

STANDING RULES

of the

ROCKIN' JOKERS

A Couples and Singles
Square and Round Dance Club of San Jose, CA

Standing Rules Revision 13 (24 October 2023)

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STANDING RULES

Rockin' Jokers Square and Round Dance Club

Revision 13 (24 October 2023)

1.0 STANDING RULES DEFINITION

The Standing Rules are a supplement to the By-Laws that clarify how The Club should be managed and operated. Article 1 of the By-Laws empowers The Board to change and/or make exceptions to these Standing Rules and its appendices without a vote by the general membership of The Club.

2.0 DISTRIBUTION OF DUTIES

2.1 Members of The Board

The governing body of The Club shall consist of Active Members of The Club elected to the Board of Directors, hereinafter referred to as "The Board", in accordance with Article 1 of the By-Laws. A member of The Board generally does the following:

- Attends Meetings of The Board and General Meetings of The Club, and participates in making decisions on club business,
- Obtains views of members of The Club as appropriate,
- Acts as an official representative of The Club at dance-related activities and other public functions, and
- Fulfills his or her assigned responsibility on The Board (in person or by delegation).
The duties of the Officers are described in Appendix A.

2.2 Appointed Positions

- a. The Appointed Positions include but are not limited to the ones given in Appendix B of the Standing Rules.
- b. The President (or other designated person) shall supervise all of the Appointed Positions.

2.3 Duty Squares

Appendix C of the Standing Rules gives the Duty Square Definition and the responsibilities of the members of a Duty Square.

2.4 Life Members

Currently, the Board has decided not to grant any new Life Memberships.

2.5 Honorary Members

This group currently consists of The Caller, The Caller's partner, The Cuer, The Cuer's partner and our email hosts who live in Mexico. See Article 4.3 for assessments.

2.6 Club Boosters

Club Boosters are people who support the club in a variety of ways. They do not pay monthly dues and do not need dancer insurance. (See also Article 6.6.) If a Booster dances, they are treated as a guest and will pay guest fees.

3.0 MEETINGS

- a. Article 1 of the By-Laws states the requirements for Meetings of the Board of Directors and General Meetings of The Club.
- b. Meetings of The Board shall be held as often as necessary, on a date determined by The Board.

The date and location of the meeting shall be announced at the weekly dance of The Club two (2) weeks prior to the meeting so that any Active Member of The Club who desires can make arrangements to attend. Posting on the Club Bulletin Board or listing on the Club Calendar shall constitute advance notice.

- Official Board Meetings may be held by electronic means.
- Any Active Member of The Club may attend.
- Honorary Members, Club Boosters or guests may be invited to attend at the discretion of the Board.
- The Board may allow any non-board person to address the board to propose agenda items and to discuss motions during the discussion period of the motion process.
- The motion process is as follows:
 - A motion is made and seconded by members of The Board.
 - The members of the Board ask questions for clarification.
 - The President opens public discussion of the motion to non-board attendees.
 - The President ends the discussion period
 - Only members of the Board discuss the motion.
 - A vote is taken and only the members of The Board may vote.
- Reports of Officers, Appointed Positions and Committees should (if possible) be submitted in writing or by email to the President and Secretary forty-eight (48) hours prior to the Board Meeting.

- c. Active Members of The Club who are not members of The Board and who desire to attend a Meeting of The Board are requested to notify the President in advance so that sufficient meeting space can be arranged, and sufficient refreshments can be provided.
- d. An Active Member of The Club who wishes to address The Board is requested to inform the President about the subject matter at least forty-eight (48) hours prior to the meeting so that the subject can be added to the agenda, and the President is able to notify the other members of The Board, if necessary.
- e. The last Meeting of The Board in the term (the December meeting) is traditionally a luncheon or dinner party to express appreciation to retiring members of The Board and to install the newly elected members of The Board.

4.0 DUES AND ASSESSMENTS

4.1 Dues

The dues amount is \$20.00 per month for an Active Member of The Club. The Club pays for the insurance of all Active Members.

4.2 Guest Fees

Guest fees are currently \$7.00 per week and goes up to \$8.00 on January 1, 2024..

