



National Governing Body of DanceSport, Member Organization of the US Olympic Committee, and the World DanceSport Federation



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## USA Dance Policies

### A. ADMINISTRATION

#### 1. Mailing Lists

USA Dance mailing lists will not be given or sold to anyone without specific permission of the Board of Directors. They will continue to be available for use by USA Dance events and chapters.

#### 2. Approval and Certification of New Chapters

New chapters may be granted interim approval and certification by the National Secretary pending submission to and approval by the BoD at its next meeting.

#### 3. Council Agendas

To facilitate Board of Directors (BoD) and Executive Committee (EC) meetings, agendas will be distributed for review by members of those bodies at least two (2) days prior to the meetings so that additional items can be added if necessary, and/or comments be submitted.

#### 4. Requests for Action

Reports and requests for action must be accompanied by specific motions or resolutions so that the final decisions of the Board of Directors may be clearly understood.

#### 5. Summary of Policies

The Secretary will prepare a cumulative summary of policies approved by the BoD and EC and place them in our online Document Library. National, District and Chapter Officials will be notified when new or revised items are placed in the Document Library.

#### 6. Document Library for Chapter Officers

An online document library containing bylaws, BoD approved policies, EC approved procedures and guidelines, and other information Chapter officers may need in performing their duties must be maintained and made available to chapters.

#### 7. Chapter Definition

A chapter is defined as a group of members authorized to serve a specific geographical "service area." All members of a chapter must be members of National USA Dance "Local only" members are not authorized in chapters.

#### 8. Authorized Signers on Legal Documents

The President, Secretary and Resident Virginia State Agent of USA Dance are authorized to sign business and legal documents on behalf of USA Dance.

#### 9. Ballroom Owners Serving on Chapter Boards

Owners or management staff of studios or ballrooms where chapter dances are held, and chapter is charged for use of the facility, may serve on a chapter board, but should abstain from any vote on any chapter issue involving that studio or ballroom so as to avoid a conflict of interest or an appearance of a conflict of interest. The only exception would be in situations where use of the facility is donated and the member is otherwise eligible to serve as a chapter officer.

#### 10. Chapter Strategies, Plans and Goals

Each chapter must develop a long-range strategic plan for promotion of social ballroom dance, DanceSport and youth/college dance in its service area. National guidelines issued to those coordinating the development of new chapters must include models for modification to suit the new chapter's service area. Each new chapter's initial strategic plan must be submitted to the Secretary as part of its request for interim certification.

#### 11. Board of Directors (BoD) Meetings

The annual meeting of the BoD will be held at a time and place to be determined by the President.

#### 12. Tax Deductible Statements

"Tax deductible contributions" is the correct wording use on all USA Dance literature when referring to annual dues as tax deductible.

#### 13. Vote Record

Minutes of USA Dance meetings will show names of members giving nay votes, abstentions, and recusals on motions.

#### 14. Annual Reports by Chapters

Each Chapter that has been certified more than six (6) months must submit an Annual Report covering the year ending December 31. The report is due to the USA Dance Central office not later than February 28<sup>th</sup> of the following year. The format and content of the required report will be published in USA Dance's online Document Library.



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## 15. Chapter Suspension

When, after appropriate warning, chapters continue their failure to submit needed administrative and/or financial reports, the President is authorized to temporarily suspend the Chapter's authority to operate as a Chapter. This suspension remains in effect until the Chapter submits the needed reports.

As an alternative, the Executive Committee may dissolve the chapter's board and instruct the National President to appoint a team to supervise the election of a new board of directors by eligible voting members of that chapter.

The Executive Committee is authorized to direct that a specific Chapter or Chapter Board be dissolved in situations where the Chapter leaders refuse to comply with USA Dance bylaws or policies.

When a Chapter fails to submit annual reports, the President may place it on a 60-day suspension and send a written notice to every member of the chapter. At the end of the 60 days, if Chapter still has not complied, the chapter may be abolished.

## 16. Branch Chapters

All chapters will be encouraged to initiate Branch Chapters in communities and counties located in or adjoining the parent chapter's assigned service area. Each Branch Chapter will be assigned a specific geographical service area in which to develop the Branch Chapter.

