

***Ballroom, Latin, & Swing Social
Dance Association
STANDING RULES
(As Of June 7, 2008)***

These Standing Rules constitute the operating rules of the Ballroom, Latin & Swing Social Dance Association (“BLS” and/or “the Association”). Standing Rules and revisions thereto are proposed and approved by the Board of Directors in accordance with the provisions of the Association’s By-Laws. Any Board member or Association member in good standing may introduce a proposed change to the Standing Rules. This is accomplished by requesting the Secretary add the item to the agenda for the next regularly scheduled Board meeting at least two weeks before such meeting.

1. ASSOCIATION EVENTS

- A. Regular dances sponsored by BLS will be held twice monthly, on the second and fourth Fridays of each month, at a time and place designated by the Board of Directors. Facility dances normally scheduled for the first Friday of each month and by arrangement with The Bess Chisum Stephens’ Center for Youth and Families (**Stephens’ Center**) are designed both for attendee enjoyment and additional revenue generation for the improvement of the ballroom facility. Both regular and facility dances are for the enjoyment of both members and visitors
- B. The Board of Directors will determine event fees, based upon expected expenses and projected attendance for events; members will enjoy discounted door admission to regular open events.
- C. BLS may sponsor other special open dance events subject to the approval of the Board of Directors. These events may include, but are not limited to, Swing Night, New Year’s Eve dances and other occasions. Members will enjoy discounted door admission to these special open events.
- D. From time to time the Board of Directors may approve and direct BLS to sponsor events for its membership only. Admission price and other details of these events will be determined by the Board of Directors.
- E. Assessments can be imposed for such other reasons as approved by the Association membership and/or the Board of Directors.

2. DRESS CODE and CONDUCT

- A. The intent of the dress code is to make BLS dances special dressy events, while providing the flexibility to dress for an evening of dancing. Members and guests will conform to the appropriate dress standards as defined below.
 - (1) STANDARD BLS DRESS CODE: All members and guests should wear appropriate upscale attire. Members and repeat guests should always dress with consideration to and respect for others. While the dress code should be observed by all who attend BLS dances, first-time

visitors will be welcomed regardless of their attire. The following items are **prohibited**:

- Torn or dirty clothing of any kind
 - Shorts of any kind
 - Athletic Attire
 - Tank Tops
 - Baseball Caps
 - Jeans
 - Denim clothing
 - Casual T-Shirts
 - [Men] Shirts that are not tucked in (Except Latin shirts and shirts with straight hems that are designed specifically to be worn outside the trousers. Shirts with curved shirt-tail hems or uneven hems will be tucked in.)
 - [Women] Apparel that shows bare midriffs
 - Casual shoes including flip-flops, slippers, shower shoes, hiking boots, combat boots, boat shoes, or athletic shoes. (Exceptions are made for anyone requiring casual shoes due to a medical condition and/or black dance sneakers.
- Members and guests who repeatedly violate the dress-code provisions may be denied admittance and/or membership privileges. The board reserves the right to make appropriate dress determinations.

- (2) **BLACK TIE**: When events are designated as “Black Tie”, gentlemen will wear formal tuxedos or formal dinner jackets. Ladies will wear formal gowns.
 - (3) **BLACK TIE OPTIONAL**: When events are designated as “Black Tie Optional”, gentlemen normally wear formal tuxedos or formal dinner jackets, however, dark colored suits (with ties) are acceptable. Ladies normally wear formal gowns, however, cocktail dresses or dressy “after-five” evening outfits are acceptable.
 - (4) **SPECIAL EVENT DRESS CODE**: Some BLS dances have special themes, which usually call for special relaxed dress codes, such as costume parties. Dress codes for such events will be announced in advance, however, members and guests are still expected to maintain normal socially-acceptable standards. **PROHIBITED ITEMS** (see above) are not considered appropriate attire unless they are part of a specific costume at an event designated as costume-party dress.
- B. Members and visitors are expected to conduct themselves as ladies and gentlemen at all times during events and meetings. Excessive drinking of alcohol, any use of illegal drugs, use of foul, vulgar or otherwise offensive language and other unacceptable behavior will not be tolerated. Should a situation arise, an offender (member or visitor) will be asked by a Board member(s) to vacate the premises until such behavior ceases.
 - C. Repeated, documented incidents of excessive dress-code violations or unacceptable behavior involving any Association member can result in membership termination. The Board of Directors reserves the right to terminate Association membership under these circumstances.

3. MEMBERSHIP APPLICATIONS and DUES

- A. Applications for membership will be accepted by mail or at regular dance events or meetings from any persons interested in ballroom dancing. Completed applications will be submitted (with

initial dues attached) to the Membership Chairperson or representative, who will process the application and notify the individual(s) of membership status. A copy of the Association's By-Laws and Standing Rules will be made available to each new member upon acceptance.

