

R. 3-4-2026.



## **Policy, Procedures & Job Descriptions for WCSDC Board**

WCSDC is pleased to share this policies and procedures document for our dance community. This document outlines the standard policies, procedures and guidelines to ensure a safe, enjoyable, and inclusive environment for all participants.

Our policies are designed to uphold the values we cherish as a dance community, fostering respect, collaboration, and creativity. Whether you are a long-time member or a new participant, these guidelines will help us all uphold our tradition of excellence and promote a supportive community. While adhering to the established policies is desirable, adjustment may be necessary at times due to external circumstances. The ultimate goal of any procedural changes is always to uphold the objective of the policy. When changes to the policy itself are required, the involvement and approval of the Board of Directors (BOD) are essential.

Please reach out with any questions or feedback you may have. Your cooperation and commitment to these policies will contribute significantly to the success and growth of our dance community!

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**. *RECORDING FREE ENTRY TO WCSDC DANCES***

**. *Midwest Swing Dance Federation Representative***

***American Bop Association Representative***

***\*Medical Emergency Policy***

# **1. Weekly Dance Instructor Coordinator**

## **Policy:**

WCSDC club will offer four levels of dance lessons. All qualified dance instructors will be rotated regularly. Instructors must teach eight classes in one year and will receive a free club membership for the following year. Swing 1, 2, & 3 instructors must be WCSDC qualified. Advanced class instructors do not require qualification by WCSDC. The lesson starts at 7 pm and lasts for 1 hour.

The instructors will determine if late participation (greater than 10 minutes) is allowed. Participants choose their level and advance at their own rate. There will be no lessons on Band Night or special dance nights. *Level 1, 2, & 3 Dance Instructors* will receive a payment of \$20.00 per hour taught, and *Level 4 Advanced* will receive a payment of \$ 25.00 per hour taught.

## **Procedure & Job Description:**

- \* Schedule instructors on a rotating basis monthly.
- \*Issue monthly instructor payment request form to the treasurer.
- \*Convey current instructor assignments to all WCSDC \*social media platforms.
- \*Report the schedule and prospective qualified instructors to the BOD monthly.
- \*Communicate policies, procedures, and course syllabus to all instructors.
- \* Annually notify membership chairperson which instructors receive a free membership for the following year.

*Forms Needed: 1a. Disbursement Request- Instructor Form*

*1b. Instructor Evaluation Form*

*1c. Instructor Guidelines*

*1d. Swing 1, 2, & 3 Dance Instructor*

## **2. Dance Instructor Training Coordinator**

### **Policy:**

WCSDC will provide instructor training for club members who wish to become instructors for the club. The BOD will determine the instruction fee. Each trainee will be required to view the instructional material. The instructor training fee will be reimbursed after passing the class and teaching eight (8) sessions. The Dance Instructor will determine class times and places.

### **Procedure and Job Description:**

- \*Announce the need for new instructors.
- \*Schedule training classes.
- \*Schedule instructors to teach trainees.
- \*Follow the WCSDC Board approved curriculum.
- \*Maintain the trainee's contact information.
- \*Determine and approve students to become qualified instructors.
- \*Schedule new instructors into the weekly rotation, working with the Weekly Dance Coordinator.

Forms Needed: 2a. "How to Teach"

2b. Swing 1 Elements Instructor Manual

2c. Swing 2 Elements Instructor Manual

2d. Dance Etiquette

2e. Swing 1, 2, & 3 Dance Instructor Qualifications

Trainees contact info form. ?

### **3. Dance Workshop, and Monthly Dance Lesson Coordinator**

#### **Policy:**

Semimonthly Workshops will be held January – May and October – Mid December from 10 am to 12 pm. The Club may provide coffee & donuts. Instructors do not need WCSDC qualification. No charge for WCSDC members. BOD will determine the charge for Sister Club members and non-members.

#### **Procedure & Job Description:**

- \* The coordinator is responsible for scheduling instructors for the Saturday Workshop and all Monthly Dances.
- \* Determine workshop topics based on input from club members and BOD requests.
- \* Maintain instructor contact information.
- \* Collect students' fees and submit them to the treasurer with appropriate forms.
- \* Issue monthly payment request form to the treasurer for the instructors.
- \* Convey current schedules, workshop topics, and instructor assignments to all WCSDC
- \* Social media platforms.
- \* Provide a monthly status report to the BOD detailing the schedule and instructors.

*Forms Needed: 3a. Expense Disbursement Request Form*

*3b. Student Contact List & Class Fee Paid Form for Treasurer?*

#### **4. Four-Week Special Dance Lesson Class Coordinator**

Policy:

WCSDC may offer a 4-week special dance class. The board will determine the fee charged and the number of courses per year.

