

INSTRUCTIONS FOR FORMATTING MODIFICATIONS TO THE  
BY-LAWS & STANDING RULES  
OF THE ROCKIN' JOKERS SQUARE DANCE CLUB

OVERALL FORMAT

The By-Laws and Standing Rules are written in Microsoft WORD. The document consists of four sections: the Title Page, Table of Contents (TOC), the By-Laws, and the Standing Rules, each of which has been page-numbered separately.

The By-Laws and the Standing Rules each have a separate version number. This version number appears in three places: on the Title Page, on the By-Laws or Standing Rules title page, and as a code at the bottom of each page other than in the Title Page section. The code is simply 'BL + version number, a blank space, SR + version number', e.g. 'BL0 SR0'.

Note: It is important to identify the version number of each page because for example, pages from the Appendices of the Standing Rules may be given out separately as job descriptions. Hence, one must remember to change the version numbers in the footer after any change.

All of the text in the document, including the headers and footers, should be of type 'normal', 'left justified', and 'Times New Roman' with '12' point type, except for the headings.

Note: Auto-formatting in WORD can unexpectedly change font, type size and text type. Any such changes must be prevented or overridden.

HEADING FORMATS AND TABLE OF CONTENTS (TOC)

There are four heading levels: Heading 1, Heading 2, Heading 3, and Heading 4. These headings determine what information is placed in the TOC.

Use "Insert" ..... "Table of Contents" to insert the TOC in the document.

Note: When inserting the TOC in WORD, the default number of heading levels is 3. Thus, one must remember to change the "Show Levels" to "4" when the TOC is inserted.

One should make sure that no isolated headings appear at the bottom of a page before inserting the TOC. One must also remember to put a page break in the TOC so that the TOC for the Standing Rules starts on a new page.

To Update the TOC, click in TOC to highlight it and then push F9. then, you may select either (1) update page numbers only or (2) update entire table.

Note: This may change the formatting of TOC, so one might prefer to delete the TOC and insert a new TOC. Again, one must remember to put a page break in the TOC so that the TOC for the Standing Rules starts on a new page.

Heading 1 should be 'centered' and is written in capital letters using 'Times New Roman' with '28' point type.

Heading 2 should be 'centered' and is written in capital letters using 'Times New Roman' with '12' point type.

Heading 3 should be 'left justified' and is written in capital letters using 'Times New Roman' with '12' point type.

Heading 4 should be 'left justified' and is written in underlined, lower case letters with the first letter of each word capitalized using 'Times New Roman' with '12' point type.

## DOCUMENT CONTENT

The By-Laws are intended to be a solid skeleton that is changed infrequently. It was originally divided into five articles: Governance, Membership, Caller and Crier, Amendment to the By-Laws, and Dissolution or Merger of the Club.

Within each of the articles are subheadings that are intended to make it easy for readers of the document to find information using the TOC.

All specifications should appear in one place in the document in order to make it easy to find information in and/or to maintain the document.

The Standing Rules are intended to give additional specifications about how the Club should be managed and operated. Thus, no information that appears in the By-Laws should be repeated in the Standing Rules.

The Secretary should make sure that the Standing Rules continuously reflect motions that are passed by The Board of Directors. These changes and additions may require new or changed headings, and care should be taken to make sure this new or changed information is easily accessed using the TOC. Remember to update the version number.

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