successful convention the Federation sponsored a Callers Appreciation Dance to repay the courtesy the callers had extended them. After having the first Appreciation Dance, the Federation decided to make it a yearly function as long as the funds were sufficient. It was continued through 1985.

After the 1967 convention, the Federation began giving a prize to recognize the Member Club with the most dancers present and those with one square or more present the convention. This was an incentive for the clubs to have better participation at the conventions and continued until the Traveling Banner program was initiated when the club's participating dancers became weary and the practice was dropped. The Traveling Banner program also caused the club caller participation to decline at the conventions.

The Traveling Banner program fell into disfavor because it was carried out by a small percentage of the clubs membership and usually going back and forth to one or two clubs and often the same caller, so as a result the practice was dropped.

The Federation recruits clubs in square and round dance related activities. The Quint-Cities Callers Association recruits callers, cuers and instructors and they need not be a club caller, cuer or instructor.

The association's name was changed to QUAD CITIES FEDERATION in 1993 and has remained that to the current time.

History Of Rock River Area Dancers Association (RRADA)

The Rock River Area Dancers Association was formed October 10, 1982 with fourteen (14) member clubs. There are now twenty-two (22) member clubs in the Association - 18 square dance clubs, 3 round dance clubs and one clogging club.

RRADA encompasses the area of northwestern Illinois with clubs from Rockford, Harvard, Oregon, Davis, Dekalb-Sycamore, Genoa, Rochelle, Freeport, Leaf River, Orangeville, Stockton, Sterling-Rock Falls, Elburn, and Beloit, Wisconsin.

RRADA began to sponsor an annual Fall Dinner Dance on the fourth Sunday of October in 1986. The Second Annual Fall Dinner Dance featured two national callers with two halls. Loss of the facility, which furnished the dinner service, has necessitated a change to an Annual Fall Dance, with three levels of square dancing and round dancing. A change to the third Sunday of October has been made for 1991 and 1992.

RRADA published its first issue of "*DARTS*" ("*Dance-A-Round the Squares*") in January, 1983. "*DARTS*" is a quarterly magazine that contains all member club dance schedules for the quarter, photographs, ads from clubs, callers, and businesses. A club directory with place, time, level and information number is included. Guidelines for banner stealing and retrieving, approved by the representatives of each club, are printed in each issue. A Gypsy Award form that encourages our dancers to visit all the clubs in our Association each year is also included. Awards are presented at the Annual Fall Dance.

RRADA is a "toddler" as an Association in the State Council. Several of our members have become involved at the state level as officers, chairman of the convention or its committees, which along with our directors, who represent us on the Council, make us active participants in the State Council of Illinois Square Dance Associations.

History Of Southwestern Illinois Association of Square and Round Dance Clubs (SIASRDC)

Feeling a need for Callers, Cuers, Club Officers, and Club members to exchange ideas and to develop better communication on all phases of the square and round dance activity, the Southern district, Illinois Square Dance Callers Association invited representatives of square and round dance clubs in its district to a “Rap” session on April 20, 1980, in Mascoutah, Illinois.

Because all topics were not covered and there seemed to be a need for more discussion, a second similar meeting was held May 18, 1980. At this session sufficient interest was expressed for the founding of an area club association. Greg Guenther volunteered to be chairman of the committee to plan the organization of such an association and to draft a constitution. Other committee members were Paul Wright, Clem and Janice Koehneman, and Dan and Stella Schilling.

The organizational meeting was held September 18, 1980. Nine clubs joined, and John Crocker was named the first President. The first function was a “Black Cat” Dance on February 13, 1981. The constitution was officially adopted July 12, 1981. A revised constitution was ratified on October 18, 1987.

SIASRDC held a benefit dance for Muscular Dystrophy in 1982, raising \$1,353.00 for the charity. Beginning in 1983, the Association sponsored dances for the benefit of the National Foundation for Ectodermal Dysplasias and has raised more than \$19,000.00 for that charity.

The Association sponsors an annual New Year’s Eve Dance, with member clubs taking turns serving as hosts for the event. It also sponsors New Dancer Dances and participates in exhibitions for the public whenever there is an opportunity to do so.

The Association serves as a “clearing house” for regular and special club square dances and for new dancer dances in Southwestern Illinois. It encourages club incorporation. An active member of the State Council of Illinois Square Dance Associations, SIASRDC supports the Illinois Square and Round Dance Convention. Southwestern members regularly participate in the Mini-Legacies held at the Shrine of Our Lady of the Snows in Southern Illinois and cooperates with civic organizations in the various communities.

Leadership and Duties of Club Officers and Members

Leadership

A great many articles have been written on club leadership. We offer the following for your review and suggest that you turn to the Resource Section of this manual if additional materials are desired.

1. *“You’re a Leader”* - reprinted from “American Square Dance” August 1983.
2. *“The Eleven Point Yardstick of a Square Dance Leader”* - reprinted from the Bachelors ‘N’ Bachelorettes International Officers Manual.
3. *“The Art of Leadership”* - reprinted from “How To for Dancers”, the educational manual of the California Square dance Council, Inc.
4. *“Club President - a C.E.O. in Square Dance Attire”* - Donna J. (Matson) Carpenter.

Duties of Club Officers

This section attempts to describe the usual duties of the various club officers as well as to incorporate some suggestions which your club may consider.

The specific duties of your club officers may vary somewhat from our “suggested duties” and can be learned by review of your own Club’s Constitution, Bylaws, Standing Rules and Procedures. Officer transition meetings, where the outgoing and incoming Officers meet to pass along materials of the Office and explain the duties to the new Officers are also most helpful.

The Eleven - Point Yardstick of a Square Dance Leader

At the top of the list must be a ***Willingness To Serve***. Without this point, the square dancer will always remain a square dancer as long as he is a part of the activity. A square dance leader should *gladly accept* the position he feels *qualified* for without any un-due ego - but with the *humbleness* of the realization that a great trust has been placed upon him. He must realize that *leading* and *service* are synonymous, and only as long as he serves the needs of his followers will he continue to lead.

Points two, three, and four are ***Patience, Understanding*** and ***Integrity***. Each of these traits is an absolute necessity, but they take very little space on the yardstick because nearly all square dancers already possess them. Leaders must have the patience to accomplish what is *best for square dancing* through the channel of *square dance public opinion*. He must have the understanding to *realize the problem of each square dancer as well as those of all square dancers*. Integrity is a necessity for square dance leaders because much of the image of square dancing to the general public comes from judging square dance leaders.

Point number five is the ***Ability To Delegate Responsibility***. This is an ability that becomes increasingly important as a square dance leader assumes positions of greater trust. One of the most difficult things about delegating responsibility is the placing of others in positions of trust for which you are responsible. To do this, you must be willing to appreciate the work of others - even if you still believe that you could personally do better.

Points seven and eight are ***Vision*** and ***Initiative***. Vision is planning today for the *organization of the future*. Initiative is necessary to *execute these plans*. The leaders who were long on vision and initiative in the past are responsible for the *organizations we have today*.

Point number nine is the ***Ability and Willingness to Train Other Leaders***. The leader who actively helps and trains others will have no problems in delegating responsibility. Training programs do not relieve you of the responsibility for individual training.

Point number ten is ***Fortitude***. Fortitude is a lot of things – it's *broad shoulders*; it's *thick skin*; and it's *guts*. It takes fortitude to withstand the petty jealousies and the little people in square dancing. Fortitude is having the *gust* to take the action that you know to be right regardless. You can be a worker without fortitude, but never a leader.

Point number eleven is ***Loyalty***. Unending allegiance to the organization is another absolute necessity. There can be no question of the devotion to the organization of any leader placed in a position of trust. Any sharing of this loyalty with persons or forces that are opposed to the best interests of the organization - seriously damages the stature of a leader or removes him altogether

The Eleven - Point Yardstick (continued)

Whether you are a President, a delegate or a Dancer who does not hold an office in your Chapter or Club - remember you ARE a part of your Chapter or Club. Guard our reputation well to ensure that the good, clean, friendly fun we've known in the past will be yours in the future.

There are two basic types of square dancers, and there is a definite place in square dancing for each of them.

5. There is the dancer who goes dancing, just for the dancing and fun. Such dancers are the life - blood of square dance clubs, but if they are forced into too much responsibility they will be driven away from square dancing entirely.
6. There is the square dancer who needs and wants the responsibility of holding some office. Without a job, such a dancer feels monotony and drifts away to some other hobby where there is more interesting work to do; then, we have lost a potential square dance leader.

Our problem is to separate the two and to help each to find a place in square dancing. Success in this will help to reduce or eliminate our drop-out problem.

(The preceding adapted from Bachelors 'N' Bachelorettes International Officers manual

By: Jay Metcalf June, 1977)

The Art of Leadership

I. Need for leadership

- A. To build the spirit of cooperation, fellowship and fun.
- B. To achieve joint effort of officers and members.
- C. To successfully operate an organization or club.

