

Rules and Regulations

Established for Southern California Community Dance Coalition (SCCDC)

Table of Contents

Document Revision History	3
Scope	5
1. Overview of Roles	5
A. Composition of the Board	5
B. Additional Roles	5
2. Board Representation and Meetings	5
A. Election of Directors	5
B. Meetings	6
1. Attendance	6
2. Procedures	6
C. Officers' Duties	6
D. Delegation of Authority	6
3. Financial Reporting	7
A. Dance Financial Reports	7
1. Requirements	7
2. Report Contents	7
3. Honoraria	7
B. Disposition of Revenues and Assets	8
1. Events Produced by Affiliates	8
2. Events Sponsored by SCCDC	8
C. Treasurer's Reports	8
4. Financial Authority	8
A. Minimum Reserve	8
B. General Fund: Treasurer Spending Authority	8
C. General Fund: SCCDC Event Manager Spending Authority	9
D. Regional Dance and Special Event Coordinators Spending Authority	10
E. Affiliate Fund: Affiliate Producer Spending Authority	10
5. Assets	10
6. Insurance	10
A. Insurance	10
B. Venue Management	10
C. Policy Renewal Planning	11
7. Dance Management	11

A. Rental Contracts	11
B. Dance Wax Ban	11
C. Admission Fees	11
D. General Policies	11
E. Special Events	12
8. Publicity	12
A. Publicity Information	12
B. Flyers and Logo	12
9. Sound Systems	12
10. Amendments	12

Document Revision History

Date	Version	Revision	Editor	Sections
	7.0	- Removed definition of SCCDC Producers and Affiliate Producers and defined Board of Directors; - Removed "Producer" throughout and substituted new positions with appropriate references; - Updated responsibilities for dance financial reports; - Removed dance series references to revenue and asset handling; - Updated treasurer reports delivery method; - Added requirement for receipts to reimbursement requests; - Increased event manager authorization from \$200 to \$500 for a single transaction; - Added Regional Dance and Special Event Coordinator spending authority; - Updated insurance requirements for venues; - Updated rental contracts rules notice requirements; - Updated lost and found policy; - Clarified special event purpose; - Updated publicity responsibilities; - Updated sound system use permissions.	Dan Vilter Cynthia Gregoli Renée Camus Darlene Hamilton	Throughout
6/8/2024	6.0	Replacing California Dance Co-operative (and similar) with Southern California Community Dance Coalition (or SCCDC).	Zofii Kaczmarek Renée Camus	Throughout
12/17/2022	5.0	Revisions include: - Redefined the terms "producers" and "affiliates". - Clarified and expanded upon roles and responsibilities. - Revised policies to reflect actual practice.	Cyndia Zumpft-Klein, Frannie Marr, Renée Camus, Zofii Kaczmarek	All

		• Permitted recorded music. • No longer require refreshments at all events. • Edited wording for clarity. Reorganized sections.		
8/16/2007	4.0	Updated Sound System use wording and SSN requirements for event payees	Aimee Eddins	Financial Reporting, Sound Systems
3/30/2004	3.0	Updated document to reflect Board Actions on 1/11/04 Added headings for readability	Dixie Swanson	All
12/29/2003	2.0	Updated document to reflect Board actions from November 24, 2002 to present Added Title Page, Revision History, and Table of Contents	Dixie Swanson	Board Representation and Meetings, Financial Reporting, Financial Authority, Dance Management, Assets, Revision History, Table of Contents
11/24/2002	1.0	Document Compiled	James Huston	
6/30/2002	0.0	Created Section	James Hutson	Financial Reporting, Insurance
11/18/2001	0.0	Modified Section	James Hutson	Publicity
8/5/2001	0.0	Created Section	James Hutson	Board Representation and Meetings
6/18/2000	0.0	Modified Section	James Hutson	Dance Management
3/12/2000	0.0	Modified Section	James Hutson	Sound Systems

Scope

The policies outlined in this document supplement the policies specified in the Bylaws.

1. Overview of Roles

A. Composition of the Board

As set forth in the Bylaws, the Board of Directors is comprised of the following roles:

- President
- Secretary
- Treasurer
- Affiliate Directors
- Two Members at Large (members of the general community)
- Volunteer Coordinator
- Talent Coordinator
- Safety Coordinator
- Insurance Coordinator
- Publicity Coordinator
- Regional Dance Event Coordinators including Sturtevant, Fiddling Frog, and other events as needed

B. Additional Roles

Besides the Board of Directors, other key roles may be established and assigned as needed throughout the year. These roles may be filled by Directors of the Board or volunteers from the community. The following roles are recommended:

- a. Outreach Coordinator
- b. Website Coordinator
- c. Google Non-Profit Coordinator
- d. Google Workspace Coordinator (including shared drive, email groups, email accounts, and Google Cloud Platform)
- e. Event Manager(s)

As these roles are not mandatory, they may not be filled at all times. In this case, the Coordinator responsibilities outlined in this document will instead fall to the Board of Directors to manage as needed.

