

California Dance Co-operative

Rules and Regulations

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Document Revision History

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Board Representation and Meetings

Nomination and Election of Directors

Each Director nominated by an affiliate dance producer must be approved by a majority vote of the full Board before being allowed to serve. Producers are encouraged but not required to serve as their own Board representatives.

An individual who wishes to serve as an at-large director must submit a written statement to the Board. If more than two individuals wish to serve, the Board shall vote by secret ballot, with each Director voting for two from among the candidates. The two candidates receiving the greatest number of total votes shall be elected. In the event of a tie, a runoff vote will be conducted.

Meetings

Attendance

Board representatives are required to attend all Board meetings. If one cannot attend a given meeting, one must contact the Board in advance for an excused absence. A warning letter will be sent by the President after the first unexcused absence. A second unexcused absence within a 12-month period is grounds for removal from the Board.

Procedures

Procedures at meetings for conducting business and taking votes that are not specifically addressed in the bylaws shall be determined according to *Robert's Rules of Order*. The President, if unable to attend a meeting, may designate another Board member to preside at the meeting. If the President does not designate another Board member to preside, the Treasurer will preside or will designate another Board member to preside. If the President and Treasurer are both absent, the Secretary will preside or will designate another Board member to preside.

Officers' Duties

The Treasurer, in addition to the duties listed in the bylaws, must file all necessary tax forms, meeting reporting requirements.

The President and the Treasurer, in concert and agreement with each other, can authorize expenditures out of the general fund for matters that are both urgent and important to the goals of the California Dance Co-operative. These expenditures may not exceed the sum of \$100.00 per occurrence, or \$200.00 for a calendar year.

The President shall receive all Co-op account cancelled checks and bank statements directly. After reviewing the checks and statements, these will be forwarded to the Treasurer for reconciliation. The Treasurer will retain all financial records for safekeeping.

The Secretary shall prepare and circulate to Board members the minutes of each Board meeting no later than 15 days after the meeting. Board minutes should be available on e-mail or otherwise on request. The Secretary shall also maintain a list of the names, addresses, phone

numbers, and e-mail addresses of all dance producers and Board members, and shall provide an up-to-date copy of that list to each person on the list. This information is not to be circulated further without expressed permission from the individuals on the list.

Authorization of delegation of authority by any officer shall be in the form of a signed document, specifying the effective dates of the authority and any exceptions or limitations to the authorization. The document shall be delivered to the designee on or before the document effective date. A copy of the document shall be delivered to the Secretary no more than 48 hours after the document effective date.

Financial Reporting

In order to meet the requirements of federal and state tax laws, as well as requirements of CDSS, the following standardization is necessary for all Co-op events.

Dance Reports

Requirements and Penalties

All producers in the California Dance Co-operative must complete and send in a report accounting for the finances of each event produced. This report must be made on a form approved by the Treasurer, which must be filled out completely and legibly and must balance.

Financial reports for regular series events must be sent to the Treasurer within 30 days of the event. Financial reports for special events must be sent to the Treasurer within 60 days of the event, unless it is the end of the fiscal year (which ends December 31). To accommodate fiscal year-end reporting, all outstanding reports and revenues will be sent to the Treasurer by January 7. The Treasurer will close the books and prepare and distribute performer IRS Form 1099MISC before January 31. If a report is not received within the reporting period, a \$25.00 late fee will be assessed. The Treasurer will notify the producer that a report has not been received and that a late fee has been assessed; if the report is not received within thirty days of the date of this notice, an additional \$25.00 late fee will be assessed. \$25.00 will continue to be assessed for each additional thirty day period the report is late. Any reports outstanding as of January 7 will automatically be assessed a \$50.00 late fee, with an additional \$50.00 accruing for each additional seven day period the report is outstanding. An incomplete report will not be considered valid and should not be sent to the Treasurer. If an incomplete report is sent to the Treasurer, it will be returned to the producer for completion, with the original reporting deadline remaining in effect.

