

Colorado State Square Dance Association (CSSDA)

Procedure and Policy Sheets – Approved ~~January 27, 2024~~ October 26, 2024

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Revised January 18, 2015

Hosting CSSDA Meeting by Council Areas

1. CSSDA meetings are held quarterly in accordance with the bylaws, Article XI.A – “Meetings”. The July CSSDA meeting is held in the city where the next State Festival is to be held, while the following April meeting shall be held in the host council area. The July meeting should include a tour of the site and facilities of the Festival. Committees usually meet Saturday afternoon prior to each CSSDA meeting.
2. CSSDA meetings are rotated between the member councils, one meeting per year – scheduled by the CSSDA Secretary at least two years in advance. Usually the Hosting Council Senior Representative will take the lead in making the arrangements for the meetings by securing the meeting places, arranging for a dance on Saturday evening, and if practical, making provisions for a lunch after the Sunday meeting.
3. The CSSDA President will prepare an agenda and schedule for each quarterly meeting. The meeting agenda will be disseminated to the Board of Directors no later than 15 days prior to the next meeting, in order to allow them to formulate opinions and to receive voting instructions from their Council Areas. Additional items may be placed on the agenda at the start of the scheduled meeting if approved by a majority vote of those representatives in attendance. To accomplish the agenda preparation task, agenda items and the support information for inclusion must be received by the President no later than 21 days prior to the meeting.
4. The CSSDA has a PA system and a video projector that will be used for the meeting. Any other equipment required will be the responsibility of the host Council.
5. Costs encountered in hosting CSSDA meetings:
 - a. Costs for hosting the CSSDA meeting will be shared equally by the CSSDA and the hosting Council, with the CSSDA to provide up to a maximum of \$100 toward the meeting room expense.



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- b. The hosting Council may levy a charge of \$5.00 per person for the lunch following the meeting. Lunch fee may be used to assist the hosting Council in covering the expenses for its share of the meeting.
 - c. The hosting Council may wish to have a social dinner on Saturday evening for the attendees. Meeting attendees will not be required to take part.
6. Exceptions to the above may be modified for any one meeting with previous Executive Board approval.
7. Committee meetings may be called by the Committee Chairman as often as necessary, taking into consideration elements of time and distance, and coordinating such meetings with current activities.
8. Committee members and representatives are encouraged to bring flyers and other appropriate documents to meetings so that complete communications from each Council Area may be maintained.
9. Committee meetings shall be open to attendance and participation by active dancers who are members of area councils. A Committee Chairman may declare a meeting open only to committee members if the committee is discussing items of a sensitive nature (such as the 53rd Grant Committee).
10. Following the first meeting of the calendar year, the CSSDA Secretary shall provide a list of CSSDA Officers, Committee Chairmen, and the Area Council Representatives, listing names, addresses and phone numbers.

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Procedure and Policy Sheet - No. 2 of 17

Revised January 21, 2023

Hosting Annual CSSDA State Festivals

The CSSDA Bylaws suggest that a State Festival Committee be appointed. The duties of this Committee shall be to conduct a State Square Dance Festival under the sponsorship and guidance of the Colorado State Square Dance Association.

1. Festival Chairman
 - a. The Chairman shall be selected, by the hosting Council, from active, qualified members in good standing of a Council and approved by a vote of the CSSDA Board of Directors at the first general meeting following the appointment.
 - i. The Chairman should then select the following: Vice or Co-Chairman, Secretary and Treasurer, and they shall also be selected from among active and qualified members in good standing of the local Area Council.
 1. Chairmen for Publicity, Public Relations, Programming, Registration, Fashion Show, Exhibitors, Solos, Decorations, Sewing, Hospitality, Camping/RV, After Party, Food or any other Chairmen deemed necessary.
 - b. It is recommended that the Festival Committee Chairman be selected three (3) years in advance of the Festival to be hosted. Following approval of the selection, the Chairman,



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and the hosting Council President along with the CSSDA President will sign the attached contract. (Exhibit 2).

- c. A Festival Chairman may be removed from office for justifiable reasons (such as not following CSSDA policies) at the request and vote of the CSSDA Board of Directors with notification to the hosting Council. If a Council chooses to replace a Festival Chairman notice shall be sent to the CSSDA President immediately and an approval vote taken at the next general CSSDA meeting.
2. Festival Dates
 - a. The Festival shall be held on the second Friday and Saturday of the month of June, except as changed by special permission of the CSSDA Board of Directors.
3. Festival Facility Contract
 - a. The Festival Chairman shall be responsible to secure a fair contract with the Festival Facility management. Any change to that contract is to have prior approval by a majority vote of the CSSDA Executive Board before festival chairman changes the contract with the venue.
 - b. Space should be allowed for Mainstream Dancing, Plus Dancing, Round Dancing, Registration, Vendors, Showcase of Ideas, and if possible Advanced or other forms of dancing (clogging, contra, line, country, traditional, etc.).
 - c. The Festival Facility Contract shall include a cancellation policy.
4. Festival Budget
 - a. A complete Festival Budget, showing all expected income and/or expenses from the Festival planning. The budget will be presented to the CSSDA Board of Directors before any advance may be made to the Committee. This budget must be presented no later than the July meeting prior to the Festival, but may be submitted up to two (2) years in advance of the Festival to be hosted.
 - i. The budget shall include, and not be a portion of the net fifty percent to the CSSDA, one dollar (\$1.00) per person registering to be earmarked for use of the the Festival or Convention Assistance Fund (see Procedure and Policy Sheet #8.
 - ii. The amount earmarked above will be due and payable as soon as the final attendance for the Festival is established. The payments are payable to CSSDA and are to be sent to the CSSDA Treasurer.
 - b. The Festival Chairman shall furnish copies of the proposed budget to the CSSDA President. The copies are to be sent to all CSSDA Board of Directors fifteen (15) days prior to the meeting at which the budget is to be presented.
 - c. If not previously done, following the meeting at which the Festival budget is approved, the Festival Chairman, Hosting Council President and the CSSDA President shall sign the attached Festival Contract (Exhibit 2).
 - d. Volunteers for all Festival duties are encouraged; All service provided for remuneration shall require a written contract.
5. Festival Rotation and Site
 - a. Each active Area of the CSSDA having suitable facilities, shall take their turn in hosting the Annual Festival. The rotation schedule shall be as follows: Northeast, Denver, Southeast, Colorado West and continuing in the same order thereafter. In the event another Council Area becomes active, it may be inserted into the rotation schedule at the discretion of the CSSDA Board of Directors. A trade in the schedule between two Council Areas may be made if both Council Areas are agreeable and the CSSDA Board of Directors approves it.