Procedure & Job Description:

- \*The coordinator is responsible for scheduling instructors and procuring the venue.
- \*Determine special dance class topics based on input from club members and BOD requests.
- \*Maintain contact information of instructors.
- \*Collect student fees and remit them to the treasurer.
- \*Issue monthly instructor payment request to the treasurer.
- \*Convey topic, instructors' assignment, and venue (room) to all WCSDC \*social media platforms.

*Forms Needed: 1a. Disbursement Request-Instructor Form*

*3b. Student Contact List & Class Fee Paid Form for Treasurer?*

## **5. Hospitality Coordinator**

### **Policy:**

WCSDC will ensure efficient, welcoming, high-quality hospitality services for all events. The board will maintain a budget and determine what food and drink options will be available at all club events. The BOD will determine the fees to the members for food & drink.

### **Procedure & Job Description:**

- \*Ensure guests feel welcome.
- \*Develop and manage a budget with BOD approval and provide regular receipts to the treasurer.
- \*Manage logistics and provide food, snacks, beverages, and supplies at club events.
- \*Maintain a list of volunteers assigned to various hospitality duties as needed.
- \*Supervise and coordinate assignments, volunteers, etc., ensuring everyone knows their role and tasks.
- \*Oversee setup and teardown of the hospitality area.
- \*Ensure all services comply with health and safety regulations and gather feedback from the community.
- \*Report expenses to the treasurer with receipts and appropriate disbursement forms.

***Forms Needed: 3a. Expense Disbursement Request Form***

## **6. Decoration Coordinator: Weekly & Monthly**

### **Policy:**

WCSDC will ensure the Dance Community's events are visually appealing and themed appropriately, enhancing the overall experience for attendees through creative decorations. WCSDC will maintain a budget for Decorations for the weekly and monthly dance events with board-approved themes.

### **Procedure & Job Description:**

- \*Propose a list of themes for monthly dances for approval by the BOD.
- \*Manage the decorating budget efficiently, ensuring cost-effective use of resources.
- \*Purchase appropriate decorations within club budget constraints.
- \* Maintain an inventory of supplies for theme dances.
- \*Recruit and manage volunteers to assist with decorating tasks.
- \*Organize and oversee the setup and teardown of decorations for each event.
- \*Have access to the storage unit.
- \*Gather feedback from attendees and volunteers for improvements, new ideas, trends, etc.
- \*Report expenses to the treasurer with receipts and appropriate reimbursement forms.

***Forms Needed: 3a. Expense Disbursement Request Form***

## **7. Membership Coordinator**

### **Policy:**

WCSDC will effectively manage and grow the Dance Community's membership base by ensuring a welcoming, supportive, and organized experience for all members. The club will maintain a database of club members' contact information. The BOD may award a special lifetime membership for members' outstanding services. Membership dues (determined by the board) must be paid annually to be a member in good standing. Membership begins at the date of enrollment. Board members will receive membership during their term and one year after.

### **Procedure & Job Description:**

\*Welcome new members, provide them with essential information about the community, and inform them of membership benefits and available resources.

\*Assist new members in completing member application form.

\*Collect membership dues and deliver them to the cashier with appropriate documentation.

\*Maintain an accurate and up-to-date database of club members, including status, name, contact information, date of membership, and birthday month.

\*Ensure the confidentiality and security of member information.

\*Provide appropriate member information to Constant Contact coordinators for club communications.

\*Serve as the primary point of contact for all membership-related inquiries.

\*Generate monthly membership status reports for the BOD.

\*Set up, maintain, break down, and store supplies, forms, and resources necessary for the membership sign-up table at WCSDC events.

**Forms Needed: 7a. Membership Recap Sheet**

## **8. DJ and Live Music Coordinator**

**Rev 2/12/2026**

### **Policy:**

WCSDC's DJ and Live Music Coordinator will schedule a rotation of approved DJs for the weekly Tuesday dances, a rotation of approved DJs for the monthly dances, administer approved guest/substitute DJs as required and will also schedule live music acts to play for 5<sup>th</sup> Tuesday dances as outlined in Procedures below.

### **Procedure & Job Description:**

1. Scheduling DJs for weekly dances.
  - a. DJs will be scheduled in a consistent, repeating rotation to allow for equal time for approved DJs.
  - b. When a DJ must cancel for any reason, a guest DJ will replace that DJ. The rotation will continue uninterrupted the following week.
  - c. DJ rotation will skip over weeks with bands or other SCHEDULED interruptions and maintain rotation.
  - d. DJs will play music from 6:30-7:00 and 8:00-10:30. Times subject to change based on dance schedule as approved by the Board.
  - e. Coordinator will ensure all rotation DJs have read the DJ outline.
  
