

TRAILBLAZERS STANDING RULES

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Section 1 – Trailblazers Basic Policies & Information

SQUARE DANCE ASSOCIATION AFFILIATION

The square dance association of which Trailblazers is currently a member is Associated Square Dancers (A Square D).

FINANCIAL CONSIDERATIONS

DUES

Annual dues which include insurance coverage through the square dance association with which the Club is associated are \$12.00 per person.

INITIATION FEE

The initiation fee currently only includes the cost of a club badge which is \$8.00 per person.

DOOR FEES

The door fees for regularly scheduled Trailblazers weekends are:

- A2 session – \$7.00 per person
- Each Challenge session – \$10.00 per person

Besides those mentioned in the By-Laws, exceptions to the regular door fees are as follows:

- Individuals or couples housing the caller during the weekend of the dance receive a 50% discount on door fees for that weekend.
- The Newsletter Editor is admitted free for both Sunday sessions.
- If the caller brings a spouse or partner to a dance session, that person is admitted free.

CHECK SIGNATURES

Two signatures shall be required on any Trailblazers check over \$1,000 except for a check to pay the caller. Only one signature is required for any other Trailblazers check.

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DOCUMENTS

STANDING RULES

The Secretary shall amend the Standing Rules prior to the Board meeting following the meeting at which the Board approved the specific details for an amendment to the Standing Rules.

HISTORY OF TRAILBLAZERS BOARD APPROVED MOTIONS

The "History of Trailblazers Board Approved Motions" is a document categorized in a manner similar to the Standing Rules that contains a record of all of the major decisions made by the Board of Directors. This document shall be updated by the Secretary prior to the Board meeting following the meeting at which the minutes containing new decisions were approved. This document is primarily for the use of the Board of Directors.

MAKING MINUTES AVAILABLE

A member may obtain a copy of the minutes of any Club meeting by submitting a request with two weeks advance notice to the Secretary.

INVENTORY OF CLUB PROPERTY

In April of each year, the outgoing Directors, committee chairpersons, and all other members who are in possession of Club Property shall provide the Secretary with an inventory list of such property in that particular committee's possession at that time.

In June of each year, the Secretary shall provide copies of the April inventory lists to the corresponding incoming Directors, committee chairpersons, and all other members who have taken possession of Club Property. Those receiving the inventory lists shall verify the items in their possession and report any discrepancies to the Secretary.

NEWSLETTER

Newsletters posted on the Trailblazers website shall not be password protected.

Any posting other than a listing of an event in the newsletter that is not sanctioned by Trailblazers will be charged as advertisement.

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Section 2 – Board of Directors

BOARD OF DIRECTOR ELECTIONS

NOMINATION AND ELECTION PROCEDURES

Nomination and election procedure shall be as follows:

1. A special committee, not to exceed three people, known as the Nominations and Election Committee shall be appointed by the President with the approval of the Board of Directors prior to the end of the calendar year preceding the elections.
2. The opening of nominations and the members of the Nominations and Election Committee shall be prominently announced in the February issue of the newsletter and an e-mail nominations announcement shall be sent by the Webmaster to all members at least one week before the February Trailblazers dance weekend. The Nominations and Election Committee members shall be introduced at each of the February dance weekend sessions.
3. The Nominations and Elections Committee shall obtain nominees for each position, publicize the list of nominees, and hold the election according to established rules.
4. Although not required, it is preferred that candidates be members in good standing for at least one year before running for a position.
5. The Nominations and Election Committee shall contact all nominees to determine eligibility and willingness to run for a position. Only eligible persons who have expressed a willingness to run shall be placed on the ballot. If more than one candidate is running for the same office, those candidates may prepare and submit a position statement to the Nominations and Election Committee by the close of nominations.
6. Nominations shall close at the end of the regularly scheduled March dance weekend.
7. If candidates have provided position statements, the Webmaster shall e-mail such statements to all Club members at least two days prior to sending out the ballots.
8. Within one week after the close of nominations, the Nominations and Elections Committee shall prepare a ballot template for the Webmaster to e-mail to all Club members. The Webmaster shall include the e-mail addresses of the members of the Nominations and Election Committee on the CC: line of the e-mail. The e-mail shall contain the list of candidates with a method for voting for each office, an area for the voter's name, the voting deadline, and instructions to return the completed ballot by using the "reply all" button in the e-mail browser.
9. Elections shall close at the end of the regularly scheduled April dance weekend.
10. The Nominations and Election Committee shall print copies of each returned ballot, tally the votes, and e-mail the results to the President, First Vice-President, and the candidates within one week after the close of elections. Winners shall be determined by a simple majority of the votes cast.
11. Candidates wishing to challenge the results may do so by sending an e-mail to the Nominations and Election Committee within a week of receiving the results stating their grounds for contesting the results. The Nominations and Elections Committee shall then have a week to address the grounds for contesting the results and to conduct a recount if necessary.
12. The Nominations and Election Committee shall forward the final results to the Board of Directors, the candidates, and also to the Newsletter Editor so that the results may be published in the May newsletter.