4.3 Non-Dues Paying Members

Honorary Members do not pay monthly dues and The Club pays for their dancer insurance.

4.4 Membership Application Assessments

An applicant shall submit, along with his or her application form:

- The first month's dues of The Club,
- The cost of the personalized name badge for The Club, and
- Any other special assessments, if applicable.

5.0 CHANGE IN MEMBERSHIP STATUS

5.1 Leaves of Absence

- a. Article 2 of the By-Laws states the general requirements for applying for a leave of absence.
- b. Leaves of Absence shall be granted for medical or other appropriate needs. In the event of such a need, a request for leave of absence shall be submitted in writing or by email, and may

include the member-partner. A leave of absence shall be granted for no less than three (3) full calendar months and no more than twelve (12) full calendar months when approved by a vote of the Board.

- c. In order for a leave of absence to be granted, all Club dues payments must be current.
- d. If a member on leave of absence dances at a weekly club dance, he or she shall pay guest fees.
- e. Upon return from leave of absence, returning members of The Club shall notify The Board of their return to active membership.
- f. If the member of The Club who is on leave of absence does not return at the end of his or her granted leave, written notice should be sent to that member stating that his or her membership has been dropped.

5.2 Dropping Members

The Rockin' Jokers value each member of The Club. The intent of this section is to make the member aware of any problems, and to assist the member in making the changes necessary to fulfill the requirements of active membership as defined in Section 2.1.1 of the By-Laws, such as but not limited to failure to (1) fulfill Square Duty responsibilities, (2) pay dues or any other assessments, and (3) dance at Club level. Please understand that if a member does not fulfill the requirements of active membership, it negatively impacts fellow members as well as The Club. A member may be dropped from membership in The Club if they no longer fulfill the requirements of active membership.

A member will be dropped from membership in The Club by the following steps:

- 1) The problem will be brought to the attention of the President who will review the complaint, discuss it with the member and give an appropriate verbal warning, if necessary.
- 2) If the problem is not resolved in a timely manner, then the problem shall be presented to the Board for review and recommendations regarding further action.
- 3) Upon a vote of the Board, a written warning shall be given to the member, which includes the necessary steps to correct the problem.
- 4) If the problem is not corrected, a two-thirds vote of the Board shall be required in order to drop the member from The Club.

5.3 Reinstating Dropped Members

- a. A previous member of The Club who was dropped from membership after a leave of absence may be reinstated within three (3) months to full Active Membership upon payment of the current monthly dues and assessments, if any, when he or she requests reinstatement.
- b. A previous member of The Club who was dropped from membership for "dues in arrears" may be reinstated to full Active Membership within three (3) months of when he or she was

dropped by paying all past dues and assessments, if any, owed as well as the current monthly dues and assessments, if any, when he or she requests reinstatement.

- c. A previous member of The Club who was dropped from membership and is reapplying three (3) or more months after being dropped must pay all past dues and assessments, if any, that were owed prior to them being dropped, and then reapply for membership.

6.0 OTHER CONSIDERATIONS

6.1 Party Night

All members are requested to bring finger food on party night.

6.2 Special Announcements

Special announcements and celebrations of events other than birthdays, anniversaries, etc. at club night require prior notification to and approval from the President or Vice President.

6.3 Consumption of Alcohol/Drugs

Consumption of alcoholic beverages and/or drugs before and during square dancing is not condoned and will not be tolerated.

6.4 Club Colors

- a. The club colors are Red, White and Black. Currently, there is no designated club outfit.
 - Members of The Club are encouraged to wear the club colors on party nights and at dance-related functions sponsored by and/or attended by The Club (unless otherwise specified).

6.5 Club Badges

- a. All members of The Club shall wear club badges at all weekly club dances and dances sponsored by The Club. Members are encouraged to wear their badge at all square dances functions in order to promote the Club.
- b. If a member of The Club loses his or her badge, the member will be required to purchase a new club badge at his or her own expense.

6.6 Club Booster

- a. Any member who becomes a non-dancer who desires to support the Club, may request that the Board approve them as a Club Booster.
- b. Following approval by the Board, the Club Booster will be presented with a booster swinger for their badge.