2. Monthly Dance DJs  
Coordinator will:
  - a. Select DJs for the monthly dances from the list of rotational DJs for the weekly dances.
  - b. Schedule DJs for the monthly dances in a repeating rotation separate from the weekly dance rotation and ensure a fair schedule to allow for equal time.
  - c. Ensure all monthly dance DJs have read the DJ outline
  - d. Monthly dance DJs will use their own suitable PA system.
  - e. Monthly DJs will play music from 6:30 to 10:30 pm. Times subject to change based on dance schedule as approved by the Board.

- f. DJs hired to play for monthly dances, may, at their discretion, invite other DJs to Co-DJ with them for the dance. There will be no additional compensation for invitational DJs.
3. Guest DJs
- a. In the event a scheduled DJ must cancel, the DJ Coordinator will contact Guest DJs to fill the vacancy.
  - b. When a guest DJ has been scheduled to replace a DJ for cancelation, the rotational DJ is just dropped from that scheduled date. The DJ scheduled to play the following week will still play the following week.
  - c. DJ Coordinator will schedule each guest DJ at least one weekly dance per year in the first, second or third quarters. Regular DJ rotation will skip over these weeks uninterrupted.
  - d. Due to scheduling difficulties of the holiday season, guest DJs will not be scheduled in the fourth quarter except as replacement DJs.
  - e. DJs will play music as defined in weekly dances above.
  - f. DJ Coordinator will ensure all guest DJs have read the DJ outline.
  - g. Once a Guest DJ plays a guest slot, they must be approved by board vote prior to being scheduled again, except/unless already slotted for a regularly scheduled dance.
4. Holiday Dance DJ
- a. Board will select the annual December Holiday Dance DJ.
    - i. Board may use any method for selection (Club Survey, membership vote, board vote, etc.)
  - b. DJ Coordinator may suggest first choice DJ for the holiday dance. Board may, but is not required, to accept this suggestion.
  - c. Holiday dance DJ must be selected before the first weekly dance of the third quarter so as to allow the DJ Coordinator opportunity to schedule the fourth quarter DJs without conflict.
5. Live Music Acts
- a. Live Music Acts will be scheduled to play weekly dances on the fifth Tuesday of any month, except when there are conflicts (such as Christmas/New Years)
  - b. DJ Coordinator will research, contact and submit bands for Board approval
  - c. Once under contract, Coordinator will ensure the band has been provided a copy of the Live Music Outline.

- d. Each Live Music Act booking requires board approval.

#### 6. DJ Survey

- a. As soon as possible after Rollin on the River, DJ Coordinator will organize a survey of the members at large for their favorite DJs to be conducted on the third Tuesday in September.
- b. Survey form shall include names of all DJs in the regular rotation, all suitable guest DJ and anyone capable and willing as well as blank spaces for write-in DJ names.
- c. This is a survey for opinions, not a ballot for voting. The Board will determine the top popular DJs for scheduling from the membership.
- d. Board members may assist in counting survey results.
- e. Survey results to be reviewed for approvals at the October board meeting.

#### 7. Board Approvals Rotation DJs

- a. Board will review survey during October Board meeting.
- b. Board will use the survey results to guide in the selections of rotational DJs for the following year
- c. Board will select (vote by show of hands) 6 DJs for the rotation. Number of DJs will remain at 6 until the Board chooses another number, and may choose do so at any annual selection.
- d. It is assumed the top 6 DJs in the survey will be approved. Exceptions may be made when a DJ is unwilling, unable or unacceptable to be a rotational DJ or the board feels a lesser known DJ needs that opportunity.
- e. To be considered for a rotational slot, DJs must have been previously approved and have DJ'd at least one guest slot.
- f. Once approved, DJ Coordinator will confirm via email or in writing that they have accepted being in the rotational DJ position.

#### 8. Board Approvals Guest DJs

- a. Board will decide quantity of guest DJs for the following year. Quantity of 2-3 suggested.
- b. Board may select guest DJs from the survey results or choose any DJ they feel meets the club requirements or just needs an opportunity.
- c. Once approved, Coordinator will confirm via email or in writing with each DJ that they accept being a guest DJ.

#### 9. Board Approvals Live Music Acts

- a. Coordinator will research, contact and submit for Board approval bands for 5<sup>th</sup> Tuesday dates.
- b. Board will review proposed band and date and approve by show of hands.
- c. Once approved, Coordinator will obtain contract for the act signed by the president.