II. Qualifications of leaders

- A. Willingness to serve.
 - 1. For love of the activity and organization.
 - 2. Self-satisfaction in the job.
 - 3. For the success of the club and organization.
- B. Ability to organize.
 - 4. To get different people to want the same thing.
 - 5. To know what is needed to successfully operate a club or organization.
- C. Pride in organization and activity.
 - 6. Desire to make it “the best”.
 - 7. Willingness to uphold the principles and policies of the organization.
 - 8. Love of the organization and the activity.
- D. Ability to get along with people,
 - 9. Understand that each dancer is an individual and all have shortcomings.
 - 10. To be available and receptive to dancers’ ideas and criticisms.
- E. Ability to delegate responsibility.
 - 11. Appoint dancers willing to do the work.
 - 12. Know how to lead without pushing.
 - 13. Follow up on each committee assignment.
- F. Broadmindedness - To be able to listen and learn.
 - 14. To profit from that teaching.
- G. Ability to plan ahead.
 - 15. To be able to foresee necessity for changes.
 - 16. To make those changes without disrupting the present.
- H. Courage or Fortitude.
 - 17. To withstand pressures, petty gripes and jealousies.
 - 18. The strength to do what you know to be right.

III. Responsibilities of Good Leaders

- A. To provide programs which will allow dancers to have fun.
 - 19. Accomplished by doing routine and functional duties.
 - 20. Creating an interesting and varied agenda of events.
- B. To be faithful to the by-laws and the organization.
- C. Communication with the club members.
 - 21. Should be aware of their general approval or disapproval of existing programs callers, activities, etc.
- D. Seek advice and help.
 - 22. From past office holders.
 - 23. Present club officers and members.
- E. To train new leaders.
 - 24. To continue the work already in progress.
 - 25. To assure the continued success of the club and organization.

Reprinted from “*How To For Dancers*”, California Square Dance Council

Club President - A C.E.O. In Square Dance Attire?

By Donna J. (Matson) Carpenter

I was researching square dance publications, leadership manuals, etc., looking for information on leadership and club officer duties and responsibilities, it occurred to me that my business library might also be of help.

Guess what I found - an almost perfect job description for Club President if you merely substitute a few words. As you read the following description, mentally change the word “*company*” to “*club*” and references to “*employee*” to “*members*” and see what you think.

Position Description President and Chief Executive Officer

Purpose: To provide leadership for the company’s total activities of a quality and nature that will result in growth, profitability, and continuance, that will render a service to society, and that will provide an opportunity for the people engaged in the operation of the enterprise to develop to their fullest potential and gain a sense of accomplishment.

Scope: The entire company.

Duties, Responsibilities, and Authority

I. Planning

- A. To develop plans of action, both short and long range, that for the company establish objectives, define strategy, and spell out in detail the operational actions which will lead to the meeting of the objectives. *Authority* - Prepare and submit to the board of directors for approval.
- B. To develop policies for the corporate level that define the limits of action and provide the guidelines for the planning activity. *Authority* - Prepare and submit to the Board for approval.
- C. To see that the approved corporate policies are properly interpreted and defined in writing for each area and level of the organization. *Authority* - To act.

II. Organizing

- D. To develop a plan of organization showing both structure and people needs that is compatible with the plans for the company’s growth and development. *Authority* - Prepare and submit to the Board for approval.
- E. To develop a management development program that will enable the company to meet its projected manpower needs.

To develop a plan of organization that will show the current structure of the management organization together with position specifications for each responsibility. *Authority* - To act.

Club President - A C.E.O. In Square Dance Attire? (continued)

III. Controlling

- F. To develop for each element of the business performance objectives, both short and long range that will support the company plan. *Authority* - To act.
- G. To develop systems of controls over the total activities of the company that will permit each responsible person to quickly and accurately measure his accomplishments in relation to his predetermined objectives. *Authority* - To act.

IV. Motivating

- H. To develop within policy and procedure an effective designation and operation of the philosophy of decentralized decision making. *Authority* - To act.
- I. To create a working relationship pattern within the company that will attain and maintain a high level of executive and employee morale. *Authority* - To act.
- J. To see that all areas of the organization receive adequate advice, counsel, assistance and service to help them attain their objectives and develop to their maximum potential. *Authority* - To act.
- K. To conduct himself and encourage others to conduct themselves, in a manner that will reflect credit upon the company and on the American system of free enterprise. *Authority* - To act.
- L. To be responsible for developing, maintaining and disseminating throughout the company a basic corporate philosophy designed to insure to all employees the maximum degree of personal satisfaction in the performance of their assigned tasks. *Authority* - To act.

V. Operating

- M. To represent the company to the public, industry, and government in such a manner as to enhance its reputation. *Authority* - To act.
- N. To participate directly in affairs of trade associations. *Authority* - To act.

VI. Working Relationship

- O. Reports to the Board of Directors.
- P. Has reporting to him VP-Finance, VP-Marketing, VP-manufacturing, VP-Research and Engineering, VP-Foreign Operations, VP-Personnel, VP-New business, Secretary.

Those who have served in club leadership positions often say that running a square dance club is like running a business, but t did you realize how closely a club president's job approaches that of a Company President or Chief Executive Officer? maybe after you have completed your term as Club President you should approach your boss about a promotion.

Position description excerpted from "Making It Happen" by J. Keith Loudon, published by American Management Association, Inc., 1971, pages 111- 114

Duties of the Club President

1. Organize and lead the club to function at its very best.
2. Keep morale of the club as high as possible: keep all members working together with FUN as the ultimate goal
3. Supervise all affairs of the Club and preside at all meetings.
 - a) Keep control and order at meetings.
 - b) Prepare an Agenda for all meetings and keep meetings interesting, informative and short.
 - c) Emcee all club dances/functions.
1. Conduct the business of the Club.
 - a) Conduct business in accordance with current Club Constitution.
 - b) Sign all correspondence in the name of the Club.
 - c) Promote accepted square dance practices within the Club.
 - d) Develop and promote plans and policies to ensure the well being of the membership; include your membership in the planning.
 - e) Confirm, via correspondence, the following items:
 - Hall rental arrangements for dances, meetings, and classes.
 - Contracts with all Callers and Cuers.
 - Notification of change of Officers to appropriate organizations.
 - Prepare the budget and set up a calendar of events.
 - a) Assist in welcoming and bidding farewell to members and guests.
1. Appoint or re-appoint Committee Chairpersons as needed, selecting the best qualified people and assign such duties as necessary to further aims and activities of the Club; follow-up to see that progress is being made.
2. Assure that members of the Board of Directors are completely briefed and involved in absolutely everything the Club is doing and planning.
3. Promote and support special activities to maintain membership interest, involvement and retention (i.e., visitation to other Clubs, theme/party dances and non-square dance club activities).
4. Support area, state and national square dance organizations, festivals, activities and conventions.
5. Attend association and State Council meetings to keep personally up to date.
6. Assure hall is open at least 30 minutes early and ready (utilities, chairs, tables, banner, bulletin board, literature, handouts, etc.) 15 minutes before the dance. Assure the hall is secured (clean and locked) at the end of a function.
7. Set an example for Club officers and members to follow including dress, attendance, badge, promptness, and enthusiasm.

Duties of the Club President

8. Supervise activities of Officers and Chairpersons to insure they are performing their duties in the best interest of the Club.
9. Engage and lead club in long-range planning to ensure continuity of club (i.e., future callers/cuers and halls contracted, lesson plans for next season made, etc.)

Sample - Dance Announcement Notes

I. Introductions

- A. Square Dance Caller and Spouse
- B. Round Dance cuer and spouse
- C. Other Callers and cuers
- D. Association Officers/SCISDA Officers
- E. Visitors (from over 100 miles) - present visitation badges
- F. Visiting Clubs
- G. Clubs Stealing and/or Retrieving banners

I. Announcements

- A. Club Announcements
- B. Visiting club Announcements
- C. Other Announcements

I. Membership Introductions

- A. Introduce Prospective members
- B. Introduce Newly accepted members

I. Thank You's

- A. Host and Hostess
- B. Refreshment Committee
- C. Other Thank You's

I. Drawings

- A. Membership
- B. Guest Drawing
- C. Split-the Pot **
- D. Birthday Passes
- E. Visitation Drawing (if more than one club stealing)

** Split-the Pot and other lottery type drawings are illegal in the State of Illinois if run without a license. Contact your local government for further information.

Adapted from Bachelors 'N' Bachelorettes International Officer's Manual

A President's Notebook

Every president has been in the position of assuming responsibilities shortly after election and wondering if he will make the same mistakes as his predecessor.

Here is an idea from a square dancer in Rising Sun, Maryland who suggests the following:

A President's Turnover Book! - This is a book that details that the president, listing all the minute details that the president is concerned with to enable him to efficiently keep the club running smoothly.

For example: The book can be divided into two sections.

Section One: General Information - i.e., monthly report to Park and Recreation Committees with a sample form.
How to request the use of facilities for the coming year.
The custodian's phone number and address.

Also included: "*The Ten Commandments for Square Dancers*"
Constitution and By-laws for the Club
Other pertinent documents and forms

Section Two: Club Membership Roster
Constitution and By-Laws (old samples)
Association By-laws and News
Financial reports (yearly)
Insurance Documents and Claim Forms
Correspondence, etc., from/to the President
Initiation Ceremony/Skits
Badge Information
Class Promotion Ideas
Dance Schedules (samples)
Publicity Samples
Special Dance Flyers

We all know that an outgoing president does his club and the square dance movement itself much harm and some of continuity is not provided for his office.

A "*President's Turn-over Book*", modified to fit the needs of each club or Association/federation is the answer!