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6. Festival Procedure

- a. The Chairmen of the upcoming Festivals shall have in their possession information concerning the procedures for hosting the Festival. This shall consist of, but not be limited to the following:
 - i. Copies of current Procedures and Policy sheets. Future Festivals will operate under the Bylaws & Policy sheets in effect at the time of the Festival contract signing.
 - ii. Suggested Committee positions and duties of those Committees.
 - iii. Copy of the CSSDA Bylaws.
 - iv. Copies of the final reports of the past Festivals. (At least the two most recent Festivals)
 - v. Other pertinent information that would enable the Festival Chairman to better perform his duties.
- b. The Festival Chairman for each of the last two (2) CSSDA Festivals may be asked to serve on a new Festival Committee in an advisory capacity. Past or present CSSDA Officers still active in CSSDA may also serve as advisors. The Chairman of future CSSDA Festivals and the current CSSDA President should be invited to attend Festival Committee meetings, and should make every effort to do so. A copy of the Committee meeting notices and minutes will be sent to future Chairmen and to the CSSDA President in a timely manner.
- c. Space shall be provided at the current Festival where the Committee for the next festival can promote and pre-register dancers.
- d. Time will be allotted at the current festival for the promotion of the next year's festival. The day and time to be agreed upon by the two festival chairpersons.
- e. Publicity Chairman shall keep other Council Areas up to date on latest details and publicity concerning the Festival. Only the Colorado State Square Dance Festival for the next year may be advertised and accept registrations, with the following three exceptions.
 - i. The CSSDA Webmaster or Web Administrator and individual council bulletin editors may be asked to print a page titled "Save the Date". Each future festival can then place on that page, the date, place, and theme for their festival, with no other information allowed. No other advertising of any kind will be allowed for future festivals.
 - ii. Festival reports given at CSSDA or Council meetings will not be considered as advertising an upcoming festival.
 - iii. Once a Colorado State Square Dance Festival Committee is formed and has an approved budget in accordance with these policies, registrations may be accepted from those committee members only.
- f. The Programming Chairman shall be active and qualified to select and program the callers and cuers for the State Festival.
 - i. This Committee should keep in mind at all times that the wish of the CSSDA is to provide the best possible dance.
 - ii. The Festival Committee is allowed to make their own decisions with reference to contract callers and cuers participating in the program. This includes eligibility, program, remuneration, scheduling and use of sound equipment. A letter of invitation to participate will be sent to all Colorado State Callers/Cuers.
- g. The Festival Committee shall be responsible for acquiring property insurance for all authorized sound equipment at the Festival.



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- h. The Festival Committee shall be responsible for acquiring liability insurance for the Festival. The amount of insurance needed will be determined by the request of the contract Facility. Every effort should be made to use the USDA Insurance or other suitable insurance.
 - i. The festival committee will determine what is an appropriate dance package for the festival. Exhibitors, exhibition dancers that no longer square or round dance, support crews that do not dance, dancers with disabilities, and caller and/or cuers and their non-dancing guests may be offered a registration fee that is deemed appropriate by the festival committee.
 - i. Guest Ceremony Personnel is described as non-dancers such as clergy, city officials, facility representatives, color guard and special guests. Exhibition teams should not be considered guest ceremony personnel. Volunteers for all ceremony duties are encouraged; however, remuneration or donations may be allowed for services to the CSSDA Festival, unless otherwise stated in this policy sheet.
 - ii. Any caller or cuer volunteering to participate in the program must be pre-registered by the date designated by the hosting Festival Committee in order to be included in the festival program book.
 - j. All CSSDA Festival financial records shall be maintained in a proper journal (manual or electronic) and shall include all receipts and disbursements. All money expended for the Festival will have a justifiable receipt. All checks shall carry sixty (60) day validity.
7. Educational Policy
- a. Space shall be provided by the hosting Council for an educational program, which is mandated by the CSSDA. The actual program shall be chaired and/or managed by the EdNet Committee at the expense of the CSSDA.
 - b. One hour of solely dedicated time will be reserved in the festival Saturday schedule.
8. Showcase of Ideas
- a. Space shall be provided, free of charge, for a Showcase of Ideas where other Councils, CSSDA committees, and outside organizations can display and share ideas about our dance activity.
 - b. The Festival Committee shall contact all Councils, CSSDA Committees and outside organizations connected to CSSDA and invite them to participate. It is the responsibility of all groups to respond to the Festival Committee so space and table arrangements can be finalized.
9. Ceremonies
- a. The main Festival Ceremonies shall be held on Saturday night.
 - b. The CSSDA President and the Hosting Council President shall be given a chance to address the assembled dancers.
 - c. A few minutes will be reserved for the presentation of the Colorado Square Dance Promoter Awards and a presentation by the 53rd National Grant Committee.
10. After party(s) and Exhibition(s)
- a. After parties and Exhibitions shall be left to the discretion of the Festival Committee.
 - b. Exhibition team members shall have valid Festival Registration.
11. Final Reports
- a. Accurate records of each Festival must be kept and a final report shall be presented by the Festival Chairman at the October CSSDA meeting following the Festival.
 - b. All Festival reports shall be retained by the CSSDA Secretary.



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- c. The Final Festival report shall be presented on the attached Final Short Report Form (Exhibit 3) and be retained in the CSSDA Secretary's books for ten years for review to any existing Festival Committees upon that Festival Chairman's request. Copies only should be given out for review. All original Final Report Forms shall remain in the CSSDA Secretary's books. Not all items are applicable to all Festivals yet every effort should be made to have the data as complete and accurate as possible.
 - d. Newspaper articles, pictures, pre-registration booklets, tri-folds, registration blanks, programs and any other Festival information available should be presented to the CSSDA Historian in scrapbook form. The CSSDA Historian should retain these with the CSSDA Scrapbooks and display them at future CSSDA Festivals.
12. Proceeds
- a. Proceeds or losses from the Festival are to be shared equally by the hosting Council Area and CSSDA. This also applies in the event of a Festival cancellation.
 - b. All materials paid for from the Festival receipts that can be reused shall become the property of CSSDA or the hosting council at the discretion of the Board of Directors of the CSSDA and the hosting council for the use of future CSSDA Festivals.
13. Financial Review Committee
- a. A Financial Review Committee Chairman shall be appointed by the President of CSSDA.
 - b. The other Committee members will be the reporting Festival Treasurer, the CSSDA Treasurer and at least one other past or future Festival Treasurer.