6.7 Guest Fees

All guests attending the Club will pay the current guest fees unless they are not planning to, or are unable to, dance, or if they are the partner of the performing caller or cuer.

6.8 Hoedown Admission Fees

All guests attending Rockin' Jokers hoedowns will pay the admission fee unless they are not planning to, or are unable to, dance, or if they are the partner of the performing caller or cuer.

6.9 Rockin' Jokers Club Etiquette

Here are a few basic guidelines that are common to square dancing everywhere:

- square up promptly when the music starts.
- solo dancers are encouraged to join a square and raise a hand to call for a partner.
- greet the members of our square at the beginning of the tip and thank them at the end.
- dance with a light touch of our hands – do not grip.
- if you are sitting out, please talk quietly while dancing is in progress.
- hold hands at the end of the evening to thank the caller and cuer.

Please refrain from:

- drinking before dancing and/or wearing strong perfume.
- leaving a square after having joined it.
- walking through or across the square or round dance floor – we walk around it.
- forcing another person out of a square by cutting them off.
- talking while dancing, when instructions are being given & during announcements.
- being critical of other dancers. We all make mistakes & the next one may be ours.
- pushing or pulling another dancer.

APPENDIX A – DUTIES OF ELECTED OFFICERS

Rockin' Jokers Square Dance Club

A.1 PRESIDENT

1. Manages all general club functions, including but not limited to the following:
 - Finds and contracts for the weekly and all club-sponsored dance locations,
 - Acts as chairman for caller and cuer selection and/or contract negotiations,
 - Represents the Rockin' Jokers Square Dance Club to all outside entities,
 - Schedules, prepares the agenda, and presides at all General Meetings of The Club,
 - Brings the club banner to club functions outside of club night, as appropriate,
 - Invites other clubs as guests to functions of The Club, at the direction of The Board,
 - Acts as Chairman for the 5th Wednesday dances sponsored by The Club,
 - Coordinates club dance activities with The Caller and The Cuer,
 - Receives, reviews and responds appropriately to any concerns of the membership, including but not limited to any problems regarding a member not fulfilling the responsibilities of active membership,
 - Asks the Vice President to assume duties of the President during the President's absence,
 - Files government forms as required, and
 - Provides a copy of all contracts and government forms to the Secretary for the files.
2. Presides over the weekly dances of The Club, and:
 - Makes announcements about:
 - Guests in attendance and members' birthdays, anniversaries, and health issues,
 - Upcoming club events and local hoedowns and festivals,
 - Applications for membership, introduction of new members and badge presentations, and
 - Anything else about which the members of The Club should be informed.
 - Verifies that the hall lights are off and that the doors are locked at the end of the evening.
3. Manages all Board of Directors functions, including the following:
 - Schedules, prepares the agenda, and presides at all Meetings of The Board,
 - Calculates the quorum of The Board, as described in Article 1 of the By-Laws, and confirms the presence of this quorum at all meetings for which a quorum is required,
 - Makes appointments and supervises all Appointed Positions as described in the Standing Rules,
 - Serves as an ex-officio member of all committees,
 - Signs checks when needed or at the request of the Treasurer, and has the authority to authorize the expenditure of up to \$100 per month without the approval of The Board,
 - Appoints replacements for absent, non-functional or resigned Officers and Directors, with Board approval,
 - Appoints an auditor to audit the financial records of The Club at the completion of the Treasurer's term and at other times when needed, and
 - Appoints a nominating committee as described in Article 1 of the By-Laws.

4. Coordinates with the Roster Manager and the Membership Chairman to maintain an accurate and current membership record and history.
5. Coordinates with the Treasurer to keep weekly attendance records of The Club and saves a copy of these records as described in Article 1 of the By-Laws under “Records Retention”.
6. Passes along, via email, current information about the Club and its activities and items of interest in the square dance community.

