

**PRESIDENT**

Refer to Article 5, Section A

1. Appoint or approve volunteers for additional officers and chairpersons as required. Be responsible for and oversee all duties of the appointees.
2. Preside at Board meetings and have an agenda prepared for handouts.
3. Act as “Master of Ceremonies” for club dances. Announce visiting guests, visiting clubs and club business.
4. Hand out visitor badges.
5. Make contracts for facilities to accommodate club functions.
6. Arrange to have an audit of the treasury.
7. Ensure that tax forms, incorporation papers are filed, and fees are paid for the year at the proper time.
8. Schedule and negotiate fees with Callers and Cuers for First Friday Dances and issue contracts, with Board approval. Confirm dates in advance, and advise Treasurer what the fee specifics are for each situation.
9. Conduct club business with Club Caller and Cuer, including contracting fee, scheduling dances and special events, with Board approval.
10. Attend PSDA Presidents’ Breakfast Meetings.
11. Ensure that all club functions are coordinated and completed.

**VICE PRESIDENT**

**Refer to Article 5, Section B**

1. In the absence of the President, the Vice-President shall act as the President.
2. Responsible for parliamentary duties and assuring that club policies and bylaws are followed.
3. Assist the President in any duties necessary to assure the success of all club activities.

**SECRETARY**

**Refer to Article 5, Section C**

1. Attend all Board meetings or provide a substitute for the purpose of taking minutes. Distribute minutes to the Board members at least one week before the next meeting.
2. Take minutes of General Meetings. Read the minutes from the annual meeting, and provide a copy of the current minutes to the Historian for archives.
3. In the instance when both the office of the President and the Vice-President are vacated, the Secretary will act as temporary head of the Club.

**TREASURER**

**Refer to Article 5, Section D**

1. Responsible for all monies collected and disbursed by the Club.
2. The Treasurer will maintain a checking account and be one of the authorized signatures required to draw on the account.
3. The financial records must be audited each time the person in the office of the presidency changes, or a minimum of once a year.
4. The Treasurer will be responsible for the compiling of financial reports that conform to present day bookkeeping methods.
5. Keep the Club roster current.

**COMPTROLLER**

**Refer to Article 3, Section A**

1. Obtain records of receipts and disbursements from Treasurer at a pre-determined date in order to reconcile monthly bank statement, and reconcile and close books for the month.
2. Prepare a profit and loss statement to present at scheduled Board meetings that conforms to present day bookkeeping and auditing procedures.

**2<sup>nd</sup> VICE PRESIDENT**

**Refer to Article 3, Section A**

1. Manage "Share the Wealth" drawings at Club Dances and Class Dances.
2. Manage sales of State Square Dance Convention or other special event tickets. Return proceeds to the sponsoring organization and provide accounting for all tickets disbursed.
3. Additional duties as designated by Board of Officers.

**PSDA REPRESENTATIVE**  
**Refer to Article 3, Section A**

1. Attend the monthly meetings of the PSDA and take notes and present them to the Ocean Wavers Board meeting.
2. Bring Ocean Wavers Club Flyers to the PSDA meeting for distribution.

**SOCIAL CHAIR**  
**Refer to Article 3, Section A**

1. See that tables are set up.
2. Be responsible for the purchase of kitchen supplies and necessary food. A budget of \$40.00 per month is available as voted at March 9, 1998 Board meeting.
3. Be responsible for the sign-up sheet to make sure there are two couples to be in charge of bringing refreshments as necessary set up and clean up for each Thursday night.
4. Organize committees for annual Luau and Anniversary dances. This committee could plan the menu, order a sheet cake, decorate.
5. Plan any class and special dance refreshments and get volunteers to assist.
6. Be responsible for storage of excess food and condiments.
7. Be sure that all dishes are put away clean, and ask that those who donated refreshments to be sure to pick up their serving dishes.
8. Any kitty monies are to be turned in to the Treasurer.

**WELCOME**

1. Generate a list of persons to be "Greeters" for Club dances to be published in the newsletter. Keep a record of greeters to assure that all club members are called upon.
2. Assist at the "Sign-in" desk.

**CLASS COORDINATOR**  
**Refer to Article 3, Section A**

1. Take charge of all classes, ensuring that the caller/teacher blends angels with students in squares.
2. Encourage all participants to be friendly, social, and helpful to each other.
3. Call and encourage students if they fail to attend.
4. Attend all Board meetings, acting as liaison between the Class and the Board.

### **SPECIAL PROJECTS CHAIR**

1. Plan special projects and class graduation, coordinating latter with Class Coordinator
2. Purchase, store and control club decorations
3. Request money from General Treasury if facility rental is needed.

### **SUNSHINE**

1. Contact Ocean Wavers who have missed several dances to determine if they are ill, or any unknown reason, and report the information at the monthly Board meetings. Send appropriate type of "Thinking of you" card.

### **NEWSLETTER EDITOR** **Refer to Article 3, Section A**

1. Gather material pertinent to the Ocean Wavers Club and its members by the 3<sup>rd</sup> Thursday of the month.
2. Judge whether the material meets criteria of good taste and timely information. Material is subject to review by the President of the Ocean Wavers Club.
3. Ensure that the Newsletter is printed and distributed in time to reach Ocean Wavers Club Members as close as possible to the first day of the calendar month.
4. All expenditures must have a receipt, to be turned in monthly to the Treasurer.

