

Chapter 1 – Summary

This Information Handbook contains some basic information for the Club Delegate and the Club President in the operation of their club. It covers the interrelationship of the member clubs to each other and the working relationship between the club delegates and the executive committee. The following paragraphs briefly describe the background of the Association and some of the key information.

The Metropolitan Chicago Association of Square Dancers (MCASD) is a non-profit Association of Chicagoland Square Dancers. It was incorporated in 1961 for the promotion of square dancing in the counties of Cook, DuPage, Kane, Lake, McHenry and Will in Illinois.

Membership in the Association is open to any formally organized Square Dance Club in the above listed counties.

There are five (5) membership obligations:

1. A club must be represented by at least one (1) Delegate at each of the three (3) General meetings held in September, December and April annually.
2. A club must work at either the Sweetheart Dance or the Great Pumpkin Ball, or host a New Dancer Dance.
3. A club cannot schedule a dance which conflicts with either the Sweetheart Dance or the Great Pumpkin Ball.
4. A club must either take the MCASD insurance coverage or provide proof of coverage from another source.
5. Member clubs must be from the six (6) county area of Cook, DuPage, Kane, Lake, McHenry and Will in Illinois.

Leadership for MCASD is provided by an Executive Committee consisting of dancers elected by the club delegates, along with presidentially appointed Directors and Activity Coordinators working together with the Club Delegates.

Chapter 2 - Goals, Benefits and Functions

Your membership in the Association provides your club with an option for group liability insurance coverage, opportunity for federal tax exempt status, also information Handbooks, club friendship awards and plaques, delegate badges and dancer activity badges.

MCASD's Goals Are:

- To promote square dancing throughout the Chicago area;
- To offer membership to all formally organized square dance clubs in Cook, DuPage, Kane, Lake, McHenry and Will counties;
- To continue to provide the maximum insurance assistance to all member clubs; and
- To provide educational and leadership training opportunities.

The Benefits of Membership Are:

- **Insurance Program:** An optional group liability plan subsidized from Association funds is available to all member clubs. This policy covers members and guests at all club activities.
- **Tax Exempt Status:** The Association, along with those member clubs who have made application to the Association, have been granted tax-exempt status by the Internal Revenue Service.
- **Newsnotes:** Information on current area, SCISDA, and USDA square dance activities is published three times each year and distributed at the general meetings for the benefit of member club dancers.
- **Clearing House:** A listing of Association and member club's special activities is printed along with Newsnotes. These listings can help clubs schedule their events so that conflicts in dates can be minimized.

Banner Stealing Rules, Friendship Award and Dancer Activity Badges

Banner stealing rules are published by the Association to provide uniformity between clubs who participate. The requirements for both Individual Dancer Activity badges and the Club Friendship Award are also provided. The individual Dancer Activity Badges for all those who qualify on a first-time basis, and the bars for succeeding years, for those who qualify, may be purchased by the club or dancers at the clubs discretion. The Friendship Award is awarded free of charge by the Association.

Square Dance Information

For information on callers, club dances, special events or any other question on square dancing in the Chicago metropolitan area, please see the MCASD website at www.squaredancechicago.com.

Principal Functions Sponsored by the Association

- **New Dancer Dances:** Dances for all individuals currently taking lessons are provided to allow them to gain more floor time, meet other new dancers and to dance to different callers. These dances are held at various locations in the Chicago area beginning in October and ending in April.
- **Sweetheart Dance:** Annually on the second Sunday in February, the Association celebrates Valentines Day with a dance featuring a National Caller along with one of our local Callers and local Round Dance Leaders.
- **Great Pumpkin Ball:** (formerly called the Octoberfest) The Great Pumpkin Ball is held annually on the fourth Sunday afternoon in October and has halls for several levels of square dancing and a hall for round dancing.
- Member Clubs, as part of the **Membership Requirements**, provide the many workers that it takes to put on these events. While these dances are put on by the Association, they are open to all square and round dancers. The Great Pumpkin Ball and the Sweetheart Dance are the two (2) major events sponsored by the Association each year, and are the primary sources of income for the Association.
- **General Meetings:** The Club Delegates meet as prescribed in the by-laws to conduct the business of the association. These meetings also serve as a communications link between the clubs and Executive Committee. The Newsnotes, Clearing House and other literature are distributed at these meetings.

Summary

The Metropolitan Chicago Association of Square Dancers (MCASD) is made possible by the dancers and the Clubs working together. Your club's support and attendance at the Association sponsored functions provides the funds to underwrite the above listed benefits and to work toward the stated goals.

If you need more information, if you see something that needs to be done, or if you would like to help, contact your MCASD Director.

Chapter 3 - Constitution

ARTICLE I NAME AND SCOPE

Section 1 The name of this organization shall be the “METROPOLITAN CHICAGO ASSOCIATION of SQUARE DANCERS” and shall hereafter be referred to as “the Association” and is founded under Illinois State Charter No. 16186, dated June 13, 1961, for the promotion of square dancing in the counties of Cook, Lake, Will, DuPage, McHenry and Kane in the State of Illinois.

Section 2 The Association is a non-profit organization subject to the rules and regulations of the Federal Government.

ARTICLE II MEMBERSHIP

Section 1 Membership in the Association is obtained by application, voted upon by the Executive Committee, and is subject to the By-laws.

Section 2 A member club can be expelled from the Association for failing to fulfill the obligations set forth in the By-laws.

Section 3 Membership in the Association is non-transferable or assignable.

ARTICLE III OFFICERS AND EXECUTIVE COMMITTEE

Section 1 The elected officers of the Association shall be the president, the vice-president, the secretary, and the treasurer.

Section 2 The Executive Committee of the Association shall consist of the elected officers, the immediate past-president, the directors, and additional presidential appointees.

Section 3 The terms of the officers shall be two (2) years. No officer shall serve more than two (2) consecutive terms in the same office unless there is no nominee. If no nominee, an officer may serve a third (3rd) consecutive term if approved by a simple majority of the member clubs.”