#### 10. Communication

- a. Coordinator will be the point of contact between DJs/Live Music Acts and the Board.
- b. Coordinator will advise the Board and all social media coordinators as soon as possible when a new schedule is firmed up and in the event there is a change in the DJs or Live Music Acts.

#### 11. Compensation for DJs and Live Music Acts

- a. Coordinator will ensure payment to DJ and obtain paid receipt
- b. Coordinator will submit *8a. Disbursement Request Form* to the treasurer for payment to the band
- c. Compensation for all DJs and Live Music Acts per addendum

*Forms Needed: DJ Outline, Live Music Outline, Annual DJ Schedule 8a. Disbursement Request Form*

## **DJ and Band Compensation Addendum**

### **Policy:**

This addendum outlines the approved compensation for the year. This policy page may be revised annually at the October board meeting for the following year.

### **Compensation**

1. Rotational DJs are to be compensated at a rate of \$150 to play a full-length weekly dance.
2. Guest DJs are to be compensated at a rate of \$150 to play a full-length weekly dance.
3. Rotational DJs are to be compensated at a rate of \$200 to play a full-length monthly dance.
4. The DJ selected for the Annual Holiday Dinner/Dance is to be compensated at a rate of \$200 for the event.
5. Band compensation is to be negotiated for each individual date for an amount not greater than \$800 for the event. Amounts greater than \$800 require board approval.

## **8a. West County Swing Dance Club DJ Outline**

**Version: 10/09/2025**

- Be ready to go before 6:30 so you can sound check and start by 6:30.
- At about 7:55, announce to instructors that it is time to start wrapping up and you will be playing a slow practice song in a few minutes
- At about 7:58, play the slow practice song
- If you have any issues with the system or lights, notify the equipment coordinator or board member immediately.
- Remind people to buy 50/50 tickets and make 50/50 last call at 9:00pm.
- You have about 40 total songs to play for the entire evening, plan accordingly
- 105 to 135 BPM is the preference for the majority of the club. Please mix in a few slower and/or faster as the mood of the dance goes.
- Song requests are exactly that, requests. You can play them if you have time and they fit with your set, but you are NOT required to play them all.
- Plan your final song to end as close to 10:30 as possible, venues rules, we must be out by 11:00.
- Check with club officer before ending dance early or playing late.
- Very Important: DO NOT PLAY 5-MINUTE-LONG SWING SONGS. The whole room started hating you at 4 minutes. It is best to fade them out at around 3-1/2 minutes
- ABA broadcast licensing does not apply to music played from streaming services. DJs must own their musical library and play from local source

### **Non-Swing Songs (Line Dances, Pattern Dances, Progressive Dances)**

- Announce non-swing songs one song before you play them.
- Play 3-5 swing songs between non-swing songs
- When playing a non-swing song, remind the dancers about appropriate floor craft, line/pattern dancers in the middle, swing/couple dancers in the front/rear and leave room around the outside for progressive dancers.
- There is a club limit of 3 “Singles” line dances per dance night.
- You are not strictly limited to this list and you cannot play every one of these in a single dance night.
- This is a reference list to keep everyone happy and dancing.

## 8a. West County Swing Dance Club DJ Outline

Version: 10/09/2025

- List of non-swing songs to work into the mix as mood of the dance allows, in no particular order
  - List is subject to change from time to time so please check regularly.
1. River Waltz (suggest 95-110 BPM)
  2. Stationary Cha Cha (Neon Moon or similar, 100-115 BPM)
  3. Electric Slide (pretty open range, 115-145 BPM, high energy song)
  4. Cha Cha Slide
  5. Blurred Lines
  6. Shivers
  7. Cowboi Boogie
  8. Texas Time
  9. Renegade (Often done to Wild, Wild West right after break)
  10. A couple of Country 2-Step songs (150-175 BPM)
  11. A couple of Night Club 2-Step songs (60-75 BPM)
  12. Lady Soul (Works for Line dance, Stationary cha-cha and cha-cha del Rio)
  13. Cha-Cha del Rio (may be done simultaneously with Stationary Cha-Cha)