### **WEBMASTER**

1. Ensure that the Club's domain name remains registered and that the account is current. (<http://www.oceanwavers.com> as of 9/2010)
2. Maintain the Club's Web site, arranging for website hosting as necessary.
3. All expenditures must have a receipt, to be turned in monthly to the Treasurer.

### **FLYERS**

1. Design and create flyers for first Friday dances and special events, after the plans are formulated and approved by the Board of Officers.
2. Proper format and size should be forwarded in a timely manner to the Publicity Chairperson for the "Palostar" and other publications.
3. A quantity of flyers should be made and given to the PSDA Representative for distribution at the PSDA monthly meeting.

### **PUBLICITY**

#### **Refer to Article 3, Section A**

1. Type articles to advertise First Friday dances and other special dances for the North County Times and other appropriate media. Copy must be submitted at least 10 days before scheduled event.
2. A publicity folder is to be kept and updated with information dealing with each publication.
3. The "Palostar" is the official publication of the PSDA Write news articles of the past events of interest plus dances of importance in the months ahead. Update the Ocean Wavers page with appropriate flyers and information and submit it the editor. All publicity for the "Palostar" is due in the Editor's hands before the first of the month, a month ahead of publication.
4. Advertise in the Blue Book.
5. Mail Newsletters to Club members not attending dances.
6. All publicity copy should be reviewed by the Board when time permits.

### **PHOTOGRAPHER**

1. Take pictures as required, especially of special dances and events.
2. Submit receipts of film and developing expenditures to the Treasurer for reimbursement.
3. Provide the developed pictures to the Historian, or Publicity Chairperson for inclusion in the Club scrapbook. Digital photos may also be posted on the Club's website.
4. Pictures not placed in the scrapbook may be given to club members.
5. Requests for additional pictures should be made to the photographer along with monies required to defray the cost, unless other arrangements are made.

### **HISTORIAN**

#### **Refer to Article 3, Section A**

1. Maintain and update the Club scrap/picture book.
2. Select articles from newspapers, magazines and other material considered appropriate for historical purposes and place in historian's book.
3. Select and display various scrap/picture books at club dances occasionally, and especially at special dances or events.
4. Keep a copy of current and past bylaws.
5. Keep a copy of the minutes of all General Meetings.
6. Keep a copy of the minutes of Board of Directors and General Meetings as archives. Current records including past 4 years may be kept at current Historian's home.

### **AMBASSADOR**

1. When visiting clubs, announce and issue invitations to other dancers to visit the Ocean Wavers. Describe upcoming events enthusiastically.

### **VISITATION CHAIR**

#### **Refer to Art. 3 Section A**

1. Maintain records of individuals participating in visitations so that appropriate danglers can be awarded.
2. Handle banner matters between clubs, hand out, receive, and track banners.
3. Select visitation dates and locations and to the maximum extent practical, present them at Board meetings for approval. Ideally, one or more visits per month should be scheduled. Things to consider when selecting visitations:
  - a. Themes, Callers, Cuers, Locations
  - b. Date and availability of members
  - c. Locations of Club banners that have been captured
  - d. Span of time since last visitation to the hosting club
  - e. Members' specific preferences and requests

Note: Support of PSDA member clubs via visitations is strongly encouraged.

The following section lists additional suggested Visitation Chair activities

4. After a club has visited us, telephone or send a Thank You note to their president. Email can be used for this.
5. Maintain records of all visitation information, banners we have of other clubs, our banners other clubs have, including dates.
6. Personally contact members for commitment.
7. Notify the Club President being visited of our intention to visit and approximate number of dancers coming.

### **BANNER GUIDELINES**

Rules concerning banner swapping were agreed upon at the Presidents Breakfast in May 2008 as the PSDA no longer wishes to referee banner disputes. Each Club has their own rules.

1. One Square (eight people) is sufficient to retrieve a Club's banner.
2. One and one half squares (12 people) retrieves a Club banner and claims a banner of the visited club,
3. Try to visit any club that has our banner to get it back within a six month period if possible.
4. For visitation purposes, anyone belonging to more than one club may be counted for each club they belong to.
5. Banner swapping may not be acceptable at Special Dances or Benefit Dances. Work with the host club to ensure there are no misunderstandings.

Ocean Wavers Square Dance Club Bylaws – Appendix 1 - DUTIES

Note: This listing was re-ordered to match the proposed Duties Appendix in order to make the comparison easier to read and follow.

**Original Order**

President  
Vice President  
Secretary  
Treasurer  
Banner Guidelines  
Social Chairperson  
PSDA Representative  
2<sup>nd</sup> Vice President  
Ambassador  
Flyers  
Comptroller  
Sunshine  
Welcome  
Class Coordinator  
Newsletter Editor  
Party Chairperson  
Visitation Chairperson  
Photographer  
Publicity  
Historian

**Re-Ordered**

*President*  
*Vice President*  
*Secretary*  
*Treasurer*  
*Comptroller*  
*2<sup>nd</sup> Vice President*  
*PSDA Representative*  
*Social Chairperson*  
*Welcome*  
*Class Coordinator*  
*Party Chairperson*  
*Sunshine*  
*Newsletter Editor*  
*Flyers*  
*Publicity*  
*Photographer*  
*Historian*  
*Ambassador*  
*Visitation Chairperson*  
*Banner Guidelines*