Duties of the Club President

Reprinted from *“How To For Dancers”*, California Square Dance Council

1. Be prepared to assume the duties and responsibilities of the President in the event of his/her absence.
2. Have a thorough knowledge of the Club constitution, By-Laws, Standing Rules and Procedures to ensure they are followed.
3. Help the President lead, guide and direct the Club to the best of his/her ability.
4. Work closely with the President and feel free to make suggestions.
5. Support area, state and national square dance organizations, festivals, activities and conventions.
6. Participate in all club functions and assist in hall preparation including setting up chairs, tables, etc. Help welcome members and guests as they arrive and bid them farewell as they depart. Assist in clean up after the dance.
7. Set an example for other Officers and Club members to follow including dress, attendance, badge, promptness and enthusiasm.
8. Serve as Chairman of the Membership committee and bring names of potential new members with a packet of Club information including: Club History, Constitution and By-laws, Standing Rules and Procedures, Club Roster, Club Calendar, Responsibilities of Officers, badges, and other appropriate information.
9. Responsible for planning and supervising the lessons class.
 - a) Coordinate joint Area Class Dance (if sponsored)
 - b) Prepare final draft of Class Plan
 - c) Open and set up class facility 30 minutes prior to the start of class
 - d) Secures building after checking cleanliness, lights, etc.
 - e) Maintain Class and Club attendance records nightly
 - f) Call absentees - give encouragement to attend all Club activities
 - g) Issue and collect student badges; issue fun badges as earned
 - h) Distribute student handbooks, information sheets, etc., and brief class session on all aspects of the square dance community
 - i) Report class activities to the Club and obtain necessary participation (Angels) to assure all students are dancing and to give class members a feeling of belonging. This also permits the Club members to become acquainted with the class members.
 - j) Keep class abreast of Club activities - special dances, parties, elections, etc.
 - k) Present recommendations of the Club Caller to the Board regarding dancers that are not keeping up with the class
 - l) Advise Club Treasurer in advance of any date the class facility is not used.
 - m) Assure refreshments are made available for the class
10. Perform such other duties as assigned by the President

Duties of the Club Secretary

1. Serve as the eyes, ears and memory of the Club President
2. Serve as custodian of Club records, correspondent, books, magazines, etc.
3. Keep thorough and accurate Minutes of all meetings
4. Prepare official Club correspondence and related document as follows:
 - a) Offers, confirmation letters, contracts, etc.
 - b) Notification of newly elected Club Officers
 - c) Club Roster
 - d) Notice of Meetings
 - e) Other correspondence/documents as required
5. Serve as Club Reporter and Librarian
 - f) Articles for publication in area/state newsletters
 - g) Articles for publication in local media
6. Maintain the Guest Book and place it in a conspicuous place at each dance
7. Maintain and post on the Club Bulletin Board, the calendar of Events, Calendar shall be updated as required to reflect newly scheduled activities. Extra copies of the Calendar and other documents (Rosters, Fliers, etc.) will be made available to Club membership.
8. Support area, state and national square dance organizations, festivals, activities and conventions
9. Participate in all Club functions.
 - h) Assist in all preparation of the dance facility at least 30 minutes prior to the start of the function.
 - i) Assist in setting up chairs, tables, banner, bulletin board, literature display, etc., 15 minutes prior to the start of the dance.
 - j) Help welcome members and guests as they arrive and bid farewell as they depart.
 - k) Assist in the clean up of the facility at the end of the dance.
10. Set an example for other Officers and Club Members to follow, including dress, badge, attendance, promptness, and enthusiasm.
11. Perform such other duties as assigned by the President.

Duties of the Club Treasurer

1. Receive and disburse all Club moneys
 - a) Receive/collect club dues and dance admission donations.
 - b) receive funds from special dances and other activities.
 - c) make disbursements for all Club financial obligations.
 - d) Deposit al Club moneys in a bank approved by the Board of Directors.
 - e) Keep change on hand for all dances.
 - f) Keep accurate accounts ready for audit
1. Prepare and present monthly/quarterly, and annual financial reports and projections to the Board of Directors and membership as required.
2. Keep and preserve al financial records of the Club. Authentically all Club expenditures by receipts, certificates, etc.
3. Sign all checks for the payment of money from the Club account. Prepare and execute authorized check signature forms when appropriate. Use tow (2) signatures on all checks issued.
4. Notify members of delinquent accounts - 30 days after dues become due and payable.
5. Keep the Board of Directors apprised of delinquent accounts.
6. Support area, state and national square dance organizations, festivals, activities and conventions.
8. Alert the President to the arrival of special visitors who should receive special welcome, visitor badges, etc.
9. Assist the President in preparing the annual budget.
10. Participate in al Club functions.
 - a) Help welcome members and guests as they arrive and bid farewell as they depart.
 - b) Assist in the clean up of the facility at the end of the dance.
11. Set an example for other Officers and Club Members to follow, including dress, badge, attendance, promptness, and enthusiasm.
12. Perform such other duties as assigned by the President.

Duties of the Club Members

1. Wear proper square dance attire and badge at all club functions; be socially clean, courteous and pleasant.
2. Arrive at the club early and be ready to dance the first tip.
3. Attend workshops to learn new calls and improve your dancing ability; know and adhere to your dance level.
4. Accept help form and be helpful to others.
5. Share dance time - dance with visitors, singles, caller's taw – don't be exclusive - no cliques!
6. Know your leaders and the relationship of your caller to the Club
7. Talk to the callers and club leaders about your problems and desires for the Club.
8. Assist leaders in setup and clean up of the hall; volunteer to perform Club functions without being asked.
9. Serve in positions of responsibility – its your duty to help. Its “your” club and surely you want the “best”.
10. Recruit and assist new dancers. Be an “Angel”!
11. Stay for the entire dance if possible - dance the last tip.
12. Be courteous to speakers, leaders, and callers. Be a good listener. Listen attentively to all club announcements.
13. Be financially responsible - pay club dues in advance without being asked.
14. Participate in all club visitations, exhibitions, charity activities and other functions.
15. Attend seminars, mini-legacies and other leadership training programs.
16. Form your squares promptly and welcome anyone who joins the square. Introduce yourself before the tip starts.
17. Be tolerant an polite to new dancers and senior dancers.

Duties of the Club President

1. Never walk through or leave a square. Join the nearest square that is forming.
2. Be loyal to and honor your club, club caller and club officers.
3. Introduce yourself to visitors and guests, make them feel welcome, get acquainted with everyone.
“An unknown Square dancer is a FRIEND you haven’t met”!
4. Be a smooth dancers - guide your partner - don't push, shove or jerk.
5. End each tip with applause and thanks to all your square and mean it!
6. Friendliness and good humor contribute to the enjoyment of dancing.
7. No drinking of alcoholic beverages before or during the dance.
8. Thank everyone who made your evening a pleasant one - the caller, club leaders, guests etc.
Your “thanks” is their “pay”.
9. Forget your cares and woes - enjoy the fun and fellowship of square dancing.
10. Set a good example for other club members to follow.

“The Square Dancers Pledge”

“:With all my ability I will do my best to help keep Square dancing the enjoyable, wholesome, friendly and inspiring activity I know it to be. This I pledge in the sincere desire that it may grow naturally and unexploited in the coming years and be available to all those who speak the opportunity for friendship, fun and harmony - through Square Dancing”!

Reprinted from “*How To For Dancers*”, California Square Dance Council

Conducting Meetings - Sample Agenda and Rules of Order

Below is a sample agenda. An agenda serves several useful purposes when running a meeting. The agenda lets everyone know in what order business will be discussed and what topics will be covered. It also helps the presiding officer to keep the meeting on track.

The next tow pages contain suggested rules of order and tips for conducting meetings. The remaining pages of this section contain information on budgets, insurance, incorporation, income taxes, caller/cuer contracts, and use of copyrighted music, which are subjects that will come up in many club business meetings.

Sample Agenda

Date:

Time:

Location:

- I. Call to Order
- II. Minutes of the Previous meeting
- III. Correspondence
- IV. Officer/Committee Reports
 1. President
 2. Vice President
 3. Treasurer
 4. Secretary
 5. Association delegate
 6. Other Committees
- V. Old Business
- VII New Business
- VIII. Next meeting Date, Time, Location
- IX. Adjournment

Rules for Conducting Meetings

Members of an organization are governed by Rule of Order. Such rules must be observed and a working knowledge of them will enable members to give expression to their ideas and to become more effective in affairs of the organization.

The presiding officer controls the meeting so it doesn't get out of hand. Business is transacted by the members at the meeting and the presiding officers guides the members and keeps them on the track. He rules on matters of procedure and maintains order to prevent the business of meeting from becoming sidetracked.

The business of meeting is conducted in the following order:

- Call to order
- Reading of the Minutes of the Previous Meeting
- Reports of Officers and Committees
- Unfinished Business
- New Business
- Adjournment

1. The meeting proceeds after it is called to order by the presiding officer
2. The minutes of the previous meeting are read by the Secretary. If there are no corrections or changes to be made the Chair may order them approved as read. If changes or corrections are necessary the chair calls for a vote to approve the minutes.
3. Officers' reports usually cover routine business and may be approved as received. The treasurer's report may be received by motion acted upon by the members but should not be approved until audited. This does not apply to small organizations or where the moneys involved are nominal. The Chairman calls for a vote on the acceptance or rejection of a report after it is given and if there are no objections, he rules the report accepted as read.
4. Any business not concluded at the previous meeting is Unfinished Business and should be disposed of at the current meeting.
5. When anything is brought before the meeting for the first time for consideration or action it is done at the time of the call for New Business.