Report Contents

The report must include *all* material expenses, and receipts must be attached for the event's expenses whenever possible. In the case of hall rental, copies of checks before they are presented for payment will suffice. The report must also include *all* sources of revenue, whether from paid admissions, contributions, or any other source. Failure to provide documentation for any expense or combination of expenses, exceeding \$50, excluding hall rental expenses, can be considered grounds for declaring a report incomplete.

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If an event has a loss that cannot be covered by a series' reserve fund, the loss is assumed to be a contribution by the dance producer. Any individual who makes a monetary contribution to a Coop event must be identified in the report and the full amount must be reported. Such an individual may claim a federal tax deduction. If one wishes to make an anonymous contribution, that person's identity must be made known to the Co-op Board; the individual will not be identified to the general public.

The report must include all money paid to individuals for services rendered, including callers, musicians, teachers, sound technicians, dance managers, or anyone else paid for services.

Honoraria

A dance series producer may not pay oneself for producing an event, but a producer who performs a service for the event (as caller, musician, etc.) may pay oneself an honorarium that is a reasonable and customary fee for the service provided. This fee shall not exceed 25% of total revenue minus total overhead for regular dances. For Special Events, the honorarium paid to the Producer will be reviewed by the Board.

Every person paid an honorarium must provide their full name, address, and Social Security number for the purposes of compilation and distribution of IRS 1099-MISC forms. It is the producer's responsibility (not the Treasurer's) to obtain this information. Honorariums paid to members of a band must be reported as amounts paid to individuals and not as a lump-sum payment to a bandleader. An individual who insists upon such a lump-sum payment must be informed that the total amount will be recorded as a personal payment to that individual, and that he/she will be solely responsible for any taxes due on the amount. Producers should make sure that anyone being paid for their services understands these payment policies *before* their services are rendered.

Disposition of Revenues and Assets

Donations to special events or regular events that complement regular admission fees shall not be subject to the co-op fees. Sponsored dances shall contribute co-op fees unless suspended by the Board.

All funds remaining after payment of head-fees and expenses for any dance must be forwarded to the Treasurer for deposit. The revenues will be credited to the General Fund. Affiliate reserves will be discontinued; all affiliates will have access to the General Fund as described below. The Items Formerly Known as Reserves (TIFKAR) will be tracked by affiliate, including gains and losses. The Treasurer will report TIFKAR in the monthly reports. TIFKAR will be considered when any affiliate requests support for a special event or requests special payments.

A dance producer may use bank accounts separate from the Co-op's account, for Co-op events, to receive and disburse funds until the Financial report for the event is due, however, no dance revenue may be held privately by a dance producer for any purpose.

The monies in TIFKAR (The Items Formerly Known As Reserves) may be transferred between affiliates only with Board approval.

A dance producer may delegate someone else to do the financial reporting. In such instance, communication is important. The appropriate person must be aware of these rules and requirements. The producer must inform the Treasurer of the identity of that person.

Reimbursement for losses will be made promptly as soon as a report is received. The Treasurer generally will write checks to producers, not to individual staff members.

Treasurer's Reports

At least 10 days before each Board Meeting, the Treasurer will deliver a set of standard reports to all Directors, via eMail or US Mail. Standard reports will include:

- a) Year-to-Date Summary – Co-op Activity
- b) Year-to-Date Detail – Affiliate Activity
- c) Year-to-Date Summary - Discretionary Spending, summarizing the following categories:
 - i) Affiliate Producer: total by affiliate year-to-date
 - ii) Affiliate with Treasurer: total by affiliate year-to-date
 - iii) General Fund Treasurer: total year-to-date
 - iv) General Fund Treasurer with Officer: total year-to-date

The Treasurer has the option of combining the Discretionary Spending Detail with the Summary reports

- d) Year-to-Date Summary: Budget vs. Actuals

Financial Authority

General Fund

The Board of Directors has established a goal for the minimum reserve amount for Co-op Treasury. The amount will be equal to approximately twice the annual paid expenses from the General Fund (not including dance affiliates' expenses).