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13. The winning candidates shall be installed as the new Board of Directors at the regularly scheduled May Saturday afternoon dance session.
14. The ballots shall be held by the Nominations and Election Committee until the installation of the new Board of Directors and then destroyed by the Chairperson of the Nominations and Election Committee.
15. If it is impossible to schedule the voting at the regularly scheduled April dance weekend, then voting shall be held at the next scheduled dance weekend and all other deadlines shall be adjusted accordingly.

CANDIDATE SELECTION CRITERIA

The following guidelines for all Director positions include the requirements of the By-Laws and Code of Ethics and are set forth as selection criteria for the candidates:

1. Candidate must be a member in good standing preferably for at least one year prior to the election date.
2. Candidate must be capable of representing Trailblazers to Square Dance and Caller community in the best possible image.
3. Candidate must avoid being overly critical of callers, clubs and dancers.
4. Candidate must be capable of tact, good judgment, and leadership.
5. Candidate must subscribe to and present themselves according to the Code of Ethics.
6. Candidate must be friendly and inviting towards dancers.

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DUTIES OF DIRECTORS

In addition to the duties described in the By-Laws, other duties for the Directors are listed below. However, these duties are interchangeable at the discretion of the Directors involved along with the approval of the President and the Board of Directors.

President

- Receives direct input from all Directors, committees, and special appointed positions.
- Appoints with the approval of the Board of Directors special positions deemed necessary for smooth operation of the Club.
- Oversees the administration of the Membership Committee, Nominations and Election Committee, and all special appointed positions.
- Corresponds with and hires callers.
- Schedules Board of Directors and general membership meetings.
- Ensures that ethical standards are met for each issue of the newsletter.
- Serves as a member of the Membership Committee.

First Vice-President

- Makes weekend arrangements for the caller including, but not limited to:
 - Transportation from and to the airport
 - Housing
 - Transportation to and from dances
 - Meals
- Serves as a member of the Membership Committee.

Second Vice-President

- Directs and coordinates all matters pertaining to facilities and security.
- Maintains an updated list of available facilities.
- Arranges for maintenance, transportation, set-up, take-down, repair, and storage of club sound system, flyers, and singles rotation board.
- Arranges for club advertising including flyers, publications (e.g., Blue Book, Open Squares, Zip Coder), and websites.
- Serves as a member of the Membership Committee.

Third Vice-President

- Arranges for refreshments at the dances to include, but not limited to, purchase and storage of refreshments and set-up and clean-up at each dance session.
- Manages and accounts for the (voluntary donations to offset refreshment costs) "Kitty" fund.

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Secretary

- Records the minutes and maintains copies of all documents presented at Board and general membership meetings. The Secretary shall produce and distribute the minutes of the Board meeting no later than two weeks after the Board meeting. Board members will have one week to respond to the Secretary with corrections or additions and sending copies to the other Board members.
- Conducts the official correspondence of the Club except as otherwise provided.
- Assembles and retains Trailblazers historical information including announcements, photographs and newsletters.
- Maintains the Standing Rules.
- Maintains the History of Trailblazers Board Approved Motions.
- Maintains a comprehensive inventory of all Club property compiled from the inventories provided by Directors, committee chairpersons, and all other members who are in possession of such property.

Treasurer

- Prepares a Treasurer's Report for each Board of Directors meeting.
- Collects, manages, and accounts for the door fees, dues, and other income.
- Maintains the Club checking account and signature card.
- Arranges for payments of caller fees, facility rental, advertising expenses, association dues, annual insurance fees, member badge cost, and any other Club expenses.
- Arranges for the preparation of tax forms for caller payment information and federal and state income tax forms for the Club.
- Provides properly prepared records for an annual presentation to the Board of Directors in April.
- Maintains updated Club membership records and the Club roster.