The goal will be to develop these Branch Chapters into fully certified independent chapters and then work in close coordination with these new chapters. Thus clusters of chapters with their own unique service areas will be developed in a manner in which mutually supporting chapters can create additional teams of volunteers to market dance to the public. This will enable the parent chapter to focus more of their energy on presenting special events such as workshops, social dance conventions, competitions, etc.

National USA Dance and the applicable District officials will identify situations where a chapter's service area or nearby areas include large populations that are capable of supporting separate chapters and where dance can be more effectively marketed to the public by developing a new chapter with its own team of volunteers. Guidance and assistance then will be extended to encourage the applicable chapter to

expand its strategic plans to include development of Branch Chapters in those areas.

## 17. WDSF AGM Representatives

The Board of Directors directs the President to review any requests for observers to the AGM with the Executive Committee and that the Committee be empowered to direct the President to administer or withhold invitations to the AGM.

## 18. Confidentiality Agreement

The purpose of the USA Dance Confidentiality Agreement and is applicable to all volunteers engaged with USA Dance at a National level and is designed to protect USA Dance's proprietary and sensitive information that is not yet publically disseminated. Sensitive information includes but is not limited to member information, strategic plans, business enablement plans, marketing strategies and tactics, membership campaigns, and development programs. The Confidentiality Agreement needs to be signed by all individuals prior to taking positions within USA Dance national committees and councils.

## 19. Background Check

All Board of Directors members must submit to and pass a background check when assuming office. The purpose of this is to ensure the safety of our members as well as meeting USOC and insurance requirements.

## 20. Risk in Dancing

In order to limit the risk associated with National and Chapter events the following statements must be included in participation documents:

"I understand and agree to these conditions for participation in USA Dance events: Dance is a physical activity that includes close physical contact with other participants. Like all such physical activities, dance carries some degree of risk. USA Dance cannot be held liable for injuries or illnesses sustained by persons attending the event. Persons attending the event do so at their own risk."

"USA Dance is not responsible for injury or illness or for any loss, damage, or theft of articles from event facilities during events."

## 21. External Representation

The President, or his or her designate, represents USA Dance at meetings with other organizations or groups. In cases where other delegates may attend, and the Executive Committee concludes that a



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second delegate's attendance would be beneficial to USA Dance, the President recommends that second delegate to the Executive Committee for approval.

## 22. USA Representation by WDSF Adjudicators

Any WDSF Licensed Adjudicator representing the USA must reside in the USA for a minimum of 6 months during the year and show proven interaction with USA Dance via the coaching of US Athletes and/or the Judging of USA Dance Sanctioned Competitions.

## 23. Political and Religious

### ***Chapters to Provide a Welcoming Environment:***

Members and guests of USA Dance come from all walks of life. They hold many differing political and religious beliefs. In order to provide a welcoming environment for all participants, discussions of a political or religious nature are discouraged and chapter resources may not be used to promote any particular political or religious belief.

## B. FINANCE

### 1. Mileage Reimbursement

Officials of USA Dance who drive to meetings, or to other destinations to perform specific duties for USA Dance, are entitled to mileage at the rate set by the Treasurer on January 1<sup>st</sup> for the calendar year.

### 2. Competitor/Council Members

In the case of Council members who also compete in the DanceSport Championships, it was agreed that such Council members are entitled to travel expenses to attend Council meetings. They must, however, attend the full Council meeting unless specifically excused by the Council.

### 3. Chapter Funds

All funds received by or expended by a chapter must go through chapter bank account and reported to the corporate treasurer at year end for inclusion in USA Dance's "consolidated" Federal tax filing to Internal Revenue Service. All funds donated to charities and received from charities must be fully documented and reported with annual report. All payments made to "service providers" must be properly documented and reported at year end for inclusion on USA Dance's "consolidated" Federal tax filing.

### 4. Chapter Bank Accounts

Immediately following interim certification as a chapter the National Treasurer is authorized to open a

corporate bank account to be maintained by the chapter. All funds of the chapter must be deposited in and disbursed from that account. The National Treasurer and National Senior VP along with two chapter officials must be signatories on the account. The Chapter Treasurer is considered responsible for the account and should select the second signer. Immediately after a chapter election, if a new treasurer has been elected, the outgoing Chapter Treasurer must contact the National Treasurer to make arrangements to change local signers.

### 5. Expense Receipts

It was agreed that the Treasurer would return to sender, any expense claims submitted without proper receipts or in an authorized format. In addition, it will be necessary for all such claims to be approved by another officer before it is forwarded to the Treasurer.