General Fund Spending Authority

The Treasurer will conform to the following payment authority levels for spending from general fund level. These authority levels will not apply to "regular" expenses, which are defined as: Insurance premiums, CDSS dues. These authority levels shall stand unless the Board of Directors revokes or alters them. Payments made under this authority shall be included in the set of standard monthly reports to be provided by the Treasurer.

- a) The Treasurer is authorized to disburse funds as required for budgeted categories up to the maximum budget amount for the fiscal year without further approval from the Board, except in the Special Event & Affiliate Support and Donations categories. These payments may be in addition to the special payments authorized below.
- b) The Treasurer is authorized to pay up to \$100 to a single vendor/payee in a single transaction at his/her discretion. The Treasurer can make up to 2 payments per year under

this authority, however, it is expected that the Treasurer will respect the annual budget when before exercising this authority. The Board of Directors may approve additional payments.

- c) The Treasurer is authorized to pay up to \$200 to a single vendor/payee in a single transaction with the authorization of one other Co-op Board Officer. Up to 2 payments per year can be made under this authority, however, it is expected that the officers will respect the annual budget when before exercising this authority. The Board of Directors may approve additional payments.
- d) Payment of any amounts over \$200 will require approval of Board.

Affiliate Level Spending Authority

The Treasurer will conform to the following payment authority levels for spending at the affiliate level. These authority levels shall stand for all affiliates unless the Board of Directors revokes or alters them. The Board of Directors may revoke or alter the authority levels for individual affiliates, if desired. Payments made under this authority shall be included in the set of standard monthly reports to be provided by the Treasurer and shall be deducted from the affiliate's TIFKAR (The Items Formerly Known As Reserves). An affiliate's TIFKAR will not be lower than \$0, unless approved by the Board of Directors.

“Regular affiliate” expense categories are defined as:

- Hall rental fees
- Reasonable and customary honoraria
- Supplies
- Postage
- Publicity costs

Regular affiliate expense category averages will be calculated by the Treasurer on March 1 and September 1 of each year. The average for each regular expense category for each affiliate will be the sum of the affiliate's expenses for the category for the prior 6 months, divided by 6.

- a) The producer of an affiliate may pay additional fees for “regular affiliate” expenses as needed for special events or special occasions. These special fees shall not exceed an amount which is double that of the average amount calculated for the affiliate. Any payments in excess of this limit shall require approval of the Board of Directors. This authority can be exercised up to 2 times per year. The Board of Directors may approve additional payments.
- b) The producer of an affiliate is authorized to pay up to \$100 to a single vendor/payee in single transaction at his/her discretion, for expenses falling outside of the regular expense category. Up to 2 payments per year can be made under this authority, however, it is expected that the producer will respect the annual budget when before exercising this authority. The Board of Directors may approve additional payments.
- c) The producer of an affiliate is authorized to pay up to \$200 to a single vendor/payee in a single transaction with the authorization of the Treasurer, for expenses falling

outside of the regular expense category. Up to 2 payments per year can be made under this authority, however, it is expected that the producer and Treasurer will respect the annual budget when before exercising this authority. The Board of Directors may approve additional payments.

- d) Payment of any amounts over \$200 will require approval of Board.

Assets

Management

Equipment or other property purchased for use by the dance series shall be considered the property of the Co-op, in the care of the dance series, not of the property of the Producer. Any affiliate that spends more than \$50.00 on a reusable item shall report it to the Treasurer for record-keeping purposes. The Co-op Board of Directors must approve sales of assets originally purchased from a dance series' reserve fund. When affiliation with the Co-op is terminated, monetary assets related to the activities of the former affiliate shall be retained by the Co-op unless the Producer submits a written request within one year to the President of the Coop Board that the assets be transferred to another 501 (c)3 organization.