Making a Motion - When making a motion, your remarks are addressed to the Chairman of the meeting. It is improper to make a motion when another member has the floor.

Seconding a Motion - When a motion is made, someone should second it. Failing to obtain a second defeats the motion and no action is taken on it. The motions that do not require a second are: Making Nominations; calling for a Division of the Assembly; Objections to Consideration of a Question; Questions of Order; Call for Orders of the Day; Parliamentary inquiry, and leave to Withdraw a Motion. Even though you make a motion or second it, you may still vote against it.

Appeal from Decision of the Chair - A motion to appeal from the decision of the Chairman requires a second and the meeting votes on your appeal. If the result is a tie vote, the appeal is lost as a tie will not overrule the Chairman's decision.

Rules for Conducting Meetings (continued)

Voting - Voting may be done by voice vote, show of hands, or raising if the vote is doubtful. If a division of the assembly is called, members in favor rise and are counted, then opposed rise and are counted. You have the right to abstain and remain seated.

Discussion and Debate - When a motion is made and seconded, the Chairman asks for remarks. Discussion may be lengthy but no member should speak more than twice on the question before others have a chance to speak. Some motions are not debatable such as: A Motion to Adjourn, to Close Nominations, to Withdraw a Motion, or Points of Order. Main motions are always debatable.

Amending the Motion - A motion is amended by adding or striking out parts of the original motion. An amendment must have some relation to the motion, otherwise you may introduce a new subject for consideration before action is taken on the first. This is improper and the maker of the second motion should be declared out of order. An amendment to an amendment may be offered but it must be related to the main motions and the first amendment. The members vote first on the second amendment, then on the amendment, and finally on the main motion.

Withdrawing a Motion - After making a motion you may withdraw it by making a motion to do so. This requires no second and is not debatable but the withdrawal must be done before the Chairman has stated it to the meeting for discussion and vote. If he has stated it, the group must give consent for you to withdraw it.

Privileged Motions - You may at any time make a motion to adjourn or take a recess. These are privileged motions and are not debatable. They must be acted upon even if the main motion is pending. Before offering a privileged motion you wait until there is a clearance, rise and be recognized. You have the right to interrupt a speaker to get the business back on the track. This is known as Call for the Orders of the Day. It requires no second and is not debatable or amendable.

Incidental Motions - If a motion is made in violation of the Constitution or By-laws an objection can be raised by saying, "I rise to point of order". You can also question Parliamentary Procedure or inquire regarding a point of information. This may be done even though another speaker has the floor.

Subsidiary Motions - To hasten or postpone action on a main motion, a motion is made to "lay on the table", "postpone to a future date", "postpone indefinitely", "refer to a committee". These motions require a second.

Balloting - Voting by ballot may be done by general consent or majority vote. In any case where it may embarrass a member to declare his vote, vote by ballot is desirable.

Majority Vote - Unless the By-laws require a larger vote for adoption, a majority vote is sufficient to pass a motion. Usually a two-thirds vote is required to change the Constitution or By-laws or expel a member from office or from the Organization.

Budget

Running a club must be handled much like running a business. Although square and round dance clubs are not-for profit, they cannot exist for very long running at a loss. One help to try and avoid this situation is a club budget.

Many people have a household budget they maintain (or try to maintain). The theory and method of preparation for a household budget and club budget are exactly the same. On the facing page, there is a sample budget to fill out. Budgets can be done over any period of time: a year, a month, or by dance for example. First, income must be approximated, this can be done through a detailed analysis of past year's attendance and dance prices for whatever the period of the budget, or it can be done by using a good guess, depending on how involved or accurate the information needs to be. Also, any other income, such as raffles or fund raising, must be considered. Next, expenses must be estimated. If callers and cuers are contracted a year in advance, their expenses will be easy to calculate. If you are using a budget to decide on a caller's or cuer's contract price, this will be your final calculation.

The amount of expenses will vary by club. Expenses can be for hall rent, refreshments, decorations, callers and cuers fees, publicity, and other miscellaneous expenses. For yearly budgets, insurance expenses, association dues, and any other annual or monthly charges must be considered.

Hopefully, after all calculations, the "bottom line" will show income greater than expenses. If not, several questions should be considered such as whether fund raising should be done, should dance donations be increased, should a less expensive hall be scouted, are callers/cuers costing too much? In all financial decision making, the costs and benefits must be thoroughly considered. For example, if the hall rent is too expensive, by moving the location, will the club lose dancers (income)? By creating a budget, the level of expenses can be analyzed and what price to charge for a special dance can be reasonably discussed.

The budget, form can also be used as a monthly, yearly, or dance treasurer's report form. Comparison can also be made between budget and actual figures to see how close the budget came to what really happened.

Sample Budget

Income:

Member dues
Door Receipts
Donations
**Raffle/Split the Pot, etc.
Badge/Supply Sales
Interest
Miscellaneous

Total Income:

Expenses:

Callers
Cuers
Hall rental
Capital Expenditures (Major Purchases)
Refreshments
Decorations
Publicity
Newsletter
Stationary, Printing, Postage
Insurance
Special Activities
Bank Charges
Sunshine Fund (Get Well Cards etc.)
Photography
Miscellaneous

Total Expenses:

Projected Income (Loss):

** Note: Split-the Pot and other lottery type drawings are illegal in the State of Illinois if run without a license. Contact your local government for further information.

Insurance

Insurance has become an increasingly important issue for square and round dance clubs over the past few years. Nationwide, the number of liability claims has multiplied and affected insurance rates and policies for everyone, not just dancers.

Insurance is needed by every club. Many halls require a certificate of insurance (proof) before renting. Anytime a member or guest is hurt at any club function (dance, dinner, picnic, etc.) the club and members become potentially liable. In order to protect yourself and your club, comprehensive and liability insurance should be purchased.

As a member of SCISDA, low-cost group insurance is available through your member association. SCISDA helps to subsidize the insurance program with the proceeds raised from the state convention and other sources. While an annual fee is required from each club, it is minimal compared to the cost that a club would pay to buy its own insurance.

SCISDA Insurance

SCISDA Insurance is presently obtained from West Insurance Company in Waukegan, IL through THE New Hampshire Insurance Group and is issued by the Illinois National Insurance Company.

Any Square Dance Club belonging to an Association/Federation that is a member of SCISDA may obtain insurance coverage. Coverage runs from September 1 through August 31 of each year to coincide with the square dance year.

SCISDA Insurance coverage is:

- ☐ **Liability** \$2,000,000.00 aggregate which is the total payable for all claims, not per occurrence.
- ☐ **Medical** Included or up to \$5,000.00 per occurrence. This medical coverage is secondary, with the individual's own medical or health insurance as the primary insurance. coverage.

All square dancers are covered while at scheduled functions, but not while traveling to and from said activity.

The following forms are included in the Appendix of this book or are available from your Association/Federation Insurance Coordinator.

Form 1 is for club to fill out to secure insurance coverage and should send to to their respective Association/Federation.

Form 2 is for the Association/Federation Coordinator to fill out to send to SCISDA for listing clubs, Presidents, Dance Locations, Dance level, Days that the Club Dances, the Number of Members, etc. Information is used for issuing Certificates of Insurance, Touch A Quarter and other SCISDA materials.

Form 3 is for special events when the building managers request that their name be on the Certificate of Insurance. it is not needed unless they make the request. Please make sure the request is sent to the SCISDA Insurance Coordinator at least two (2) months prior to the date of the special event.

Form 4 is a Claim form to be used for accident or property damage. You will need to have the individual use his/her own insurance first and SCISDA Insurance second. Always send two (2) copies of the Claim Form to the SCISDA Insurance Coordinator listed in the Appendix of this book.

Incorporation and Income Taxes

The incorporation of your Square Dance Club is an essential protection for the members and officers, and certainly should not be ignored. By the simple act of completing and filing a Certificate of Incorporation, the group becomes a legal entity, thereby relieving the individuals from liability that can be very damaging.

In the absence of incorporation, if your organization is sued for a physical injury at a dance (in excess of your insurance coverage), for breach of contract, or for moral damages, all the officers and the members of the organization can be named in the suit and must share the legal expenses as well as the judgment (if the court finds against the organization).

Incorporation is relatively easy to achieve. The small amount of effort and the modest investment it incorporates will provide enormous protection from what otherwise could be a financial disaster. Both members and officers of each organization would do well to see that the group is incorporated. The reasonably accurate steps should be followed to become incorporated.