### 6. Delinquent Expense Reporting

Expenses not submitted within 60 days following the end of each calendar year require approval by the Executive Committee.

### 7. USA Dance Financial Statement

It was agreed that information about USA Dance financial statements can be obtained from the Treasurer upon request. In addition, a pie chart will be prepared for publication in the AD to give members a simple view of how their dues are used.

### 8. USA Dance Expenditures

All accounting records for USA Dance income, expenses and assets will be maintained by, or under the direct control of the Treasurer. No one else will maintain such records.

All disbursements will be made by the Treasurer after approval by a USA Dance officer other than the person being reimbursed.

Under no circumstances will USA Dance funds be transferred into, or deposited into any bank account other than a USA Dance bank account. Each USA Dance bank account will, at all times, be under the direct control and responsibility of the USA Dance National Treasurer.

### 9. U.S. Currency Requirement

Payment to organizers of Festivals, Competitions, etc. by persons from other countries, must be in the form of U.S. dollars. Foreign currency or checks drawn on foreign banks will not be accepted.



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#### **10. Membership Dues Date**

When membership dues are increased, members must pay the new rate regardless of the date the check is rendered.

#### **11. Start-up Costs - Chapter**

Payment of \$250 for start-up expenses will be made to new chapters after interim certification of the chapter is approved by the National Secretary. After a full year of successful operation another \$250 will be paid to Chapter.

#### **12. Termination of Certification of a Chapter**

The certification of a chapter may be terminated by the National President in response to a specific request by the chapter's board or after the President determines that the chapter has ceased to function as a chapter. At that time the National Treasurer takes charge of and directs the disposition of any remaining assets of the terminated chapter.

may be reinstated without being charged for back dues.

#### **3. Chapter Collection of National Dues**

Chapters may collect national dues, along with their local dues, if they wish. However, specific information should accompany such monies, such as "new" or "renewal", or any change of address. Renewals should include the member's USA Dance number.

#### **4. Deceased Members' Dues**

It was agreed that upon request for refund of deceased members' dues, the dues would be returned, prorated for the term of activity, with a letter from Membership Director.

#### **5. Choice of Chapter**

The policy was confirmed that individual members may designate to which chapter they wish to belong, regardless of the geographic area in which they live, but if they wish to change, they must so indicate to the Membership Chairman.

#### **6. Chapter Member List**

A listing of members affiliated with a chapter will be made available to the Chapter President & Membership Chair and, when requested, to other chapter board members who need the information to carry out their responsibilities for the chapter.

#### **7. Term of Membership**

DanceSport memberships are on a calendar year and Recreational categories are on an anniversary year basis.

### **C. MEMBERSHIP**

#### **1. Membership Renewal Date**

Delinquent members will be dropped from membership rolls after six months but will be dropped earlier if the chapter reports that the member has stated that he or she will not renew.

#### **2. Membership Year-to-Year**

Membership is on a year to year basis. A person dropped from membership for non-payment of dues

Approved By: Board of Directors – December 5, 2004; September 10, 2018, April 13, 2020, May 11, 2020

Effective Date: May 12, 2020

Next Review Date: September 10, 2020

Contact Person: USA Dance Secretary



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# Addendum

## USA Dance Conflict of Interest Policy

### ARTICLE I - PURPOSE

The purpose of this conflict of interest policy is to protect USA Dance's tax-exempt interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of USA Dance or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

### ARTICLE II - DEFINITIONS

1. **Interested Person.** Means any director, principal officer, or member of a committee with Board of Directors (BoD) delegated powers, who has a direct or indirect financial interest, as defined below.
2. **Financial Interest.** A person has a financial interest if the person has, directly or indirectly, through business, investment, or family: (a) an ownership or investment interest in any entity with which USA Dance has a transaction or arrangement; (b) a compensation arrangement with USA Dance or with any entity or individual with which USA Dance has transaction or arrangement, or (c) a potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which USA Dance is negotiating a transaction or arrangement. Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial, but do not include travel expenses to events when such individual is going to said event as part of their function with USA Dance. A financial interest is not necessarily a conflict of interest. Under Article III, Section 2, a person who has a financial interest may have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists.