Section 4 No member of the Executive Committee shall hold more than one (1) elective position in the Association at any one time.

Section 5 No **ELECTED OFFICERS** of the Executive Committee may hold delegate status.

Section 6 All terms shall coincide with the Administrative and Fiscal year of the Association.

Section 7 All members of the Executive Committee must be members in good standing in an Association member club.

ARTICLE IV RESPONSIBILITIES OF THE EXECUTIVE COMMITTEE

Section 1 The Executive Committee shall be the governing body of the Association with responsibility in accordance with the provision of this Constitution and By-laws of the Association, and shall have authority to prescribe regulations as to matters not specifically provided for herein.

ARTICLE V MEETINGS

Section 1 General meetings shall be held as prescribed in the By-laws.
[Chapter4 Article III]

ARTICLE VI ADMINISTRATIVE AND FISCAL YEARS

Section 1 The administrative and fiscal years of the Association shall run concurrently beginning August 1 and ending July 31 of the following year.

ARTICLE VII REVENUES

Section 1 Application fees, other fees, and membership dues as prescribed by the Executive Committee must be approved at a meeting of the general membership by a majority vote of those present.

ARTICLE VIII DISSOLUTION

Section 1 In the event of the dissolution of the Association, after payment of all obligations, the remaining assets shall be distributed at the discretion of the Executive Committee on approval of the delegates to other tax-exempt, not-for-profit square dance oriented organizations.

ARTICLE IX AMENDMENTS

Section 1 Amendments to this Constitution or to the By-laws may be proposed to the Association Member Club delegates by:

- (a) The Executive Committee, or
- (b) A Petition representing five (5) percent of the member clubs.

Section 2 This Constitution and By-Laws may be amended at any stated legal meeting of the general membership by a two-thirds (2/3) majority of those present provided the proposed amendment has been read at the meeting just previous and that copies of the proposed amendment have been sent to all clubs at least thirty (30) days prior to the vote.

Chapter 4 - By-Laws

ARTICLE I POWERS AND DUTIES OF THE EXECUTIVE COMMITTEE MEMBERS

Section 1 **The President of the Association shall:**

- a) Preside at all Association and Executive Committee meetings
- b) Appoint all non-elected members of the Executive Committee. Any non-elected member may be released from the Executive Committee in accordance with the following procedure. First, the four elected officers shall speak privately with the non-elected member who has been recommended for release from the Executive Committee, and shall attempt to resolve the issue(s) with that non-elected member. If no resolution can be reached, the four elected officers shall make a motion to release the non-elected member at the next Executive Committee meeting, and the entire Executive Committee shall vote on whether to release that person.
- c) Decide all questions of order subject to an appeal
- d) Act as judge in votes and elections, and declare the results
- e) Have authority to call meetings of the Executive Committee
- f) Be empowered to appoint committees
- g) Be an ex-officio member of all committees, except the Nominating Committee
- h) Appoint a chairman to be in charge of the Great Pumpkin Ball
- i) Appoint a chairman to be in charge of the Sweetheart Dance
- j) Perform such other duties as usually pertain to the office or as may be delegated by the Executive Committee

Section 2 **The Vice-President shall:**

- a) Be the General Coordinator of the Association-sponsored New Dancer Program
- b) Be responsible for acquiring facilities and callers for these dances
- c) Provide flyers to be distributed to member clubs at the September General Meeting
- d) In the absence or disability of the President act with full powers of the President in all matters
- e) Be responsible for ordering and selling all retail items
- f) Perform such other duties as the President or Executive Committee may delegate

Section 3 **The Secretary shall:**

- a) Be the Association Administrative officer under the direction of the President and the Executive Committee
- b) Keep accurate records of the proceedings of the Association and of the

Executive Committee, and maintain an updated and accurate list of all Delegates and Executive Committee Members.

- c) Take care of general correspondence and have charge of all records except those in charge of the Treasurer, or except as otherwise may be directed by the Executive Committee
- d) Give notice of all meetings
- e) Issue such reports as the Executive Committee may direct
- f) Perform other such duties as usually pertain to the office, or as may be assigned by the President or the Executive Committee

Section 4 The Treasurer shall:

- a) Receive and be custodian of all monies
- b) Keep the Executive Committee fully advised on all matters connected with the Association funds
- c) Keep an accurate record showing all receipts and disbursements
- d) Keep funds in such a place as the Executive Committee may designate,
- e) Disburse such funds as directed by the Executive Committee
- f) File form 990, or such other forms as may be required, with the Federal Internal Revenue Service
- g) File an annual report, or such other forms as may be required, with the State of Illinois
- h) Perform such other duties as usually pertain to the office, or as may be assigned by the President or the Executive Committee

Section 5 The Immediate Past President Shall:

- a) Act as an advisor to the President and the Executive Committee

Section 6 The Directors shall:

- a) Attend all general meetings and Executive Committee meetings
- b) Be the liaison between their assigned clubs and the Executive Committee
- c) Make at least one (1) official visit to each of their assigned clubs each year
- d) Perform such other duties as the President or the Executive Committee may assign

Section 7 The Additional Presidential Appointees shall:

- a) Attend all general meetings and Executive Committee meetings
- b) Perform such other duties as the President or the Executive Committee may assign

ARTICLE II ELECTION OF OFFICERS

Section 1 The President shall appoint a nominating committee, no later than the

December general meeting, which shall consist of three individuals, one of whom shall be the immediate past president (not a couple) and the others shall be two individuals (not couples) from the current Executive Committee. The nominating committee shall announce its slate at the election meeting.

Section 2 Additional nominations for officers may be made from the floor.

Section 3 The officers shall be elected by majority vote of delegates present at the election meeting.

Section 4 Any vacancy occurring after the regular election meeting shall be filled by vote of the Executive Committee.

Section 5 Elections for officer positions shall be held annually. Each officer position shall be for a term of two years. The positions of President and Secretary shall be subject to election at each election-meeting held on an odd-numbered year, and the positions of Vice President and Treasurer shall be subject to election at each election-meeting held on an even-numbered year.

