



**Ballroom Dance Charleston, SC – USA Dance Chapter 6021** started as Amateur Dance Club of Charleston in 1989 was known locally as the Ballroom Dance “Club” of Charleston and referred to herein as BDC. The official name was approved in August 2014. BDC was formed for the purpose of promoting Social Ballroom Dancing for both physical and mental well being through the joy and dicipline of dance. This logo was adopted by vote of the membership in 2014.

## **Operating Policy**

April 5, 1999, Amended 12/99, 3/00, 5/01, 04, 7/06, 6/11, 10/11, 6/13, 1/14, 10/14, 1/15, 4/15, 5/15, 7/15, 9/15, 5/16, 6/17, 9/17, 10/17, 3/18

This policy has been established by the Board of Directors, hereafter called BD. Any changes, additions, corrections or deletions must be approved by the majority vote of the BD. In any conflict between BDC Policy and the National Bylaws, USA Dance Bylaws supersede.

**I. FEES**

**(1) Membership - For USA Dance Members in good standing:**

1. Social Dance Members of BDC pay \$45 annually. Membership year being June 1 through May 31 of the following year. The annual fee is prorated after 4 months (amended 3/00, 5/01, 6/11, 6/13)
2. No Student Membership required (amended 3/00, 5/01, 6/11). Student is defined as under 25 years of age.
3. Both USA Dance and BDC Memberships are required in order to qualify for reduced admission rates for parties unless discounted as follows. These groups are charged member prices for parties.
  - a) Students under 25 years of age
  - b) USA Dance Members who live outside the Tri-County Area (Berkley, Charleston, Dorchester) (amended 5/16)
  - c) Active Military Personnel

**(2) Regular Friday and Saturday Night Parties or Events:**

**Saturday Parties**

- |     |   |                  |
|-----|---|------------------|
| 1.  | BDC Members   | \$10.00 (9/14)   |
| 2.  | Non-BDC Members   | \$15.00 (9/14)   |
| 3.  | Children Twelve (12) and under  | NC (7/11)        |
| 4.  | Dance Instructors<br>May require Business Card  | NC (8/15)        |
| 5.  | Host (1) for the evening (2 for special parties)  | NC (12/13, 1/15) |
| 6.  | Reception Desk for the evening  | NC (1/15)        |
| 7.  | DJ for the evening  | NC               |
| 8.  | Photographer for Special Parties  | NC (2011)        |
| 9.  | Armed Forces Day Party – Active Military  | NC (12/13)       |
| 10. | Member discount prices for USA Dance members<br>living outside the Tri-County (Berkley, Charleston, Dorchester),<br>Students under 25, and active military personnel<br>(May require ID) (amended 5/16) | \$10             |
| 11. | Birthday Discount – Last Saturday of the Month<br>(Amended 2-17)  | \$5              |

### **Friday Parties or Events**

1. The Board may set special prices for Friday Parties or Events either by formal agreement or board approval. (3/18)

### **(3) Group Classes**

1. \$10.00 per person per weekly lesson for BDC Members (amended 10/14) (amended 7/17)

2. Beginner class price for BDC Members and Non-Members is \$10.00

3. \$12.00 per person per weekly lesson for Non-Members (amended 7-15) (amended 2-17)

4. If classes are less than 5 students, the students may divide the cost of the instructor's salary among them, or the instructor may lower his/her fee for a class, but BDC must not go into the negative for a class without permission from the Board of Directors (amended 7-15.)

### **(4) Workshops:**

1. \$20.00 per person for BDC Members (amended 2-17)

2. \$25.00 per person for Non-BDC Members (amended 2-17)

3. Reception and host volunteers get a \$10 discount (amended 8-16)

(5) **Special Events:** Admission fees, schedules, and hours for BDC sponsored special events are established by the BD and apply to all attendees.

## **II. FLOOR USE**

Leases and special dance instruction, such as group practice, dance workshops, group lessons of more than four (4) persons, or a dance related seminar have priority over private lessons and private practice.

### **(1) Private Dance Lessons:**

1. All instructors renting the BDC floor for private lessons must be approved by the BD, complete and sign the Instructor Guideline form (Appendix A), and provide a copy of their personal or business liability policy.