## **8b. West County Swing Dance Club Live Music Outline**

**Version: 11/21/2025**

- Band is expected to play music from 6:30 to 10:00 PM, with up to (2) 15-minute breaks. Please plan the second break around 9:10 PM.
- Band is expected to play suitable recorded music during breaks
- Band may request WCSDC to provide DJ for breaks but band must provide PA access.
- If you have any issues with the systems or lights, notify the equipment coordinator or board member immediately
- Please remind people to buy 50/50 tickets and make 50/50 last call at 9:00pm.
- You have about 45 total songs to play for the entire evening, please plan accordingly
- Any era music is ok, but the preference is for 60s, 70s and 80s or current pop (Honky Tonk Woman to Flowers), from about 105 BPM to 135 BPM (Think My Girl-Temptations/About Damn Time-Lizzo on the slow end to Dancing on the Ceiling-Lionel Richie/ It's Raining Men-The Weather Girls on the high end) Please mix in a few slower and/or faster as the mood of the dance goes.
- We dance swing, so swing beat/blues beat is good, but that does not mean jitterbug/lindy hop songs. Fast songs like Johnny B. Goode or Great Balls of Fire are way too fast. Don't play more than one or two per night.
- Plan your final song to end as close to 10:00 as possible. Venue rules, we must be out by 11:00 pm.
- Check with club officer before ending dance early or playing late.
- Very Important: DO NOT PLAY 5-MINUTE-LONG SWING SONGS. It is best to hold the limit around 3 to 3-1/2 minutes.
- ABA broadcast licensing does not apply to music played from streaming services. Bands must own their break time musical library and play from local source.

### **Non-Swing Songs (Line Dances, Pattern Dances, Progressive Dances)**

- Non-Swing songs (line dance/partner dance) may be played live or played recorded during breaks.
- If playing non-swing songs live, please play 3-5 swing songs between non-swing songs
- It is helpful when playing a non-swing song, to remind the dancers about appropriate floor craft, pattern dancers in front and swing dancers in the rear and leave room around the outside for progressive dancers.
- You are not strictly limited to this list, and you cannot play every one of these in a single dance night.
- This is a reference list to keep everyone happy and dancing.

## 8b. West County Swing Dance Club Live Music Outline

Version: 11/21/2025

- List of non-swing songs to work into the mix as mood of the dance allows, in no particular order. If playing these live, please play as close to the original as possible.
- Final note: please do not play numerous line dance songs in a row. Please intersperse them with swings songs to keep al dancers happy.

1. River Waltz (Think: Alibis by Tracy Lawrence or similar speed/tempo)
2. Stationary Cha Cha (Think: Neon Moon by Brooks and Dunn or similar speed/tempo)
3. Electric Slide
4. Cha Cha Slide
5. Blurred Lines
6. Shivers
7. Cowboi Boogie
8. Texas Time
9. Renegade (Often done to Wild, Wild West by Escape Club)
10. A couple of Country 2-Step songs (Think: Mr. Mom, Goin Through the Big D)
11. A couple of Night Club 2-Step songs (You're Not Alone, Amazed)
12. Lady Soul (Works for Line dance, Stationary cha-cha and cha-cha del Rio)
13. Cha-Cha del Rio (may be done simultaneously with Stationary Cha-Cha)

## **9. Weekly Sound System Coordinator**

### **Policy:**

WCSDC will provide a sound system for the DJ, ensure the effective setup, operation, and maintenance of sound equipment for all weekly dances, excluding Band nights.

### **Procedure & Job Description:**

- \* The coordinator is responsible for the proper and timely setup/breakdown and storage of all sound equipment.
- \* Monitor and adjust the sound levels throughout the event and address any technical issues that arise.
- \* Regularly check equipment to ensure good working order, complies with safety regulations, and arrange for repairs if needed.
- \* Maintain an inventory of all sound equipment and accessories and provide information to the President and Secretary of WCSDC.
- \* Train volunteers to set up and operate the system if the coordinator is absent
- \* Gather feedback from event attendees to improve sound quality and implement changes and upgrades as needed.

*Forms needed: 9a. Sound Quality Feedback Form  
9b. Sound System Inventory Form*

## **10. Set Up / Take Down Coordinator**

### **Policy:**

WCSDC will require a committee to ensure the efficient and organized setup and teardown of equipment and other necessary materials for weekly dance events. Every board member will participate on this committee. Volunteers can work on this committee.

### **Procedure & Job Description:**

- \* Develop a setup and teardown rotating schedule and assign tasks and roles to volunteers to assist.
- \* Maintain an inventory of all materials used and report to the BOD any damaged or missing items and repair or replace, excluding sound equipment.
- \* Set up registration table including, cash register, wrist bands, DVDs, metal logo, table, banner, and attendance folder and when finished, store all items in the storage closet.
- \* Set up membership table, signs, posters and hand sanitizer, fans, and dance level signs and all flyers.
- \* Help with and oversee takedown, cleanup, and storage process.
- \* See executive board and coordinator for storage room keypad number, the Coordinator and President are in possession of two override keys if needed.