ARTICLE III MEETINGS

Section 1 There shall be three (3) general meetings held on:
a) The Third Sunday of September
b) The First Sunday of December
c) The Third Sunday of April, unless it is a holiday, then it will be held the following Sunday

Section 2 The time and place for each general meeting shall be determined by the Executive Committee.

Section 3 The last general meeting shall be the election of officers.

Section 4 All general meetings shall have a quorum consisting of delegates equal to thirty (30) percent of the member clubs. A member club shall be deemed present at the meeting as long as at least one of that club's delegates is present at the meeting.

Section 5 Votes shall pass by majority count except where noted otherwise.

Section 6 Executive Committee members shall not make or second any motions at the general meetings.

Section 7 Executive Committee members shall have no vote at general meetings, except for the President who may cast the deciding vote in the event of a tie vote.

Section 8 The Executive Committee shall meet a minimum of five (5) times per year as called by the President at a time and place designated with approval of the Committee. All Executive Committee meetings shall have a quorum equal to forty percent (40%) of the members listed on the official list of Executive Committee members maintained by the Secretary. In order to determine if a quorum is present at each meeting of the Executive Committee, the Secretary shall examine the sign-in sheet and determine the number of Executive Committee members present at the meeting.

Section 9 Each person of an Executive Committee couple shall have one (1) vote at the Executive Committee meetings. Voting shall be determined by majority count.

Section 10 If no quorum is present at the beginning of the General Meeting, the Secretary shall take a roll call of the delegates present from each member club immediately before moving forward with the agenda. Without a quorum, motions and votes are non-binding.

ARTICLE IV REPRESENTATION

Section 1 Each member club shall select two (2) delegates, who are members of the club, to attend the general meetings.

Section 2 In case either of a member club's delegates cannot attend a meeting, such delegate shall notify the president of her/his member club or that member club's other approved delegate prior to the MCASD meeting, and that member club's president or other club-approved delegate shall select a temporary alternate delegate to represent the club at the meeting. That member club's president or other club-approved delegate shall notify the President of MCASD or any other elected officer before the meeting begins. The Secretary will so note the name(s) and Member Club affiliation of the temporary alternate delegate(s) in the minutes of that meeting.

Section 3 There shall be no representation or vote by proxy.

Section 4 Each delegate shall have one (1) vote at the General Meetings. Each club shall be entitled to two (2) votes.

Section 5 No delegate shall vote for more than one (1) club.

Section 6 The Association's general meetings shall be open to the public, but only duly appointed member club delegates may vote.

ARTICLE V MEMBERSHIP

Section 1 Any formally organized square dance club fulfilling the requirements of this Article may join. For the purpose of membership, square dancing is herein defined to include square dancing, round dancing, clogging, contra dancing, line dancing, etc.

Section 2 Membership renewal shall be initiated only upon submission of completed registration forms, annual dues, and settlement of all past due accounts by August 1.

Section 3 **The membership requirements shall be:**

- a) Each member club must have at least one (1) representative, either delegate or alternate, in attendance at each of the three (3) general meetings held each year. A club is allowed to miss one (1) meeting per year without being subject to discipline.
- b) Each member club must work at one (1) of the Association fund-raising events or host one of the New Dancer Dances held each year. Member clubs may be asked to work at more than one Association fund-raising event, when necessary and at the discretion of the President.
- c) Member clubs must not schedule a dance which conflicts with any of the Association fund raising events, nor schedule New Dancer Dances which conflict with MCASD scheduled New Dancer dances.
- d) Each member club must either participate in the Association insurance program or furnish proof of coverage from another source.
- e) Member clubs must be from the six county area of Cook, Lake, Will, DuPage, McHenry and Kane in the State of Illinois.
- f) Any infractions of the above requirements in this sub-section will result in disciplinary action covered in Section 5 of this Article.

Section 4 **Restrictions on membership are:**

- a) No individual may join.
- b) No callers or round dance leaders may join. This Section shall not operate to exclude callers or cuers, or their spouses, from becoming delegates of any member club to which they belong.
- c) No individual or group promoting a single special event may join.

Section 5 **Disciplinary action shall be as follows:**

- a) If any member club does not conform to the participation requirements

of this Article, the Executive Committee shall immediately notify such member club in writing that they are being put on probation for the next twelve (12) calendar months and that during the probation period, attendance is required at all general meetings and all Association obligations shall be strictly enforced.

- b) All such probation actions shall be reported to the member club delegates at the next general meeting.
- c) Any infractions during the probation period shall, upon recommendation of the Executive Committee and a vote of the delegates, cause termination of membership with the forfeiture of all benefits.
- d) Such club may rejoin the Association the following year subject to Article II, Section 1 of the Association Constitution.

Chapter 5 – Officers / Executive Committee / Director Listings

Listing by Office or Committee

**See www.squaredancechicago.com
For current list of officers**

Chapter 6 – Proposed Budget & Treasurer’s Reports

Contact the Treasurer for Financial Data

Chapter 7 - Tax Filing Information

Form 990 – Return of Organization Exempt from Income Tax

INSTRUCTIONS for clubs who have signed AUTHORIZATIONS to be included in the GROUP EXEMPTION for TAX EXEMPT STATUS under the Association.

MCASD has received a determination letter from the Internal Revenue Service granting the requesting clubs tax exempt status under section 501(c)(4). If you are a club receiving tax exempt status under MCASD follow the instructions that apply to your situation.

If your annual receipts are \$25,000 or less, file no return.

If you receive a return in the mail, fill in the top section of page 1 only (check box indicating gross receipts are normally not more than (\$25,000), sign, and return it to:

Internal Revenue Service Kansas City, MO 64999

If your receipts are **over** \$25,000, a Form 990 should be filed. The return is due by the 15th day of the fifth month following your financial (fiscal) year end. If your club falls into this category, contact MCASD for detailed instructions. If you need to file, be sure the return is filed by the due date. **A late fee of \$10 per day can be assessed!**

IRS ePostcard Filing

Tax-exempt organizations with annual revenues of less than \$25,000 are not required to file annual tax returns. However, the IRS is now requiring these organizations to file an annual declaration that their revenue for the past year is still below the \$25,000 limit. This requirement affects each of the member clubs of MCASD, as well as the association itself.