### ARTICLE III - PROCEDURES

1. **Duty to Disclose.** In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with BoD delegated powers considering the proposed transaction or arrangement.
2. **Determining Whether a Conflict of Interest Exists.** After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she must leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
3. **Procedures for Addressing the Conflict of Interest.**
  - a) An interested person may make a presentation at the BoD or committee meeting, but after the presentation, he/she must leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
  - b) The chairperson of the BoD or committee will, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.



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- c) After exercising due diligence, the BoD or committee will determine whether USA Dance can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
  - d) If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the BoD or committee will determine by a majority vote of the disinterested directors whether the transaction or arrangement is in USA Dance's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination it makes its decision as to whether to enter into the transaction or arrangement.
4. Violations of the Conflict of Interest Policy
- a) If the BoD or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it will inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.
  - b) If, after hearing the member's response and after making further investigation as warranted by the circumstances, the BoD or committee determines the member has failed to disclose an actual or possible conflict of interest, it must take appropriate disciplinary and corrective action.

#### **ARTICLE IV - RECORDS OF PROCEEDINGS**

The minutes of the BoD and all committees with board delegated powers must contain:

1. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the BoD's or committee's decision as to whether a conflict of interest in fact existed.
2. The names of the person who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

#### **ARTICLE V - COMPENSATION**

1. **A voting member of the governing board** who receives compensation, directly or indirectly, from USA Dance for services is precluded from voting on matters pertaining to that member's compensation.
2. **A voting member of any committee** whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from USA Dance for services is precluded from voting on matters pertaining to that member's compensation.
3. **No voting member of the BoD** or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from USA Dance, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

#### **ARTICLE VI - ANNUAL STATEMENTS**

Each director, principal officer and member of a committee with BoD delegated powers must annually sign a statement which affirms such person:

1. has received a copy of the conflict of interest policy
2. has read and understands the policy



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3. has agreed to comply with the policy, and
4. understands USA Dance is a charitable organization and in order to maintain its federal tax exemption it must engage primarily in activities, which accomplish one or more of its tax-exempt purpose.

### **ARTICLE VII - PERIODIC REVIEWS**

To ensure USA Dance operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews are conducted. At a minimum the periodic reviews must include the following subjects:

1. Whether compensation arrangements and benefits are reasonable, based on competent survey information and the result of arm's length bargaining.
2. Whether partnerships, joint ventures, and arrangements with management organizations conform to USA Dance's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in inurement, impermissible private benefit or in an excess benefit transaction.

### **ARTICLE VIII - USE OF OUTSIDE EXPERTS**

When conducting the periodic reviews USA Dance may, but need not, use outside advisors. If outside experts are used, their use does not relieve the governing board of its responsibility for ensuring periodic reviews are conducted.

**Approved By:** Board of Directors – March 4, 2006; September 10, 2018

**Effective Date:** March 4, 2006

**Next Review Date:** September 10, 2020

**Contact Person:** USA Dance Secretary





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## USA Dance Media Policy

### Approved Spokespersons

When specifically authorized<sup>1</sup> to do so by the President and/or Marketing Director, USA DANCE members and volunteers at all levels within the organization can speak with the media as a representative of USA DANCE and/or on USA DANCE's behalf, following approved guidelines and direction from either the President or the Marketing Director. This policy applies equally to:

- National board members.
- National staff members.
- National Qualifying Event organizers leaders.
- Chapter and District officers and board members.
- USA Dance national committee heads and leaders.
- USA Dance members, at-large.
- Central Office administrators and other employees.
- Any contract personnel.

USA DANCE members and volunteers may always participate in media interviews to express their own personal views. In such circumstances, care should be taken to label the viewpoint expressed in such a way that it can only be construed as a personal or outside view.

### Media Inquiries

All unsolicited telephone, e-mail, internet/social media site and postal inquiries received from print, broadcast or electronic journalists should be directed to the Marketing Director and copied to the appropriate Executive Council or Director in charge of that topic area (in that order). In the event that none of these individuals are available to field a telephone inquiry, the journalist's name, media organization, phone number and deadline (if any) will be noted and conveyed as soon as possible and with the proper sense of urgency to the Director of Marketing at [marketing-dir@usadance.org](mailto:marketing-dir@usadance.org) and the central office at [central-office@usadance.org](mailto:central-office@usadance.org).