*Forms Needed: 10a. Set Up Inventory Form*

## **11. 50/50 Coordinator Weekly/Monthly Dances**

### **Policy:**

Fifty/fifty is open to all attendees 18 years or older. BOD will approve the price per ticket. The drawing will take place at the break, approximately 9:15 pm. Attendees must be present to win. If the ticket called is not claimed, another ticket will be drawn until a winner is determined. The total amount collected from ticket sales will be split 50-50 between the winner and WCSDC, except the 2nd second Tuesday of the month. On that Tuesday there will be a 2<sup>nd</sup> drawing for \$20.00 cash from the same tickets sold. The \$20.00 will be taken from the total amount collected. Volunteers should be accompanied by a board member. A board member will announce the winner.

### **Procedure and Job Discretion:**

- \*Request the DJ announce the sale twice during the evening and make the final call of 50/50 tickets.
- \*Secure supplies needed for the 50/50 tickets, (tickets and cash container)
- \*Coordinate a list of 50/50 volunteers. At the weekly dance, assign one volunteer to walk around the venue and one to sit at a designated table to sell 50/50 tickets. At the monthly dance one volunteer sits at the table to sell 50/50 tickets.
- \*Tear off the ticket stub and keep it for the drawing and give the other ½ to patron.
- \*Sell tickets throughout the evening until 15 minutes before the drawing.
- \*Label envelopes and insert with half the cash total and give the corresponding envelope to the BOD announcer to disperse to the winning patron.
- \*Deliver the WCSDC cash to the cashier with the appropriate documentation.
- \*Keep a record of the total amount of money collected and given away for each dance.
- \*Report totals to BOD at the monthly meeting.

*Forms Needed: 10a. 50/50 Recap Sheet*

## **12. Charities Coordinator**

### **Policy:**

WCSDC may hold 4 charity collection nights per year at the monthly dances and two at the weekly dances. The BOD may approve additional special collections.

### **Procedure & Job Description:**

- \*Organize fundraising/collection events, coordinate with charitable organizations dates and times for the drive.
- \*Coordinate logistics; pick up and drop off locations, personal, etc.
- \*Recruit, train, and supervise volunteers for events if needed.
- \*Use marketing strategies to promote charity events on WCSDC social media platforms.
- \* Monitor and ensure all activities comply with legal and ethical standards.
- \* Maintain a high level of integrity and transparency with proper allocation of funds raised for the charities.
- \*Develop and maintain relationships with community organizations.
- \*Maintain a list of charitable organizations.
- \*Track and report to the BOD.
- \*Arrange for Pickup and/or drop-off of items.

### **13. Club Flyer Coordinator**

#### **Policy:**

WCSDC will produce, maintain, procure and display flyers at all dance events and share digital versions on all \*social media platforms after approval from the board. This policy restricts the Flyer information to WCSDC, \*sister clubs, Federation, and ABA Clubs and ABA activities. No flyers or promotional materials from *for profit* organizations will be displayed.

#### **Procedure & Job Description:**

\*Create WCSD quarterly flyer designs and print.

\*Maintain a supply and display at WCSDC events.

\*Printer information:

IQ Printing  
18 north central Dr.  
O'Fallon, MO 63366  
636-281-2129  
[sales@iqfastprint.com](mailto:sales@iqfastprint.com)

\*See club president for editing and design program CANVA login information.

\*Provide additional flyers to the Federation Representatives for the sister clubs.

\*Name of Sister Clubs:

Destination Swing  
Jefferson County  
Moolah Shrine  
Music  
Rebels  
South Side  
St Charles

*Form Needed: 13a. Flyer Feedback Form*

## **14. Newsletter Coordinator**

### **Policy:**

WCSDC's Newsletter Coordinator will create, maintain, and ensure an informative, engaging, and professionally managed quarterly newsletter, promoting timely and relevant communications to club members. This policy restricts the Newsletter content to WCSDC, \*Sister Clubs, Federation, ABA and approved advertisers. Bod will have the opportunity to review each newsletter before it is published. The board will review the policy annually and amend as necessary to reflect the community's evolving needs.

### **Procedure & Job Description:**

\*Develop and maintain a content calendar outlining publication dates and planned topics/activities.

\*Coordinate with the board to identify significant events, updates, and news.

\*Write, edit, and curate content for the newsletter.

\*Send final draft to the BOD for review and editing.

\*DELIVER finished Newsletter to printer.

\*IQ Printing

18 North Central Dr.

O'Fallon, MO 63366

636-281-2129

[sales@iqfastprint.com](mailto:sales@iqfastprint.com)

\*Manage the newsletter distribution to the dance community at weekly and monthly dances. Not earlier than the 1<sup>st</sup> week of the quarter. Coordinate with the membership chair to have a current membership list prior to distribution.