A.2 VICE PRESIDENT

1. Assumes the duties of the President of The Club in the absence of the President at club functions or public activities.
2. Serves as club property coordinator:
 - Lists each item and its location, including:
 - Consumable supplies,
 - Coffee pots and water jugs,
 - Party night supplies and decorations, and
 - Hoedown decorations and equipment.
 - Coordinates with Square Heads weekly regarding the purchase and distribution of supplies such as:
 - Coffee, cream, sugar, tea and hot chocolate,
 - Cups, spoons, forks, plates, napkins and tablecloths, and
 - Special party night decorations.

A.3 SECRETARY

1. Maintains a notebook and/or files of official club documents, including:
 - Articles of Incorporation and other legal documents,
 - The By-Laws & Standing Rules,
 - Contracts made with the regular club dance hall, The Caller, The Cuer, and Post Office Box rental and registration information,
 - Contracts made with hoedown dance halls, callers, and cuers,
 - Roster of the membership of The Club,
 - Dancer insurance certification for members of The Club, if appropriate,
 - Insurance policies for The Club and hoedown locations,
 - Minutes of all Meetings of The Board and General Meetings of The Club, and
 - Copies of correspondence.
2. Records and transcribes minutes of the Meetings of The Board and General Meetings of The Club, and provides paper or email copies of the minutes to the members of The Board for approval at the next Meeting of The Board.
3. Prepares the monthly calendar of events and by Party Night of each month makes the club calendar for the following month available to members of The Club.
 - Receives the events activity listing from the Activities Coordinator or The President.
4. Updates the Standing Rules to reflect motions that are passed by The Board, when appropriate.
5. Posts the following on the club’s bulletin board:
 - The current month’s club calendar,

- The current club roster, duty square roster, and
 - Correspondence of general interest.
6. Makes the following available to Active Members, upon request:
 - A copy of the By-Laws & Standing Rules,
 - A copy of the most recently approved minutes of the Meeting of The Board,
 - A copy of the most recently approved minutes of the General Meeting of The Club, and
 - A copy of the most recently approved Treasurer's report.
 7. Gives the Webmaster the following items for posting on the club web site:
 - A copy of the latest By-Laws & Standing Rules, and
 - The current month's club calendar.
 8. Manages all club correspondence, including:
 - Overseeing the club post office box key or combination,
 - Overseeing the pick-up and distribution of the mail,
 - Distributing notices to members of The Club when directed to do so by The Board,
 - Sending and answering invitations received by The Club from other clubs, as directed by the Board,
 - Distributing flyers to other clubs, at the direction of The Board, and
 - Handling correspondence as requested and approved by the President or Vice President.

A.4 TREASURER

1. Maintains the finances for The Club:
 - Updates and keeps the attendance and dues payments records for members of The Club,
 - Prepares a monthly financial report and provides copies to The Board at each monthly meeting,
 - Keeps a notebook with all current and past financial reports,
 - Provides the Secretary with the current financial report to include with the Minutes of the Board Meeting and to make available to Active Members, upon request,
 - Deposits monies into the club's bank account in a timely manner,
 - Submits financial records to audits, as directed by the President,
 - Submits a full financial report at the close of his or her term, and
 - Signs all checks or arranges for the President to sign them.
2. Pays all of the bills of The Club, including:
 - Hall rental fee, based on the number of nights the hall is used,
 - The Caller and The Crier fees, as computed per their contracts,
 - PO Box rental fees,
 - Dancer insurance fees and SCVSDA fees (if applicable) for existing members of The Club, as well as for new members when they are accepted into membership,
 - Incidental expenses approved by The Board, and
 - Reimbursement and/or refund requests, when approved by The Board.
3. Provides at each weekly club dance:
 - Weekly fees envelopes for collection of dues, guest fees, and other miscellaneous monies.
 - Empty dues envelopes from the last club dance,
 - Sign-in sheets for The Club and The Class (if applicable), and