2. A private lesson is understood to be 1-4 students and 1 instructor. It is also understood that if an instructor is practicing with a student, it is considered a private lesson.

3. Instructors will be billed at the end of the month at the following rate less any party credit they earn outlined in d. (amended 3-17)
- a) BDC Members**
- (1) \$15.00 for each separate lesson lasting over 30 minutes up to 60 minutes. (amended 3-17)
  - (2) \$7.50 for each separate lesson lasting 30 minutes or less. (amended 3-17)
  - (3) Back-to-back lessons with the same student or with different students will be treated as separate lessons with no combining of times.
- b) Non-BDC Member**
- (1) \$20.00 for each separate lesson lasting over 30 minutes up to 60 minutes. (amended 3-17)
  - (2) \$10.00 for each separate lesson lasting 30 minutes or less. (amended 3-17)
  - (3) Back-to-back lessons with the same student or with different students will be treated as separate lessons with no combining of times.
- c) Students Under 25 Years of Age (10/15, 5/16)**
- (1) \$5 for each separate lesson lasting over 30 minutes up to 60 minutes.
  - (2) \$2.50 for each separate lesson lasting 30 minutes or less.
  - (3) Back-to-back lessons with the same student or with different students will be treated as separate lessons with no combining of times.
- d)** Any Board authorized Instructor in good standing is permitted to use BDC practice facilities for the purpose of lesson development, routine development, showcase development, and competition as long as no students are included.
- e) Saturday Night Dance Credit Option – applies to categories a members and b non members (amended 3/17, 10/17, 2/18)**
- (1) Instructors may earn \$1.00 credit for each hour they dance with attendees at a Saturday night dance up to ~~5 hours~~. 2 hours each party and 6 hours total
  - (2) Credit earned each month will be deducted from their current month floor rent at the end of the month.
  - (3) If an instructor chooses to DJ a party, they are expected to dance with attendees in order to receive the rate discount.

- f) Door Prize Donations: Instructor donated private lessons for door prizes are free (added 10/17)
- 4. A current membership list will be posted at the front desk for use in determining fees.
- 5. BDC Dance Instruction will have priority over other private lessons or practice.
- 6. Times may be blocked for cleaning, construction, or special event decorating with prior notice.
- 7. Instructors are responsible for the accuracy of floor use logs for their private students. Floor use logs must be placed in the safe or sent to the treasurer electronically every Monday for the previous week.
  - a) There is a \$5 per day penalty for each day of delay after each Monday.
  - b) After a 5 days delay, privileges are suspended pending board approval for reinstatement.
- 8. Past due balances for floor fees will be deducted from instructor party or workshop fees for services rendered. (amended 8-21-16).
- 9. All floor fees must be paid within 14 days from the date of invoice or all teaching privileges (including group classes) are suspended until accounts are brought current.
  - a. If payment is made at or past 14 days and the check or other payment method is returned as insufficient, floor use is suspended pending board approval for reinstatement. (amended 8-6-17 and 2/18).
- 10. The Board may terminate private lesson privileges at any time for failure to follow instructor guidelines and/or policy.

(2) **Practice Dance Sessions – BDC Members**

1. One to four (1-4) - \$10 per hour or \$5 per half-hour.
2. Packages are available for members 50 hours for \$350, 25 hours for \$200 (amended 6-13)
3. All members must sign the log sheet when using the floor for practice. Members may pay at the time or monthly billing is available.
4. Floor fees are free for performers of all BDC requested performances (amended 7-16).
5. One hour of free floor time is available for volunteer performances. (amended 3-17).
6. Showcase formation practices are \$10 per hour (amended 5/15) (moved from D Leasing)

(3) **Leasing of Facility for Non-BDC Sponsored Functions:**

1. Fees for all functions are to be paid in advance at the time of reservation, together with a copy of proof of liability insurance.
2. A cleaning/damage deposit of \$100 is required and will be refunded if the facility is left in a clean and orderly fashion and no damages occurred.
3. BDC reserves the right to refuse leasing when the proposed activity can cause damage to the floor or is deemed not in the best interest of BDC.
4. Non-BDC sponsored functions may extend past 11:00 p.m. with previous BD approval.
5. Floor/facility leases will be negotiated on a space available basis. Proof of liability insurance and an agreement approved by the Board is required (Appendix B)
6. Members of BDC may rent the floor/facility on a space available basis for a one-time private function at a rate of \$10/hour for groups of ten or less and \$25/hour for groups of more than 10. The Board determines the floor rental price for non-members.
7. The limit of persons in the facility must adhere to the Fire Code.
8. Set-up time and cleaning time is charged at the same rate.
9. Longer term leases will be negotiated and approved by the board.