\*Encourage member contributions and feedback to foster community and involvement, regularly assess the newsletter's effectiveness through feedback, and implement improvements if needed.

\*See club president for editing and design program - Canva login information.

*Form Needed: 3a. Expense Disbursement Request Form*

*14a. Newsletter Feedback*

## **15. Facebook Coordinator**

### **Policy:**

WCSDC will create, maintain, and ensure the effective and professional management of the Community's Facebook page, fostering engagement, promoting events, and supporting a positive online presence. This policy restricts Facebook information to WCSDC \*sister clubs, Federation, and ABA activities and will be reviewed annually by the board and updated as necessary.

### **Procedure & Job Description:**

\*Develop engaging content related to events, updates, and news. Ensure posts are accurate, timely, and aligned with the community's goals and values.

\*Respond to comments, messages, and inquiries promptly and courteously. Encourage member interaction through engaging posts.

\*Create and manage event pages for upcoming dances and activities. Share event details, updates, and highlights.

\*Monitor the page regularly for appropriate content and member interactions and remove any inappropriate content or comments.

\*Track engagement metrics (likes, shares, comments) to assess the effectiveness of posts and provide reports to the board.

\*Adhere to Facebook's community standards and the dance community's standards of confidentiality of member information.

\* See club president for editing and design program - Canva login information.

\* Facebook Site: <https://www.facebook.com/groups/112278245454643>

## **16. Constant Contact Coordinator**

### **Policy:**

The Club goal is to provide effective and consistent communication with WCSDC members through the Constant Contact platform. This policy outlines the responsibilities and procedures for managing and maintaining member communications. It restricts Constant Contact information to WCSDC, Federation, and ABA activities, which the board will review annually and update as necessary. Constant Contact routine weekly messages are sent to members only. Rollin on the River participants will receive separate emails based on a separate mailing list.

### **Procedure & Job Description:**

\*At the direction of the Club President and the BOD, post engaging and informative content for club events, announcements, and other communications promptly, ensuring all content aligns with the community's goals and values.

\* Adhere to Constant Contact's terms of service and anti-spam regulations.

\* Maintain an up-to-date monthly database of member contact information supplied by the Membership Coordinator.

\*Coordinate with other \*social media platforms to ensure consistent information in all sources.

\*Track key metrics (e.g., open rates, click-through rates) to assess the effectiveness of communications and provide reports to the board.

\*Ensure communications are respectful and relevant to the dance community.

\*Forward payment notices for Constant Contact service to Treasurer.

See club president for editing and design program - Canva login information.

\*Constant Contact: *2024westcounty@westcountyswingdanceclub.ccsend.com*

## 17. Webmaster

### **Policy:**

WCSDC's objective is to ensure the effective and professional management of the WCSDC community's website, promoting accurate information, engaging content, and a positive online presence. This policy restricts WCSDC web page information to WCSDC, \*sister clubs, Federation, and ABA activities, which will be reviewed annually by the board and updated as necessary. The Website is a public entity; therefore, personal information will not be posted.

### **Procedure & Job Description:**

- \*Develop and maintain a website with accurate and up-to-date information on WCSDC activities with board approval.
- \* Coordinate with other \*social media platforms to ensure consistent information in all sources.
- \*Adhere to Webmaster terms of service and anti-spam regulations.
- \* Ensure all communications are respectful and relevant to the dance community.
- \*Forward payment notices for Go-Daddy service to Treasurer.
- \*See club president for Canva Login information.
- \*Web site: *<https://westcountyswingdanceclub.com/>*

## **18. Election Committee Chairperson**

### **Policy:**

WCSDC will ensure a fair, transparent, and efficient annual process to elect board members, facilitated by the Election Committee. The board will consist of 15 members, divided into two groups. Approximately half of the board members, (7 or 8) will be up for re-election each year, ensuring continuity while bringing in new perspectives annually.

***Elections will be held as outlined in the by-laws.*** All members in good standing (dues paid) and have been members for one year are eligible to run for a board position.

### **Procedure & Job Description:**

\*Coordinate with the board to ensure all election-related activities comply with the WCSDC's by-laws and regulations.

\*Develop and announce a detailed election timeline, including absentee voting, nomination period, campaigning, voting, and results.

\*Oversee the nomination process, ensuring all candidates meet the eligibility criteria

\*Present blank application to candidate.

\*Receive application with Bios and Photos from each candidate by the deadline. (On Tuesday 4 weeks before the election).

\*Have Bios and photos printed and make them available to the membership.

\*Verify and announce the official list of candidates to the club.