JOB DESCRIPTIONS OF FESTIVAL COMMITTEE POSITIONS

Festival Chairman

1. Appoint active dancers to the various Festival Committees and be responsible to CSSDA for the actions of the Committee as a whole.
2. Responsible for signing all contracts; festival, facility, insurance, vendor, caller/cuer, exhibition teams, and other contracts required for the Festival.
3. Responsible for making sure reports are sent to the CSSDA President in a timely manner.
4. Inform the CSSDA President as soon as a Festival Secretary has been appointed with name, address and contact information.
5. Attend and report at a ComNet or CSSDA general meeting each quarter. The Chairman may be reimbursed for travel expenses at the same rate as other standing committee members of CSSDA for four (4) CSSDA meetings before the Festival and two (2) CSSDA meetings after the Festival, in lieu of any other remuneration received.
6. In the event the General Chairman cannot attend the CSSDA State meetings, a representative should be sent in his/her place to report to the CSSDA. The Festival Chairman shall send advance notice to the CSSDA President including the name of the representative.
7. The General Chairman will present the Final Report to the CSSDA by the October meeting following the Festival.

Vice or Co-Chairman

1. Responsible for making sure he is aware of all committee actions and contracts and be in a position to replace the Chairman in case of a vacancy.
2. Assist with any duties assigned by the Chairman.
3. Assist in acquiring color guard and person to do invocation, the leader for the Grand March and any other ceremonies.



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Treasurer

1. Responsible for financial dealings of the Committee.
2. Have up-to-date records at all times showing all expenditures and income.
3. Should keep track of the amounts budgeted and amounts actually spent.
4. Make arrangements for adequate cash on hand.
5. Shall have copies of all contracts (such as facility, vendor, caller, cuer and other signed contracts).
6. Is responsible for payment to the CSSDA Treasurer for items listed in Procedure and Policy Sheet No. 2 of 13 #4. (a) (1)-(3).
7. Will maintain a Treasurer's book of files, records and financial data that will included in the festival final report and passed on to the next festival committee.

Secretary

1. Responsible for all the correspondence as requested by the General Chairman.
2. Responsible for keeping accurate minutes of all general meetings. Copies of all Festival meeting minutes will be sent to Future Festival Chairman and the current CSSDA President.
3. Perform other secretarial duties requested by the General Chairman.
4. Will maintain a Secretary's book of files and records that will be included with in the festival final report, with a copy to the future festival committees.

Publicity

1. Responsible for dispersing all information about the Festival to Council Area publications, and websites, national publications and websites, social networks and news media.
2. Responsible for creation, content and maintenance of the Festival website and getting information about the Festival on the CSSDA Web Site and in each issue of the Area Bulletins.
3. Responsible for publishing the festival flyers.

Promotion

1. Responsible for the distribution of all festival promotional items.
2. Creates the promotion plan, appoints a promotion committee charged with traveling to dance clubs to promote and register dancers. (The festival budget should include mileage for this committee).
3. Creates the pre-festival program booklet, if one has been proposed and approved in the promotion plan.
4. Along with the Registration committee, prepares for the Promotion and pre-registration area as provided by the current festival committee, as well as the volunteers for the weekend.

Programming

1. Responsible for contacting and/or programming the callers and cuers for the Festival.
2. If desired, this position may be split into a Caller Program and a Cuer Program.
3. Responsible for sounding the halls and providing the required sound equipment.
4. Provide hospitality space for callers and cuers.

Camping and Recreational Vehicles (Optional)

1. Responsible for making arrangements for R.V.'s.
2. Should have people available to aid in guiding vehicles to the correct spots and in parking.
3. Provide 24-hour security for the area, if required by venue.



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Registration and Pre-Registration

1. Responsible for coordinating with the Publicity Chairman activities described herein.
2. Responsible for receiving the pre-registration forms and collating the information.
3. Responsible for having all registration materials ready to be handed out at the Festival prior to theirs.
4. Provide a good map to Festival facilities within the city.
5. Responsible for at-door registrations and will communicate with the CSSDA Vice President to arrange for the display and sale of "Colorado State Festivals" badges and bars.

Fashion Show

1. Responsible for the arrangements for an optional fashion show.

Vendors

1. Responsible for making arrangements and contracts with the approval of the chairman for vendor space (using the Colorado State Square Dance Association Vendor Agreement form Exhibit 1).
2. Assign vendor space.
3. Work with the vendors at Festival time
4. Assure that the vendors are provided with State, County and City sales tax information.

Solos

1. Responsible for making arrangements for the solo dancers.
2. Provide solo meeting areas in each hall.
3. Provide time and place for an optional solo social during the festival.

Decorations

1. Responsible for making arrangements for decorations.
2. Responsible for putting up such decorations and taking them down.
3. Responsible for obtaining and hanging all the State club banners.

Sewing

1. Arrange sewing workshop.
2. The oncoming Festival shall be allowed to present their costume, if they plan to have it.

Hospitality

1. Responsible for arranging for people to be "shakers" (people to fill squares) and volunteers to tend to the hospitality station.
2. Provide for an emergency message board and information.
3. Make local area information available (i.e., maps, restaurants, sights, etc.).
4. Responsible for arrangements for water in all dance halls.
5. Responsible for all directional signs within/outside of Festival Halls.
6. Provide for a first aid station.

FESTIVAL COMMITTEE - PLAN OF ACTION



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1. Area Councils select a Festival Chairman. In choosing a Festival Chairman, keep in mind that this person will be expected to spend a lot of hours in meetings, organizing the Festival. The Festival Chairman is the leader of the Committee and should be just that - - - a leader.
2. Festival Chairman will choose the remainder of the Committee members. Great care should be taken in choosing the Committee Chairmen.
3. The Festival Committee will choose a location. When choosing a location, keep in mind how many buildings and how much floor space is available.

THE HOSTING COUNCIL APPOINTS A CHAIRPERSON AND ADVISOR

THE CHAIRPERSON IS APPROVED BY THE CSSDA BOARD.