- B. Membership dues for charter members will be \$24.00 per 12-month period for individuals and \$40.00 per 12-month period for any two persons residing at the same address. Membership for non-charter members will be \$30.00 per 12-month period for individuals and \$50.00 per 12-month period for any two persons residing at the same address. Membership expires the following year at the end of the month in which the member originally joined. (For instance, if an individual joined the Association on September 10, 1993, their membership was valid through the last day of September, 1994.) If dues are not paid by the end of the month in which the member originally joined, the Membership Chairperson will notify the member that membership has been terminated. Memberships must be renewed before expiration to maintain continuous membership status. To keep charter membership status, continuous membership must be maintained. Charter members have a 30-day grace period within which to renew their membership and still maintain their charter membership status. If a charter member has not renewed their membership by the end the 30th day past their renewal month, their charter member dues status is revoked permanently.
- C. Charter members are those individuals accepted for membership as of December 31, 1993. Dues for charter members will not rise above the above stated amounts so long as continuous membership status is maintained.
- D. New members may be referred by a current member in good standing by writing the sponsor's name in the space provided on the membership application; however, new members may join at any time, whether sponsored or not.
- E. Regular membership benefits will include, but are not limited to, the following:
 - (1) Discounted cover charge for regular and facility dances;
 - (2) Discounts on special events (such as, but not limited to, New Year's Eve);
 - (3) Regular newsletter, including the monthly events calendar. The newsletter will announce Association meetings and forthcoming events, tell of Board actions, list the names of new Association members and include other items of interest to the BLS membership; and
 - (4) Recognition for birthdays and wedding anniversaries.

4. GUEST POLICY

Visitors are invited to any regular or facility dance event. A guest list may be kept at the door and non-members attending the dance may be asked to list names and addresses. This register will be used to supplement the Association's mailing list at times and for such reasons as the Board may decide. Visitors will pay the non-member admission fee, which is to be set by the Board of Directors.

5. ASSOCIATION MEETINGS

- A. Regular meetings of the Association membership will be held at least twice yearly during regular dance events and will be called and conducted by the Chairperson. One of these

meetings will be the regular November election meeting. All general Association meetings will be announced in advance in the regular newsletter.

- B. Any Association member in good standing may introduce a topic for discussion at the regular meetings. Such topic must be in the form of a motion (suggested action), and shall be submitted to the Secretary for inclusion on the agenda not less than two (2) weeks in advance of the scheduled Association meeting. It is suggested that lengthy topics be discussed with one or more BLS officers; as it may be more appropriate to introduce the topic at a regular Board of Directors' meeting.
- C. Any items brought before the Association will be voted upon by the membership, if appropriate motions are made and seconded. When voting is necessary, the Chairperson will determine if a show of hands or secret balloting is appropriate. A simple majority of the quorum (as defined by the Association ByLaws) present will constitute affirmative action

6. ORGANIZATIONAL STRUCTURE

The organizational structure and terms of office of the Board of Directors will be as specified in the By-Laws. Officers of the Association will be as specified in the ByLaws. Newly elected officers shall start their term of office on January 1st of the calendar year following their election.

7. BOARD of DIRECTORS' MEETINGS

- A. Regular Board of Directors' meetings will be held at least once monthly, at a time convenient for all Board members. The Chairperson will call the meetings, and the Secretary will make appropriate meeting arrangements (including phone calling and securing a facility).
- B. Any Association member in good standing may attend the Board of Directors' meetings; however, only Board members may vote on issues presented to the Board. It is the member's responsibility to determine the date and time of Board meetings by contacting any Board member.

8. COMMITTEES

The BLS committee arrangement assures that the work will be shared among many people, and Association activities are conducted in an organized manner, encouraging input from members in planning and conducting activities.

- A. The Chairperson will appoint two specialized committees every year.
 - (1) The Chairperson will appoint a Nominating Committee each year, in accordance with the Association By-Laws (Article VI, Section 2.)
 - (2) An Audit Committee, comprised of Association members who are not Board members, will be appointed by the Chairperson annually to inspect and report upon Association records.

- B. From time to time, it will be the responsibility of the Chairperson to appoint ad hoc committees for special events and other reasons. Any Association member in good standing is eligible to serve on such a committee.
- C. Certain ongoing components of BLS business will be conducted by the following Standing Committees:
- (1) Membership Committee
 - (2) Program Committee
 - (3) Public Relations Committee
 - (4) Facility Committee
 - (5) Newsletter Committee
 - (6) Webmaster Committee
- D. Each Committee Chairperson is appointed by the Association Chairperson and is expected to attend Board of Directors' meetings as necessary to report on the Committee's business. Each Chairperson is encouraged to recruit no less than three Association members to serve on the Committee. A roster of committee members will be provided to the Board of Directors. Committee members are responsible to their Chairperson for their activities; the Chairpersons are responsible to the Board for the Committee's activities.
- E. A representative from the Board of Directors may serve as a working member of each committee and may function as a source of information for the Committee Chairperson regarding overall Association plans and goals.
- F. Membership Committee: The goal of the Membership Committee is to build and maintain a strong base of support for the Association by recruiting and retaining members. Specifically, the Membership Committee will:
- (1) Process membership applications, including tendering all dues to the Treasurer, notifying members when memberships are due to expire, and keeping a current mailing list of members;
 - (2) Conduct membership drives when appropriate;
 - (3) Set up and staff the front door operation at regular dance events. In most cases, this will include collecting the cover charge and assuring that membership applications are appropriately processed;
 - (4) Implement and direct a newcomers' program to welcome visitors (especially unattended visitors) at regular open events. This is intended to help non-members and strangers to BLS be comfortable with the evening's activities and understand BLS membership benefits;
 - (5) Welcome and introduce new members at dances; and