- Updated records of dues payments for each member of The Club.
4. Takes custody of the following after each weekly club dance:
 - The weekly fees envelope containing guest fees and class fees (if applicable), and
 - The paid-dues envelopes from the back of the dues box.
 5. Implements the delinquent dues policy per the paragraph from Article 2 of the By-Laws, including:
 - Contacting member when their dues are in arrears six (6) weeks.
 - Notifying member in writing when their dues are three (3) months in arrears that they will be dropped as members of The Club if their dues fall behind more than four (4) months.
 6. Does the following at club-sponsored hoedowns:
 - Provides petty cash for making change at the door and at any booth needing cash,
 - Takes responsibility for the money during and after the dance,
 - Reports the gross proceeds to the Hoedown Chairman,
 - Pays all hoedown hall rental fees,
 - Writes and delivers the appropriately computed payment checks to the caller and cuer, and
 - Makes a final accounting of income and expenses to The Board after all bills have been paid.
 7. Notifies a member of The Club in writing when he or she is granted or denied a leave-of-absence, the letter or email clearly stating the terms and duration of the leave.
 8. Notifies a member of The Club in writing when their leave-of-absence is over and that payment of dues and other member responsibilities resume.

APPENDIX B – APPOINTED POSITIONS

Rockin' Jokers Square Dance Club

Any Active Member of The Club may hold any Appointed Position.

B.1 ACTIVITIES COORDINATOR

1. Plans, or arranges for a coordinator to plan, special events for The Club. These may include:
 - Holiday Parties,
 - Picnics and social events,
 - Square dance demonstrations, public entertainment or charitable events,
 - Monthly events such as plays, mystery trips, ball games, potlucks, dinners out, and other dance parties, and
 - The potluck or welcoming event for the beginning of The Class (if applicable), in collaboration with The Class Coordinator and Square Head.
2. Reports event plans and dates to The Board.
3. Provides written details about events to the Secretary by the second Thursday of each month for adding to the following month's club calendar.
4. Prepares sign-up sheets or call lists for events.
5. Handles monies collected for special events.
6. Requests authorization of funds or a budget from The Board for expenditures for events.
7. Gives a final report about each event to The Board.
8. Maintains a record of details of events for future reference.

B.2 CLASS COORDINATOR

1. Makes a class list with name, phone and email address and updates it weekly, providing the list to the Caller, President, and Treasurer for record keeping.
2. Oversees the activities of The Class.
3. Attends all classes, if possible, and dances with The Class as needed.
4. Makes sure that all class members are dancing during The Class.
5. Gives information to The Caller to make announcements to The Class about class level dances and events in the square dance community, and club events to which members of The Class are invited.
6. Coordinates with the Square Head to be sure that there are members of The Club available at The Class to dance with or assist the dancers in The Class.
7. Keeps in contact with the class members to help keep up their enthusiasm for square dancing, to encourage them, and to make them feel welcome.
8. Notifies all members of The Class of changes in dance location or time.
9. Notifies all members of The Class of special events to which they are invited and encourages their attendance.

10. Contacts absent members of The Class.

B.3 CLUB CLOTHING COORDINATOR

1. Process orders for club jackets, t-shirts, polo shirts and other clothing items as requested. Club jackets can be ordered one at a time or in groups. Vendor information for jackets, shirts and embroidery can be found in the Club Clothing Coordinator's file.
2. Maintain club patch inventory and reorder when necessary.
3. Research sources and prices if a new clothing item is requested and suggested to the membership.
4. Maintain Club Clothing Coordinator's file and pass the file to the next Coordinator.

B.4 DUTY SQUARE COORDINATOR

1. The Duty Square Coordinator appoints each Duty Square. The Duty Square is a team of club members that performs the tasks to be done at a club dance night. The Duty Square rotates every week.
2. Each member of the club is expected to take the Square Duties one night a few times each year, depending on how many members we have. Four members share the evening's responsibilities. The Calendar lists the Duty Square assignment for the current month and for the following month. The Duty Square Coordinator sends out a reminder to the members who are responsible for that week, along with a copy of the Duty Square Responsibilities.
3. It is the member's responsibility to be aware of their week to work and, if they are unavailable, to find someone to trade with and let the Duty Square Coordinator know about the switch.
4. The Duty Square Responsibilities change throughout the year, depending on whether we have a class or not so the document is not included here. See the Secretary or Duty Square Coordinator for that information.

B.5 EMAIL ADMINISTRATOR

1. Maintain email group forwarding list.
2. Receive new members email information from the President.
3. Make changes, additions, and deletions as changes are received from President. Changes will need to be made at least once a year after the Club Elections.