Independent Review

In February of each year, an independent audit of the Co-op bank statements and Board meeting Minutes shall be conducted. A written report of findings from this audit will be filed and sent to all Board members no later than 10 days prior to an oral presentation of those findings at a Board meeting during the second quarter of the same calendar year.

Insurance

Insurance

All Co-op events must be covered by liability insurance and must be eligible for insurance under the terms of our insurance policy.

Venue Management

Our insurance coverage is site specific. A producer must submit the name and address of the venue for an event as well as the name and phone number of the contact person for the venue (and the name of the owner if different from the contact person) to the insurance coordinator. The insurance coordinator also needs to know if the venue requires a certificate of insurance listing the owner of the venue as additionally insured.

Any change in venue for an ongoing series, either temporary or permanent, must be communicated to the insurance coordinator at least 30 days prior to the change. Any special event at a venue other than those used for regularly scheduled dances needs to be communicated

to the insurance coordinator at least 30 days prior to the event. Insurance must be in place prior to any Co-op event.

Policy Renewal Planning

Currently our insurance policy is renewed every August. Any changes in venue information or information on new venues anticipated in the coming insurance year must be communicated to the insurance coordinator by mid-June.

It is recommended but not required that a dance producer have supplemental personal liability insurance.

Dance Management

Rental Contracts

Producers must know and abide by the rules of the hall where their series are held, and must inform the Co-op Board of those rules. Copies of all rental contracts should be on file with the Treasurer.

Dance Wax Ban

Dance wax or other substances which may be added to the dance floors that make the floors slippery are banned from the California Dance Co-operative dances. The consequence of not completely complying with this motion is the expulsion from the Co-op following two warnings.

Admission Fees

Dance producers have the right to determine their own base admission fees. At regular dances children 12 and under are half price. At “family dances” children are free. At the beginning of the second half of dancing, admission goes to half price. A uniform policy statement will be displayed at dances, to include “parents are responsible for the supervision of their children.”

Coop Board members are entitled to free admission to all regularly scheduled Co-op dances, but not to special events at a premium cost.

General Policies

All Co-op events must use live music; recorded music is not allowed.

Refreshments must be provided at no charge to the dancers.

One person should be responsible for making announcements at a given event and they should be as brief as possible. Any upcoming events or changes from the usual schedule are to be announced.

Each series keeps and is responsible for its own Lost-and-Found.

Special Events

Special events require board approval. Any expenses incurred, which are in excess of the affiliate's revenue earned by the special event, will be paid from the General Fund. The event must meet Co-op requirements regarding insurance and publicity.

Publicity

Publicity Information Requirements

It is the producer's responsibility to provide accurate, up-to-date information to each of the publicity coordinators. Basic information about an ongoing series should go to the flyers coordinator and web page coordinator. Date-specific information, such as caller and band bookings, or changes in venue, starting time, admission price, etc., should be communicated to the hotline coordinator, as well as to the other producers (so they can make announcements). Information about an event should be given in writing to the publicity coordinators as early as possible before the event.

Flyers and Logo

Producers may create their own publicity flyers promoting their series or special events. Such flyers must include mention of California Dance Co-operative affiliation as well as the frog logo. Non-Co-op Events Producers should contact the flyers coordinator for a copy of the logo. To avoid confusion, non-Co-op events should not be included on the same flyer as Co-op events. The Co-op hotline may publicize non-Co-op events as long as they are called out separately as non-Co-op events.

Sound Systems

Care and Use

Producers have the right to use sound equipment owned by the Co-op for their events. Those who do so are responsible for the care of the equipment, and for picking it up from the previous user. Each user needs to coordinate with any other Co-op producer who wishes to use the sound equipment.

Co-op sound equipment may be used for a non-Co-op event if a Board member or Producer is involved in the event. The President or two Board members shall have authority to approve the use of the sound system for non-Co-op events. The Board member or Producer will be responsible for the care of the equipment and will be financially responsible for any damages.