

# Policies and Procedures

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## 1) Board Meetings

- a. Board meetings shall be conducted each quarter at a date, time, and location agreed by the board members. Meeting date for the following shall be set at the present meeting.
- b. An agenda shall be sent to all board members prior to the meeting.
- c. Minutes should be read prior to the meeting so that it can be approved at the beginning of the meeting.
- d. Minutes shall be posted to the website so that members have access.

## 2) Fees – Monthly Dance

- a. Entry fees (includes complementary lesson)
  - i. Members: \$6.00
  - ii. Guests: \$9.00
  - iii. Students with ID: \$5.00
  - iv. A new member shall have free admission on the night registered.
- b. Instructor fees
  - i. In town instructors: \$30.00
  - ii. Out of town instructors: \$50.00

## 3) Dance dates and times

- a. Dates:
  - i. Fourth Saturday of each month, except December
  - ii. Months for which a fourth Saturday is a holiday, the date will be adjusted forward or backward one week
- b. Times:
  - i. Doors open at 6:30
  - ii. Lesson is from 7 pm until 8 pm
  - iii. Dance Party is from 8 pm until 10 pm

## 4) Cash count on night of the dance.

Cash and checks will be totaled by two people at the end of each dance event.