This filing must be made electronically – there is no paper form to be sent in. The web site used for the filing is <http://epostcard.form990.org>, which is operated by the Urban Institute on behalf of the IRS.

According to the IRS rules, the filing is due by the 15th day of the 5th month after the close of the organization's tax year, and may not be made before the close of that year. So an organization whose tax year ends December 31st should file between January 1st and May 15th. Note that no late filing or delinquency penalties are associated with filing the ePostcard: there are no consequences to missing the deadline, as long as you file before the close of the next year. If the filing is missed for three consecutive years, the IRS may choose to reevaluate the organization's tax-exempt status.

In order to file, one must provide the organization's EIN (Employer Identification Number, also known as a Taxpayer Identification Number), as well as other information like the name and address of the person filing.

If the IRS has the incorrect fiscal year end-date for your club, you may request that the IRS change their records by sending a letter to this address:

Internal Revenue Service
Attn: EO Entity
MS 6273
Ogden, UT 84201

The letter should include your club's EIN and the correct closing date for your tax year. It takes approximately ten weeks for the IRS to make this change. It should be noted that since the tax year wasn't of consequence for most of our member clubs (since no tax returns have been required), it's not unusual for the IRS's records to be incorrect.

If a club wishes, they may file their declaration as of the IRS' current expectation, then correct the tax year before next year's filing. Declarations are accepted only for fiscal years ending December 31, 2007 or later. If the IRS believes your fiscal period ends in June, for example, then you may not file a declaration for your 2007 tax year (the one that ended, according to their records, on June 30, 2007). In this example, the club must wait until July 1, 2008 to file their first declaration.

Form 1099 MISC – Information Return

If payments are made by your club to an individual (caller or round dance leader) of \$600 or more during a calendar year for services rendered, the law requires the filing of a Form 1099 which reports the amount paid to the Internal Revenue Service and to the recipient of the payments. This reporting is due to the recipient by January 31 and to the Internal Revenue Service by February 28. A penalty of \$50 per failure to file is prescribed by law.

See the enclosed examples of Form 1099-MISC and Form 1096. A form 1096 is used to transmit copies of Form 1099 to the Internal Revenue Service.

Annual Report to State of Illinois – Incorporated Clubs

If your club is incorporated, a report is required annually. The due dates for this annual report vary. **Please note: this is only for clubs that are incorporated.**

Sample Forms

The sample IRS forms on the next page are for your information only. To obtain official copies of the forms for filing purposes, you may call 1-800-TAX-FORM (800-829-3676), or go to <http://www.irs.gov> on the Internet.

[Always check the IRS Website for current information](#)

Chapter 8 - 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 insurance coverage), for breach of contract, or for moral damages, all the officers and members may be sued. That means every registered member 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 to incorporate will provide enormous protection from what otherwise could be a financial disaster. Both members and officers of each organization would do well to see the group incorporated. Following are the steps to be followed which are reasonably accurate.

1. Write or call either the Secretary of State offices (see next page) to request two copies of form NV-102.10, *Articles of Incorporation under the General Not For Profit Corporation Act of 1986*, plus one copy of the *General Not for Profit Corporation Guide*. You may also wish to ask for a copy of the *General Not for Profit Act of 1986 with amendments, if any*.
2. Read the *General Not For Profit Corporation Guide*. It's easy reading and tells you how to fill out Form NV-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 guidebook to call for assistance.
3. Mail two copies of the completed forms with \$50.00 in a cashier's check or money order, payable to the Secretary of State, to the Springfield office. When approved, the Secretary of State will stamp the date filing on both copies and return one copy to the incorporators or their representatives.
4. After you receive the NV-102.10 from the Secretary of State, you must file them with the Recorder of Deeds in the county in which the registered office of the corporation is located. The recording must be within 15 days after the Secretary of State has mailed these items or as soon thereafter as practical. There may be a small fee for filing these forms, depending on the county.
5. Next, your club should apply for a Federal Employer Identification Number. Almost all corporations will need to have this number at some time. Obtain Form SS-4 from the IRS to apply for this number.
6. If you do not apply, or do not receive a federal tax exemption, you must file both federal and state income tax returns and pay the proper taxes. Consult the **IRS** and the **Illinois Department of Revenue** 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 returns and pay the proper tax.

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 forms exclusively for charitable, religious, or educational purposes, or if it is for senior citizens. Since square dance clubs usually **do not** fall into one of these categories, they are typically **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. Forms will be sent to the registered agent approximately 60 days before the due date. Failure to file an annual report may result in the involuntary dissolution of the corporation.
9. Any change in the corporate name, duration, or 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
 Room 426
 Chicago, IL 60601
 (312) 793-3380

Illinois Income Tax

State of Illinois
 Department of Revenue
 Income Tax Division
 PO Box 3545
 Springfield, IL 62708
 (800) 641-2150

**Internal Revenue Service
 Information**

Order forms by mail:
 Internal Revenue Service Forms
 PO Box 24672
 Kansas City, MO 64131

Order by Phone: (800) 424-3676

Always check federal and state websites for current information

Chapter 9 - Delegates Duties

1. Each member club is entitled to have two delegates representing it at the General Meetings of the Association. Selection of a clubs delegates is the responsibility of the club.
2. Delegates have the power to vote on behalf of their club on all issues and to commit their club to participation in the various Association activities. Club delegates are the only voting members of the Association.
3. The delegates will receive and distribute all MCASD information and literature to their clubs. Also, they are responsible for the handling of ticket sales within their club for Association functions.
4. The delegates shall report back to their club on the business transacted at the General Meetings and update their club on the status of all Association events.
5. The delegates are the main link between the Association and their member club. Club problems, questions, suggestions and other information should be directed to your club's Director for referral to the Executive Committee.
6. If a delegate cannot attend the General Meeting, the club president should appoint an alternate for that meeting. Failure to have a delegate in attendance at the General Meetings can jeopardize a club's membership.
7. Each club has been issued two (2) delegate badges which are to be worn by the delegates at the General Meetings. If a delegate cannot be present at a General Meeting, the badge should be given to the alternate for that meeting. These badges are the property of the association and should be passed on to your successors.