B.6 HOEDOWN CHAIRMAN

1. Organizes one or more of the hoedowns sponsored by The Club.
2. Establishes the hoedown theme with the approval of The Board.
3. Coordinates with the President to see that the hall rental is in place for the appropriate date and time, and that insurance needs are met.
4. Coordinates with the President to ensure that the caller and cuer contracts are signed.
5. Arranges for supplies, ads, and flyers for the hoedown.
6. Requests funds and/or a budget for the hoedown from The Board.
7. Reports about hoedown progress at Meetings of The Board.

8. Coordinates with the Treasurer to see that all bills associated with the hoedown are paid.
9. Prepares a written report about the hoedown for The Board.
10. Keeps a notebook with details of the hoedown for future reference.

Note: There may be more than one chairman if there are multiple hoedowns sponsored by The Club.

B.7 INSURANCE COORDINATOR

B.7.1 Yearly Renewal:

1. Receives insurance documents from USDA in the fall. This package gives the forms for applying for both site and dancer insurance as well as the per dancer insurance rate.
2. By November 1:
 - Prepares an alphabetized “Last Name, First Name” membership roster.
 - Computes the dancer insurance premium and requests a check for payment from the Treasurer.
 - Requests that the Board select for which locations (halls) they want insurance certificates.
3. By December 1:
 - Emails to USDA a soft copy of the alphabetized and annotated membership roster as prepared above, hall insurance request form and amount of insurance payment due, and states that the hard copy along with a check for the premium will follow.
 - Mails to USDA a hard copy of the alphabetized and annotated membership roster, hall insurance request form, and the premium payment check together as a unit.
4. By January 1, requests by email a confirmation from USDA that all club members are insured. The names of every member should be listed in the email.
5. Provides a copy of all insurance certificates and confirmations to the Secretary for the files.
6. Provide a copy of venue insurance certificates to the appropriate Hoedown coordinator that the venue can receive a copy.

B.7.2 New Members:

1. Within one week of the Board meeting in which new members are admitted to the club:
 - Prepares an alphabetized “Last Name, First Name” new member roster.
 - Emails to USDA a soft copy of the annotated new member roster and amount of insurance payment due and states that the hard copy along with a check for the premium will follow.
 - Mails to USDA a hard copy of the annotated new member roster and the premium payment check together as a unit.
2. By the next Board meeting, requests by email a confirmation from USDA that all new members are insured. The names of every new member should be listed in the email.
3. Provides a copy of all insurance certificates and confirmations to the Secretary for the files.

B.7.3 New Dance Location:

1. Applies for a site insurance certificate within one week of the meeting in which the Board chooses a new dance location.
2. Provides a copy of all insurance certificates to the Secretary for the files.

B.8 MEMBERSHIP CHAIRMAN

1. Processes new member applications.
 - Makes membership applications available for distribution to potential members.
 - Receives membership applications and reviews them to verify that all required information is provided and that the accompanying check is correct.
 - Presents membership applications to Board for a vote as to whether or not the applicant will be accepted as an Active Member of The Club.
2. Sends out new member information:
 - Has Email Administrator update the “blind” email lists, such as club@rockinjokers.com, on the website.
 - In necessary, emails a PDF copy of approved applications to
 - Treasurer
 - Roster Manager
 - Insurance Coordinator
 - Maintains approved application file.
3. Provides orientation for new members of The Club by providing each with:
 - A copy of the By-Laws & Standing Rules of The Club, including the appendices,
 - A copy of the New Member Guide and the Rockin’ Jokers Club Etiquette,
 - A current copy of the club roster,
 - The current month’s club calendar.
4. Reviews all requests for change in membership status and presents to the Board for action.
5. Manages the club’s badge inventory:
 - Maintains the supply of officer bars, including Past President bars,
 - Orders badges and badge supplies at the direction of The Board,
 - Maintains the supply of class badges (if applicable), and
 - Collects fees for badges.
6. Procures 25-year recognition bars.
7. Periodically distributes updated Membership Roster to all members of The Club, as provided by the Roster Manager.

