

**GRAND RIVER SQUARES  
POLICY AND PROCEDURES**

Saturday, January 31, 2009 (Revised Nov 10, 2009)

## **Code of Ethics**

1. **Definition of Ethics** - Ethics is basically defined as rules or standards for governing the relations between people to benefit all concerned, with mutual respect for the needs and wants of all parties involved. The essence of ethical behavior is:
  - 1.1. To conduct all relations between parties in friendliness, honesty and good faith;
  - 1.2. To honor fully, in word and in spirit, all agreements, once made; and
  - 1.3. To confine any critical comment to a reasoned and temperate discussion of actions and practices.
2. **Dancer Rights & Responsibilities**
  - 2.1. Dancers should realistically evaluate their own dancing abilities and dance within those abilities. Dancers should not feel obligated to progress to the next level. This should be a personal decision. If a dancer is unsure whether to progress, they should ask an instructor or caller.
  - 2.2. Dancers whose dancing habits may be uncomfortable or undesirable to other dancers in the square may be politely informed and should make every effort to avoid such actions.
  - 2.3. All dancers and club visitors and guests should be treated with courtesy, friendliness, and helpfulness.
  - 2.4. Experienced dancers should assist the less experienced dancers.
  - 2.5. Dancers are encouraged to enthusiastically take part in all activities of the club and should accept all the responsibilities of club membership.
  - 2.6. Criticism of the conduct of club members, club officers, or a club caller or teacher should be offered in a constructive manner and kept within the club.
  - 2.7. Dancers may wear the badge of the club as long as they are members in good standing of the club.
  - 2.8. Dancers who cannot accept the rules and practices of the club should approach the executive board with concerns or suggestions.
3. **Ethics for Clubs and Club Officers**
  - 3.1. Club officers should have as their primary purpose and concern the welfare of the club and the square dance community as a whole.
  - 3.2. Club officers should conduct all club business and honor all club contracts in an ethical manner.
  - 3.3. Upon change of club officers, the new officers should be made fully aware of any outstanding club commitments. The new officers should consider the club to be legally and morally bound to fulfill any official commitments made by the previous officers on behalf of the club.
  - 3.4. In contractual matters, club officers should assure that all expectations and requirements, such as schedules, fees, expenses, etc., are clearly stated in writing and are understood by all contracting parties prior to signature.
  - 3.5. The Club should plan and sponsor beginner classes to promote and perpetuate the square dance activity. Graduating dancers should be accommodated by the club, and the club should provide information regarding dancing opportunities in the area.
  - 3.6. The Club should ensure that visitors and invited guests are informed of club admission policies, such as attire and admission fees, as well as dance levels.
  - 3.7. The Club should promote the fun and fellowship of square dancing, and guard against/limit the use of set squares and cliques.
  - 3.8. The Club should use officially defined dance levels and should conform with the official definitions of the level.

## **Policies & Procedures**

Purpose: The purpose of these Policy & Procedures is to establish guidelines for the consistent operation of the Grand River Squares Dance Club. Members of the Grand River Squares shall be subject to these policies and procedures as established by the Club Officers.

### **1. Membership**

- 1.1. Policy- Membership is based on a annual membership running from Jan 1 through Dec 31 of each year. Membership may be pro-rated during the year by the executive board.
- 1.2. Responsibility- Membership and dues requirements are set forth by the executive board on a yearly basis and reviewed by the incoming board prior to the first of the year.
- 1.3. Procedure-
  - 1.3.1. Yearly dues are set at \$20. per year. (Reviewed-Nov 2009)
  - 1.3.2. Pro-rated dues for 6mos or less is \$10.

### **2. Class Format**

- 2.1. Policy – The club will meet once a week for 2 hours. (Currently each Tuesday of the month between 7pm and 9pm to conduct square dance lessons.
- 2.2. Responsibility- The Board Officers and instructors shall schedule the time and structure for weekly classes.
- 2.3. Procedure-
  - 2.3.1. Members of the Grand River Squares will contribute \$3 per week for attending weekly lessons. Non-members attending will contribute \$4 per week. Lesson levels include Mainstream, Plus and Advance. Mainstream lessons take precedence over all other lessons when new students are present.
  - 2.3.2. New classes will be formed in September, usually starting the three weeks after Labor Day. Individuals joining classes after the initial formation is at the discretion of the instructor. The goal of the class is to complete a level by the annual Flyin weekend/typically mid-April of each year. Upon completion, graduation is held for class members.
  - 2.3.3. A base fee of \$35 covers membership and lessons for beginning students. A pro-rated membership dues will be assessed at the end of lessons for those wanting to join as full members.

### **3. Club Callers/Instructors**

- 3.1. Policy- Instructors are responsible for preparing weekly lessons and taking part in club dances. Equipment responsibilities will be coordinated by the callers.
- 3.2. Responsibility- Club Callers/Instructors with oversight from the Board.
- 3.3. Procedure-
  - 3.3.1. Weekly lessons will be led by an instructor with a lesson plan.
  - 3.3.2. If a scheduled instructor is not going to be available it is his/her responsibility to arrange for a substitute instructor.
  - 3.3.3. The callers will arrange to perform a warm up tip prior to club dances.
  - 3.3.4. It is up to the callers to secure any equipment in their possession. It should not be left in a location where it can be stolen or damaged, i.e. an unattended vehicle, dance space or venue.
  - 3.3.5. Any issues or problems with club equipment should be brought to the attention of the Board immediately

#### **4. Membership, Alumni and Friends List**

- 4.1. Policy – To establish tool of communication of names and contact information.
- 4.2. Responsibility - The club secretary shall maintain the list and keep it current.
- 4.3. Procedure – The web based listing can be updated by individuals on the club website.  
Individuals that have not been actively associated with the club for 3 consecutive years will be removed from the published list. All published information is voluntary and a separate email list will be maintained at grsquares.org

#### **5. Cancellation Policy**

- 5.1. Policy – A dance or lesson may be cancelled due to weather or other unforeseen circumstance.
- 5.2. Responsibility- Cancellation will be determined by members of the Board as necessary.
- 5.3. Procedure-
  - 5.3.1. Club members will be informed of a cancellation by means of the website in a timely manner at least 3 hours prior to the event.
  - 5.3.2. For members without web access a phone call will be made to those requesting that means. It is the members' responsibility to let the board know if you need notification, and to keep their contact information current.
  - 5.3.3. Cancellation of a weekly lesson or dance will be done by the Board.

#### **6. Expense Reimbursements**

- 6.1. Policy- The club will reimburse members for Club expenses that have been previously approved by the Board.
- 6.2. Responsibility- It is the responsibility of the Board to set spending limits and approve budgets and Club expenditures.
- 6.3. Procedure-
  - 6.3.1. An expense request needs be brought to the Board prior to purchase at an official board meeting.
  - 6.3.2. It is the responsibility of the club member to present a receipt of purchase to the Treasurer for reimbursement.
  - 6.3.3. Any expenses approved in the annual budget will be reimbursed with presentation of a receipt.

#### **7. Club Members/Family/Widow Illness and Death**

- 7.1. Policy- The Club will recognize current members during personal illness, loss or special occasion.
- 7.2. Responsibility- The board will approve the purchase and the secretary will make the arrangements.
- 7.3. Procedure-
  - 7.3.1. The Club recognizes the following relationships with flowers/plant or contribution: Member, Partner/Spouse, Parent and Children.
  - 7.3.2. Other losses/celebrations may be recognized with a card.