

Working Rules

1. Donations:

The Staten Island Ballroom Dancers may make a donation for a worthy cause to further interest in ballroom dancing. A donation to any person or organization, other than for express use of the dance club or its members, will generally be limited to \$25.00 and must be approved by the entire membership. Any proposed donation in excess of \$25.00 must be received by the President to the Advisory Committee for consideration before being presented to the membership for a vote.

2. Death:

Upon the death of a member, the President shall publish a meeting notice to run for one day specifying when members will convene to pay their respects. The President shall also deliver a eulogy, and if he or she is not available to deliver the eulogy then he or she shall designate someone to deliver the eulogy on his or her behalf.

3. Membership Processing Procedure:

- a. A member should provide the Chairperson or any other member of the Membership Committee with the name, address and phone number of any applicants who would like to join the SIBD.
- b. The Membership Committee Chairperson will provide an application with an appropriate covering letter to the applicants during a social to which they were invited by their sponsoring couple.
- c. After the application and the initiation fee are returned, the Membership Chairperson will arrange for a dance examination. When the Examining Committee considers potential members, it is expected that the applicants be proficient in at least four of the SIBD regular ballroom dances.
- d. If the applicants are approved by the Examining Committee and the Membership Committee, the application will be given to the Executive Board for approval.

- e. After the application is approved by the Executive Board, the Membership Chairperson will notify the applicants and invite them to the next regular meeting.
4. Potential Members Attending as Guests:
- a. Potential members may be invited as guests to a dance or social that is not restricted to members only. However, they will not be permitted to attend dances or socials repeatedly unless they state their intention to become members.
 - b. Potential members cannot attend the business part of any meeting.
 - c. If a member invites a guest couple on a meeting night, the President should be notified, and a host or hostess will be provided while the business part of the meeting is in progress.
5. Single members:
- a. Single membership shall be available to a surviving spouse due to death of his or her spouse, and to any member who chooses to remain in the club, with the approval of the Executive Board, after a separation or divorce. A current member who is divorced, a widow, or a widower, may invite a guest partner to any SIBD dance, social, or dance lesson.
 - b. Single member couples shall adhere to all club rules. A termination of their dancing relationship shall end their membership, except that after the death of a member, the surviving member may continue his or her membership.
6. Announcements:
- No announcements shall be made at any social without permission of the Chairperson in charge of the social. Speeches and other business will be conducted only at regular or special SIBD meetings, or committee meetings, and not at any socials or dances.
7. Gifts:
- An appropriate gift such as badge, or a plaque, suitably engraved, will be given to the outgoing President.

8. Sickness:

The Corresponding Secretary shall send cards to all members who are ill or have incurred an injury.

9. Dues - Reinstatement of Terminated Members:

Any members who resign, or are dropped from the membership rolls for non-payment of dues, who wish to renew their membership must re-apply as new members under the Membership Processing procedure. However, when re-applying they will not be required to pay an initiation fee, or take a dance examination. Members who were in arrears will be required to pay all back dues before again becoming members.

10. Weekly Socials:

- a. The weekly socials and dance lessons shall be run by the Social Committee consisting of a Chairperson and one or more Co-Chairpersons.
- b. The Committee shall be responsible for the running of each social in accordance with any instructions furnished to the Committee by the Executive Board and membership.
- c. The operating income needed to cover the expenses of the socials shall be derived from the general funds of the club.
- d. The equipment, tapes, and records of SIBD shall be available for use by the Social Committee and members at socials.

11. Club Dance Rules - Guests:

- a. All applicable SIBD rules shall apply to guests who are invited to a dance. Generally, any couples invited to a dance should be potential members of SIBD.
- b. If either of the guest couple partners is unable to attend a dance due to sickness or other reason, it is expected that the other partner shall not attend the dance, and their money will be refunded.
- c. Guests will be expected to sit with the members who invited them. Because of space limitations at the members' usual table, the members and guests may need to sit at another table.

- d. The Chairpersons of a dance should accept reservations for guest couples only after the membership cut-off date so that members will have priority over guests in attending a dance. The second priority will go to guests on the SIBD membership waiting list. However, members shall still be required to make reservations for dances they plan to attend, and should advise the Chairpersons of a dance if the members cannot attend.
 - e. The Chairpersons of a dance should generally limit the number of people permitted to attend a dance to approximately 150 people. At some dances, depending on the capacity of the dance hall, a larger or smaller limit may be appropriate.
 - f. If a member couple moves to another location and resigns from the SIBD, but is returning for a visit, the couple may be invited to one regular dance in a year and will be charged the guest admission fee.
12. Club Dances - Members Expected to Serve as Chairpersons:
- a. An annual Christmas - Hanukkah Holiday Dance shall be held in December and shall be organized and run by the Executive Board.
 - b. Generally eight other dances shall be held during the year on dates selected by the Executive Board based on availability of a desired hall.
 - c. Except in the event of serious health or personal problems, all member couples are expected to take turns in Co-Chairing and running dances in order to maintain their status as members in good standing. Each dance may be run by either one or two couples as Chairpersons or Co-Chairpersons. The President shall assign responsibility for members to run dances in a fair, equitable, and rotational manner. Generally, members who have never previously run a dance shall be first in line for assuming responsibility for running a dance based on the length of time they have been members, and members who have previously run dances will be next in line to assume responsibility for running a dance based on the length of time since they last ran a dance. The President may assign responsibility to members who volunteer to run a dance- prior to their normal rotational turn.
 - d. Members who refuse or who are unable to assume responsibility to run a dance, for reasons which the Executive Board does not believe are acceptable, may be removed as members under SIBD rules. The

President should be flexible and considerate in trying to accommodate members when assigning responsibility for a dance.

13. Honorary Members:

- a. An Honorary Member shall be defined as one who is not required to pay dues or attend meetings, but can attend dances, socials, and dance lessons at the membership rate.
- b. A person must be formally nominated to become an Honorary Member, and the nomination must be approved by a majority vote of the members in good standing present at any meeting. Honorary Members are not to be counted as part of the Club's limited membership of 75 couples.