Chapter 10 – Directors Duties

Directors are appointed by the Association President to act as a liaison between the member clubs and the Executive Committee.

- Directors are to keep their assigned clubs informed of all Association events and to encourage club participation in the various Association functions.
- Directors are responsible for seeing that the club delegates receive all MCASD information and literature. If a club is not represented at the General Meeting, the Director should make a concerted effort to get the materials to the club.
- Directors will visit, in person, each of the clubs to which they have been assigned at least once during the year. It is suggested that they attend one of the club's business meetings for the amount of time that is necessary to discuss Association functions as shown in Chapter 2, page 2 and the clubs participation.

Note: Directors are to be extended the courtesy of free admission at the time of their official visit only. However, the Director may elect to pay the door admission if they so desire.

- Directors will make a report at the Executive Committee meeting following their official club visit. The format of this report is to be determined by the President.
- Directors are to attend all General Meetings and Executive Committee meetings. They are also expected to assist at the Association functions during the year.

Chapter 11 - MCASD Insurance Program

The Association requires all member clubs to carry general liability insurance coverage as protection against financial loss due to unforeseen occurrences for which dance organizations, their officers, and members may become legally liable.

Therefore, as a service to its member clubs, the Association obtains liability insurance coverage for itself and those member clubs that elect to participate in the insurance program (“the program”) offered by the Association.

THIS COVERAGE IS LIABILITY INSURANCE NOT ACCIDENT INSURANCE.

Participation in the program is voluntary. Therefore, membership in the Association does not, per se, provide a club with insurance coverage. To obtain coverage, a club must specifically state in Part A of the insurance page of their application for Association membership that they want to participate in the program. All clubs that elect to participate in the program receive a certificate of insurance as a confirmation of their coverage.

It is usually beneficial for a club to participate in the program since the club’s cost as determined by the Association is based on the premium paid by SCISDA (State Council of Illinois Square Dance Associations) less a SCISDA subsidy.

To decline participation in the program, Part B of the insurance page of the membership application must be completed and returned with the membership application. Article V, Section 3, sub-section (d) of the Association’s By-Laws requires that clubs which elect not to participate in the program must furnish proof of insurance coverage from another source, for example, a certificate of insurance or a copy of the policy’s declarations page.

Limits of Coverage

Commercial General Liability

- \$1,000,000 limit each occurrence for payment of the sum of all bodily injury, property damage, and personal injury for any one occurrence.
- \$2,000,000 liability aggregates a limit for the sum of all damages under the coverage provided in the policy.
- \$100,000 fire or explosion damage legal liability for any one fire or explosion
- \$5,000 medical expense limit for payment of medical expense for any one person

Coverage Territory

- Coverage applies in the United States, its territories and possessions, Puerto Rico and Canada

Who Is Insured

- When clubs have elected to participate in the insurance program offered by the Association, the following are insured when participating in Association or club sponsored activities
- The Association, its officers, and committee personnel
- Dance Clubs, their officers, committee personnel and individual club members
- Property owners and/or rental agents of dance facilities, provided they have required that a certificate of insurance be issued by the Association's insurance agent naming them as an additional insured
- Student dancers in a dance class sponsored by the Association or a member club participating in the Association's insurance program are covered by only the medical expense coverage in the policy.

Covered Activities

- Coverage is in effect for all activities sponsored by the Association or an insured club such as club dances, lessons, banquets, special dances, demonstrations, knothead trips, organized stealing, retrieving, visiting, conventions, festivals, seminars, new dancer dances, etc. regardless of where the activity is held.
- Coverage **is not** in effect at activities sponsored by organizations other than the Association or one of its insured clubs such as state or national conventions or festivals, seminars, new dancer dances, etc. Dancers attend these functions as individuals, not as club members even though an insured club may encourage dancers to go.

Coverage Comments

- This insurance program requires that injured dancers first file claims for medical expenses with their own insurance carriers (including employer group insurance and/or Medicare) and, if necessary, file a claim with this program for any remaining expenses.
- If your club or any of its members are held responsible for injury to a person not a member of your club or damage to property not owned by the club or any of its members, your club and members are protected against financial loss to the limits

of liability stated above as long as the injury or property damage is related to an activity organized, sponsored or arranged by your club.

- This coverage **is not** accident insurance. Therefore, medical expenses are not covered for injury incurred at a club activity if the injured party is a member of the club sponsoring the activity.
- Dancers, or groups of dancers, who go visiting clubs independently have only that coverage which is provided by the individual dancer's own insurance or which may be provided by the club being visited.
- This insurance covers sponsoring organizations against suits arising out of negligent acts of an independent contractor, e.g. callers, cuers, musicians, etc., but does not cover the independent contractor. It is the responsibility of the independent contractor to provide his own liability insurance.
- This is a premises liability insurance and does not cover dancers traveling to and from an activity. That is the responsibility of individual's own insurance coverage.
- A member club's insurance coverage under the Association's program is terminated if the club's membership lapses or is terminated for any reason. No refund of premium paid in part thereof is given.

Where to File Reports

- It is extremely important that an ***Accident Report Form***, found in Chapter 20, is filled out immediately after the occurrence of an incident. Make sure that several blank copies of the form are available at each function your club hosts. Also, make sure that club personnel in charge of the function are familiar with the report form.
- It is necessary to document additional information about the accident. Refer to the items listed on page 5, ***Addendum to the Accident Report Form***, for guidance.
- Club personnel should retain a copy of the ***Accident Report Form*** and the Addendum information and send the originals to the Association's Insurance Liaison (see below).
- Give a blank copy of the ***Accident Report Form*** to the injured person and instruct them to fill it out and send it to the Association's Insurance Liaison whose name and address are shown at the bottom of the page.