1. Write or call either the Secretary of State offices (see next page) to request two (2) copies of Form NP-102.10, Articles of Incorporation, under the General Not for Profit Corporation Act of 1986. Plus one (1) copy of the General Not for Profit Corporation Guide. You may also wish to ask for one (1) copy of the General Not for Profit Act of 1986 with amendments, if any.
2. Read the Guide. Its easy reading and tells you how to fill out the Form NP-102.10. The form is fairly straight forward and follows along with the guidebook. If you have any further questions, there are reference numbers included in the guide to call for assistance.
3. Mail two (2) copies of the completed for along with fifty dollars (\$50.00) in a cashiers check or money order payable to the Secretary of State to the Springfield, IL office. When approved, the Secretary of State will stamp the date of filing on both copies and return one (1) copy along with the Certificate of Incorporation, to the incorporators or their representative.
4. After you receive the Certificate and Articles of Incorporation from the secretary of State, you must file them with the office of the Recorder of Deeds in the County in which the registered office of the incorporation is located. This recording must be within fifteen (15) days after the Secretary of State has mailed these items, or as soon thereafter as practicable. There may be a small fee for filing these forms depending on the County in which they are filed.
5. Next, your club should apply for the Federal Employer Identification Number (EIN). Almost all corporations will need to have this number at some time. Obtain Form SS-4 from the Internal Revenue service to apply for this number. If you have a Federal Tax Exemption, you may already have an Employer Identification Number (EIN)
6. If you do not apply or do not receive a Federal Tax Exemption, you must file Federal Income Tax returns and pay the proper taxes. Consult the Internal revenue service for the time to file and the forms to use. If you receive a Federal Tax Exemption , you are also exempt from Illinois Income tax. If you do not become Federally tax Exempt, then your corporation must also file Illinois Income tax. Consult the Illinois Department of Revenue for the time to file and the form to use.

Incorporation and Income Taxes (continued)

7. Some not for profit corporations may qualify for sales tax exemptions on goods bought for the use of the organization. The corporation can qualify if it is formed exclusively for charitable, religious, educational, or senior citizen purposes. Since square dance clubs usually do not fall into these categories, they are not exempt from sales taxes.

8. All not for profit corporations must file an annual report of officers and directors with the Secretary of State before the first day of the corporation's anniversary month. Forms will be sent to the registered agent approximately sixty (60) days before the due date. Failure to file an annual report may result in involuntary dissolution of the corporation.

9. Any change in the corporate name, duration of purpose will require that the Articles of Incorporation be amended, using the proper form. Also, any other changes affecting the corporate form of the club should be reported.

Incorporation Information

Secretary of State
Department of Business Services
Corporation Division
Centennial Building - Third Floor
Springfield, IL 62756

(217) 782-7880

Secretary of State
Department of Business Services
Corporation Division
188 West Randolph Street - Room 426
Chicago, IL 60601

(312) 793-3380

Illinois Income Tax Information

State of Illinois
Department of Revenue
Income tax Division
P.O. Box 3545
Springfield, IL 62708

(800) 641-2150

Internal Revenue Service Information

To order forms by mail

Internal Revenue Service Forms
P.O. Box 24672
Kansas City, MO 64131

To order forms by telephone

(800) 424-3676

Caller/Cuer Contracts

General

In the past many clubs could seal a bargain or contract for calling between the club and a square dance caller with a handshake. Today, most callers or cuers and club prefer to have the details of the agreement spelled out in writing. Whether or not a club should have a written contract with callers and cuers is a matter of choice. With a written contract both the caller and club are assured that the specific terms of their agreement are accurately stated and agreed to by both parties. A Caller/Cuer and the club may thus use the written contract to remind them of the details of their agreement (dates, hours, location, level, etc.), and to refresh their memories about its financial considerations (fees, percentages, etc.) which would be impossible to do with a verbal contract.

In addition, it is not always clear exactly when a conversation becomes a binding agreement. Just because a club telephones to inquire about a caller's availability or to check into the amount of his calling fees - or just because a caller quotes a fee, acknowledges his availability and expresses a genuine interest to call a dance for that club - these things, in themselves, are not enough for either party to assume that an agreement has, in fact been reached. Unfortunately, many people do make that assumption with the obvious conclusions. A signed and carefully prepared written contract will prevent such problems.

Contract Provisions

A written contract can be a neatly printed and very legal looking document in which the provisions of the contract have been formally noted and carefully stipulated - or it can simply be an exchange of correspondence between a caller and the club in which the nature of their agreement has been informally, but nonetheless precisely, outlined. Whichever style is used should be written so that it is not possible for anyone to misunderstand the wording of any statement of for either party to misinterpret the meaning or intent of the provisions.

For that reason we recommend the use of the CALLERLAB approved contract for shown in the Appendix of this book.

Information that should be included in a contract is:

- Who?** Caller name, address, telephone number
Club name, address, telephone number It is advisable to list at least one alternate contact for the club
- What?** Type of dance - regular club dance, workshop, special event
Level of dance - Be specific using the CALLERLAB plateau designation. Also include whether there will be any "star Tips".
- When?** Date - month, day, year - starting time, closing time. Does the caller have to be there early to set up his equipment? Is the caller expected to extend his calling time if he is late? Will there be refreshments and announcements?

Caller/Cuer Contracts (continued)

- Sounding?** Who will supply the sound equipment, the caller or the club?
- Rounds?** If there are round planned provide the caller with the round dance leader's name, time scheduled for rounds. Who will provide the round dance leader's sound equipment?
- Fee?** If a flat fee is being charged - how much is it? If a percentage, how will it be calculated, on the gross receipts or on the net after expenses? What considerations for transportation, lodging and meals have been included in the caller's fee?

Other Considerations

10. No other calling dates within a specified radius of the scheduled dance for a certain time period before or after the date scheduled for the dance.
11. Will a substitute caller be the responsibility of the caller or the club? If provided by the caller, it should be 100% acceptable to the club and at a fee no greater than that of the original caller.
12. Cancellation Clause: Most contracts can be canceled "only by mutual consent". If after signing a contract, a caller for club finds that they have second thoughts about the terms and conditions, they may of course undertake to re-negotiate them. However, it is vitally important for them to remember that in the event their efforts to re-negotiate the contract are not successful, they are honor bound to comply with the terms of the original contract.

Use of Copyrighted Music

The laws of the United States of America provide copyright coverage to originators of music and musical productions. The laws further stipulate that anyone desiring to use copyrighted music obtain a license. This applies to all activities whether or not they are tax-exempt or non-profit. Certain tax-deductible, tax exempt organizations can secure exemptions from this requirement, but the procedures for exemption do not generally apply to any organizations within the square dance activity.

There is some music that is in what is called "Public Domain", but, because the copyright laws were changed in 1978, most music used at square dances falls into the category of copyrighted music. By law, users of the music must be licensed by both BMI (Broadcast Music, Inc.) and ASCAP (American Society of Composers, Authors, and Publishers).

Clubs are the sponsors and are the liable party - they can protect themselves by hiring only licensed callers and cuers. If found in violation at any time, the sponsoring club - NOT THE HIRED CALLER OR CUER - would be responsible. Fines can be extremely high. Callers and cuers have relieved clubs of the responsibility of the obligation and paperwork involved by negotiating a licensing agreement between CALLERLAB, ROUNDALAB and BMI and ASCAP. If a substitute is sent as a replacement caller, that person needs to be licensed.

Agreements have also been negotiated by AMERICAN CALLERS ASSOCIATION and by NCHC/CLOG and THE NETWORK. USDA (United Square Dancers of America) is currently working to secure an agreement whereby clubs may obtain their own licenses.

In checking on licensing of your dance leaders, check for the BMI/ASCAP cards and decals, not the leadership organization to which the person belongs. Using contracts which specify that the person must be licensed is helpful, but further checking may be necessary.

Contact Addresses for BMI and ASCAP

BMI, Attn. Tom Annastas
BMI Headquarters
320 West 57th Street
New York, NY 10019
(212) 830-2530
Ask for the Director of Licensing

ASCAP Attn. Barry Knittel
ASCAP Building
1 Lincoln Plaza
New York, NY 10023
(212) 595-3050

The Ten Commandments for Square Dancers

- I. Thou shalt square dance only for the fun which thee will find in it.
- II. Thou shalt not be a snob, considering thyself too good to dance with any and all, sitting out the mixers, or leaving a square lest thou be required to dance with those whom thou deemest unworthy of thy talents, for the gods of retribution are zealous gods, and will visit their mischief upon thee and thou will be the one to goof the square.
- III. Thou shalt not forget that thou wert once a beginner.
- IV. Thou shalt be exuberant, but shall act thy age. Do not offend others by high flung legs and out flared skirts.
- V. Thou shalt go abroad and dance with other callers so that thy opinions expressed as to the merits of this one and that one are based on fact.
- VI. Thou shalt not let the stranger in thy midst sit on the sidelines and cool his heels, nor fail to speak to him.
- VII. Thou shalt bathe diligently that the sweet aroma of soap and shaving lotion may assail the nostrils of thy associates, leaving the more earthly smells to the farmyard.
- VIII. Thou shalt take care that the words of thy mouth are not scented with garlic or beer.
- IX. Thou shalt honor thy club and give it thy loyalty, for if thou canst not do this, it were better to separate thyself from it and join thyself to another whose methods, members and caller are more to thy liking.
- X. Thou shalt not kill thy club with bickering and fault finding.