Note: Traditionally, the badge for a new member is given to an active club member to wear at a weekly club dance night. The new member, upon introduction to the club, has to go around the hall, meet each club member, and ask them if he or she has his badge.

B.9 PHOTOGRAPHER

1. Takes photos at club events.

B.10 PICNIC CHAIRMAN

1. The Club holds an annual picnic during the summer. The Board determines the date of the picnic on a date that is agreed upon by the Picnic Coordinator. The Board will notify the Picnic Coordinator of any budget restrictions.
2. The Picnic Coordinator finds and reserves the location for the picnic, which should be done early in the year. The site needs to accommodate the current number of members in the Club plus guests. The site needs to have tables, barbecue facilities, bathrooms, and room for lots of games and, ideally, should be shady.
3. The Club provides the meat (hamburgers & hot dogs), all of the condiments needed, water to drink and the barbecue supplies. The Picnic Coordinator is responsible for purchasing the meat and supplies and bringing them to the picnic. A list of the items the Picnic Coordinator needs to bring in addition to the food items is found on the Picnic Coordinator Checklist, which may be obtained from the Activities Coordinator or President.
4. The members of the Club are expected to bring games, food to share, and the beverages of their choice. Each person is responsible for any personal dietary requirements.
5. The Picnic Coordinator provides sign-up sheets for the Club, requesting food signups and the number of people attending. The members of the Club are also asked to volunteer to help with cooking, setting up the picnic and cleaning up.
6. On the day of the picnic, the Picnic Coordinator and his committee of volunteers post directional signs, set up the site for the day, cook the meat and organize the clean-up.
7. The Picnic Coordinator stores the Club's picnic supplies.

B.11 ROSTER MANAGER

1. Prepares and maintains a Member History Record for current and past members that includes:
 - Name,
 - Contact information, e.g. address, phone numbers, and email address,
 - Birthday, name of spouse or significant other, anniversary date,
 - Status, e.g. active, honorary, on leave, dropped, resigned, and offices currently held, and
 - History, e.g. date of joining the Club or predecessor club (before the merger), club offices held in the past, and leaves of absence taken.
2. Prepares a roster of current members with data from the Member History Record that includes:
 - Name, alphabetical by last name,
 - Contact information, e.g. address, phone number, and email address,
 - Birthday and anniversary, and
 - Club office or appointed position(s) currently held.
3. Distributes membership information as appropriate:
 - Gives Membership Rosters to the Membership Chairman for distribution to each club member.
 - Gives the Secretary copies of the Membership Roster to post on the club bulletin board and keep in the files.
 - Gives the President a monthly birthday & anniversary list before each month's party night.
 - Gives the President advanced warning of significant club anniversaries, e.g. 25th.

B.12 SUNSHINE CHAIRMAN

1. Sends cards or correspondence to members of The Club when appropriate.

2. Makes sure that guests are warmly welcomed at club functions.
3. Makes courtesy contact by phone to members of The Club who have been away from club for more than three (3) weeks.
4. Provides the President with information about the health and welfare of members of The Club.

B.13 WEBMASTER

1. Arranges for web space and the *rockinjokers.com* domain name.
2. Maintains and updates The Club website with:
 - The club's logo,
 - The club's mailing address and other contact information, as appropriate,
 - The club's weekly dance night, time and location,
 - Directions to dance locations,
 - A current monthly club calendar of events,
 - Class information (if applicable),
 - By-Laws & Standing Rules,
 - The club's history, and
 - Articles or photos about club events.
3. Lists "blind" email address lists, such as club@rockinjokers.com, on the website.

CHANGE HISTORY

Rockin' Jokers Square and Round Dance Club

BACKGROUND

The Rockin' Jokers By-Laws and Standing Rules were originally written in 2005 and had several updates before being rewritten in 2012 and named BL3 for Revision 3 and SR7 for Revision 7 respectively. The Board voted on October 22, 2012 to include a Change History for future revisions of the By-Laws and Standing Rules to document when, why and what changes were made.

Changes to the By-Laws should occur infrequently and these changes have to be voted upon by the general membership of the club.