Association Delegate

- Attends and represents Trailblazers at all association meetings.
- At the next Board of Directors meeting following the association meeting, provides a report of any items or issues that impact the Club.
- Obtains and provides to the Board of Directors insurance applications and other association paperwork.

President Emeritus

- Has no additional duties.

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Section 3 – Committees & Special Appointed Positions

COMMITTEES

STANDING COMMITTEES

Membership Committee

The following provisions are in addition to those set forth for the Membership Committee in the By-Laws:

The Membership Committee shall consist of the President, First Vice-President, Second Vice-President, and three other club members. Although, not mandatory, it is considered desirable that committee members have been members of the club for one or more years.

The Membership Committee shall be in charge of identifying new member candidates, evaluating them for eligibility, completing and forwarding membership applications and badge order information to the Treasurer.

Committee members will dance with and observe the candidate before voting on admitting the candidate. An invitation for membership will be extended upon a favorable vote of four (4) or more of the Committee members evaluating the candidate. See Article IV, Section D, of the Trailblazers By-Laws for rules regarding membership eligibility.

Persons being considered for membership shall be given a copy of the Code of Ethics and must fill out a membership form which contains the following information: name, address, phone number, e-mail address, dance experience and dance level. The membership form shall include a tracking method to insure that minimum attendance requirements are met. The form will also include space for Membership Committee voting.

The Membership Committee shall be responsible for greeting guests and members at all regularly scheduled club events, introducing guests to members, maintaining a singles rotation, and ensuring that those who need and want dancing assistance are introduced to experienced dancers.

SPECIAL COMMITTEES

Special committees shall be created as needed by the President with the approval of the Board of Directors. Such committees shall have specific duties and time frames clearly designated and shall cease to function once their tasks are completed. There are no restrictions on the number of special committees on which a Club member may serve.

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SPECIAL APPOINTED POSITIONS

The President with the approval of the Board of Directors may create special positions deemed necessary for smooth operation of the Club. Each special position will be designated as a standing position or a temporary position. A standing position does not have a specific end date and the duties may change from time to time. A temporary position is one which has specific duties and a specific time frame.

Current standing special appointed positions include:

- Newsletter Editor
- Webmaster

NEWSLETTER EDITOR

The Newsletter Editor shall be responsible for the preparation, publishing, and distribution of the club newsletter known as "Trailblazer".

The Newsletter Editor shall:

- Obtain and edit articles and pictures for the newsletter.
- Obtain class, dance, and special event content and insure that the information is accurate and up to date.
- For each issue prior to publication, provide an advanced copy of the newsletter to the President for approval so that the President may assure that all content is appropriate.
- Publish the newsletter by making it available as an electronic file to the Webmaster.
- A printed copy of the most recent newsletter will be available for viewing at all regularly scheduled Trailblazer dance sessions.

WEBMASTER

The Webmaster shall be responsible for maintaining the Trailblazers website and its contents.
(Current URL: <https://www.trailblazers-socal.org>)

The Webmaster shall:

- Post copies of past and present issues of the newsletter
- Include updated Trailblazer dance information.
- Include information for or links to other Advanced/Challenge clubs.
- Include links to caller pages.
- Include "members only" password-protected information (minutes, By-Laws, Standing Rules, Code of Ethics, etc.)
- Send out information via e-mail to all Club members.

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Section 4 - Callers

HIRING

In order to have the best callers available for hiring, the President shall contact for one year and maintain at least a two year lead time. Thus, each President shall hire callers for the third year in the future.

HOSTING

The Club will pay for or provide meals for the caller during the time period covered by the caller's contract.

CALLER FEES

DEFINITIONS

- The **Minimum Fee** is \$250.00 per dance session.
- **Gross Profit** is the amount that would have been received if every dancer (except the caller's spouse or partner) in attendance had paid the full door fees.
- **Costs** are the costs related to putting on the dance including hall rental and advertising.
- **Net Profit** is Gross Profit less Cost.
- The **Caller Fee** is the greater of the Minimum Fee or 90% of Net Profit.

PAYMENT

The caller shall be paid the Caller Fee by check after signing the receipt book.

CALLER GUIDELINES

The caller is expected to follow the following guidelines when calling a regular Trailblazers dance session:

- The caller should present challenging choreography concentrating on definitions and positioning utilizing calls and concepts at the advertised level and below.
- The caller should not introduce experimental or higher-level calls or concepts. The only exception is that the T-Bone Concept may be used at the A-2 session because it has been commonly used by national callers at Advanced dances including Trailblazers for many years.