Publicity

1. Club badge should be worn.
2. You should know the 69 Basics and the 10 Mainstream calls: if you don't, you are invited to take the lessons.
3. Rotate among the Class. Avoid asking the same student each time. get into the square at the beginning and advise all students to do so.
4. Observe the number of "Angels" in your square. If there are more than two (1 Head and 1 Side couple), check the squares around you. A Class Committee member may ask you to trade with another couple in a square that has no Angels. If it is at all possible, there should be Angels in each square.
5. **Leave the teaching to the Caller!** If Class members are confused and request instruction during the break, advise them that everything is repeated. Otherwise, consult the Caller, he will assist them or advise you.
6. If your square is having a lot of trouble, ask the caller if your square may change places with a square in the front of the room.
7. Advise the students to **Listen to the Caller**; to **Observe and Listen**, even if they are sitting out. Much can be learned this way.
8. Stay with the Class. Do the Basics as they are taught. twirling and swinging, before it is taught, adds more confusion to the students.
9. Angels should not be dancing if students are sitting during lessons. An Angel may be asked , by the Class Committee Members to step out for a student who hesitates or is late.
10. Respect the Caller! Discontinue your conversation when he starts instruction. This applies to Angels, Students and observers. Observers should keep needed conversations low.
11. If your square breaks down, keep moving or square your set - but **don't** attempt to re-teach.
12. Any all women squares at lessons should be composed of experienced dancers only, as it is too confusing for new dancers.
13. **You are needed!** The more Angels we have, the more progressive our Class will be. Angel badges will be awarded to those who qualify. Attendance will be taken according to Chapter or Club Policy. Attend as regularly as possible.

Publicity (continued)

So You're the Publicity Chairperson?

Except for the President, no other officer of an organization has a more constant job - or a more challenging one than the Publicity Chairperson. The Publicity chairperson is the responsible for the planning, the production, the placement of publicity in the various communications media.

"Publicity Handbook" is an excellent guide for any Publicity Chairperson. You may receive a free copy by writing, on official Club or Chapter letterhead to:

Consumers Relations
Sperry & Hutchinson Company
3003 East Kemper Road
Cincinnati, OH 45241

Accuracy is the cardinal virtue of journalism. Precision in phrasing, spelling, and punctuation is an important part of being accurate. You should have a dictionary on your desk, ready to use at any time when you have doubts about a word. do you have the proper dates and addresses?

Make your account of the event complete. This does NOT mean that you give every possible detail in your news report - but it DOES mean that you don't leave any gaps for the Editor to complete.

Use names. People like to see their names in print. People like to read about other people. Be sure that every name is spelled correctly.

Knowing when and how to submit new items is important. The reporter must meet his publisher's deadline if he is to be successful. Accommodate the publications preferences concerning submission of articles by telephone, by mail, or by personal delivery. When you submit matter through the mail, allow a day or two for the post office to delay your delivery.

Good writing counts. As a Publicity Chairperson, you are not expected to suddenly become a litterateur - if you make an occasional error in grammar, the Copy Editor will probably correct it.

However, you must write intelligibly so that your readers will understand what you have said. Make it clear whether someone was elected or appointed to a position. When announcing a meeting, be sure that you have stated the exact time and place. It is important to stick to the point while writing in as interesting a style as possible. The following suggestions have been found helpful b many writers of news articles.

Publicity (continued)

14. Write down all you know, leaving blanks and using question marks to remind yourself of what you need to find out.
15. Write down four or five possible lead sentences. Try an exclamation, a question, a command, or a startling fact.
16. Write an outline.
17. Choosing the best of your leads write the article *completely* - with as little delay as possible. Make yourself finish it, even if you do not like what you are saying or the way you are saying it.
18. Revise the article, re-arranging the material, adding facts, cutting out irrelevant material, polishing your sentences, checking both your facts and your spelling, and correcting any other errors you notice.
19. Re-copy or type this draft carefully.
20. Re-read what you have written, checking every detail.

A well rounded publicity campaign includes an advertising program. Remember that a series of small, consistent advertisements is more effective than a single very large one. Start your advertising as close to possible to the day of the event: your message is more likely to remain fresh. Keep your message simple and direct. It is always better to say too little than too much. Information - not column inches - should be your guide. Special printed materials are absolutely essential to the success of your event.

Courtesy of Northern Illinois Region - Bachelors "N" Bachelorettes

Newspaper Publicity

Observe the A-B-C's of good publicity in every news item - be *Accurate, Brief, and Complete*.

Ask the Editor for a copy of the style sheet (if they have one) then use it.

Give the basic information in the first few sentences. That way, if the story must be shortened, the most important facts will still be printed.

A thorough knowledge of deadlines is an absolute "must" if you expect to get any publicity at all. Deadlines are no secret: you only need to telephone the Editor, explain your needs, and you will be given the information.

Newspapers have a fairly uniform rules concerning the preparation of copy. The ten most important follow:

21. Typewrite all copy. Maybe the Editor will make an exception to this rule: but hand-written copy often is illegible - and just one "o" for an "a" may be a disaster!
22. Use 8.5 by 11 paper - either typewriter bond or yellow second sheets.
23. In the upper left-hand corner type your name, address, telephone number and the group you represent.
24. Three spaces (lines) below that, write a guideline, indicating what you are reporting (such as Start of Square Dance Classes for Adults). Do **not** write a headline - because the Editor will specify the size, style and the text of the heads for the type-setters.
25. If you have pictures, write "with pix" below the guideline. Every photograph sent to a newspaper should be accompanied by a brief description of the picture itself. This is the "caption" and it should be lightly glued to the print on the back of the photo or along the bottom edge. If you put it on the bottom edge, fold it up over the face of the photo with the text facing in. The caption should list, clearly and factually, the following pertinent details:
 - a) The names of the people in the photo, in the left - to - right sequence of their appearance.
 - b) A brief description of any action shown
 - c) A brief summary of the event at which it was taken
 - d) The name, address, and telephone number of the sponsoring organization
 - e) The name of the sender
1. If you have a release date, put it in the upper right hand corner of the first page in the following format: "Release on Sunday, July 10" or "Hold for pix" due August 1".

Newspaper Publicity (continued)

2. Begin your story two inches (usually 12 lines) below the last of your explanatory lines. Leave adequate margins - usually one and a half inches (15 to 18 characters) on the left, one inch (10 or 12 characters) on the right and one inch (6 lines) at the bottom of the page. After the first page (on which the Editor will write instructions to the type setter concerning the headline, photographs, etc.). Leave a one and a half inch (9 lines) margin at the top of each page.
3. Double space or triple space your copy, according to the preference of the Editor.
4. If your article is more than one page long, write the word "more" at the bottom of each page except the last one. Also, do **not** continue a sentence from one page to the next.
5. At the end of your story, put a circled "30" or else a "double cross ("") - also called a pound sign.

A well rounded story always answers six questions:

- a) Who is doing it?
- b) What is being done?
- c) When is it being done?
- d) Where is it being done?
- e) Why is it being done?
- f) How is it being done?

The manner in which a newspaper handles your story is entirely up to the Editor. As the Publicity Chairperson, it is your responsibility to provide the newspaper with all of the necessary facts about your event in a manner that is as clear and as uncomplicated as possible.

Adapted from the Bachelors "N" Bachelorettes International Officer's Manual

Story Guidelines for the Press (Continued)

1. Keep the story brief - two or three paragraphs, if possible. Include some background information on a separate page of paper.
2. Be sure your name and phone number are in the upper corner of the releases.
3. Triple-space the story, if possible, and start it about one-third of the way down the page. The space allows editors to make notes, edit, and mark headlines on your copy.
4. Try to sum up the Who, What, When, Where, Why, and How of your story. Indicate the major point of the story in the first paragraph.
5. Have the people in your pictures doing something, not just looking at the camera and smiling.
6. Limit the number of people in the picture to three. It is difficult to get mob pictures in the paper.
7. Do not let the people in the picture be looking down. You will get a photograph of people who look like they have no eyes.
8. Remember that people are uneasy when they have their picture taken. Try to relax them before you "shoot" so that they will look more natural.
9. Newspapers prefer 8" by 10" black and white glossy photos; they rarely use small snapshots or "Polaroid Photos".
10. If you list a person to contact in your story, use the name of someone listed in the telephone book. They seldom run telephone numbers because it is too easy to "transpose" (invert) a number.
11. For most stories, the newspaper must be notified at least a week in advance.
12. Generally speaking, newspapers will publish notices of organizational meetings only if they are open to public attendance.

Adapted from Bachelors "N" Bachelorettes International Officer's Manual

Club Newsletter

1. Purpose: Disseminate information to Club members
2. Why: Keep members informed of Club activities and plans. Assure “all” members are aware of Club activities. Make absent members wish they had attended the last Club event.
3. Who: Prepared by Club Officer or designated Club Editor.
4. When: Normally a monthly publication.
Regular schedule - released on the 1st or the 15th of the month.
5. Where: Distributed at the Club dance. Those not picked up are mailed the next day (do not delay)
6. What: Contents must attract interest of readers.
 - a) Report most recent Club activities.
 - b) The contents must be accurate, factual, brief and impartial
 - c) Must be in good taste and in good judgment.
 - d) Highlight long range plans and schedule of Club events.
 - e) Report of Area, State and National activities.
 - f) Club/Class information, illness etc.
 - g) Recognition and thanks for special Club members.
7. How: Typewritten on Club stationary or good paper with Club logo.
 - h) Use photographs if possible
 - i) Maximum the use of Members and visitors names.
 - j) Make it neat and attractive.
8. Review: Be your worst critic.
 - k) Check factual details.
 - l) Correct typographical errors - if in doubt, check it out.
 - m) Does the story inform you and attract you attention? If not re-work it!
 - n) Make the reader proud of you, the Editor, and the Club!