- Choose location and reserve the facilities.
- Form your team by appointing the committee chairpersons
- Choose theme and logo.
- Chose your featured callers and cuers
- Submit your festival budget for approval to the CSSDA.
- Contract with the facilities, callers and cuers
- Develop a timeline for the venue
- If possible, begin attending CSSDA meetings
- Make decisions concerning the facilities and their uses, food services, RV areas, meeting rooms
- Visit area hotels and motels and RV parking to provide information to registered dancers
- BEGIN CREATING THE WEBSITE
- Prepare promotional materials and have a promotion plan prepared for presentation at the current Festival.
- Provide for accommodations and transportation for the featured caller and cuer
- Get invitation out to caller and cuers
- Invite and contract with vendors
- Apply to be an official Trail Thru event to the National Convention.
- Prepare a promotional display for the National Convention Showcase of Ideas.
- Prepare dance programming booklets
- Prepare decorations and signage
- The Hospitality Chairman should contact the city visitor center, and or Chamber of Commerce for local and regional information.
- Prepare your volunteer lists
- Collaborate with the CSSDA COMNET Committee for the required 3R program
- Make the invitations for clubs, councils, and groups etc to participate in the Showcase of Ideas.
- Arrange for a Scout Troop, 4 H group or other non profit to handle your water stations, unless your venue provides that service.
- Have FUN!!!! PROMOTE PROMOTE PROMOTE

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Revised - April 27, 2014

PAST PRESIDENTS COMMITTEE



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MEMBERSHIP

1. This Committee shall consist of Past Presidents of the CSSDA. The current President shall be a member, ex-officio.
2. The Chairman of this Committee, as defined in the Bylaws and having been ratified by the Board of Directors, shall take over his duties immediately following the CSSDA January meeting. The Chairman may appoint a person from the Committee to assume secretarial duties necessary to Committee operations.

DUTIES

1. Discuss with and advise the CSSDA President on all matters assigned to it by the President.
2. Discuss and advise the CSSDA President on any new ideas of policy affecting the operation of the CSSDA.
3. Past Presidents may nominate candidates for CSSDA officers and make and second motions, but may not vote.
4. Is responsible for updating the Secretary's contact list of Past Presidents.

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Procedure and Policy Sheet - No. 4 of 17

Revised - April 27, 2014

REPRESENTATIVES COMMITTEE

MEMBERSHIP

1. Junior and Senior Representatives from each Council Area constitute this Committee with the CSSDA President as an ex-officio member.
2. Hosting Council's Senior Representative will chair this meeting and report at the CSSDA meeting.

DUTIES

1. This Committee is to address problems and ideas of the various Council Areas.
2. Discuss any business which may or may not be considered by the Board of Directors at the General Meeting.

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Procedure and Policy Sheet - No. 5 of 17

Original Policy sheet "3-R Committee" deleted and new sheet added- April 27, 2014

EDUCATION AND PROMOTION NETWORK (EdNet)

MEMBERSHIP

1. The Chair (EdNetChair) serves a term of one year, beginning at the end of the January meeting, upon being appointed by the CSSDA President (with approval from the Executive Board) and confirmed by the Board of Directors (BOD) in accordance with the CSSDA Bylaws, Article VIII.B. The EdNet Chair should continue as a member of this committee for a period of one year, serving in an advisory capacity.
2. The CSSDA President will also appoint two other members to the EdNet pursuant to Article VIII.B. of the CSSDA Bylaws.



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3. The EdNet Chair may create sub-committees not already designated by the bylaws or directions of the CSSDA President, and may enlist the help/assistance of any council representatives or active dancers in good standing within a members Council for those sub-committees. These sub-committees can be established to further any function within its stated goals, for up to the balance of the CSSDA calendar year. Committees with a finite scope are allowed and will cease to exist automatically upon completion of the assigned task.

DUTIES

1. Organize CSSDA's educational, training and promotional programs – including efforts to increase the number of active square dancers (e.g. Recruit, Retain, Regain (3-R)), to serve present members, and to coordinate CSSDA's interactions, representation and information exchange with other dance organizations (e.g. United Square Dancers of America [USDA], USDA Youth and other youth groups, Callers/Cuers Associations).
2. Evaluate the need, and provide leadership training for all prospective leaders throughout the CSSDA area.
3. Responsible for the educational program conducted at any Colorado State Festival.
4. Promote better communications between clubs, the caller/cuers and dancers.
5. Coordinate and facilitate promotion of the annual National Square Dance Convention throughout the CSSDA area by:
 - a. Receiving and/or acquiring, from the time of the Convention in the given year and forward, the registration forms and News Releases. Seek other information from the National Square Dance Convention Chairman to provide to CSSDA council areas via Reps.
 - b. Preparing or arrange transportation to set up a display for CSSDA and Colorado at the National Square Dance Convention for the Showcase of Ideas and if appropriate, at each CSSDA Festival. This involves, but is not limited to:
 - i. Communication with Chairman of the Showcase of Ideas for the approaching Convention as to needs, location, time, etc.
 - ii. Communication, cooperation and advancement of plans and projects of the CSSDA and its member Councils and clubs.
 - iii. Drawing on events, displays and publications of all Council Areas.
6. Endeavor, in any way possible, to promote the activities of the CSSDA on the national level.
7. The EdNet Committee will meet at least once quarterly prior to the CSSDA Quarterly meeting. Additional meetings may be called as needed. The EdNet Chairman will be responsible for the agenda of the meeting and will assure that the committee functions are performed per the CSSDA By-Laws and Policy Sheets.

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Procedure and Policy Sheet – No. 6 of 17

Original Policy sheet "3-R Committee" deleted and new sheet added- April 27, 2014

COMMUNICATIONS NETWORK (ComNet)

MEMBERSHIP



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1. The Communications Network Chair (ComNetChair) serves a term of one year, beginning at the end of the January meeting in accordance with the CSSDA Bylaws, Article VIII.A. The immediate past ComNetChair should continue as a member of this Committee for a period of one year, serving in an advisory capacity.
2. The CSSDA President shall appoint two other members of the committee in accordance with Article VIII.A of the CSSDA bylaws.
3. The current Webmaster or Web Administrator is a member of this Committee.
4. The ComNet Chair may create sub-committees not already designated by the bylaws or directions of the CSSDA President, and may enlist the help/assistance of any council representatives or active dancers in good standing within a members Council for those sub-committees. These sub-committees can be established to further any function within its stated goals, for up to the balance of the CSSDA calendar year. Committees with a finite scope are allowed and will cease to exist automatically upon completion of the assigned task.