All inquiries for American Dancer magazine should be forwarded to two sources – staff member [AmericanDancer@usadance.org](mailto:AmericanDancer@usadance.org) and also to [marketing-dir@usadance.org](mailto:marketing-dir@usadance.org), so that someone at the National level is aware immediately of the inquiry.

USA DANCE will respond to information requests and media inquiries from legitimate news sources. All requests and inquiries will be evaluated on an individual basis; USA DANCE reserves the right to refuse to supply certain confidential and/or other information, issue statements or make representatives available for media interviews when such actions do not serve to further USA DANCE's reputation and professional interests.

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<sup>1</sup> Unless you are an approved spokesperson, when asked to speak for USA DANCE, please refer all inquiries to USA DANCE Marketing Director (see below in "Media Inquiries").



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### **Dissemination of Media Information**

USA DANCE distributes press materials to all legitimate and relevant dance, DanceSport, business, consumer and industry media (print, broadcast and electronic) equally and without prejudice, except in cases, as determined, in which media exclusivity has been requested or offered and subsequently granted or the topic is targeted to a specific area of interest.

### **Press Credentials**

Working journalists who are interested in reporting on USA DANCE events, including the USA DANCE competition events – the National Qualifying Events, the National DanceSport Championships, the National Collegiate Championships, Special Olympics and all other special events and activities sponsored, sanctioned or endorsed by USA Dance and the World DanceSport Federation in the USA -- may be eligible to attend those events at no cost by requesting press credentials to Marketing Director at [marketing-dir@usadance.org](mailto:marketing-dir@usadance.org).

All requests for press credentials will be granted on a case by case basis, taking into consideration factors, such as the nature of the event; the editorial focus, influence and reach of the publication; the subject(s) and extent of the planned coverage; and the degree to which media attendance will impact event operations and/or the experience and participation of event attendees. The Marketing Director is responsible for approving requests and will issue a request form to all interested media representatives.

### **USA Dance, Inc. Policy on Media Opportunities**

USA Dance Inc. does not encourage its members to participate in any situation -- media opportunity or otherwise -- that creates conflict and/or controversy and does not showcase them as individuals or as dancers in a positive manner and to their best advantage. This particularly applies to situations involving children who depend upon the good judgment of others.

**Approved By:** Board of Directors – November 20, 2012; July, 2013; March, 2014; September 10, 2018

**Effective Date:** November 20, 2012

**Next Review Date:** September 10, 2020

**Contact Person:** USA Dance Secretary



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## USA Dance Neutrality Policy

### **Purpose:**

The purpose of this neutrality policy is to protect USA Dance's tax exempt interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of USA Dance or might result in a possible excess benefit transaction. As stewards of a nonprofit organization chapter officers and board members have a responsibility to make decisions that will protect the nonprofit status of USA Dance. This policy is intended to supplement but not replace any applicable state and federal laws governing business practices applicable to nonprofit and charitable organizations and provide guidance for local chapter interactions with professionals and others who derive their income, in whole or in part, from the dance community and/or chapter.

### **Policy Statements:**

It is the policy of USA Dance that USA Dance Chapters:

- Operate in a neutral manner independently of professional dance studios, professional dance instructors, and other dance related businesses including dance venue leasing.
- Conduct business in a manner that neither provides nor suggests that the chapter is providing "economic advantage" or favoritism to any one business entity or instructor.
- Neither appear to be nor should be the sales or marketing arm of any studio, individual, or business.

### **Processes and Procedures**

#### **1. USA Dance Chapter Development and Operation:**

- A forming chapter must represent a community of dancers, independent of any studio.
- The new chapter must operate pursuant to the USA Dance National By-Laws and policies.
- A studio, professional, or others who derive an income or make money in the dance industry may not independently establish or manage a USA Dance chapter. This does not preclude a dance professional from assisting with the formation of a chapter or serving on the board.

#### **2. Venue Selection:**

- USA Dance chapter dances will occur in neutral and affordable locations that provide a dance floor in a safe and pleasant environment. Dance studios or member owned venues may be selected when other options within the locale have been considered and this is the best option.
- When a chapter is limited to using a dance studios and/or member owned venues, the board will rotate its events among all viable venues which meet the above criteria. This ensures that the public or members of a studio do not perceive a chapter as supporting a particular member's business, dance studio or other dance industry professional.