Reprinted from “*How To For Dancers*”, California Square Dance Council, Inc.

Fun Ideas

Ideas To keep Dancers Interested - Put the FUN into dancing!

1. Special “farewell” or “good night” tip at the end of the evening.
2. A dance program of all singing calls - oldies but goodies.
3. Amateur Callers night at the Club
4. Special dance routines - mini squares, progressive squares, contras, rounds, mixers, quadrilles, three cornered squares, etc.
5. Sponsor a President's / Officer's ball or a banquet for a special recognition.
6. Sponsor a banner raid, mystery trip, caravan, visitation, surprise for the club.
7. Sponsor a special club dance or festival - barn dance, may Pole, backward dance, procrastination dance, etc.
8. Sponsor a special club outdoor activity - picnic, swim, camping trip, game party, sing-a-long, etc.
9. Hold theme dances or theme parties.
10. Earn fun badges, award fun badges, on different occasions, as surprises.
11. Use dance cards, bingo & dance games for something different.
12. Plan and coordinate caller gimmicks.
13. Sponsor fund raising activities for club treasury - garage sale, whit elephant raffle, box supper, etc.
14. Provide surprise refreshments for birthday, anniversary, and special occasions.
15. Sponsor an after party
16. Sponsor skits by various groups or members of the club.
17. Coordinate “after dance” club activity - pizza, snacks, ice cream, etc.

Reprinted from “*How To For Dancers*”, California Square Dance Council, Inc.

Graduation Ceremony

Props: Interlocking Square Symbol
For card tables arranged in a square with a table at each corner
A candle and marches on each table.
Enough copies of each handout for each couple or member of the class.
Diplomas and Club Badges
A flashlight for the Narrator.
Dim the lights in the hall before starting the ceremony.

Characters: Narrator (Class Chairperson)
A Club Member to escort the class members to each corner of the square.
A Club Member stationed at each table they can also be assigned to distribute handouts
Caller, Club President and Members of the Class

Start of the Ceremony

Class Chairperson

“Class, it’s graduation night and you have reached an important step in square dancing. As any club or organization has an identifying symbol, so is the interlocking square the universal symbol of square dancing. It now becomes necessary for us to embark on a journey to the outer edge of our square. (Dim the lights.)

_____, will you please escort the class to the first stop on their journey.”

First Stop

“You have arrived at the first stop of your journey. _____, please light the *flame of friendliness*.

Square dancing is a common bond between us as friends. Wherever you shall visit, or whoever shall visit you, never let it be said that you were not friendly. As a token of this stopover, we would like to give you a copy of a short history of western style square dancing and a copy of the prayer for new graduates.

_____, please lead the class to the second stop of their journey.”

Second Stop

“You have arrived at the second stop on your journey. _____, please light the *flame of duty*.

As a child needs love, as a tree needs water, so does a square dancer fraternity need commitment to duty.

When you are on duty, never let it be said that you wished to be elsewhere. May you, and those who follow you, keep the flame of duty burning brightly. As a token of your visit to this stop, you will receive the ‘*Ten Commandments for Square Dancers*’.

Graduation Ceremony (Continued)

“ _____, please lead the Class to the third stop of their journey around the square.”

Third Stop

“You have arrived at the third stop of the square. _____, please light the ***flame of democracy***.”

As our forefathers have done, so do we do the greatest good for the greatest number. It becomes your duty to offer ideas and suggestions, but it is also your duty to abide by the Group’s decisions in your square dancing. As a token of this stop we offer those who have elected to join membership in the _____ Club and hope that you will join us in our dancing pleasure. We would like to give you a copy of the _____ By-laws, list of the Club duties and the poem ‘*I Am You Club*’. _____, will now lead you to your final stop and the journey’s end.”

Fourth Stop

“You have now arrived at the fourth and final stop. _____, please light the ***flame of fun***.”

To achieve your purpose of uniting with us, a high level of dancing enjoyment should be your goal. With this goal in sight, our common bond as friends can be a source of good fun. Now for the big moment, award of your diplomas and badges. May I have the lights please!”

Award of the Diplomas - Caller

Presentation of the Club badges - Club President

“Now your journey is completed. Welcome to the world of square dancing!”

Congratulations and Welcome

Reprinted from: “*How To For Dancers*” - California Square Dance Council, Inc.

Club Officer Installation Ceremony

Position #1

"I'm the Spirit of Courage. Courage is symbolic of square dancing - past, present and future. Through courage our life is enriched. Courage gives us vision for understanding other square dancers.

By your courage to participate in square dancing, may you contribute to the high principles for which square dancers stand. Fortitude and courage, too, square dancers' hearts are always true."

Position #2

"I am the Spirit of service and Innovative Ideas. Innovative ideas are born amid the needs; they are the foundation for growth.

Service is the substance hoped for to apply those ideas. To manifest your ideas, and your willingness to serve square dancing is to render that which is good to others."

Position #3

"I am the Spirit of Hope. I am the divine goal which has inspired man since time immemorial. I release man from bondage.

Hope is the element of the square dance heritage that is shared with others. We hope that you will share your new-found Spirit of Hope in square dancing with fellow dancers and as that Spirit flows, may it become your banner of square dancing."

Position #4

"I am the Spirit of Friendship. I serve to bind square dancers with warm feelings into the innermost recesses of the heart. I am the bond between all mankind; I know no limits. Friendship serves everyone. Through your smiles and enthusiasm for square dancing, may your rewards be great."

Position #5

"Through the presentation of this diploma, we honor and serve square dancing. This diploma is a beacon of Courage, Service, Hope, and Friendship. With the compliments of _____ and myself, we present you with this diploma."

Impromptu Greetings By The Caller.

Hints for presenting this skit: Candlelight presentation is most effective (candles either white or club colors). The caller has only lighted candle at the beginning of the ceremony. The person in Position #1 lights his candle from the Caller's candle and reads Position #1. (Positions are prettiest if held by couples to represent a square of dancers.)

Position #2 lights their candle from #1, etc., around the square and to the caller who reads the Caller's part just prior to presentation of the diplomas. As each candidate is presented, candles are extinguished for big yellow rocks.

Reprinted from "How To For Dancers", California Square Dance Council, Inc.

Initiation activities follow immediately with a mixer called and doing grocery bag on feet dance, followed by new dancers being blindfolded for next mixer tip. (this allows everyone to dance). Will those who have accepted offices of the _____ Club step forward and form a square? Now will the rest of the Club members present form a circle surrounding your new officers?

This is the most important square you will ever be in - the leadership square of the _____ Club.

Light the first candle

The first candle of the square is that of Treasurer. In holding this office you will handle the moneys to keep the club operating smoothly by keeping all the bills paid and the dues collected. You will need patience to maintain your dignity during this year. _____, do you accept this responsibility?

Light the second candle

The second candle of the square is that of Secretary. You will handle all correspondence, mail out notices and handle all publicity for the club. This is a major part of keeping your club known around the state, The harder you work the better the club. _____, do you accept this responsibility?

Light the third candle

The third candle of the square is that of Vice President. Hopefully you will have an easy year backing up the President. You will be available to assist whenever needed and handle the parties. You'll greet guests and make them feel a part of the club even for one evening. _____, do you accept this responsibility?

Light the fourth candle

The fourth candle of the square is that of President and has to be lit to complete the square. Your job is far from an easy one. The responsibility for keeping harmony and enthusiasm in the club lies with you. Not enough can be said about how important this is. You will also be expected to attend all dances, if possible, introduce guests and callers that are present. You'll find the more outgoing you are as President the more outgoing the club will be. _____, do you accept this responsibility?

Now that you have accepted these offices, your real journey for the year has just started. As a square of officers, you can accomplish miracles, but if any part of the square lets its candle go out the club will suffer.

This year should be a year of ***FUN***, which has a ***U*** in the center.

Now to the club; It is your responsibility to be available to do whatever the officers of the lead square ask of you. Four couples do not make a club a success. It takes every single member. Do each and every one of you accept your responsibility for this year?

Congratulations to all of you!

