

Ballroom, Latin, & Swing Social Dance Association STANDING RULES

(As of November 22, 2019)

These Standing Rules constitute the day-to-day 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. Any Board member or Association member in good standing may introduce a proposed change to the Standing Rules. The item must be added to the agenda for the next regularly scheduled Board meeting at least two weeks before such meeting. These Standing Rules were Revised and Reaffirmed November 22, 2019.

1. ASSOCIATION EVENTS

- A. Regular dances sponsored by BLS will be held two times monthly, on the second and fourth Fridays of each month, at a time and place designated by the Board of Directors. These dances are for the enjoyment of both members and visitors. (Revised December 18, 2016)
- 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. The Board of Directors may approve and direct BLS to sponsor special events for its membership only and will determine admission price and other details of these events.
- E. The Association and/or Board of Directors can impose Assessments for special occasions or any such other reasons.
- F. The Board of Directors may cancel dances when UALR day or evening classes are cancelled due to inclement weather. (Adopted June 4, 2010)

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 black dance sneakers and for anyone requiring casual shoes due to a medical condition.)

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. (Standard Dress Code revised June 6, 2008)

- (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, 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: **Charter members** will pay \$24.00 per 12-month period for individuals and \$40.00 per 12-month period for any two persons residing at the same address. 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. Charter members have a 30-day grace period within which to renew their membership, after which charter member dues status is permanently revoked.

Non-charter members will pay \$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.

- C. Regular membership benefits will include, but are not limited to, the following:
 - (1) Discounted cover charge for regular dances;
 - (2) Discounts on special events (such as, but not limited to, New Year's Eve Dance);
 - (3) Regular newsletter, including the monthly events calendar. The newsletter will announce Association meetings and upcoming 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 for non-members' 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 once 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 at least 30 days 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 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 present will constitute affirmative action. A quorum is 25% (twenty-five percent) of the total Association membership.

6. ORGANIZATIONAL STRUCTURE

The organizational structure of the Board of Directors will be as specified in the By-Laws. Newly elected Board Members shall start their term of office on January 1st of the calendar year following their election in November.

7. BOARD of DIRECTORS' MEETINGS

- A. Regular Board of Directors' meetings will be held at least once monthly. At the close of each Board meeting, the members will decide on the date, time and place of the next meeting. This information will be included in the Meeting Minutes and distributed to all Board members. (Revised November 22, 2019)
- 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.
- C. The Board will elect Officers and Committee chairmen no later than November for the ensuing year. Officers-elect will be announced at the Association Meeting held in November. (Added November 22, 2019)

8. COMMITTEES

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

A. The Chairperson will appoint two special committees every year:

(1) A Nominating Committee in accordance with the Association By-Laws (Article VI, Section 2). This committee will bring nominations to the October Board meeting so that final election decisions will be made no later than the November Association meeting. (Added November 22, 2019)

(2) An Audit Committee comprised of Association members who are not Board members to inspect and report upon Association financial records

B. The Chairperson may 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. The following Standing Committees will conduct ongoing components of BLS business:
(Revised to update current committees BLS November 22, 2019)

(1) Membership Committee

(2) Program Committee

(3) Newsletter Committee

(4) Social Media Committee

(5) Facility 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 additional 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.

D. 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) Implement and direct a newcomers' program to welcome visitors (especially unattended visitors) at regular dances to make guests comfortable with the evening's activities and understand BLS membership benefits; (4) Welcome and introduce new members at dances; and (5) Provide birthday and anniversary information to the Newsletter Editor and to the individual performing announcements at the first dance of the month.

- E. 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; (3) Make arrangements for complimentary dance lessons before each dance, to include scheduling dance instructors and DJs in case of vacation, illness or other absence (added June 4, 2010); (4) Make program announcements, including introductions of distinguished visitors if required; and (5) Conduct an awards program during National Ballroom Dance Week.
- F. Social Media Committee: The goal of the Social Media Committee is to assure positive communication with members and the public, promoting a favorable image of the Association at all times. Specifically, the Social Media Committee will: (1) Coordinate all media relations, including publicity for regular and special Association activities; (2) Post regular dance event notices to social media sites; (3) Design and post promotional material for special and regular events; (4) Produce tickets, guest coupons, award certificates and other printed materials, as needed; and (5) Design, print and distribute BLS promotional material in conjunction with the Membership and Program Committees; (6) Maintain the BLS website by posting news and upcoming events so as to inform members and non-members of Association dances and activities. (Revised November 22, 2019)
- G. Facility Committee: The goal of the Facility Committee is to assure that the facility is ready for use and is cleaned up afterward. Specifically, the Facility Committee will: (1) Assure that BLS property is provided and securely stored for each event; (This includes table decorations, kitchen supplies and such); (2) Assure that the facility is cleaned up at the end of the event and is left in the condition required by owner-lease arrangements; (3) Arrange for staff to set up and work the front door at regular dance events, to include collecting the cover charge and assuring that membership applications are appropriately processed; and (4) Arrange for any other items related to the facility for BLS events, as determined by the Board of Directors. (Revised November 22, 2019)
- 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 or may combine with the Membership Committee if desired.

9. RECORD OF CHANGES

- A. When the Board makes changes to the Standing Rules, such changes will be dated in the relevant section of the Standing Rules. (Adopted November 22, 2019)
- B. December 1, 2012, the BLS Policy Statement regarding use of BLS equipment was amended. In August 2018, BLS moved from the Bess Chisum Center into the new venue at 1300 Shackleford, also known as TBOS. The three dance clubs known as BLS, LRBC and LRCD merged to form Central Arkansas Dance Association, or CADA. The structure and organization of TBOS/CADA has made the BLS Policy Statement obsolete. (Added November 22, 2019)

- C. ***BLS POLICY STATEMENT USE OF BLS EQUIPMENT*** is no longer relevant and has been deleted from the Standing Rules (Added November 22, 2019).
- D. 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).
- E. On June 6, 2008, the BLS Standard Dress Code was revised.
- F. On June 6, 2008, complimentary memberships were provided to BLS Board of Directors and Committee Chairpersons while in office.
- G. 1. Association Events were amended June 4, 2010 to add letter F: The Board of Directors may cancel dances when UALR day or even classes are cancelled due to inclement weather.
- H. 8. Committees, G. Program Committee (3) was amended June 4, 2010 to add: and DJs in case of vacation, illness or other absence;
- I. 1. Association Events were amended December 1, 2012. The language was changed to reflect moving from one facility dance (first dance of each month) and two regular dances; to three regular dances.
- J. BLS Policy Statement of use of BLS Equipment (3) was amended December 1, 2012. The following sentences were removed as BLS now owns all of the linens used for our Friday-night dances. "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."