#### **3. Good Business Practices:**

- Boards are encouraged to obtain three bids for service providers and venues to ensure informed business decisions are made and to reduce the appearance of "conflict of interest" and favoritism. Reference Conflict of Interest Policy (COI)



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- Remuneration for services to the chapter must be consistently applied. This includes services provided by professionals such as studio owners, instructors, DJs and venue owners. This is intended to avoid conflicts of interest and the public perception of ownership of the USA Dance chapter event by a professional.
- Dance instructor schedules must be neutral and balanced. This can be accomplished by rotating the “sources of instruction” listed on the Instructor List. For rotational purposes consider a “source” to be a studio or an independent instructor. In other words, each independent instructor will be invited to participate in the rotation as many times as a studio with multiple instructors.
- Each professional invited to participate in the chapter’s instructor schedule must agree to the board’s requirements, scheduling request, and accept the chapter’s standard remuneration. Chapters who provide the venue, audience and promotions are not obligated to pay the instructor’s or studio’s usual lesson rates.
- It is the expectation that chapters charge admission to support the cost of operations. This includes rent for the venue, remuneration to the professional instructor, other direct costs and provides a modest surplus to cover expenses during lean periods.
- All actions by the chapter board must be appropriately documented in the board minutes for all interested parties to view.

#### **4. Solicitation:**

- USA Dance must offer a welcoming neutral environment; therefore no solicitation is permitted without prior permission from a chapter officer.
- To provide equitable support to the dance community, boards should actively encourage the display of dance related business cards and event flyers on the chapter handout table.
- It is expected that announcements at chapter events will focus on USA Dance events and business. The guest instructor or performer at a chapter event may be invited to make a brief announcement.

#### **5. Event Management Requirements:**

- All chapter events must be visibly identified as being a USA Dance event with the name “USA Dance,” and chapter name and number reflected on all documents, banners and promotions.
- A USA Dance chapter must be responsible, control (accept the risk), and organize the event.
- Income and expenses must flow through the chapter checking account.
- A USA Dance Chapter board member must be present during chapter events.

**Approved By:** Board of Directors – November 21, 2012; September 10, 2018

**Effective Date:** November 21, 2012

**Next Review Date:** September 10, 2020

**Contact Person:** USA Dance Secretary



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## USA Dance National DanceSport/Collegiate Championship and NQE Policy on Photography and Videography

Spectator photography and videotaping are allowed at all USA Dance events.

- However, due to numerous complaints from spectators and competitors, no video or camera equipment, and no video/camera operators, without special permit by USA Dance Inc., may be positioned on or along the dance floors or aisles, or in any location that will obstruct the audiences' line of sight.
- All filming/photographing must be done from one's assigned seat, or from the USA Dance-designated deck area in the back of the ballroom.
- Unipods, bipods, and tripods may only be used in this USA Dance designated area for photography; they are not to be used at one's seat.
- In order not to obstruct one's neighbor's view, only 6" or smaller lenses will be allowed.
- There is to be no flash of any sort used during this event.
- All photos/videos taken must be for personal use and USA Dance does not license anyone to take photos for resale or other means of compensation without a special permit issued by USA Dance Inc.
- Please note: professional photographers/videographers, and approved members of the Press/News Media and Film Crews must have special visibly displayed permit from USA Dance Inc. to shoot from the floor and other areas in and outside of the ballroom. These permits will be issued only by USA Dance Marketing."
- USA Dance Inc. has the right to approval/deny all requests for photography/video permits. All decisions are *final*.

**Approved By:** Board of Directors – November, 2011; September 10, 2018

**Effective Date:** November 30, 2011

**Next Review Date:** September 10, 2020

**Contact Person:** USA Dance Secretary



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## USA Dance Policy Format Policy

### Policy Title

**Applies to:** This provides a comprehensive list of the individuals, group or groups that must comply with this policy.

**Purpose:** Defines the need for the policy.

**Definitions:** Definitions are provided to minimize confusion around seldom used terms in the policy.  
Policy: States USA Dance Policy.

**Procedures:** Provides steps to follow to ensure compliance with the policy.

**Approved By:** Defines who has authority to approve initial policy and any revisions.

**Effective Date:**

**Next Review Date:** Periodic review of policy is vital to maintaining documents that can be relied upon and are publically available to those who need access.

