

## 9000 through 9999) Administration

### Note:

This section is divided into two departments. Numbers 9000 through 9499 are for administrative matters pertaining to the execution of the Festival.

Numbers 9500 through 9999 are for the governing of the PNTSDF Committee/representative's meetings and administration.

### 9100) Fees

#### 9110) Money Exchange Policy

It is the policy of the PNTSDF to collect the amounts listed within this handbook in the dollar amounts stated regardless of the exchange rates between the US and Canada. There will be NO adjustments made for any current value differences between the Canadian and U.S. Dollar.

#### 9120) Entry Fees

Square Dancing	\$ 10.00 per person.	[09/19]
Calling	\$ 10.00 per person.	
Round Dancing	\$ 10.00 per person.	
Cueing	\$ 10.00 per person.	
Exhibition Dancing	\$ 30.00 per team.	

#### 9130) Rulebook Fee

Copies of this rulebook are available from the Rulebook Committee Chair for the cost of \$25.00 each. Postage & packing extra

A CD or comparable media is available for \$15.00 each. Postage & packing extra.

Free downloads are available from the official PNTSDF website.

Note: The Rulebook is provided in PDF format. This means viewing and/or printing each section requires Adobe Acrobat Reader software, available free from the [Adobe Systems Web](#) site.

#### 9140) Monetary Penalties: [09/06]

A Monetary Fine will be assessed for Late Submission of Perpetual Trophies either surrendered to the committee later than the completion of the March meeting prior to the current competition, or to the current coordinator, or an appointed representative of same, later than March 15th of the appropriate year.

#### 9150) Expense Reimbursements

In order to complete the Treasurer's Books prior to passing them to the incoming Treasurer in September of each year, all bills pertaining to a particular competition and requiring reimbursement from the PNTSDF Treasurer must be submitted no later than the completion of the June meeting immediately following the competition. (Phone bills are accepted later due to billing dates.)

## 9200) Closing Dates for Entries

### 9210) Club Roster Submittal

All clubs who compete in the PNTSDF shall be required to submit with their entry forms a complete list of the competitors' names, current address, including postal codes, telephone numbers and birth date (i.e.: 10/05/73 Day/Month/Year).

The PNTSDF shall keep these lists confidential and use them only for internal affairs such as, but not restricted to: Location of trophies not returned; Alternate contact list should primary contacts be unavailable; Return of items left at Festival; Locating of Parent/Guardian; etcetera.

The lists shall not be sold, published, loaned, or otherwise released without the express written consent of the current club officer(s) and/or advisor(s) who submitted the roster.

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**"ALL ENTRIES MUST BE POSTMARKED NO LATER THAN MARCH 15TH  
IN THE YEAR OF THE FESTIVAL!"**

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Send to the attention of: The "current" Festival Coordinator.

### 9220) Marking of cue sheets:

All cue sheets must be accompanied by a cue sheet submittal form that you will find a sample of in the appendix section of this book.

DO NOT write the required information on the cue sheet, only the cue sheet number that will correspond with the submittal form.

### 9230) Square Dance Singing Call Cue Sheet and/or Round Dance Cueing Prompt Sheet: Submittal Deadline

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**"CUE SHEETS MUST BE RECEIVED BY THE CHIEF SQUARE/ROUND DANCE JUDGE  
BEFORE MARCH 1ST OF EACH FESTIVAL YEAR."**

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Send to the attention of: The "current" Chief Square Dance Judge or "current" Chief Round Dance Judge

9240) Penalties for Late Submissions: Forms That Have Deadline Dates. [09/13]

A Monetary Fine for late submission of Forms will be assessed using the following formulae:

1 – 6 Days Late @ \$10.00/Form

7 – 13 Days Late @ \$20.00/Form

14 + Days Late @ \$30.00/ Form

Late Forms will not be accepted without payment of late fees.

After 30 days late, Forms will not be accepted.

Section 9300 thru 9400 intentionally left blank for future use.

## 9500 through 9999) Committee & Representatives' Meeting Policies

### 9500) Voting

#### 9510) Club's Voting Eligibility

To be eligible to vote at any P.N.T.S.D.F. meeting you must:

- a) Be **the** designated representative or the Club caller of any established square dance club that dances on a regular basis and,
- b) Enter a minimum of one square in the Festival where all competitors meet the eligibility requirements as outlined in the official rulebook.
- c) However, if a Club cannot enter a Team in a competition but has participated in a prior year's Festival and meetings, etc: a Club may retain their voting rights for the following year. If a Club misses participating in competition the second year, they will only be allowed to re-enter as a non-voting "new member".

#### 9511) Vote by Proxy

Allow Proxy votes as long as permission from the official club representative (see 9510 a) can be substantiated, presented to the Chairperson or Secretary prior to the start of the meeting , with no person having more than one vote per motion.

#### 9512) Vote by Chair

In the event of a tie vote the presiding chairperson shall break the tie in accordance with Robert's Rules of Order (see also Rule 9540) [09/17]

#### 9515) "Combined" Clubs: Teen/Preteen

Clubs whose membership consists of both teen and preteen participants shall be considered as two Clubs, separate in entity, to the PNTSDF. As such, each Club shall be required to:

- 1) Compete separately within the guidelines of the PNTSDF.
- 2) Vote as two separate Clubs at PNTSDF business meetings.  
**Note:** as two Clubs the rules require two representatives.
- 3) Execute all other responsibilities to the PNTSDF as if the Club were two separate Clubs. i.e.: Each portion sells the minimum button requirements, enters at least one square, etc.

#### 9520) New Club Voting

A new club will have no voting privileges before they have entered and attended their first P.N.T.S.D.F. competition Festival.