DUTIES

1. Facilitate and coordinate all aspects of CSSDA's communication efforts, subject to BOD-approved policies - and will be responsible for the development and maintenance of CSSDA's web presence. ComNet will utilize a variety of media including social media tools and current cost-effective communication technologies in order to expand its reach, improve the timeliness of communication, and develop networks of members, supporters, and prospective dancers.
2. Promotion of good public relations between CSSDA and the public, statewide.
3. Preparing and releasing news releases and any other publicity information of any CSSDA sponsored activity past, present, or future to any news media throughout this area and beyond, and shall assist local Councils in Area publicity when requested by the Council President.
4. Promotion of CSSDA Festivals will be in cooperation with the Festival Committee Publicity Chairman.
5. This Committee, working in cooperation with Council Representatives, will assist in keeping the CSSDA Website as well as local Council publications informed about CSSDA activities. Regular publicity releases concerning next meeting dates, special events and other items of interest will be prepared and released.
6. Public Relations Publications will be prepared by this Committee for wide distribution to the general public and news media, advertising the purposes and accomplishments of CSSDA. Publications should be prepared in such a way that they may be posted on the web site and updated regularly.
7. This Committee may have representation at meetings of the CSSDA Festival Committee so it may correlate its activities with the State Festival activities.
8. "Promenading in the Rockies", a publication to introduce new dancers to square dancing, will be made available to Area member clubs, councils or individuals at a cost of \$3 per copy upon request.
9. The ComNet Committee will meet at least once quarterly prior to the CSSDA Quarterly meeting. Additional meetings may be called as needed. The ComNet Chairman will be responsible for the agenda of the meeting and will assure that the committee functions are performed per the CSSDA By-Laws and Policy Sheets.

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Procedure and Policy Sheet - No. 7 of 17



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Original Policy sheet “National Promotion Committee” deleted and new sheet added- April 27, 2014

PROCEDURES AND PROCESSES NETWORK (ProNet)

Revised January 21, 2023

MEMBERSHIP

1. ProNet will encompass the following committees of which the chairs will be appointed or reappointed annually by the CSSDA President: Nomination, Financial Review, USDA Insurance, Bylaws – IRS, and Parliamentarian.
2. Other committees or positions can be added at the discretion of the CSSDA President in accordance with Article VII.A.1 of the bylaws of the CSSDA.

DUTIES

1. The chairs of individual committees/positions comprising the ProNet will keep the Executive Board (EB) informed of their activities and report to the BOD in accordance with the Bylaws of CSSDA.

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Procedure and Policy Sheet – No. 8 of 17

Revised October 26, 2014

Festival or Convention Assistance Fund

1. There shall be an earmarked fund separately administered by the CSSDA treasurer toward a stated goal of financially assisting the upcoming CSSDA sponsored state festivals or other CSSDA-approved festivals or conventions.
2. One dollar (\$1.00) per person shall be added to the Registration fee each year of the Colorado State Festival to be earmarked this fund.
3. The chairperson of upcoming Colorado State Square Dance Festivals or of other multi-state regional, national, or international square dance festivals or conventions may request a loan from these funds. Such requests must be accompanied with a well-developed and justified budget, and must be approved by the CSSDA BOD. These loans must be repaid by the time the CSSDA BOD accepts the final report for that festival.
4. Any convention or festival sponsored by or otherwise held under the auspices or name of the Colorado State Square Dance Association (CSSDA) must have a profit sharing agreement with the CSSDA.

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Procedure and Policy Sheet - No. 9 of 17

Original Policy sheet “Meetings of the CSSDA” deleted and new sheet added- April 27, 2014

DUTIES OF THE JUNIOR AND SENIOR AREA REPRESENTATIVES

JUNIOR REPRESENTATIVES

- You are a member of the BOARD OF DIRECTORS of CSSDA – this is your most important function!
- You are a member of the Representatives Committee and should attend the ComNet meeting associated with the CSSDA meeting.



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- You are responsible for publishing to the CSSDA Website and reporting items of interest to square dancers as well as items of interest that your area has done in the line of publicity for Square Dancing. This should include special events such as Benefits, Special or Anniversary Dances, and Council Sponsored Dances up to the CSSDA meeting date.
- Encourage dancers in your area to send you web links, written reports, newspaper clippings from local papers, etc. so that you can post them in a timely manner to the website or other social media outlets being used by the CSSDA. Be sure they include date and names of people in the pictures.
- Report club changes, i.e. President, location, etc. so the changes can be made on the website. Also check with the Callers/Cuers association in your area for any caller cuer updates. If your area has a caller/cuer association only members of the association are to be listed in the CSSDA Website. (Do this at every CSSDA meeting).
- IMPORTANT: Report names of new Council officers to the CSSDA Webmaster after their election.
- Report Clubs having Beginner, Plus, Advanced and Round Dance Classes.
- Coordinate with the Senior Representatives to be sure all information is gathered from your area and given to the CSSDA and information received at CSSDA meetings is taken back to your area.
- **Provide an electronic copy of your report to the CSSDA Secretary or post on the CSSDA Website no later than 10 days prior to the upcoming meeting.**
- Assist with the promotion of the upcoming Colorado State Festival, National Square Dance Convention, USA West Convention, Singles Festivals, CRDA Gala and major dances in the surrounding states.
- If you are unable to attend the State meeting (held quarterly), see that your signed proxy is given to someone who will attend so your area will have its vote and representation. A proxy form is available on the CSSDA Website. If your council does not allow you to self-appoint a proxy, you must follow the rules of your council for obtaining a proxy. **ALL SIGNED PROXIES MUST BE SUBMITTED TO THE SECRETARY PRIOR TO THE START OF THE BUSINESS MEETING.**

SENIOR REPRESENTATIVES

- You are a member of the BOARD OF DIRECTORS of CSSDA – this is your most important function!
- You are a member of the Representatives Committee, and should attend the EdNet Meeting associated with the CSSDA meeting.
- You are responsible for publishing to the CSSDA Website and to report on activities in your area including Community Service, things done to promote square dancing and the business of your Council Area.
- Coordinate with the Junior Representative to be sure all the information from your area is given to the CSSDA and information from the CSSDA meeting is taken back to your area.
- **Provide an electronic copy of your report to the CSSDA Secretary or post to the CSSDA Website no later than 10 days prior to the upcoming meeting.**
- Senior Representatives are the 53rd National Square Dance Convention Grant Application Review Committee. One meeting per year is required, usually in April. See Procedure and Policy Sheet #12 for details.
- You are responsible for the collection, compilation and reporting of the Active Dancer Census data annually at the January meeting. It is encouraged that you seek assistance from your area's Council to assist you so that it's not such a daunting task. (See Procedure and Policy Sheet 17)
- When your area is the "host" for the Colorado State Square Dance Association meeting, arrange for facilities for the meeting. It is desirable that all information be brought to the State Meeting



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preceding your hosted meeting. Guidelines for hosting the meeting are in the CSSDA Procedure and Policy Sheets. The Senior Representative should provide: Where the meeting will be held; location of dance on Saturday night; hotel name, phone number, deadline and price; meal choices, prices, deadline and contact person. This information should also be posted on the CSSDA website.