**Contact Person or Position:** Each policy must have a person who can be called with questions regarding the policy or procedures.

**Approved By:** Board of Directors – October 19, 2013; September 10, 2018

**Effective Date:** October 19, 2013

**Next Review Date:** September 10, 2020

**Contact Person:** USA Dance Secretary



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## Third Party Contracting and Competitive Bid Policy

### Applies to:

Those individuals defined in USA Dance, Inc. Bylaws who can enter into contracts on behalf of USA Dance, Inc.

### Purpose:

This policy provides guidelines for the selection, retention and ongoing management of consultants and other third party vendors who provide services to USA Dance, Inc. It specifies the requirements to obtain a competitive bid for all types of contracted services including consultants, auditors and other vendors.

### Definitions:

Competitive Bid – A formal process involving a written or electronic Request for Proposal or Quotation (RFP, RFQ). Such requests should outline qualitative and quantitative specifications and all preferred terms and condition to ensure appropriate documentation and due diligence of the bid process.

### Policy:

It is the policy of USA Dance, Inc. to use our resources consistent with our mission to serve the membership of USA Dance, Inc. It is the policy of USA Dance, Inc. for all expenditures equal to or exceeding \$20,000 in a single year for a single vendor or expenditures equal to or exceeding \$20,000 for a contract greater than one year to comply with this policy.

It is appropriate and necessary to retain the assistance of external expertise to assist USA Dance in addressing certain business needs. The need for a third party should be carefully evaluated and the goals and expectations clearly defined. Reimbursement of the third party must be consistent with the terms of the contract.

### Procedure:

1. Prior to seeking a contracted service, USA Dance, Inc. will establish:
  - The specific business needs to be addressed.
  - The budget and anticipated cost.
  - A list of likely vendors most capable of providing the particular service.
  - Referrals or recommendations from others.
  - The specific expectations including but not limited to scope, goals and work activities.
2. The National Secretary and others as appropriate will develop the RFP or RFQ for Executive Committee review and approval.
3. The vendor selected in response to an RFP or RFQ will not always be the lowest bid. Other factors often need to be considered. Exceptions to accepting the lowest bid will be approved by the Executive Committee and/or Board of Directors.

**Approved By:** Board of Directors – October 19, 2013



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**Effective Date:** October 19, 2013; September 10, 2018

**Next Review Date:** September 10, 2020

**Contact Person:** USA Dance Secretary





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## Board of Directors Committees Structure

The USA Dance Board of Directors (BoD) will create the following committees in accordance to Article X.B.3 of the USA Dance Bylaws. Each of these committees will include at least one member from the Board of Directors.

1. **COMMUNICATIONS:** The Communications Committee consists of a Chairperson and members which function to:
  - a. oversee the collection, editing, printing, and distribution of news about BoD policies, rules, and actions about competitions and social events; the healthful aspects of dancing; the training, equipment, and performance analysis aspects of dancing; and other items of interest or importance to dancers and is responsible for publishing USA Dance's official publication
  - b. disseminate news about dancing to other media
  - c. prepare brochures and information about dancing for distribution to the general public
  - d. compile data and analysis on the health benefits of dancing and disseminate such information to the general public
  - e. assist chapters in formulating publicity programs including guidance in writing news releases, meeting with local media personnel, etc.
  - f. works on USA Dance branding and brand development including but not limited to logos,
  - g. perform additional functions as determined by the President, EC, or BoD.
2. **MARKET RESEARCH:** The Market Research Committee consists of a Chairperson and members which function to :
  - a. collects and analyzes market data to improve USA Dance membership development, USA Dance expansion (chapter development), sponsor development, advertising, and tactical/strategic planning
  - b. assesses market pricing and recommends price structure to the Board of Directors for memberships, sponsorships, and events
3. **FUNDRAISING COMMITTEE:** The Fundraising Committee consists of a Chairperson and members one of whom is also a member of the Audit committee. This committee functions to:
  - a. identify sources for funding and then implement programs to raise funds for the USA Dance mission; this includes but is not limited to specific programs for each of the following sources: Foundation Grants, Corporations, Governments, and Individuals
  - b. develop USA Dance fund raising literature for use in campaigns directed to each source of funds (with assistance of the Public Relations Committee)
  - c. develop and implement a program to ensure USA Dance compliance with the regulatory and registration requirements regarding solicitation of funds in each state
  - d. carry out additional functions as determined by the President, EC, or BoD
4. **NATIONAL CHAMPIONSHIPS COMMITTEE:** The National Championships Committee consists of a Chairperson, at least one DSC member, at least one PDC member, and other members all of whom function to:
  - a. Identify potential organizers of the National Championships.
  - b. Work with the organizer of the National Championships to oversee and implement USA Dance's National Championships.
  - c. Serve as the conduit for sharing of information between the organizer of the National



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Championships and the BoD.