2. Board Representation and Meetings

A. Election of Directors

Each Director's position shall be elected annually at the final meeting of the year, for the next

year's term. If more than two individuals wish to serve for the same Directorship on the Board, the Board shall vote by anonymous ballot, with each Director voting for two from among the candidates. The two candidates receiving the greatest number of total votes shall be put forth as candidates in a second round of voting, and the Board will vote on which of these two should be elected. In the event of a tie, a runoff vote will be conducted.

B. Meetings

1. Attendance

Directors are required to attend all Board meetings. Except for emergencies, if a Director cannot attend a given meeting, they must notify the Board at least three days in advance. More than two consecutive absences within the annual term period may result in the removal of the member from the Board. A warning letter will be sent by the President after the first unnotified absence.

2. Procedures

Procedures at meetings for conducting business and taking votes that are not specifically addressed in the Bylaws shall be determined according to Robert's Rules of Order.

The President, if unable to attend a meeting, may designate another Director to preside at the meeting. If the President does not designate another Director to preside, the Treasurer will preside or will designate another Director to preside. If the President and Treasurer are both absent, the Secretary will preside or will designate another Director to preside.

C. Officers' Duties

The Treasurer, in addition to the duties listed in the Bylaws, must arrange to file all necessary tax forms and meet all reporting requirements.

The Treasurer will retain all financial records for safekeeping, at least to the extent required by state and federal regulations.

The Secretary shall prepare and circulate to Directors the minutes of each Board meeting no later than 15 days after the meeting. Board meeting minutes shall be available by email or otherwise on request. The Secretary shall also maintain a list of the names, phone numbers, and email addresses of Directors, and shall provide an up-to-date copy of that list to each person on the list on an annual basis. This information is not to be circulated further without expressed permission from the individuals on the list.

D. Delegation of Authority

Officers may delegate their authority as needed. The Officer delegating their authority must notify the other Officers at least three days in advance of the effective date of the delegation, including the limits of the authority delegated, the beginning and ending dates of the delegation, and the reason for the delegation.

3. Financial Reporting

In order to meet the requirements of federal and state tax laws, as well as requirements of CDSS, the following standardization is necessary for all SCCDC events, including events produced by Affiliate groups.

A. Dance Financial Reports

The Event Manager, Affiliate Directors, and Regional Dance Event Coordinators shall submit a report for each event's finances. Event Managers, Directors, and Coordinators may delegate someone else to do the financial reporting. If this responsibility is delegated, the Coordinator or Affiliate Director must inform the Treasurer of the identity of the delegate. This delegate must be aware of these rules and requirements, and the Treasurer must be informed of the delegation. This report must be made on a form supplied by the Treasurer, which must be filled out completely.

1. Requirements

Financial reports for regular series events must be sent to the Treasurer within 30 days of the event. Financial reports for special events must be sent to the Treasurer within 60 days of the event, unless it is the end of the fiscal year (which ends December 31).

To accommodate fiscal year-end reporting, all outstanding reports and revenues will be sent to the Treasurer by January 7. The Treasurer will close the books and prepare and distribute IRS Forms 1099-NEC before January 31.

2. Report Contents

The report must include all money paid to individuals for services rendered, including callers, musicians, teachers, sound technicians, and anyone paid for services. The report must also include all sources of revenue, whether from paid admissions, donations, or any other source. The report must include all material expenses for the event, and receipts must be submitted to the Treasurer. In the case of hall rental (when paid at the event), copies of checks will suffice as receipts.

Any individual who makes a monetary donation to an SCCDC event and wishes to claim a tax deduction must be identified in the report and the full amount must be reported. If one wishes to make an anonymous contribution, that person's identity must be made known to the SCCDC Board; the individual will not be identified to the general public.

3. Honoraria

Every person paid an honorarium must provide their full name, address, and Social Security number for the purposes of compilation and distribution of IRS 1099-NEC forms. It is the Event Manager, Coordinator, or Affiliate-Director's responsibility (not the Treasurer's) to ensure this information is communicated to the Treasurer (or to obtain this information and communicate it directly).

Honoraria paid to members of a band must be reported as amounts paid to individuals and not as a lump-sum payment to a bandleader. An individual who insists upon such a lump-sum payment must be informed that the total amount will be recorded as a personal payment to that individual, and that they will be solely responsible for any taxes due on the amount. Event Managers, Coordinators, and Affiliate-Directors should make sure that anyone being paid for their services understands these payment policies before their services are rendered.