- (6) Provide appropriate birthday and wedding anniversary recognition by providing the newsletter editor with names of honorees for inclusion in the newsletter.
- G. Program Committee: The goal of the Program Committee is to assure an entertaining experience for members and visitors attending dance events. Specifically, the Program Committee will:
- (1) Arrange for door prizes, and conduct mixers, games and other similar activities at dances, as determined by the Board of Directors;
 - (2) Make arrangements for and coordinate dance exhibitions as required;
 - (3) Make arrangements for complimentary dance lessons before each dance, to include scheduling dance instructors;
 - (4) Make program announcements, including introductions of distinguished visitors as required; and
 - (5) Conduct an awards program during National Ballroom Dance Week as required.
- H. Public Relations Committee: The goal of the Public Relations Committee is to assure positive communication with members and the public, promoting a favorable image of the Association at all times. Specifically, the Public Relations Committee will:
- (1) Coordinate all media relations and news releases, including publicity for regular and special Association activities;
 - (2) Send regular dance event notices to newspapers as required;
 - (3) Design, print and mail promotional material for special and regular events, as determined by the Board of Directors;
 - (4) Produce tickets, guest coupons, award certificates and other printed materials, as needed; and
 - (5) Design, print and mail or distribute appropriate BLS promotional material, in conjunction with the Membership and Program Committees, as needed.
- I. Facility Committee: The goal of the Facility Committee is to assure the facility for Association events is ready for use and is cleaned up afterward. Specifically, the Facility Committee will:
- (1) Assure that BLS property is securely stored and is provided for each event; (This includes table decorations, announcement whiteboard, kitchen supplies, etc.)
 - (2) Project needs according to expected attendance, and assure that we own or can rent adequate tables and chairs;
 - (3) Assure that the facility is cleaned up at the end of the event and is left in the condition required by ow- lease arrangements; and
 - (4) Arrange for any other items related to the facility for BLS events, as determined by the Board of Directors.
- J. Newsletter Committee: The Newsletter Committee is responsible for insuring each active member household receives a monthly published newsletter consisting of association and dance-related news items and a monthly calendar of BLS events. The newsletter committee Chairperson may act as a single-person committee if desired.
- K. Webmaster Committee: The Webmaster committee is responsible for developing and maintaining a BLS Internet website. The website shall be constructed so as to inform both members and non-members of Association dances and activities. The Webmaster committee Chairperson may act as a single-person committee if desired.

9.RECORD OF CHANGES

- A. The original Association Standing Rules dated September 11, 1994 were changed Aug 9, 2004 by the Board of Directors. Major changes include inclusion of a revised dress code, updating some of the implementing language, adding Newsletter and Webmaster special committees, and adding a 1st attachment containing Association policy on the use of Association equipment by members at private events.
ATTACHMENT 1. Ballroom, Latin, & Swing Social Dance Association, STANDING RULES (Aug 9, 2004).
- B. On June 6, 2008, the BLS Standard Dress Code was revised.
- C. On June 6, 2008, complimentary memberships were provided to BLS Board of Director members and Committee Chairpersons while in office.

***BLS POLICY STATEMENT
USE OF BLS EQUIPMENT***

1. General: BLS equipment is procured for the general use of BLS members at BLS functions (normally Friday night dances). BLS members may use BLS equipment for private functions without charge under the guidelines of this policy statement.
2. Friday-night dance equipment (front desk/chair, ice chest, coffee making/serving materials, table decorating materials, etc.): A BLS member in good standing may use any or all Friday-night dance materials (excluding expendable items) for an occasional private function held at the **Stephens' Center**, provided such use does not impact normal BLS functions.
3. BLS table linens: BLS owns and controls a set of vinyl tablecloths and cloth runners. These tablecloths are considered Friday-night dance equipment and may be used under the guidelines of this policy statement. BLS also owns about half of a set of white cloth tablecloths. Those tablecloths are co-mingled with **Stephens' Center** tablecloths and are controlled by **Stephens' Center** personnel. They do not fall within the parameters of this statement.
4. BLS sound system: Since the BLS sound system equipment represents a considerable financial investment, the following guidelines apply for use at private functions: The BLS sound system equipment may only be used at the **Stephens' Center** for functions. The BLS sound system may be operated only by a regular **BLS DJ**.
5. Use of BES equipment by other organizations: BLS equipment may not be used by other clubs, groups or organizations.
6. Exceptions to the above guidelines must be approved by two thirds of existing BLS Board Members.

June7, 2008

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