Additional Resources

7/2004

VII-1

American Square Dance
“*Good Club Management*”
“*Leadership – Shape*”
“*Show and Sell the Square Dance Story*”

American Square Dance
William & Randy Boyd
34 E. Main Street
Apopka, Florida 32703

Bachelors ‘N’ Bachelorettes International
Officers Manual

Bob Wildman
3338 Perlita
Los Angeles, CA 90039

“*How To For Dancers*”

California Square Dance Council

Legacy Leadership Manual

Vera Schreiner
1100 Revere Drive
Oconomowoc, WI 53066

National Square Dance Directory

P.O. Box 880
Brandon, MS 39043
(601) 825-6831

“*So You Want To Form A Club?*”

President, MCASD

Badges

Each club should have a distinctive badge that each member can wear proudly and help to advertise their club. Below are names and addresses of some badge makers that can take your design and give an estimate of the cost to make them:

A to Z Engraving
1150 Brown Street
Wauconda, IL 60084-1194
(708) 526-7396

Marex Company
223 S. Locust Street
Champaign, IL 11820
(217) 351-7958

Triple “e” Engraving
1101 S. Center Street
Bloomington, IL 61701
(309) 828-3265

**STATE COUNCIL OF ILLINOIS SQUARE DANCE ASSOCIATIONS, INC.
SCISDA PAST PRESIDENTS**

<u>1983 - 1985</u>	Earle Hoyt 1033 S. Edson Lombard, IL 60148	(708) 629-2452
<u>1985 - 1987</u>	Don & Sarah Stoner 1117 Fondulac Drive East Peoria, IL 61611	(309) 699-5947
<u>1987 - 1988</u>	Chuck & Donna Dodson 2107 15th Avenue Sterling, IL 61081	(815) 625-6072
<u>1988 - 1990</u>	Arthur & Dorothy Webb 23845 W. Sussex Drive Channahon, IL 60410	(815) 467-5947
<u>1990 - 1992</u>	Harry & Doris Jackson P.O. Box 103 Ellis Grove, IL 62241	(618) 859-2972
<u>1992 - 1993</u>	Donna & Bob Carpenter 3310 Highland Drive Island Lake, IL 60042	(708) 526-0147
<u>1993 - 1995</u>	Joe & Dolores Gulan P.O. Box 72485 Roselle, IL 60172	(708) 529-5529
<u>1995 - 1997</u>	Nelson & Peggy Dyer 1021 Sunset Ridge Danville, IL 61832	217-443-2179
<u>1997 - 1999</u>	Linda M. Hiltabrand 1825A Baker Lane Peru, IL 61354-1834	815-223-9422 (home) 815-443-7058 (work) E-Mail lh1753@TheRamp.net
<u>1999 - 2000</u>	Bill & Mickey Birge 506 S. Denver St. Bloomington, IL 61701-5536	309-827-6711 (home) 309-531-0205 (cell) E-Mail bill@billbirge.com

2000 - 2002

Kathy Curtis
3329 Chapel Valley Drive
Quincy, IL 62301

217-223-9261
E-Mail curtijo@quincy.edu

2002 - 2004

Wayman & Mary Tripp
605 George St., P.O. Box 431
Ava, IL 62907

618-426-3810
wtripp@egyptian.net

**State Council of Illinois Square Dance Associations
Liability Insurance Application**

We, the members of the _____ Club, hereby apply for Liability Insurance coverage through the State Council of Illinois Square Dance associations group policy.

We belong to the following Association/Federation:

B 'N' Bs _____ Illinois Federation _____
Lake County _____ MCASD _____ PASDA _____
Quint Cities _____ RRADA _____ Southwestern _____

We have _____ couples and _____ single for a total of _____ members.

Our advertised club dance level is _____.

Our regular dances are held on the _____
(day of the week)

Our regular dances are held at:

Location: _____

Address: _____
street
_____ city _____ state _____ zip

Location: _____

Address: _____
street
_____ city _____ state _____ zip

Our Insurance Contact is: (Please type of print)

Name: _____ Phone: _____
(Include area Code)

Address: _____
street
_____ city _____ state _____ zip

Date: _____
Club President signature

Insured Club Information Sheet

Association/Federation: _____

Date: _____

Club Name - Dance Level	President's Name - Address - Phone Number	Dance Location Address

Note: Submit the Original and two (2) copies to SCISDA Insurance Coordinator. Please type or print your information.

**State Council of Illinois Square Dance Associations
Additional Insured Request**

Additional Insured Request should be submitted only in those cases when the Facility Management asks specifically to be added to the policy.

Submit Additional Insured Request at the beginning of the dance season or as soon as you are aware of the need. Please allow sixty (60) days for processing.

Note: Please type or print plainly

Date: _____

Club Name: _____

For our special dance on: _____

Dance Date (*)

(*) Dance date must be in the current insurance year - September 01 through August 31.

Please add the following information to our insurance certificate:

Additional Insured

Name: _____ Phone: _____
Include Area Code

Address: _____
Street

City State Zip

Club Insurance Contract:

Name: _____ Phone: _____
Include Area Code

Address: _____
Street

City State Zip

Send original and one (1) copy to the SCISDA Insurance Coordinators.
(Consult the Appendix of the Idea Book for the name of the SCISDA Insurance Coordinators)

State Council of Illinois Square Dance Associations

Accident Report Form

Please Type or Print Neatly

Indicate your Association or Federation

B 'N' Bs _____ Lake County _____ Quint Cities _____
Illinois Federation _____ MCASD _____ RRADA _____
IL Prairie clogging _____ PASDA _____ Southwestern _____

Claimants Home Club: _____

Dance Location: _____

Injured Person: _____

Name Phone (include Area Code)

Street Address City State Zip

Accident Information *

Club or Location of the Accident: _____

Address: _____

Date of Accident: _____ Before _____ During _____ After _____
Time: _____ AM _____ PM _____ Dance _____ Dance: _____ Dance: _____

* Provide complete description of the accident on the reverse side of this form

Medical Attention:

Doctor: _____

Phone (include Area Code)

Address City State Zip

Medical Facility

Name: _____

Phone (include Area Code)

Address City State Zip

Use your Primary Insurance Provider First Check if under Medi-care: _____

Company Name: _____

Phone (include Area Code)

Address City State Zip

Association Federation Insurance Contact:

Name: _____

Phone (include Area Code)

Address City State Zip

Send two (2) copies of report to SCISDA Insurance Coordinator (See list in the Appendix of the Idea Book)

Enclose copies of all bills

Caller Confirmation Agreement

Caller' Name	Club Name
Street Address	Club Contact
City State Zip Phone	City State Zip Phone

Alternate Contacts Names & Phone Numbers

Name	Name	Name
Phone	Phone	Phone
Date of Dance: _____ Time: _____ to _____ Time Zone: _____		
Dance Location: _____		
Facility Name	Phone (include Area Code)	
City	State	Zip

Sketch a map on the reverse side of confirmation if necessary

Please Check the appropriate boxes

1. This event is a: Regular ___ Workshop ___ Open Dance: ___ Closed : ___ Other:
2. Dance Program: Mainstream: ___ Plus: ___ A1: ___ A2: ___ C1: ___ C2: ___
3. Caller is responsible for the Round dance Program: Yes: ___ No: ___
4. Round dance Program includes: Pre-rounds: ___ Start time: _____
5. Rounds between tips: One: ___ Two: ___
6. Caller will: Call entire program: ___ Share program with: _____
7. The Caller ___ Club ___ will furnish sound equipment. Special equipment needs are listed on back.
Refreshments: Yes: ___ No: ___ Serving Time: _____.

Special considerations such as air fare, airport contact, publicity info, restrictions of calling within a specified distance or time period.

Reminder to the Caller two (2) weeks prior to the event will be appreciated

Caller: _____ - Date: _____

Licensed by BMI/ASCAP: Yes: ___ No: ___

Club Representative: _____ Date: _____

Complete in duplicate

CC: Caller: _____
Club: _____

This form approved by CALLERLAB and available through the CALLERLAB Home Office

Caller Contract Agreement

I, _____ Phone: _____

Address: _____

_____ City _____ State _____ Zip _____

Hereby agree to act as: Club Caller: _____ Guest Caller: _____ Round Dance Cuer: _____

On: _____, 19____ or _____ night f the Month starting on _____, 19____ between the hours of _____ and _____.

The caller will provide sound equipment: _____ Club will provide sound equipment: _____

Dance Location: _____

Address: _____

_____ City _____ State _____ Zip _____

Round dancing: Before Dance: _____ Between Tips: _____ One: _____ Two: _____

Level of dancing will not exceed: Mainstream: ____ Plus: ____ A1: __ A2: __ C1: __ C2: __

Other: (describe level): _____ Standard Position: _____ APD: _____

For this service the _____ Organization Name

Hereby agrees and promises to pay the total amount of \$ _____

Or: _____

It is further agreed and understood there are to be no announcements, advertisements or other guest callers to call unless approved by the Club President, and that there are not other considerations or guarantees expressed or implied except as herein stated and that none such will be recognized and that this agreement may only be canceled or amended by mutual consent of the two parties concerned.

Caller shall be licensed by BMI/ASCAP.

Special provisions or remarks: _____

Club or Association assumes no responsibility for damage or injury to facilities or persons caused by caller or callers equipment.

Caller: _____ Date: _____

BMI/ASCAP Licensed: Yes: _____ No: _____

Club Representative: _____ Date: _____

Make three (3) copies:
1 is place in the Club files
2 Copies are sent to the Caller - The Caller returns 1 copy to the Club.

SCISDA Caller Cuer Leader Scholarship Program

To further promote square dancing in all its forms within the State of Illinois, the State Council of Illinois Square Dance Associations is now offering an annual Caller Scholarship.

The program is open to Callers, Cuers, and leaders with up to three (3) years experience. The amount of the scholarship is \$250.00 to be used for tuition at a recognized caller school. Application deadline is November 30. Winner notification will be made in February of the following year. A SCISDA Committee will review all applications, resumes and tapes received and select the winner. The committee reserves the right to make no award if in their estimation there is no worthy applicant in a given year.

Application

Name: _____ Date: _____

Address: _____ Phone: _____

_____ City _____ State _____ Zip _____

When did you start calling? _____

Why do you want to become a caller/Cuer/Leader? _____

Have you ever attended a recognized caller school? Yes: _____ No: _____

If yes, Which school? _____

Which caller school do you want to attend? _____

If selected, when would you attend? _____

If selected, I agree to use this scholarship for tuition and related expenses.

Signature of Applicant

Attach a one page resume and send along with a demo tape to: SCISDA
P.O. Box 1212
Peoria, IL 61654