This is a Summary of Coverage – Not a Contract

The master policy which is on file with the Association's Insurance Liaison contains the

complete policy provisions, coverages, terms, conditions, and exclusions. If there are any conflicts between the master policy and provisions stated herein, the master policy shall govern. If there are any questions, contact the Insurance Liaison whose name appears below.

**See www.squaredancechicago.com
For current Insurance Office
Your Director or Club MCASD Delegate
will have current contact information**

Chapter 12 - Newsnotes and Clearing House

An edition of MCASD Newsnotes and Clearing House is prepared for distribution at each General Meeting. At that time, each club is given ten (10) copies of Newsnotes and five (5) copies of Clearing House. Additional copies are available upon request.

If a club has no representative at the General Meeting, the club Director will make a reasonable effort to see that the copies reach the club. **If you do not get your Newsnotes / Clearing House, contact your Director.** Be sure that your club officers and/or board members receive a copy. Place the remainder on the flyer table at your dances. Newsnotes are for everyone.

The purpose of Newsnotes is to disseminate square dance information from the Association, SCISDA and USDA to Association member clubs and dancers. It is not designed to duplicate the material found in other square dance publications.

We are interested in the member club's newsletters and would appreciate it if you would send a copy to the Newsnotes Editors occasionally.

To assist clubs in the selection of a date for a special dance, we initiated Clearing House. This listing is for those club dances for which you may rent a large hall, book a nationally known caller or several club callers, sell tickets, or go all out on decorations, refreshments, etc.

Although the listing does give publicity, its primary purpose is to give the member clubs a place to check in order to avoid conflicting dates.

Since most of the clubs depend on their special dances to raise funds to meet the expense of running a club, it is important that:

- All clubs notify the Newsnotes Editors of all dances as soon as the date is established. Notice of dances occurring **two to three years in advance** is more important than the notice of a dance next month.
- All clubs, out of courtesy to their fellow clubs, should do their best to avoid conflicting dates especially when the dances are at locations near each other.

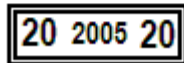
Remember: Do unto others as you would wish others do unto you.

Newsnotes / Clearing House Editors Newsnotes Advisor / Information Handbook

**See www.squaredancechicago.com
For current News Note Editor
Your Director or Club MCASD Delegate
will have current contact information**

Chapter 13 - Dancer Activity and Club Friendship Award Requirements

Dancer Activity Awards



MCASD Dancer Activity Awards are available for presentation to a dancer who attends other club's dances as part of a square or more during the dance season. Awards are available in multiples of five, starting at 10 visits (i.e., 10+, 15+, 20+, 25+, etc.).

The badges and bars for these awards can be purchased from MCASD by the clubs for presentation to the dancers.

Stealing attempts, retrievals and other visits with six (6) or more paid club members between September 1 and June 30 at a regular club dance, as well as the Great Pumpkin Ball and/or the Sweetheart Dance are countable towards the Dancer Activity Award. **Visits to the same club may be counted for the award until a banner is stolen or a crying towel received, plus one visit for retrieving is made.** Free dances, workshops, exhibitions, summer dances and ticket dances do not count.

*******Credit for a Dancer Activity Award can be earned by individual dancers (1) by attending any MCASD New Dancer Dance. A completed visit form with the Caller's signature, the MCASD New Dancer Dance attended and the date must be turned in to your Banner Coordinator each time you visit.**

A completed Club Visit form with the Caller's signature, the names of the dancers from your club, the club visited and the date must be turned in to your Club Banner Coordinator each time you visit another club. At the end of the season, a list of those dancers who are eligible and the number of clubs visited should be sent to the MCASD Friendship/Dancer Activity Awards Coordinator prior to July 1 to purchase the awards.

Club Friendship Award

To qualify for the Club Friendship Award, at least six (6) members from your club must visit **at least 10 different clubs** during the dance season. This award is given to the club for attending regular dances of other clubs and has nothing to do with who is calling for these clubs. Be sure you obtain the caller's signature on a MCASD Club Visit form along with the names of the dancers attending for each club visited. **The list of clubs visited is to be submitted to the MCASD Friendship/Dancer Awards Coordinator prior to July 15.**

Badges and Friendship Awards are to be picked up at the General Meeting in September.

Chapter 14 - Banner Stealing Rules

As an aid to its member clubs, the Metropolitan Chicago Association of Square Dancers publishes Banner Stealing Rules. These rules are to be followed by all clubs who participate in Banner Stealing. To avoid confusion please display these rules on the sign-in table at your dances.

Six or more paying club members must attend a club's regular dance to steal or retrieve a banner. There is to be no stealing or retrieving, or credit for the Friendship Award at special ticket dances or six-shooters. It takes one visit to steal and another visit to retrieve. If the host club has your banner, your club is not eligible to steal their banner before you have retrieved your banner.

Your club caller, attending only as a paid dancer, may participate in banner stealing and retrieving as a part of a square.

STEALING:

To be eligible to steal a banner, at least six members of the stealing club must be registered and present before the **THIRD** tip starts. If more than one club is stealing, the host club shall make a slip for each and a drawing shall be held in full view of the floor to determine which stealing club takes the banner. If no stealing club is present with six paid members at the start of the **THIRD** tip, the first stealing club to arrive with six paid members takes the banner.

All member clubs may offer only one banner for stealing purposes at any given club dance. Offering two or more banners by the same club at the same time is **NOT** allowed. Should multiple clubs join together to sponsor a dance, then each club may offer one banner at that jointly sponsored dance. A crying towel, earned after four unsuccessful stealing attempts, is exempt from this rule and may be given out in addition to the one banner given out for stealing.

- One slip of uniform size and uniformly folded should be placed into a reasonable size container for **each** visit a club has made in the current dance session (Sept. 1 – June 30) and has not won the banner. The first name drawn shall be the winner.
- If a club is still unsuccessful after four such attempts to steal, a courtesy crying towel or other token should be given (which counts as a successful steal) and the host club should retrieve it.
- Clubs may call ahead to determine if there is a banner available for stealing. No club shall have a banner available for stealing on their last dance of the season.