Event Managers, Coordinators, and Affiliate-Directors may not pay themselves for producing an event, but if they perform a service for the event (as caller, musician, etc.) they may pay themselves an honorarium that is a reasonable and customary fee for the service provided. This fee shall not exceed 25% of total revenue minus total overhead for regular dances.

B. Disposition of Revenues and Assets

1. Events Produced by Affiliates

Events produced by Affiliates are subject to a 5% fee paid to SCCDC, as a percentage of gross income, excluding donations.

All funds remaining after payment of expenses for any event must be deposited to the Affiliate's fund, either directly by the Affiliate Producer or forwarded to the Treasurer for deposit, within 30 days for a regular series event, and within 60 days for a special event.

2. Events Sponsored by SCCDC

All funds remaining after payment of expenses for any event must be forwarded to the Treasurer for deposit within 30 days of the event (or 60 days for a special event). The revenues will be credited to the General Fund.

C. Treasurer's Reports

At least 2 days before each Board Meeting, the Treasurer shall post to the Board Google drive the Year-to-Date profit and loss statement and supporting balance sheets ending the quarter preceding the board meeting.

4. Financial Authority

A. Minimum Reserve

The Board of Directors has established a goal for the minimum reserve amount for the SCCDC Treasury, equal to approximately twice the annual paid expenses from the General Fund.

B. General Fund: Treasurer Spending Authority

- a) When a budget is in effect, the Treasurer is authorized to disburse funds as required for budgeted categories up to the maximum budget amount for the fiscal year without further approval from the Board, except in the Special Event & Affiliate Support category and

the Donations category. These payments may be in addition to the special payments authorized below.

- b) The Treasurer is authorized to pay up to \$500 to a single vendor/payee in a single transaction at their own discretion. The Treasurer can make up to 2 payments per quarter under this authority. The Board of Directors may approve additional payments.
- c) The Treasurer is authorized to pay up to \$500 to a single vendor/payee in a single transaction with the authorization of either the President or Secretary. Up to 2 payments per quarter can be made under this authority. The Board of Directors may approve additional payments.
- d) Payment of any amounts over \$500 will require approval of the Board.
- e) Requests for reimbursement for expenses paid without approval or authorization may be submitted to the Board after-the-fact.
- f) All reimbursement requests must be supported by receipts.

The Treasurer will conform to the above payment authority levels for spending from the General Fund. These authority levels will not apply to "regular" expenses, which are defined as insurance premiums and CDSS dues. These authority levels shall stand unless the Board of Directors revokes or alters them.

C. General Fund: SCCDC Event Manager Spending Authority

Expense categories:

Regular SCCDC Event expense categories are defined as:

- 1. Honoraria (fees paid to talent)
- 2. Incidental supplies (as needed to make the dance function)
- 3. Publicity costs
- 4. Refreshments

Expense authorization:

- 1. The SCCDC Event Manager is authorized to pay up to \$100 to a single vendor/payee in a single transaction at their own discretion, for expenses falling outside of the regular expense categories. Up to 2 payments per year can be made under this authority. The Board of Directors may approve additional payments.
- 2. The SCCDC Event Manager is authorized to pay up to \$500 to a single vendor/payee in a single transaction with the authorization of the Treasurer, for expenses falling outside of the regular expense category. Up to 2 payments per year can be made under this authority. The Board of Directors may approve additional payments.
- 3. Payment of any amounts over \$500 will require approval of the Board.
- 4. Requests for reimbursement for expenses paid without approval or authorization may be submitted to the Board after-the-fact.

The Treasurer will conform to the preceding payment authority levels for spending at the SCCDC Event Manager level. These authority levels shall stand for all SCCDC Event Managers unless the Board of Directors revokes or alters them, by a majority vote of the full Board.

D. Regional Dance and Special Event Coordinators Spending Authority

The Regional Event Coordinator for a Regional or Special Dance Event shall submit a budget for the event for the approval of the Board of Directors. Once the budget for the event is approved, funds shall be disbursed according to the budget with no further Board approval except in the event of an extraordinary expense outside of a pre-approved budget category or amount. In the event of an extraordinary expense, amounts up to \$500 may be approved by the Treasurer. Amounts over \$500 must be submitted to the Board for approval.

E. Affiliate Fund: Affiliate Producer Spending Authority

Affiliate groups may spend money from their Affiliate Fund at their own discretion, but will be responsible for covering any losses or expenses if the Affiliate Fund is ever fully depleted.