- d. Provide guidance to the organizer of the National Championships regarding USA Dance's Rulebook and Policies relevant to the National Championships.
- e. Carry out additional functions as determined by the BoD.
5. NATIONAL TEAM: The National Team Committee consists of a Chairperson, at least one DSC member, at least one PDC member, and other members all of whom function to:
  - a. Prepare a program of athlete training.
  - b. Identify locations for potential National Team Training events.
  - c. Oversee National Team Training events.
  - d. Communicate National Team events to the membership and communicate issues related to the National to the BoD.
  - e. Carry out additional functions as determined by the BoD
6. COLLEGIATE NETWORK COMMITTEE: The Collegiate Network Committee Chairperson and members which function to:
  - a. Oversee the development of dance programs and extracurricular dance clubs in colleges and universities in accordance with the policies of the BoD;
  - b. Assist with implementation and administration of dance programs in colleges and universities;
  - c. Perform such other duties as assigned by the BoD.
7. YOUTH OUTREACH COMMITTEE: The Youth Outreach Committee Chairperson and members which function to:
  - a. Oversee the development of dance programs and extracurricular dance clubs in elementary, middle, and high schools in accordance with the policies of the BoD;
  - b. Assist with implementation and administration of dance programs in elementary, middle, and high schools;
  - c. Perform such other duties as assigned by the BoD.

**Approved By:** Board of Directors – April 13, 2020

**Effective Date:** April 13, 2020

**Next Review Date:** January 1, 2022

**Contact Person:** USA Dance Secretary



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## Approval Policy and Process for USA Dance Disbursements

Applies to: USA Dance members, businesses and others who invoice or submit requests for payment or reimbursement to USA Dance.

Purpose: This policy and process assures requests for payment or reimbursement include all required documents for reimbursement and have the appropriate approvals. It also establishes effective internal controls.

Policy: All requests for payment or reimbursement require a two-step approval process once all required documents such as original receipts are submitted. The Board at any time may appoint a person other than the Senior VP to initiate this process.

### Procedures:

#### Requests for Payment or Reimbursement<sup>1</sup>

1. Individual submits Request for Payment or Reimbursement with original receipts to Senior VP within 30 days.
2. Senior VP verifies all supporting documentation is provided.
3. The Reimbursement Request form and the receipts are then scanned and sent to [usadance2@bill.com](mailto:usadance2@bill.com)
4. An email is generated to Senior VP. Once the Senior VP approves, it is forwarded to the Treasurer for approval.
5. Once both approvals are completed, Bill.com will generate the check.
6. Checks are usually generated on Mondays, Wednesdays and Fridays.
7. Reimbursement requests submitted by either the Senior VP will be reviewed for approval by the Treasurer and President. Requests by the Treasurer will be reviewed for approval by the Senior VP and President approval.

#### Stipend Reimbursements

1. Stipend requests are initially reviewed and approved by the DanceSport VP.
2. The DanceSport VP forwards the stipend request to the Senior VP to initiate the processing of the request.
3. The submitted materials are reviewed for completeness and if complete, scanned and forward to Talley.
4. Talley will initiate the two-step approval process through Bill.com.
5. An email is generated to the Senior VP who reviews and notes approval in Bill.com and then the request is forwarded to the Treasure for similar review and approval.
6. Once both approvals are completed, Bill.com will generate the check.

#### Invoices for Vendor Related Services

1. Invoice is submitted to Talley.

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<sup>1</sup> See Trip and Travel Policy for travel allowable expenses prior to submitting request for reimbursement.



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2. Talley routes invoice to Senior VP and once approved, it is forwarded to the Treasurer for approval.
3. The approved budget is used to verify expense before approving.

**Approved By:** Board of Directors

**Effective Date:** May 12, 2020

**Next Review Date:** May 12, 2022

**Contact Person:** USA Dance Treasurer