

WORKING RULES

1. These working rules may be changed or amended by an approval vote of a simple majority of members voting at any general membership meeting or by mail-in ballot.
2. Regular membership meetings will be held during the months of January, April, July and October when possible.
 - A. Date, time and location for the four board meetings for the following year will be determined by the executive board at the last meeting of the preceding year.
 - B. The meetings will be centrally located within the district.
 - C. It is suggested that these meetings be held on the fourth Sunday afternoons when it does not conflict with other district or state business.
 - D. The district will provide payment for any costs incidental to those meetings.
3. Membership dues in the Northwest District are \$25:00 per calendar year payable to the Northwest District
4. Each year each club will deliver to the District secretary a completed Membership Application form and roster of members along with dues of \$25:00. These are due no later than October 15. The secretary will forward the check to the Treasurer.
5. The Northwest District Secretary will deliver to these state officers the following information by the specified dates.
 - A. State Secretary (prior to November 15)
 1. List of district officers, including position, addresses and phone numbers,
 2. List of member clubs, presidents and district delegates (include position, address and phone number), number of members per club and number of students in lessons.
 3. List of member club callers and/or cuers, addresses and phone numbers.
 4. Copy of the Constitution and Working Rules (as soon as ratified)
 - B. State Treasurer (prior to November 15)
 1. Dues consisting of \$10.00 per member club.
 2. List of member clubs, presidents and district delegates (include position, address and phone number), number of members per club and number of students in lessons.
 3. List of member club callers and/or cuers, addresses and phone numbers.
 4. Copy of the Constitution and Working Rules (as soon as ratified)

C. Doin's Editor (prior to November 15)

1. List of district officers, including position, addresses and phone numbers.
2. List of member clubs, presidents and district delegates (include position, address and phone number), number of members per club and number of students in lessons.
3. List of member club callers and/or cuers, addresses and phone numbers.

D. State Insurance Chairman (prior to November 15)

1. List of member clubs, presidents and district delegates (include position, address and phone number), number of members per club and number of students in lessons.
2. List of member club callers and/or cuers, addresses and phone numbers.
3. Copy of the Constitution and Working Rules (as soon as ratified)

E. State Dance Chairperson (as soon as known or requested)

1. List of member clubs, presidents and district delegates (include position, address and phone number), number of members per club and number of students in lessons.
2. List of member club callers and/or cuers, addresses and phone numbers.

F. District member club presidents, callers and/or cuers, delegates, executive board

1. List of district officers, including position, addresses and phone numbers
 2. List of member clubs, presidents and district delegates (include position, address and phone number), number of members per club and number of students in lessons.
 3. List of member club callers and/or cuers, addresses and phone numbers.
 4. Copy of the Constitution and Working Rules (as soon as ratified)
6. All district clubs will cancel or not schedule a dance on the same date(s) as a district dance or a state dance if the state dance is within 100 miles.
 7. The district will provide each district officer and immediate past president with a red and white Northwest District badge to be worn during his/her tenure in office.
 - A. The badge bears the name of the district, name of the person holding office and city they are from. Bars purchased by the district will be supplied designating the position and year. These badges and bars will become the property of the individual upon completion of their term. The district will

purchase a bar entitled immediate past president to be worn by that individual.

- B. Procurement of badges and bars will be the responsibility of the District President or his appointee.
8. The District President may call a special executive board meeting at any time he/she deems necessary. The president may also, with the approval of the executive board, call a general membership meeting when necessary.
 9. Special dances are defined as those which meet one or more of the following criteria:
 - A. Dance involved greater expenses than normal and is designated as a special dance by the host club.
 - B. A dance that is listed in the Doin's as a special dance should have the host club secretary notify in writing all area clubs dancing the same night
 - C. The caller/cuer is a national caller/cuer,
 - D. The dance is on other than a club's normal dance night
 - E. The suggested door donation is greater than that normally charged by that club.
 10. A club, which plans a dance, which meets the definition of a special dance, will request that the district sanction this dance. A club will make every attempt not to schedule a special dance on another district clubs regular dance night. If a scheduling conflict occurs, the club with the special dance will notify the affected club(s) in writing and invited them to participate.
 11. The district general membership will determine the date and host club for the District Dance for the upcoming year. If no club will accept hosting the District Dance, the President will appoint a committee to determine the location and plan the dance
 - A. Upon determination of the date, the district secretary will mail written notice of the date to district callers and cuers as soon as possible.
 - B. Each member of the district attending the district dance is to bring a finger food to be served for refreshments.
 - C. The president will appoint decorating and table committees and clean-up committees.
 - D. All square and round dancers attending the dance will pay the door donation, except those with special invitations to attend at no charge.
 - E. Hosting club caller, if it is his/her choice, to be Master of Ceremonies. Should the club caller choose not to be MC, procedure would revert back to a drawing done by President (amended 1/17/04.)
 1. All caller/cuer names will be placed in a box. The president will then draw three names from the box. The first name drawn will be invited to MC the dance. If he/she is unable to do so or declines for any reason,

the second name drawn will be invited to be title MC. The third name drawn will be invited to MC the dance in the case where both the first and second names drawn decline.

2. After a caller/cuer has served as MC, his/her name will then be omitted from future drawings until all have served or declined to serve.

F. The Master of Ceremonies will be responsible for the following:

1. Sound equipment
2. Scheduling all district callers/cuers and announcement time and level. Dance is to be mainstream with no more than two (2) plus tips. Lines and/or rounds subject to availability of cuers.
3. Square Dance Exhibitors will be chosen on a rotation basis. New exhibitors will be added at the end of the rotation. One exhibitor per year.

G. Planning guidelines for Host Club and District

1. Four persons to be in charge of door prizes and silent auction (club to provide papers and pencils for silent auction.)
 2. Two persons to be at front desk to assist District Treasurers with dancer and caller registration.
 3. Approximately six persons to receive/organize food and drinks. (NOTE: Each district dancer is asked to bring a finger food).
 4. Possibly four others to be available in case tables, etc, need to be moved and to greet dancers as they come in and direct them to registration desk.
 5. As stated previously, the district pays all expenses related to the dance, so your club will not be out any monies, only labor.
 6. Clubs will need to provide coffee pots and water coolers.
 7. The District will provide the paper goods and plastic silverware, raffle tickets, along with supplies of coffee, creamer, sugar, and ice.
 8. When the district is hosting the State Meeting, in conjunction with District Dance, the host club will also be responsible for meeting facility.
12. The President, the two State Delegates or Alternate Delegate shall be reimbursed at 20 cents per mile, total mileage, to attend State meetings with a maximum of \$150.00 combined per meeting.
 13. A committee appointed by the president will review this constitution and by-laws each year. The president shall appoint the committee in July, with results and recommendations, if any, presented at the October meeting.