- The Senior Representative from the hosting Council will chair the Representatives Meeting.
- If you are unable to attend the State meeting (held quarterly), see that your signed proxy is given to someone who will attend so your area will have its vote and representation. A proxy form is available on the CSSDA Website. If your council does not allow you to self-appoint a proxy, you must follow the rules of your council for obtaining a proxy. **ALL SIGNED PROXIES MUST BE SUBMITTED TO THE SECRETARY PRIOR TO THE START OF THE BUSINESS MEETING.**

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Procedure and Policy Sheet – No. 10 of 17

Adopted April 22, 2001

Harassment

The Colorado State Square Dance Association believes in and adheres to the rights for the respect of human dignity and supports the applicable laws, rules, regulations and jurisdictions associated with harassment as well as sexual harassment. The Association has adopted a zero tolerance policy against any level or form of harassment occurring at member-sanctioned events. Harassment can be defined as any act caused by one individual to trouble, worry, or torment another individual by repeated actions when the conduct has the purpose or the effect of unreasonably interfering with an individual's social activity or creating an intimidating, hostile, or offensive environment. Sexual harassment is defined as any unwanted sexual advance, request for sexual favors, or any other verbal or physical conduct of a sexual nature.

Therefore the Colorado State Square Dance Association encourages all member Councils and clubs to make a statement in their Bylaws or policies to not condone harassment. The policy may also not allow an environment to exist where harassment can be applied to members of their organization and if properly notified they will have the right to expel the person or persons that are perpetrating the offensive act. As an example, the following statement or one of similar intent may be included in Bylaws or policy documents:

Conduct or Behavior:

The Club Officers (Board of Directors) are not to allow an environment to exist where a club member or guest can harass or be harassed by a fellow club member or guest at any club sanctioned event.

Harassment can be defined as any act caused by one individual to trouble, worry, or torment another individual by repeated actions when the conduct has the purpose or the effect of unreasonably interfering with an individual's social activity or creating an intimidating, hostile, or offensive environment. Sexual harassment is defined as any unwanted sexual advance, request for sexual favors, or any other verbal or physical conduct of a sexual nature.



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The Club Officers (Board of Directors) have the right and responsibility to confront or expel the offending party or parties whenever such activity is noticed or brought to their attention. The Board of Directors or the club membership will determine other sanctions to club members or guests.

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Procedure and Policy Sheet – No. 11 of 17

Amended April 27, 2014

Dues

This policy is to supplement CSSDA Bylaws Article IV – Dues (A. Amount)

The annual dues are set at \$5.00 per each member club of each Area, payable to the CSSDA Treasurer prior to the first day of April. Area membership in CSSDA allows the Area to have representation at the General Meetings of the CSSDA.

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Procedure and Policy Sheet – No. 12 of 17

Adopted January 29, 2006

53rd National Square Dance Convention Grant Application Review Committee

1. The Committee will be comprised of the current year Senior Representatives.
2. The purpose of the Committee will be to review and evaluate grant applications as they relate to education, support and advancement of square dancing.
 - a. Grant applications will be received by the Corporation Chairman during each year and turned over to the Committee Chairman for Committee review after the 15th of March.
 - b. Upon receipt of the grant applications, the Chairman and the Committee members will review them and return them to the Corporation Chairman by May 15th of the same year.
 - c. The review will be made with the following criteria in mind:
 - i. Eligibility – The applicant must be a member of a CSSDA member organization.
 - ii. The application must be for educational purposes.
 - iii. Club classes for dance teaching are eligible.
 - iv. Applications for advertising to support club dance lessons will be considered.
 - v. CSSDA educational activities are eligible for grant consideration.
 - d. The Committee will arrange the applications in descending order of merit, before returning them to the 53rd National Square Dance Convention Corporation.
 - e. At the January meeting of the CSSDA the Committee members will select a Chairman from within. The 53rd Corporation will accept this Committee as the selection committee for the Corporation.

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Procedure and Policy Sheet - No. 13 of 17

Revised ~~January 27, 2024~~ October 26, 2024

Remuneration /Travel Expense

The CSSDA Constitution and Bylaws Articles VI Executive Board and VIII Committees states the Executive Board and Committee Chairman are eligible for travel expense to attend CSSDA general meetings. The following is the policy for travel expense reimbursement.

1. Travel expense is considered to be the most expeditious roundtrip mileage from the attendees' home to the meeting place. Reimbursement rate is at ~~the IRS mileage rate~~ 25 cents per mile, supported by odometer readings or map mileage. Attendees sharing transportation are expected to share the travel expense reimbursement, i.e. one vehicle, one round trip mileage reimbursement. . In addition, up to \$100 will be reimbursed for a hotel room if needed.
2. A properly completed CSSDA Reimbursement Voucher presented to the CSSDA Treasurer is required for travel expense reimbursement.
3. Travel expense reimbursement will be allowed for anyone who is required to give a report or make a presentation at the meeting. The subject must be listed on the meeting agenda (not a consent agenda item). If there are co-presenters then one reimbursement will be made for the presentation and they will be required to share or split.
4. If other remuneration is received to attend the CSSDA general meetings, then CSSDA travel expense reimbursement will not be allowed. For example, if the attendee receives travel expense from a member council or another organization to attend the meeting.