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Section 5 - Dances

DANCE TIMES AND LOCATIONS

Unless changes for a particular Trailblazers dance weekend are approved by the Board of Directors, the information below applies.

Trailblazers dance weekends are scheduled each month for the weekend that contains the first Saturday of that month. The day and time for each session is as follows:

- C-1 session: Saturday, 11:00 AM - 1:30 PM
- A-2 session: Saturday, 3:00 PM - 5:30 PM
- C-2 session: Sunday, 11:00 AM - 1:30 PM
- C-3A session: Sunday, 3:00 PM - 5:30 PM

The location for all sessions of a Trailblazers dance weekend is:

Mel's Dance Center
5946 Westminster Blvd.
Westminster, CA 92683

DANCE CONSIDERATIONS

LIABILITY CONSIDERATIONS

All dancers and visitors must sign in at the Treasurer's table.

The details of any accident or an incident where a person was injured or died at a Trailblazers dance shall be included in the report of the presiding Director of that dance at the next Board meeting.

Due to insurance liability issues, anyone on the dance floor must be a current active square dancer.

Due to insurance liability issues, visitors must be over six years old or must be supervised/observed by an adult at all times.

DRESS CODE

For all regularly scheduled Trailblazers dance session dancers may wear tasteful and safe casual attire or traditional square dance attire.

PLEDGE OF ALLEGIANCE

At the beginning of each square dance session, the Pledge of Allegiance shall be recited.

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STAR TIPS

The current format for star tips at the regular dance session is as follows:

- At the C-3A session, the caller may present the last tip using C-3B choreography.
- At all other sessions, the caller may present the last tip using choreography from the advertised level but with a higher degree of difficulty.

DOOR PRIZES

Because Trailblazers is a non-profit organization, IRS rules prohibit door prizes requiring collection of money from attendees (such as Split the Pot).

PROBLEM DANCER PROTOCOL

REPORTING

The details of any incident where a person was asked to leave the dance by the presiding Director shall be included in the report of that Director at the next Board meeting.

UNQUALIFIED DANCERS

In the event that certain dancers are continually breaking down squares because they are unqualified, thus preventing others from enjoying the dance, the following steps may be taken:

1. Lodge a complaint with the presiding Director at the dance.
2. When three such complaints are received, the presiding Director along with another Director will observe these dancers in one or more subsequent tips to determine whether they are qualified to dance at the advertised level.
3. If these two Directors then concur that these dancers are unqualified, the presiding Director will graciously ask them to leave the dance and their door fees will be returned.

CAUSES FOR IMMEDIATE EXPULSION FROM A TRAILBLAZERS DANCE

The following actions by any person in attendance at any Trailblazers dance are cause for immediate expulsion:

- Impairments due the influence of alcohol or illegal or mind-altering drugs
- Attending the dance in an unhygienic or malodorous state
- Causing a major disruption that prevents other dancers from being able to enjoy the dance
- Assault and/or battery against anyone attending the dance.
 - **Assault** – An intentional act by one person that creates an apprehension in another of an imminent harmful or offensive contact. An assault is carried out by a threat of bodily harm coupled with an apparent, present ability to cause the harm.
 - **Battery** – An intentional physical act that results in bodily harm or offensive contact. Because physical contact is part of square dancing, this does not include a non-violent, non-harassing attempt to direct a straying dancer to the proper position in a square.

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Section 6 – Special Members

ESTEEMED MEMBERS

The following persons have been voted as esteemed members by the Board of Directors:

- Craig Shucker (10/17/91)
- Penny Doane (deceased)
- Sherman & Barbara Fenster (05/07/94)
- Cal (deceased) & Mary Lou Kroeze (05/07/94)
- David Schafer (03/06/99)
- Sheldon & Marilyn Raizes (05/04/02)
- John & Barbara Marshall (05/02/15)
- John & Carolyn Melstrom (10/03/15)
- Joe & Michelle Sirks (04/02/16)

HONORARY MEMBERS

The following persons have been voted as honorary members by the Board of Directors:

- George Monaghan (deceased)
- Lynette Bellini
- Ben & Carol Rubright (03/02/96)
- Vic & Debbie Ceder (03/02/96)
- Cammie McNabb (12/06/98)