Changes to the Standing Rules should occur when resolutions are passed by The Board that affect the operation of the club. As of 2012 these board resolutions have been documented in the minutes of each board meeting and they may or may not have been added to the Standing Rules. Hence it has been difficult to remember and find out what was done at past board meetings. The addition of a change history is intended to correct this situation.

LIST OF CHANGES

Standing Rule Revision 8, modified on 10/12/12

The 2012 By-Laws committee (Belser, Cyr, Murphy, Verhagen, Walb) reviewed the Appendices to the Standing Rules which appendices describe the duties for particular members of the club. Extensive changes were recommended because the person responsible for a particular activity often delegated some part of the job to someone else. However, the responsibilities seemed to be described adequately for each activity. Hence the committee imagined that the appendices would have to be rewritten after each change of officers. To avoid this continuous rewriting of the appendices the Standing Rules were modified to allow delegation.

The text (in person or by delegation) was added at the end of the first line of bullet four of Standing Rules article 2.1.

Standing Rules Revision 9 modified in June 2016

Aligns Standing Rules to match how the club is currently run.

2.1 Board members do not have to have a specific job.

2.4 Eliminated Life Member class of members.

3.0.b Clarified the frequency of Board meetings to give maximum flexibility.

4.1 States that the club pays for dancer insurance.

4.3 Eliminated references to Life Membership, which no longer exists.

6.7 The etiquette was updated.

Appendix B. Eliminates the requirements that directors have a specific appointed position.

B.14 Eliminates the position of sheriff.

Appendix C. DUTY SQUARE DEFINITIONS - The total section was rewritten to describe what is currently being done.

Standing Rules Revision 10 modified in March 2018

In section 5.1b Leaves of Absence now have to be approved by the Board.

Standing Rules Revision 11 modified in February 2021

In section 3.0 Meetings, electronic Board Meetings are allowed.

Standing Rules Revision 12 modified August 1, 2023

Add 6.7 Guest Fees and 6.8 Hoedown Admission Fees

Update 6.9 Rockin' Jokers Club Etiquette

Standing Rules Rev 12 were modified in September, 2023 by a committee (Daemion, Merithew, Cyr, Berry, Belser) assigned by president Mike Berry.

All references to Plus level dancing were removed from the By-Laws and Standing Rules.

All references to members paying for dancers' insurance were removed from the By-Laws and Standing Rules since the Club pays for dancers' insurance.

Standing Rules Rev 13

2.5 – Honorary Members – Change TAW to Partner. Change Website Host to Email Host.

2.6 – Boosters pay as guests if they dance.

4.1 – Dues – Change dues to \$20.00 per month. Remove mention of insurance.

4.2 – Guests fees – Change guests fees to \$7.00

5.1 – Leaves of Absence - e – Remove Vice President's responsibility to notify Square Head

6.4 – Club Colors – b – Remove reference to clothing requirements

6.5 – Club Badges – a - wording added to encourage members to wear club badge to all square dance functions.

6.6 – Club Booster – wording changed to reflect that only members may become boosters and the club will provide the Boster badge when approved.

Appendix A – Elected Officers

A.2 - Treasurer Remove reference to Duty Square responsibilities

A.3 - Secretary 3 - Remove reference to Vice President notifying Secretary of party night themes.

Appendix B – Appointed Positions

B.2 – Class Coordinator – Remove the Note at the beginning
8 – Remove

B.4 – Duty Square Coordinator – Add description of position

B.4 – Email Forwarding Administrator – Edits to 2 & 3 to reflect current responsibilities

B.5 - Festival Coordinator - Remove

B.6 – Hearing Assistance System Coordinator - Remove

B.8 – Insurance Chairman

Remove all reference to noting other clubs paying insurance. Rockin’ Jokers pays for dancer insurance for all of our members.

Add B.8.1.6

B.9 – Membership Chairman – Edits to reflect current practices

B.10 – Photographer/Historian - Remove Historian and edits the responsibilities to reflect current practices

B.12 – Publicity Coordinator - Remove

B.14 – Sunshine Chairman – 5 – Remove reference to donations

B.15 – Webmaster – 3 – Change “Maintains” to “Lists”

Appendix C – Duty Squares – Delete.

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