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Procedure Policy Sheet – No. 14 of 17

Revised April 27, 2014

Club Organization Initiative

The local Square or Round Dance Club is the cornerstone of our dancing activity. It is important that this building block be initiated or formed, maintained and encouraged to prosper. The Colorado State Square Dance Association will establish a line item to be placed on the Budget of \$1000.00 called Club Organization Initiative. The CSSDA will accept applications from new square and round dance clubs established within the previous 12 months, requesting financial aid to assist with their establishment and maintenance. The written applications, submitted to the CSSDA Secretary and President, will contain financial information as to the current treasury funds available, be a member in good standing of a CSSDA member Council and provide information how they will use the requested funds. The CSSDA Executive Board will review the applications and determine if the Club has met the requirements, is of merit. If determined eligible, the CSSDA will vote to match up to a maximum of \$500 of the available club funds. The matching funds are expected to be used as stated in the application, and the member Council will monitor the Club's activities and give an quarterly report to the CSSDA for the next year..

A Dance Club meeting the intent of this article will be defined as a Dance Club organized to further the presence and encourage the activity of the state folk dance as defined in the 1992 Colorado Act HB 92-1058 "Concerning the Designation of the Square Dance as the State Folk Dance of Colorado". As defined



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in Section 2, Part 9 of article 80 of Title 24, Colorado Revised Statutes, 1988 Repl. Vol., as amended, is amended by the addition of a new section to read:

24-80-909.5. State Folk Dance. Square Dancing, the American Folk Dance which traces its ancestry to the English Country Dance and the Ballroom Dance, and which is called, cued, or prompted to the dancers and includes squares, rounds, clogging, contra, line the Virginia Reel and heritage dances, is hereby made and declared to be the State Folks Dance of the State of Colorado.

The matching funds provided to the new Club will be considered a loan intended to help the club to become established. Once the Club is established, and is a viable organization, the Club is encouraged to return the loan to the CSSDA so that it can be used again to provide the same assistance to another newly established club.

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Procedure and Policy Sheet – No. 15 of 17

Revised January 21, 2023

Duties of the Officers

Original Policy sheet "Guidelines for Leadership Training Program" deleted and new sheet added- April 27, 2014

Duties of the President

1. The President shall preside at all meetings of the CSSDA, shall serve as member ex-officio of all Committees, shall make such appointments, as provided for in the Bylaws and shall perform such other duties as required of the office:
 - a. The President shall appoint the ComNetChair and two other members to the ComNet Committee. These members are approved by the BOD.
 - b. The President with the approval by the EB will appoint the EdNet Chairman for a term of one year beginning at the end of the January meeting and at least two other members of the EdNet Committee.
 - c. At the October quarterly meeting, the CSSDA President with the approval of the EB, will appoint a Nominating Committee including a Chairperson and at least two other members each from a different Council Area.
 - d. At the January quarterly meeting, the CSSDA President, with the approval of the EB, will appoint three members to a CSSDA Treasurer Financial Review Committee, each from a different Council Area, and none from the Area of the current Treasurer.
 - e. At the October quarterly meeting, the CSSDA President, with approval of the EB, will appoint a State Festival Financial Review Committee to ~~audit~~ **review** the books of the currently concluded State Festival. It will consist of the Chairperson, the currently concluded Festival Treasurer, and at least two of the upcoming Festival Treasurers.
 - f. The CSSDA President with the approval of the EB shall appoint a USDA Insurance Committee.
 - g. The CSSDA President, with approval of the EB, will appoint a ByLaws – IRS Chairperson, who shall select other members of the Committee to prepare and file Internal Revenue Service (IRS) reports, as necessary.
 - h. The CSSDA President may appoint a Parliamentarian.
2. The President shall submit a proposed detailed budget for the current fiscal year, as prepared by



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the Executive Board, to be approved at the April CSSDA quarterly meeting.

3. The CSSDA President will prepare an agenda and schedule for each quarterly meeting, which will be disseminated to the Board of Directors by the CSSDA Secretary no later than 15 days prior to the upcoming meeting.
4. The President shall have signature cards at the bank in which the CSSDA funds are kept, but the President shall issue checks only in the event of the Treasurer's incapacity.
5. The CSSDA President may call Special meetings upon written notice to all members of the BOD, by the President or upon written request to the President by the majority of the members of the BOD fifteen (15) days prior to the meeting date.
6. The CSSDA President shall immediately inform all CSSDA area representatives and all CSSDA officers when notified by the Council area of Representative changes.
7. The CSSDA President shall appoint advisors to the Festival Committee.
8. The CSSDA President will be given the opportunity to address the assembled dancers at the State Festival.

Duties of the Vice President

1. The Vice President shall preside in the absence of, or at the request of the President and shall assist the President.
2. The Vice President shall be responsible for caring for the USA and Colorado State flags, the CSSDA banner and associated equipment. The Vice President will be responsible for setting up and dismantling the above items at each quarterly meeting, and any appropriate CSSDA function.
3. The Vice President is responsible for sending congratulations, condolence, and get well wishes in behalf of the CSSDA, to present and past members of the CSSDA.
4. The Vice President will be responsible for the ordering, purchasing and storing of any Colorado Festival bars or badges owned by the CSSDA. The Vice President will communicate with each year's Festival Registration committee to make arrangements for the display and purchasing system of bars and badges. All monies will go to the CSSDA for sale of these or other CSSDA owned materials.
5. In the event of a vacancy in the office of President, the Vice-President shall assume the office of President for the remainder of the administrative year.

Duties of the Secretary

1. The Secretary shall keep accurate minutes in a permanent record book of all meetings of the CSSDA, (regular or special) and all meetings of the Executive Board.
2. The Secretary shall deliver (either electronically or by mail) copies of the proposed budget, regular quarterly meeting notice and agenda, and all other materials that require attention of the Board of Directors no later than fifteen (15) days prior to the upcoming CSSDA regular quarterly or special meeting.
3. The Secretary in office shall be responsible for the minutes of the January quarterly meeting and shall furnish minutes and all other materials pertaining to the office of Secretary to the Secretary-elect within thirty (30) days after the January quarterly meeting.
4. The Secretary will prepare a summary of all approved motions from each CSSDA regular quarterly meeting. The summary will then be maintained as a permanent record in the Secretary's book, to be passed on to the next Secretary and kept in perpetuity. A copy of the summary of approved motions for each quarterly meeting should be sent to the CSSDA President and to the Bylaws-IRS Chairman to facilitate update of the Procedure and Policy Sheets and potential Bylaw changes.
5. The Secretary shall maintain copies of the annual State Festival final reports for five (5) years



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and provide copies to each incoming State Festival Chairman.

