

# HEART OF AMERICA SINGLES SQUARE DANCE ASSOCIATION

## FESTIVAL BY-LAWS

Note: The Heart of America Singles Square Dance Association is hereinafter *referred to* as HASSDA.

### Article 1. Name

The annual Festival of HASSDA shall be called "Heart of America Singles Square Dance Association Spring Festival," hereinafter referred to-as-the-Festival.

### Article II. Purpose

The purpose of the Festival shall be to provide fellowship and good will, and to promote square dancing among unmarried square dancers in the HASSDA area, it will also be the time of the annual HASSDA business meeting and election of officers.

### Article III. Date and Commencement

The Festival shall be held in the Spring of each year, commencing on Friday evening.

### Article IV. Eligibility for Attendance

- A. All HASSDA members, including individual and associate members.
- B. Any square dancer 18 years of age or older.
- C. Any square dancer, younger than 18 years of age, if accompanied by a parent or guardian attending the Festival, or by special permission of the host club or the HASSDA Board,

### Article V. Financing

#### Section 1. Distribution of Income

- A. The annual membership dues for Individual and Associate Membership are to be included in the registration fee for the annual HASSDA Spring Festival. This amount is not to be considered part of the net profits.  
Anyone not attending the Spring Festival may pay membership dues directly to the HASSDA Treasurer, as stated in Article IV, Section 2 of the HASSDA General By-laws.
- B. In addition, one-third (1/3) of the net profits shall be paid to HASSDA within sixty (60) days following the Festival, provided there is a net profit. If there is a loss, HASSDA agrees to share one-third (1/3) of the loss, provided the host club has stayed within the budget approved by the HASSDA Board\* and has submitted the required reports within 60 days following the Festival.
- C. Two-thirds (2/3) of the net profits shall be retained by the host club of the Festival.

*\*Article V- Financing, Section 1, Par. B amended 8/6/95*

*\*Article V - Financing, Section 1, Par. A&B amended 4/16/10*

## Section 2. Advance Loans

- A. The host club for the next Festival may request an advance loan for pre-Festival expenses from HASSDA. This request shall be made in writing to the HASSDA Board. Upon approval by the Board, an amount not to exceed \$500, or a lesser amount if requested, shall be sent to the host club. AH loans shall be repaid by the end of the Festival regardless of the profit of the Festival,
- B. Net proceeds acquired through money-raising events by the host club prior to the Festival shall be considered club funds, except for HASSDA program advertising.
- C. All proceeds from sale of Festival items: food, decorations, coupon books, income from vendors, rent, etc.; are considered to be HASSDA Festival monies, as discussed in Article V, Section 2.B above.\*\*

## Article VI. Award/Billing Procedure to Host a Festival

- A. The decision to award the bid to host a future Festival shall be made at a closed meeting of the HASSDA Board. This meeting should be held prior to the Festival at which the award will be announced.
- B. Any club may submit a bid to host an upcoming Festival. This bid should be submitted in writing to the President of HASSDA at least sixty (60) days prior to the start of the Festival at which the bid will be awarded and should be submitted at least one (1) year in advance of the date to be held.
- C. In the event that no club has bid to host an upcoming Festival;
  - 1. The Board has the option to host that Festival, or
  - 2. The Board has the authority to consider any and all late bids.
- D. The bid must be submitted in writing and must contain a minimum of the following information:
  - 1. A summary of the proposed host club's history, membership size and experience in sponsoring festivals and other special square dance activities
  - 2. The name and resume of the proposed Festival's General Chairman, who shall be a member of the bidding club.
  - 3. A proposed Budget outlining all significant sources of revenue and anticipated expenses.
  - 4. Detailed information on the proposed facilities in terms of square dancing hall(s), meeting rooms(s), sleeping accommodations, and other special facilities, such as restaurants, parking, transportation, other information such as area attractions, etc.
  - 5. A written commitment signed by the management of the proposed facilities.
  - 6. Proposed Festival dates.
  - 7. Proposed caller(s).
  - 8. The bid must be signed by the President or Presiding Officer of the club and a minimum of three (3) additional officers of the club.

- E. As a final consummation of the awarding of the bid, a contract shall be signed by HASSDA and the host club outlining the following:
1. The HASSDA Board reserves the right to approve the facility at which the Festival will be held.
  2. The HASSDA Board reserves the right to approve the caller(s) and cuer(s) selected by the host club.
  3. The distribution of income as outlined in the HASSDA Spring Festival By-Laws.
  4. The HASSDA Board reserves the right to approve the ticket price and the flyers. The host club will put a Heart of America Singles Square Dance Association Spring Festival registration on the flyers. The host club is financially responsible for all advertising of the Festival. The HASSDA Board will be provided with 1200 copies of flyers for the Festival six months prior to the Festival. Any money spent for advertising of the Festival by HASSDA (with the approval of the host club) will be refunded by the host club.
  5. The Festival chairperson or representative shall attend two (2) HASSDA Board meetings, and a HASSDA Board member or representative shall attend two (2) Festival committee meetings within the twelve (12) months preceding the Festival,
  6. The host club will provide the HASSDA Board a written evaluation and a financial recap of the Festival within sixty (60) days after the Festival.

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