

International Dance Club, Inc.

Policy Manual

Approved

15 February 2015

PURPOSE

The purpose of this manual is to document club policies adopted by the membership over the years . Often the corporate knowledge of policies is lost in the turnover of board and committee members. By formally documenting these policies we hope to provide continuity and standardization in the running of our successful dance club.

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Policy #1: Annual Calendar Of Events

The board shall provide an Annual Calendar of Events to facilitate the hiring of bands and posting the necessary news items to promote upcoming events and to promote attendance. (See Appendix 1)

Policy #2: Annual Review Of Club By-Laws

The Club By-Laws will be reviewed annually at the April general membership meeting for the purpose of maintaining an informed general membership.

Policy #3: Bulletin Boards

The club bulletin boards located in the entrance hallway are available for posting messages considered informative and beneficial to the club. All messages must be approved by the hosting board member before posting. All non-approved messages will be promptly removed and trashed. The hosting board member is responsible for monitoring bulletin boards and removing any unapproved or outdated messages.

Policy #4: Board Member Remuneration Policy

The Board of Directors reaffirmed on 21 October 2004 that the words “No Remuneration” in Article III, Section 6, of the Club By-Laws mean no pay, salary, or stipend shall be paid to board members for their services as board members, to include no reimbursement for use of personal vehicles.

The club shall not provide remuneration for services to anyone in a manner which could characterize the club as an employer. Rather, the club pays for services on a contract basis for specified performance rather than on an hourly rate. It is the goal to have such services defined by written contract, however, occasionally such contracts are verbal. The contractor providing such services shall submit invoices for payment to the treasurer for payment. Current ongoing contract services are being paid for bookkeeping, janitorial, rental manager, and snow removal services. Basis of payment is negotiated between the provider and the Board of Directors.

Policy #5: Conflict of Interest

Promotion of other Clubs, Venues, Dance Studios, etc is prohibited if they conflict with any or all IDC events. This includes dances, classes, special events. Exception will be out of state dances.

Policy #6: Club Royalty

The IDC will elect royalty from among members in good standing each year. The royalty shall consist of a king, queen, prince and princess who shall reign for one year. Club members may not be elected to the same royalty position more than once. Royalty are not necessarily husband and wife.

Policy #7: Dance Cancellation

The decision to cancel a dance will be made by the president and the dance host assigned to the evening. The president should notify all the board members and the band chairperson, who shall notify the band. Membership has been told to call any board member for information in the event of inclement weather.

Policy #8: Dance Classes

1. A dance instructor is approved each year by the Board of Directors.
2. Dance classes are scheduled by the dance instructor.
3. Dance classes are held at the IDC on the day and time scheduled by the dance instructor and approved by the board.
4. These scheduled dance classes should not be changed by any one other than the dance instructor unless prior arrangements have been made.

Policy #9: Dress Code

The dance host for each event must use discretion in admitting anyone they feel may not be properly dressed. Designer jeans and denims have become fashionable and are acceptable. modest dress is required.

Policy #10: Honorary Membership Awards (Special Situations)

An honorary membership may be temporarily awarded to those members who have had memberships for at least two years and are now incapacitated, handicapped, in nursing homes or otherwise deserving as determined by the board.

Policy #11: Insurance Claims

Damages less than \$2000 (\$1000 deductible) should be absorbed by the International Dance Club rather than submitted to the insurance carrier for payment. Multiple claims, though small, increase the likelihood of substantial rate hikes as well as cancellation by the insurer exposing the club to the risk of being uninsured.

Claims to the insurer for compensation of personal injuries should be made with the knowledge and assistance of the Board of Directors in order for the club to be aware of the impending action and its resolution. The name of the insurer should be shared with the injured party only on approval of the board or its representative. **Policy #12: Master Key Policy** The Board of Directors shall review, revise, and enforce the list in Appendix III of persons authorized to possess master and other keys to club property and locks annually after the new Board members take office.

Policy #13: Member Anniversaries And Birthdays

A cake or other desert, served at the discretion of the board, will be the only way the club honors member anniversaries and birthdays.

Policy #14: Memorial Service

The May newsletter will list all deceased IDC members. Their name and date of death will be engraved on a plaque on the Memorial Board.