6. The Secretary will maintain supplemental records, files, and meeting tape recordings for five (5) years from the date generated. After five (5) years, tapes may be recycled and reused; supplemental records and other files can be destroyed. Minutes of the CSSDA regular quarterly meetings and special meetings will be maintained in perpetuity.
7. The Secretary shall maintain Bylaws and Policy Sheets of the CSSDA and update them as necessary with wording as approved by resolution of the Board of Directors.
8. The Secretary shall distribute copies of the Proposed Festival Budget as provided by the Festival Chairman on the CSSDA President to the BOD fifteen (15) day prior to the meeting at which the budget is to be presented.
9. The Secretary shall schedule the rotation of the rotating them between the members councils at least two years in advance. The July and the following April meetings shall be in the Council area of the State Festival.
10. Following the first meeting of the calendar year, the CSSDA Secretary shall provide a list of CSSDA Officers, Committee Chairmen, and the Area Council Representatives, listing names, addresses and phone numbers. This list shall be sent to all CSSDA Officers, Committee Chairmen, Council Representatives and Council Bulletin Editors.
11. The CSSDA Secretary will provide CSSDA officer and associated council officer information and the CSSDA meeting location information (as known) to the USDA insurance chairman to assure USDA insurance coverage of the CASSDA and associated council officers.

Duties of the Treasurer

1. The Treasurer shall keep an up-to-date and complete financial record of the CSSDA, issue receipts for all money received, send delinquent dues notices to Council areas, and pay bills at the order of the Board of Directors. The Treasurer's books of account shall be turned over to the Financial Review Committee within thirty (30) days after the end of the fiscal year.
2. Both the President and the Treasurer shall have signature cards at the bank in which the CSSDA funds are kept, but the President shall issue checks only in the event of the Treasurer's incapacity.
3. The Treasurer shall maintain a separately earmarked fund for the use of the CSSDA to sponsor an Festival or Convention Assistance Fund International, National, USAWest or other Major Regional Square Dance Convention . This fund is to be used only for Conventions to be held within the CSSDA area. A designated amount will be added to the Registration fee each year of the Colorado State Festival and transferred to the Treasurer at the conclusion of the event.
4. The Treasurer shall receive at the conclusion of the Annual CSSDA State Festival an amount per each registered adult earmarked for a one-year subscription to the CSSDA News.
5. The CSSDA Treasurer will forward all information received in conjunction with the annual dues of member clubs to the CSSDA Officers, ComNetChair and EdNetChair.

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Procedure and Policy Sheet - No. 16 of 17

Revised April 27, 2014

Web Site Policy

PURPOSE

To support the mission of the Colorado State Square Dance Association as stated in the organization's



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Bylaws.

The Colorado State website is intended to be one of the tools the CSSDA uses to reach out to non-dancers and dancers alike allowing anyone seeking information about square dancing to locate it easily. The website is also intended to improve communication between and among State, Council, and Club leaders to become more efficient and effective.

The Website is to make available timely information of dance activities primarily in the Colorado area. The information presented may be, but is not limited to:

- Introduction to Square Dance, How to get started learning to square dance
- Special Dances or Events
- Colorado State, Council and Club
- Officers with Contact Information
- Meeting Schedules, Minutes and Committee Reports
- Bylaws and Policies
- Printed Publications
- Dance Schedules
- Newsletters
- Application forms for Grants, Awards and Insurance
- Colorado State Festival Information including Registration Forms and Vendor information.
- Caller and Cuer Information
- Square Dance Articles, Pictures & Videos
- National & Regional Events
- Youth Dancing
- Exhibition Groups

OPERATION

The CSSDA Webmaster or Web Administrator is responsible for the hosting, design, layout and any programs or services necessary for website operation. With approval of the ComNet Committee the Webmaster or Web Administrator may authorize individuals or classes of individuals access to maintain and update specific areas of the website. The ComNet Committee may also approve web hosting by member Councils. Portions of the website may be restricted to predefined users only to safeguard private information.

The Webmaster or Web Administrator is a member of the ComNet Committee. The Webmaster or Web Administrator reserves the right to edit any or all materials published or submitted for publication with permission of the person who submitted or entered the information.

A quarterly report will be presented at the CSSDA meeting including website usage and website statistics.

CONTENT

ColoradoSquareDancing.com is to be a website for square dance information. Website content shall be limited to information directly related to the website purpose as stated above.

Links can avoid the maintenance of duplicate information. Links to other sites related to square and



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round dance sites are encouraged, including, for example: Councils, Clubs, other dance associations, dance related businesses, and social media sites on Facebook, YouTube and Twitter.

COST

The CSSDA provides the website, ColoradoSquareDancing.com as a service to the square dancing community. Most website postings and services are provided without cost to CSSDA member Councils, member Clubs and other CSSDA member organizations except as noted below.

Non-member clubs, organizations or individuals may purchase ownership of website hosting or website data entry access for \$50.00 per year. Approval of the CSSDA ComNet Committee must first be obtained.

Advertising fliers for non-member clubs, organizations or individuals may be submitted and posted with approval of the Web Administrator and the ComNet Committee for a negotiated fee and website duration.

Donations will be graciously accepted.

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Adapted April 27, 2014

ACTIVE DANCER CENSUS

Dancer Census information is used EXCLUSIVELY by the CSSDA to track the growth or decline of our activity. The information is useful in projecting attendance at Colorado State Festivals. It is the desire of the CSSDA to annually track the active square dancer population in the CSSDA area. Active Dancer Census Reports are due at the January meeting each year. Senior Representatives are responsible for arranging for collection and reporting **active dancer** census data for active dancers in your council area.

An active dancer is defined as someone who actively participates, or has participated in Modern Western Square Dancing at the mainstream level or higher at least once in the last year. Dancers may be club members or independents.

Please do not duplicate dancers who dance with more than one club. Please ask club leadership report ALL dancers who have danced with their club in the last year, members and non-members. (Dance sign in sheets, USDA Insurance Forms and club membership rosters are the best combination of documents to gather complete information).

If club leadership is hesitant to give you names of dancers, ask that they give you the number of their club members and dancers, and you can use that blind data without being able to remove the duplicates. We need an accurate count each year.

The Senior Representative should report the total dancer count in the Council area to the CSSDA Statistician at the January meeting.