### III. **DANCE EDUCATION:**

(1) **Group Classes:** May be proposed by Instructors under the BDC/USA Dance program as follows:

1. They may be open to BDC members and non-members; they may be expertise restricted.
2. All classes require BD approval. Dance classes may be cancelled whenever the cost of the class exceeds the income. Beginner classes may be approved with smaller numbers of participants
3. Instructors are paid \$50 per hour by the BDC/USA Dance Program for classes with paid attendance of 1-14. For each class with attendance of 14 or more paid students, the payment will be \$60.
4. Attendance records are to be kept with the participant names and contact information for all classes.
5. All instructors for group classes, including instructors for parties, shall be approved by the Board of Directors prior to teaching a class (8/15)
6. Instructors assigned a class who are unable to teach that class for any reason should contact the Director of Education to make arrangements for an approved substitute (8/15)
7. All instructors are approved by the Board of Directors on an annual basis (8/15)

(2) **Workshops:**

1. May be restricted by expertise or experience, based on the Instructor's judgement.
2. Workshops will be cancelled whenever the cost of the class exceeds the income.
3. Instructors are paid \$50 per hour or a 50/50 split of the total income after deducting any expenses (such as for snacks); whichever is higher payment to the instructor.

(3) **Private Instructors:**

Professional Instructors wishing to teach at Ballroom Dance Charleston must complete an application process and agree to adhere to the policy document of BDC and USA Dance ByLaws. BDC reserves the right to refuse any instructor's application for any reason and to suspend privileges for failure to comply with BDC Policy and Guidelines.

### IV. **DANCE PARTIES AND EVENTS:**

- (1) Saturday dance parties will start at 7:30 PM with a dance lesson until 8:30 PM taught by a professional dance instructor or by an amateur if a professional dance instructor is not available (amended 7/13)
- (2) Friday parties may vary in both times and inclusion of lessons as approved by the board. Special agreements may be made and approved with various groups by the board.

- (3) Professional instructors are compensated for lessons at \$60.
- (4) Parties will not extend past 11:00 PM without board approval
- (5) One or two members will assume the hosting duties for parties as needed. “Hosting Guidelines” are located in Appendix C
- (6) All drinks, snacks and supplies are provided by BDC or donated to BDC.
- (7) BDC purchased food not used is to be stored for future parties if feasible.

## **V. INSURANCE**

- (1) BDC does not provide oversight or accept any responsibility for private lesson instruction.
- (2) USA Dance Liability Insurance covers private practice only when scheduled through BDC.
- (3) Private lessons are covered under the Instructor’s Liability Policy. As an option, instructors may purchase liability insurance as an addition to the BDC Liability Policy for \$100 per policy year that runs February – January. This price is not prorated and may be adjusted depending on BDC cost.
- (4) All instructors must be approved by the BD for private lessons and must provide in advance a copy of their personal or business liability policy with a minimum of \$1M each occurrence or be covered under the BDC Liability Policy. (Amended 6/17)
- (5) Board approved instructors may rent the BDC facilities for private lessons and showcase events.
- (6) USA Dance “Notice of Risk” will be displayed at all dance related functions.



**VI. KEYS:**

- (1) Only Members or Instructors may obtain a key
- (2) Instructors will sign for a key with a deposit fee of \$50.00
- (3) For one-time occasions, key arrangements will be made with the Key Keeper.
- (4) The Key Keeper will maintain a list with the names of all persons having a key.
- (5) For the convenience of people who need to access the building occasionally, a lockbox has been installed with a code.