\*Ensure the integrity and confidentiality of the voting process.

\*Organize and oversee the distribution of ballots.

\*Supervise the collection and counting of votes, adhering to strict protocols to prevent any form of tampering or bias.

\*Maintain open communication with the community regarding election procedures, important dates, and updates.

\*Provide clear instructions to voters and candidates throughout the election period.

\*Address and resolve any disputes or complaints in a fair and timely manner.

\*Ensure all decisions are documented and communicated transparently.

\*Report to the board voting details, including voter turnout, results, and any issues encountered.

\*Solicit feedback from participants to improve future election processes and implement changes if necessary.

***Forms Needed: 3a. Expense Disbursement Request Form***

***18a. Letter to Board Candidate***

***18b. Board Candidates Application Letter***

***18b. Farwell / Thank you Letter***

## **19. Holiday Dance Coordinator**

### **Policy:**

WCSDC will hold a holiday dinner dance for its members and guests in December. It will include dinner at a cost determined by the board for a maximum of four hundred (400) participants. This will replace the monthly dance for December. When financially possible, members will be reimbursed after presenting a valid membership card and dance ticket before entering the event. All members are intitled to buy two tickets with a valid membership card (maximum of 1 table per purchaser with five membership cards). The coordinator will determine the physical placement of the single seat tickets.

### **Procedure & Job Description:**

- \*Appoint a ticket sales team that consists of a minimum of two people.
- \*Appoint a wait list manager (see addendum 19a). Inform the membership of the wait list Procedure.
- \*Supply the team with a membership list to track how many tickets each member has purchased.
- \*Maintain a master list of seat assignments.
- \* Create and maintain in real time a diagram of tables and sale.
- \*Starting in January with BOD approval, reserve the hall, collect bids for the caterers, and select the menu.
- \*Print table assignments and forms to be used to purchase a table, including names and phone numbers. (see 19b).
- \*Set up tables according to the table chart with forty (40) tables of ten (10).
- \*Arrange for table decorations with table numbers.
- \*Arrange for music entertainment (agreed on by the \*BOD).
- \*Set dates for sale of tickets at the October board meeting, be aware of conflicting events (allowing for single and table purchases).

\*Advertise to Club members only, provide logistics to Constant Contact and Flyer Coordinators, and make club announcements.

\*WCSDC may supply desserts and coffee.

*Forms Needed: 3a. Expense Disbursement Request Form  
19a. Wait list Process for Holiday Dance*

## **20. Calling a Meeting to Order Via Email Policy**

### **Policy:**

This procedure is for urgent issues that cannot wait until the next scheduled Board meeting. It applies to:

1. Emergency Financial expenditure is proposed.
2. Change to an existing process that can't wait.
3. Response to an issue affecting WCSDC membership is required.

Only the President, or in his absence the Vice President can call a meeting via email once they are notified of a situation by a board member. and one or more of the above listed issues has been brought to their attention. If both the President and Vice President are absent, a quorum of the board may call a meeting to order via email. The quorum must unanimously agree to the action within the same email chain to confirm their participation.

### **Procedure:**

- \*Via email the President will call a meeting to order and explain the reason for the meeting.
- \*One of the Board members will then explain the situation and then make a motion.
- \*Motion is seconded by any board member excluding the President.
- \*The President states the motion and calls for a discussion. Setting a time limit when discussions will stop.
- \*Unless there is a compelling reason to reach a decision sooner, the discussion on the motion may continue for as long as 24hrs.
- \*After the specific time for discussion has passed, the President calls the question and asks for a vote via email. There is no further discussion via email once the question is called.
- \*Every Board member excluding the President should vote via email as soon as possible. The entire board should be copied on the email votes.

\*Voting ends once one of the following occurs:

1. The entire Board (excluding the President) has voted and there is a majority decision.
2. The voting stops 24 hours after the voting starts.
3. The majority vote has been reached, and further voting will not affect the result.

\*Note: Note: In the event of a tie vote the President will vote to break the tie.

\*The President will count the votes and send an email to the Board with the results.

\*In this special meeting the Secretary will record the motion and voting results as a separate meeting.

**\*BOD = Board of Directors**

**\*Social media = Facebook, Constant Contact, Web Page, Newsletter**

**\*Sister Clubs =**

Destination Swing

Jefferson County

Moolah Shrine

Music

Rebels

South Side

St Charles

# **West County Swing Dance Club**

## **Processes and Procedures Record of revisions**

Procedures 1-20 per approved 5/29/2025

Revision 3-4/2026

Procedure 8 revised and replaced with Procedure 8 Rev 2-12-2026 plus \* Addendum, 8a and 8b