- In the event that your banner is not available on your scheduled night of dancing a club token will be given to the eligible club. When the token or crying towel is retrieved, the retrieving club will take their regular or traveling banner to put on display for the evening.
- No banner shall be taken except the host club's banner.
- If available, a club must retrieve their own banner from a holding club before they make an attempt to steal a banner from that club.
- A club that steals a banner must hold it until the owner club retrieves it. Due to storage problems over the summer, it is suggested that every effort be made to retrieve all banners during the current dance season.
- A club shall not take a club's banner more than once in a dance season.
- The banner shall be presented to the eligible club before the last tip.
- No club shall be entitled to another club's banner when said club regularly dances on the same night as the host club.
- A free ticket or pass for admission from the host club will be honored as a paid regular admission for stealing or retrieving.
- A stealing member must have on the stealing club's badge and must pay regular admission to the host club. He must also register as a thief in the host club's guest book.

RETRIEVING:

To be eligible to retrieve its banner, the club must have six registered dancers present; however, it is not necessary that they all be present at the start of the first tip.

Note: if you're going to participate in stealing and retrieving, abide by the rules.

Chapter 15 - New Dancer Lesson Policy

Due to the continuing complexity of square dancing and the desire of clubs and dancers for a starting base in the activity, the following **lesson policy** is recommended to all Association clubs for their use:

- Clubs teach approximately 40 lessons. These may be called whatever the club chooses (lessons or workshops) and divided as the club decides (10 weeks at a time or two 20-week sessions, etc).
- The figures taught are to agree with the CALLERLAB PROGRAM. All MCASD New Dancer Dances will follow the CALLERLAB Program.
- Attendance at New Dancer dances should be actively encouraged during lessons, but should not be forced or required.
- No dancing should be done by the New Dancers at regular club dances, without previous permission of the host club, until after graduation. New Dancers may attend the parent club's dances whenever the parent club decides they are ready.
- The most competent, experienced caller or teacher available should be enlisted to teach the New Dancer Lessons.
- These are intended as a base of instruction for use in the Chicago area to prepare new dancers to dance at the **mainstream** level. They are in no way intended to alter any clubs' dancing level. Making new dancers familiar with what they will meet at Mainstream dances is not the same as saying every member club should dance Mainstream only.
- **Suggestion:** If each club designated and advertised one regular spring dance as New Dancers Night, New Dancers would know that they are welcome and those not desiring to dance with beginners could make a choice.

Chapter 16 - New Dancer Dances

Beginning in November and running through May, the Association sponsors dances for the new dancers taking lessons.

Why?

- Because square dancing is becoming more and more difficult and varied
- Because a season of lessons by itself does not adequately prepare a new dancer for dancing with a club
- Because new dancers are the future of square dancing and so are very important to the sponsoring club's future
- Because these new dancer dances will show new people the fun and relaxation they thought they were signing up to get.
- Because new dancers will meet many others like themselves and find that they are not alone with their dance problems
- Because new friendships will form, leading to greater voluntary interclub visiting
- Because it has been found that these dances can generate renewed enthusiasm for lessons
- Because the added dance time will make the new dancers better dancers sooner.

What will be taught or workshopped?

Nothing. These will strictly be dances. Any call having many dancers standing, indicating that a workshop would be needed, will be dropped for that evening. Because of the different starting dates for lessons, most dances will run about four weeks behind the earliest starters, material wise, so there should be few problems. No matter the number of lessons taken, all new dancers will benefit. Dance time and enjoyment are the only goals.

Who will run the dances?

Everything will be handled by the Association. No club identification or literature, except flyers advertising new dancer dances, is permitted until authorized by the Executive Committee. This applies to angels, callers, and Executive Committee people and will be strictly enforced. Since the Association does handle the monies, any profits will go to further square dancing.

Who will call?

The Association will arrange for the most competent callers available.

Who may come?

Any dancer taking new dancer lessons. Angels are permitted to come with their new dancers.

When, Where? How much?

See the New Dancers flyers for locations, dates and times. The dances will cost \$5.00 per person. (All Angels except host club pay)

What to wear?

Anything comfortable. Clothes are not as important as getting involved in square dancing.

Proper square dance attire will follow.

Chapter 17 - Caller Contracts

Gone are the days when you could seal a bargain between a square dance caller and a club with a handshake. Today, most callers and clubs prefer to have the details of their agreements spelled out in writing. Why? Because a written contract may be used by both the caller and the club 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 particular club – these things in themselves are not enough for either party to assume that an agreement has 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 a club in which the nature of their agreement has been informally, but nonetheless precisely, outlined. Whichever style is used, it should be written so that it is not possible for either party to misunderstand the wording or intent of the provisions.

For that reason, we recommend the enclosed CALLERLAB-approved contract form.

The information that should be clear in a contract includes:

Who?	Caller's name, address, phone number. Club name, contact name, address, phone number. It is advisable to list at least one alternate contact.
What?	Type of dance – regular club dance, workshop, special event. Level of dance – be specific using where possible the CALLERLAB plateau designations. Also, include whether there will be any “star tips”.
Where?	The location of the dance: both the address and the room inside the building, if appropriate. Include written directions to the hall if desired.

When?	Date: the day of the week, the month, day, year, starting and ending times, The caller must be there early to set up. If the caller is late, extending the ending time is determined by the host club. There will be breaks for refreshments, announcements, and other activities.
Sound?	Who supplies the sound equipment: the caller, the club, or someone else?
Rounds?	If so, leader's name, time for rounds, how many? Whose equipment will the round dance leader use?
Fee?	If a flat fee, how much? If a percentage, how will it be calculated: on the gross receipts, or on the net after expenses? Are there any considerations for transportation, lodging, meals, etc?

Other considerations:

Will the caller be restricted from other calling dates within a specified radius of the scheduled dance for a certain time period before and/or after the date of the scheduled dance?

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.