**VII. BOARD OF DIRECTORS (BD)**

**(1) Composition:**

1. Board membership will consist of seven (7) members, four (4) officers, and three (3) directors at large (amended 9/14).
2. Responsibilities for the Director at Large for Education are outlined in Appendix D

**(2) Meetings:**

1. BD meetings should be regularly scheduled, announced, and held at a time and location accessible to members.
2. Action items requiring documentation or detailed explanation are to be distributed in advance of the meeting whenever possible (amended 7/13).
3. Roberts Rules of Order was adopted as a guideline. (amended 1/11/15)

**(3) Use of E-mail Voting:** In accordance with USA Dance By-Laws: Decisions which cannot or should not be delayed until the next meeting and meet the stringent requirements of emergency or marked urgency shall be so designated by the President with the explanation of same” may be handled by e-mail vote.

1. E-mail Voting Process:

- a) Any member of the BD may make a proposal for vote and submit it to the President.
- b) The President may authorize and send out the proposal and vote request with a deadline for response. (1-3 days depending upon circumstances). The ballot should include details of the “question” with “Yes” or “No” options. (amended 5/16)
- c) BD Members should be contacted by phone if they have not responded to make sure they received the e-mail.
- d) The President will count the votes after the announced deadline. If a quorum of members (5) respond by the deadline, it is valid.

- e) The results of the vote should be sent out to the BD.
- f) The responding emails should be printed and attached to the “minutes” of this electronic meeting.

**(4) Awards**

- 1. The BD provides oversight for all awards bestowed by BDC.
- 2. The criteria and process for the Lifetime Service Award are in Appendix E

(5) **Loans and Donations**: All contributions, of any kind, will be accepted by a Board Member and the person donating will receive a letter of appreciation from the Secretary. Members wishing to “Loan” items to BDC shall make this intention clear and will collect the items being loaned at the end of the event. No items on “loan” are to be stored at BDC without written documentation and this documentation will clearly state the length of time the item may be at BDC (amended 5/15)

(6) **Non-BDC Publicity**: Dance related events may be linked to our web page including their special events, but only instructors renting from BDC or events held at BDC will have flyers displayed on-line (5-15, amended 2-16)

**VIII. INTERNAL CONTROL FOR FISCAL MANAGEMENT** Recognizing that segregation of duties is a “Best Practice” for sound fiscal management.

- (1) Bank reconciliation shall be done monthly by the Assistant Treasurer or the designated backup.
- (2) Expense vouchers shall be approved weekly by a person other than the check writer; this person is responsible for ensuring budget availability and obtaining prior approval by the BD, unless the Budget contains prior approval for those items.
- (3) All non-budgeted items must be proposed in a full and complete motion distributed at least three (3) days prior to the scheduled BD Meetings.
- (4) Properly documented and explained purchases may be reimbursed after the fact.
- (5) All checks are to be signed by the Treasurer and one other BD member. No one should write or sign a check addressed to cash.
- (6) In order to ensure expenses and income are congruent with the annual budget, the Treasurer or designee shall provide monthly written reports to the BD.
- (7) The Treasurer’s Procedure Manual shall guide documentation of party, rental, and class incomes-expenses etc.

## **IX. MEMBERSHIP INCENTIVES AND DISCOUNTS**

- (1) A FREE PARTY PASS will be awarded to any member who is responsible for bringing a new member to join USA Dance/BDC
- (2) A FREE PARTY PASS will be awarded to any member who hosts a party (effective January 2015)
- (3) A FREE PARTY PASS is redeemable at any BDC Friday or Saturday Party. Special parties may also be discounted per FREE PARTY PASS (Amended 12/13)
- (4) A coupon for free admittance is posted on the website and is available to first time attendees to a Saturday night party. (amended 3-17)
- (5) PARTY PASSES are available for \$90 for 10 regular parties. Special Parties may also be discounted by PARTY PASS FOR \$10 each square plus the applicable amount of cash if any. (effective January 2015)

**END OF OPERATING POLICY DOCUMENT - PAGE 11 OF 11**

### **Also a part of this Operating Policy:**

- Appendix A – Instructor Guidelines
- Appendix B – Floor Facility Lease Form
- Appendix C –Hosting Guidelines
- Appendix D- Responsibilities for Education Director
- Appendix E – Lifetime Achievement Award