Policy #15: Newsletter

A club newsletter shall be published monthly for the purpose of disseminating club information to the entire membership.

Policy #16: Secret Votes

Any member can request a secret vote on any issue. The secret vote may be requested at a board meeting or at a general membership/special meeting. The request for a secret vote has to be moved, seconded and passed by majority vote, The board secretary will have blank slips of paper available to be distributed for the secret vote.

Policy #17: Liquor License

Due to Colorado State Laws (per Doug Miles, Assistant DA, 2006)

Members only are allowed to bring alcohol into the club AND/OR consume alcohol on the premises at any regular scheduled event.

EXCEPTIONS: a private event when personal invitations are issued by the host or when a Special Event Liquor License is purchased by the club for an event.

When a Special Event Liquor License is purchased, NO ONE may bring beverages into the club. All beverages must be provided by the club and may be given away or sold. Members and non members are allowed to consume alcohol at these "exceptions".

A person is appointed to represent the IDC, to apply for Special Event Liquor Licenses, pay for said licenses, schedule and attend the liquor board hearing at the City of Colorado Springs Liquor Licensing office.

When applying for liquor licenses, representative must submit:

- 1. A completed application form ***
- 2. A letter from the IDC Board of Directors authorizing representative to apply for the licenses. It must list the officers names.**
- 3. A copy from the Colorado Secretary of State showing IDC/IPC as a valid business.**
- 4. A schematic of the building showing where liquor will be stored, including all ingress and egress.**
- 5. Keep a file listing names and date of birth of all members of the Board of Directors. (This does not need to be submitted, but must be available)**

A sign made by the Liquor Licensing Office must be posted a minimum of ten (10) days prior to the hearing date, on the front door of the IDC building. It may be disposed of after the hearing.

Up to four (4) licenses may be applied for at one time. Representative must also fill out, sign and have notarized, the form provided with the sign and take this to the hearing.

When the licenses are approved, a sign will be provided by the CS Liquor Licensing Office stating that it is unlawful to sell alcohol to minors. This sign must remain posted in a conspicuous location along with the Special Event License for each day of an event. If any event is more that one day long (i.e. Mardi Gras) there will be one license for each day. A three (3) day event will consist of three (3) different licenses.

- When filling out the date of an event, times must be listed. Allow at least two (2) hours on each end of the event for bringing in alcohol, setting up and closing.**

- If an event is from 5pm until 11pm, times for event should be list as:
- Start time: 3pm Close time: 1am.
- A sign must be posted stating: No alcohol may be brought into this event. A cash bar is available. Post this on front door, band door, in foyer and at the cashiers station.

All alcohol must be removed at end of event.

Policy #18: Web Site

The IDC Web Site (www.Internationaldanceclub.org/cpanel) is established for the purpose of providing members and the public information on club rentals, club activities and event schedules.

A webmaster is appointed by the board of directors and is responsible for keeping the web site up to date with schedules, activities. Posting of pictures of events is optional but beneficial for providing information on club activities.

Dayanahost.com is presently used as the club web site server and host with separate charges for hosting and serving. These charges can be paid annually of multiple years at a time. When webmaster receives notices of payments due they should be paid for “on line” with a credit card. The IDC will reimburse payer for the charges.

Policy #19: Presidential eligibility

The Board of Directors have determined that in order for any Board member to be eligible to run for the presidency of the International Dance Club they must have served at least one year on the Board of Directors. This time as a director will allow sufficient time for the member to become familiar with the club policies, history, culture and procedures and permit the other directors the opportunity to observe the member’s leadership qualities.

Policy # 20: Vice Presidential eligibility

Since the Vice President position is intended to assure continuity of governance during the absence of the President, the board has decided that the Vice President’s term expiration date must be different than that of the president’s in order to avoid the possibility of both officers leaving the Board at the same time.

Policy #21: Replacement of a Board Member

If a Board Member, officer or director, misses three consecutive, unexcused meetings, they may be replaced at the discretion and majority vote of the other board members.

Policy #22: Member Duty Assignments

Assigned duties of officers, Directors or Members at Large may be revoked or reassigned at the discretion and majority vote of the Board of Directors when and if circumstances require this action.