Cancellation Clause: Most contracts can be cancelled "only by mutual consent". If after signing a contract, a caller or club finds that they have second thoughts about the terms or conditions, they may of course undertake to renegotiate them. It is vitally important, however, for them to remember that in the event their efforts to renegotiate the contract are not successful, they are bound to comply with the terms of the original signed contract.

Ask for proof of BMI/ASCAP licensing.

A sample contract form is included in Section 20.

BMI / ASCAP Licensing Agreement

Nearly every piece of music used at a typical square dance is copyrighted by the author, and it is illegal to play that music in public without the author's permission. A club that plays such copyrighted music without the proper licenses is subject to enormous fines of up to \$20,000 per song played.

Since it is impractical for authors to license songs individually for performances, three "performance-rights organizations" have arisen manage these music licenses. Broadcast Music, Inc. (BMI) and the American Society of Composers, Artists, and Publishers (ASCAP) are two of these organizations.

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Since it is impractical for authors to license songs individually for performances, two "performance-rights organizations" have arisen to manage these music licenses. Broadcast Music Inc. (BMI) and the American Society of Composers, Artists, and Publishers (ASCAP) and these two organizations BMI and ASCAP agreed in 1990 to offer annual licenses to clubs but that program was unsatisfactory to all concerned. After further negotiations, BMI and ASCAP agreed in 1992 to license individual callers and cuers through their membership in CALLERLAB, American Caller Association, or Roundalab.

MCASD is satisfied that caller- and cuer-based licensing adequately protects member clubs from any lawsuits involving copyrighted music, as long as that club ensures that its performers are suitably licensed. MCASD highly recommends that all member clubs use the latest Caller Contract Form (included in the appendix) which includes a place for callers and cuers to acknowledge that they are licensed.

It is suggested that any person or club that desires more information on Performers Licenses should contact CALLERLAB, the American Callers Association or Roundalab.

MCASD will continue to monitor BMI and ASCAP for any possible changes in the licensing agreement and to inform all member clubs of this change for the good of the square dance clubs. If any questions arise in regard to the licensing of a specific dance or caller, please contact your club director who will be glad to assist you in getting the proper information.

CALLERLAB 200 SW 30 th Street Suite 104 Topeka, KS 66611 785-783-3665 Fax 785-783-3696 1-800-331-2577 e-mail info@callerlab.org	American Caller Association PO Box 2406 Muscle Shoals, AL 35662 256-383-7585	Roundalab 176 S Cole Rd, Boise, Idaho 83706 208-377-1232
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PLEASE CHECK THEIR WEBSITES FOR CURRENT CONTACT INFORMATION

Chapter 18 - Square Dance Etiquette

Square Dancer's Ten Commandments

1. Thou shalt square dance only for the fun which thee will find in it.
2. 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 wilt be the one to goof the square.
3. Thou shalt not forget that thou were once a beginner.
4. Thou shalt be exuberant, but thou shalt act thy age. Do not offend others by thy high-flung legs and out-flared skirts.
5. Thou shalt go abroad and dance with other callers so that thy opinions expressed as to the merit of this one and that one are indeed based on facts.
6. Thou shalt not let the stranger in thy midst sit on the sidelines and cool his heels or fail to speak to him.
7. Thou shalt bath 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.
8. Thou shalt take care that the words of thy mouth are not scented with garlic or beer.
9. 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 callers are more to thy liking.
10. Thou shalt not kill thy club with bickering and fault finding.

Follow the above Ten Commandments, and thou shalt be guaranteed a good time at any square dance you attend, and further, will know that you have helped others to have a good time, too.

Square Dance Manners

Assuming that you always wear your best manners in public, let's talk about manners that apply specifically to square dancing. A well-informed square dancer will follow the rules noted here:

- Arrive on time whenever possible.
- Form a circle or set up squares promptly when the music starts or at the caller's request. Bear in mind that one can be prompt without running. A square dance is not the proper place for the 50-yard dash! In fact, such attempts usually turn out to be an obstacle race with other dancers as the obstacles.
- Join the nearest square that is forming. If all the nearby squares are filled, hold your hand up high so that the caller can either guide dancers to a square where you are needed or get some other couples to join you.
- If time permits, introduce yourself and others within the square. You'll not only acquire a reputation for being friendly, but you will also acquire many new friends.
- Listen quietly during any and all instructions from the caller. If you are an average, good-hearted soul and you know the call being explained, resist the temptation to explain it to the others in your square – let the caller do the teaching. When the square is set up and ready to go, the well-informed dancers hear all of the professional instruction they have come to enjoy. However, after that tip your friends may appreciate some help from you and it is perfectly in order to offer it.
- There is no acceptable excuse for rough handling of fellow dancers! Roughness is the mark of ignorance – whether by chance or choice – and you will do well not to imitate even a more experienced dancer who has chosen to ignore the elementary rule of proper square dance conduct.
- At the end of every dance be sure to thank the others in your square. They did contribute to your fun. Thank your partner too, and escort her to a chair.
- Friendliness is a part of good manners. A square dancer promotes friendliness since it offers endless opportunities for new friendships to develop. If you are not continually making new friends, you are not getting the most out of square dancing. A good way to ensure a friendly atmosphere is to consider yourself always a host to all other dancers. Friendliness comes from within yourself, and you can best be described as your interest in others. Those who seek it will be wise to look for it at its source; those who display it are never obliged to seek it.
- Be a well-informed square dancer. Review these rules of etiquette often.

Originally published in the *American Square Dance Magazine* by the national organization *Sets in Order*

Chapter 19 - MCASD Dates

The following fixed schedule has been set in the By-laws for MCASD functions each year:

General Meetings	Third Sunday in September First Sunday in December Third Sunday in April; fourth Sunday if Easter falls on the third Sunday (Elections)
Sweetheart Dance	Third Sunday in February
Great Pumpkin Ball	Fourth Sunday in October

**See www.squaredancechicago.com
for current list of MCASD Meeting Dates**

Meetings will be held at Trinity Lutheran Church, 405 S Rush Street in Roselle, Illinois unless otherwise announced.