#### 9530) Vote Entitlement

Each participating Club is entitled to one vote.

#### 9540) Voter Limitation

One person cannot vote for more than one Club.

## 9600) Elections

### 9610) Election of PNTSDF Officers

The designated representatives of the Pacific Northwest Teen Square Dance Festival shall elect the incoming Chair, Vice-Chairs, Secretary, Treasurer and Coordinator according to the charter of the PNTSDF.

Other officers are appointed by either the Chair or Coordinator and then approved by the representatives.

### 9620) Selection of Exception Committee [09/06]

The Exception Committee will be made up of 3 representatives elected or acclaimed from the PNTSDF Committee members eligible as shown in rule 9621. [06/15] Exception Committee members will be approved by the majority of the PNTSDF club representatives.

The representatives will serve 3 year terms and no club may have more than one representative at a time on the Exception Committee.

(For the first year the first representative elected will serve a 3 year term; the second representative elected will serve a 2 year term; and the third representative elected will serve a 1 year term. Each subsequent year the new representative elected will serve a 3 year term.) Afterwards any new member of the Exception Committee will be elected in June each year.

### 9621) Exception Committee Eligibility

Current club representatives, committee members and board members are eligible to serve on the Exception Committee. [06/12]

No person who sits on the Grievance Committee is eligible to serve on the Exception Committee and vice versa. [06/15]

Section 9700 intentionally left blank for future use.

## **9800) General Meeting Policies**

### **9801) Meetings and Agendas**

Meetings shall be held in the months of May, June, September, November, January, and March.  
(see 9802)

An agenda will be required prior to each meeting.

All representatives are encouraged to submit their own proposals to the Chair by the 1st of the month preceding the month in which the next meeting will be held. (i.e.: September meeting = August 1 deadline.)

### **9802) Meeting: Purpose**

Regular meetings shall address, but are not limited to the following:

September: Rule Changes, Venue, Selection of Rhythms, approval of annual Financial Report

November: see 9810

January: see 9830

March: Registrations, order of Grand March and Exhibitions (see App. A), Nominations,

Friday evening on night before Festival (May) : Return surplus buttons, submit outstanding monies.

June: Festival wrap up, acceptance of new executive, new exception committee member, and volunteers,  
Establish Button price, distribute Mystery and Hash recordings, set meeting dates for a year.

### **9810) Changes to the Rule Book**

Individual rules may be added, deleted or changed by a majority vote at any PNTSDF meeting, with the exception of the Representative's meeting held the day before competition.

Rule Changes must be passed by the September meeting, or be tabled at the September meeting and passed at the November meeting, to be effective at the immediately following festival.

Pertinent reports are to be sent to the secretary by November 1<sup>st</sup> and published soon after. A physical (November) meeting will be held only if necessary, at the discretion of the Chairman. [11/18]

An updated rule book must be available on the PNTSDF website by January 15<sup>th</sup> and will be applicable to the immediately following festival.

On the day of competition (festival day) at least one hard copy of the rulebook shall be available in each hall. [09/17]

### **9811) Notification of Motion**

Any motion that affects a rule change must be distributed to the entire PNTSDF committee a minimum of 30 days, not including day of meeting, prior to being voted on.

This may be by Notice of Motion, Tabled Motion; or other allowable notification agreed to by 100% of attending eligible voting representatives. [09/17]

### **9812) Notification of Exceptions**

All official [see Rule 1020] Club Representatives will be notified by email immediately of all the exception committee requests, once the exception committee has made their decision. [09/18]

**9820) Meeting Length**

Meetings are to be three (3) hours in length. If business is not completed in the scheduled time, the Chair will inquire if they wish to continue and if so, until what time.

**9830) January Reps Meeting: Primary Topic.**

The January meeting of the representatives of the PNTSDF shall be primarily for the demonstration and discussion of the Compulsory Rounds (Round One) and the Circuit One and Circuit Three (Cueing) Rounds.

Competitors will not be present during the presentation of their level of competition. [09/01]

Video recording of the January meeting will be allowed. [09/01]

If needed, the entire meeting shall be set aside for the Round Dance section of competition to conduct round dance business.

## **9900) Button Sales**

### **9910) Minimum Club Sales**

Each club entering the P.N.T.S.D.F. must sell a minimum of 100 Festival buttons per square (PNTSDF receives total proceeds) or furnish the equivalent monies.

### **9920) Disposition of Button Funds Collected**

Money, in the currency it was collected, [09/01] (and surplus buttons) should be turned over to the Festival Treasurer as promptly as possible prior to the Festival or, at the latest, the night before competition. Clubs not turning in full value will not be allowed to compete!

### **9930) Button Cost and Purpose**

A button is an individual's admission to the competition, both Friday and Saturday.

The price of the buttons is to be established at the June meeting each year.

### **9940) Club Button Sales Benefits**

The sale of buttons is the predominate support of the PNTSDF. The following schedule of money distribution is designed to ensure a successful competition and to help each individual club:

PNTSDF retains 50% and the club receives 50% per badge sold over minimum. [see Rule 9810]

Note: The PNTSDF Committee has requested that all clubs pay for their Festival buttons when they are being picked up, but it was felt that many of the small clubs would not be in the financial position to do this. It will be appreciated if the larger clubs will pay for their initial minimum required buttons in advance, with the smaller clubs selling their first minimum requirement and not receiving additional buttons until the first payment is received by the Treasurer.

### **9950) Button Promotion Awards**

There is a "Promotion Award" presented to each Teen and Preteen club that sells the most buttons over their minimum requirement.

[END OF SECTION]