5. Assets

Equipment or other property purchased with funds from the General Fund shall be considered the property of SCCDC. Equipment or other property purchased by an individual shall be considered the property of the individual, unless explicitly donated to SCCDC, even if the equipment is repeatedly used for SCCDC events.

The SCCDC Board of Directors must approve sales of assets originally purchased from the General Fund.

6. Insurance

A. Insurance

All events must be covered by liability insurance and must be eligible under the terms of SCCDC's insurance policy. The terms of SCCDC's insurance policy must be made available by the Insurance Coordinator to the Board upon request. The Board must be notified when these terms change.

B. Venue Management

Our insurance coverage is site-specific. For each venue, the Insurance Coordinator should be notified of the name and address of the venue for an event, as well as the name and phone number of the contact person for the venue (and the name of the owner if different from the contact person) at least two (2) weeks before the first event. The Insurance Coordinator will then contact the insurance provider to obtain the necessary insurance. The Insurance Coordinator also needs to know if the venue requires a certificate of insurance listing the owner of the venue as additionally insured.

Any change in venue for an ongoing series, either temporary or permanent, must be communicated to the Insurance Coordinator as soon as possible, at least two (2) weeks prior to the event. Any special event at a venue other than those used for regularly scheduled dances needs to be communicated to the Insurance Coordinator at least 30 days prior to the event. Insurance must be in place prior to any SCCDC event.

C. Policy Renewal Planning

Currently the insurance policies are renewed annually. Any changes in venue information or information on new venues anticipated in the coming insurance year must be communicated to the Insurance Coordinator at least 30 days before this annual renewal.

7. Dance Management

A. Rental Contracts

Event Managers, Coordinators, and Affiliate-Directors must know and abide by the rules of the hall where the event is held. Copies of rental contracts should be on file with the Treasurer.

B. Dance Wax Ban

Events must not be held at venues where dance wax (or other substances) has been added to the dance floors, making the floors slippery.

Attendees must not add dance wax to their shoes worn at SCCDC events.

C. Admission Fees

The SCCDC Board of Directors determines the admission fees for SCCDC events. Affiliate event admission fees are determined by the Affiliate.

SCCDC Board members are entitled to free admission to all regularly scheduled SCCDC dances, but not to special events where admission is at a premium cost. Free board member admission to Affiliate events are up to the discretion of the Affiliate. Persons filling the positions for the event listed in the Volunteer Dashboard are also entitled to free admission for that event.

D. General Policies

All events are encouraged to use live music as much as possible. Recorded music is allowed e.g. for workshops, techno contra dances, etc.

One person should be responsible for making announcements at a given event. The announcements should be as brief as possible. Any upcoming events or changes from the usual schedule are to be announced.

Lost-and-Found is the responsibility of SCCDC.

E. Special Events

Special events sponsored by SCCDC (not those produced by Affiliates) require Board approval. Any expenses incurred that are in excess of the revenue earned by the special event will be paid from the General Fund. The event must further SCCDC's purpose as set forth in the Bylaws.

8. Publicity

A. Publicity Information

Event Managers, Coordinators, and Affiliate-Directors can publicize events independently, and can request the Publicity Coordinator to publicize on their behalf. It is the Talent Coordinator's responsibility to provide accurate, up-to-date information (eg, about talent, hall, theme, etc) to the Publicity Coordinator(s) as early as possible before the event.

B. Flyers and Logo

SCCDC Event Managers, Coordinators, and Affiliate-Directors may create their own publicity flyers promoting their series or special events. Such flyers must include mention of SCCDC affiliation as well as the SCCDC frog logo. Event Managers should contact the Publicity Coordinator for a copy of the logo.

To avoid confusion, events not sponsored by SCCDC or its Affiliates should not be included on the same flyer as SCCDC events. Non-SCCDC events should generally not be publicized through SCCDC publicity channels, except via flyers provided at SCCDC events or via announcements given at SCCDC events.

9. Sound Systems

SCCDC Event Managers, Coordinators, and Affiliate-Directors have the right to use sound equipment owned by SCCDC for their events. Those who do so are responsible for the care of the equipment and for picking it up from the previous user. Each user needs to coordinate with any other SCCDC Producer or Affiliate Producer who wishes to use the sound equipment.

SCCDC sound equipment may be used for a non-SCCDC event if a board member, Coordinator, or Affiliate-Director is involved in the event. The President or two Directors shall have authority to approve the use of the sound system for non-SCCDC events. The Directors or board member, Coordinator, or Affiliate-Director will be responsible for the care of the equipment and will be financially responsible for any damages.

10. Amendments

These Rules and Regulations may be amended by a vote of two-thirds of the full Board. A written notice of proposed amendments must be provided to all Directors at least 30 days before the vote; the notice must state the proposed changes.