



USA DANCE, INC #6021
Ballroom Dance Charleston
2408 Ashley River Road, Charleston, SC

Preface: USA Dance, Inc #6021 known locally as Ballroom Dance Charleston started as the Amateur Dance Club of Charleston in 1989. It was known locally as the Ballroom Dance “Club” of Charleston and referred to herein as BDC. The official name, Ballroom Dance Charleston, was approved in August 2014. BDC was formed for the purpose of promoting Social Ballroom Dancing for both physical and mental well-being through the joy and discipline of dance. The BDC logo was adopted by vote of the membership in 2014.

OPERATING POLICY

This policy has been established by the Board of Directors, hereafter called the Board. Any changes, additions, corrections or deletions must be approved by the majority vote of the Board. In any conflict between BDC Policy and the National Bylaws, USA Dance Bylaws supersede.

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I. BOARD OF DIRECTORS

A member-only Board of Directors serves to manage the daily administration and operations of BDC. Board membership will consist of seven (7) members, four (4) officers, and three (3) directors at large. Board members are elected by the membership annually (See VII. Election Procedures) and serve 2-year terms. To provide continuity, three (3) members’ terms will expire on alternate years from the other four (4) members. In the event a Board member vacates his/her position prior to the term, the vacancy may be filled for the unexpired term by Presidential appointment subject to majority ratification by the Board.

A. BOARD MEETINGS:

Board meetings should be regularly scheduled, announced, and held at a time and location accessible to members. Action items requiring documentation or detailed explanation are to be distributed in advance of the meeting whenever possible.

1. BDC members are welcome to attend and observe any Board meeting unless

otherwise designated in advance. Members wishing to discuss a particular topic or issue at the meeting should request to do so in advance by having the item placed on the agenda. This can be done by contacting the Secretary or President.

2. Roberts Rules of Order are utilized as the procedural guidelines in conducting meetings both internal to the Board and externally with members or invited guests.

3. Use of Email Voting: In accordance with USA Dance By-Laws, decisions which cannot or should not be delayed until the next meeting and meet the stringent requirements of emergency or urgency may be handled by an email vote.

(a) Any member of the Board may make a proposal for vote and submit it to the President.

(b) The President may authorize and send out the proposal and vote request with a deadline for response. (1-3 days depending upon circumstances). The ballot should include details of the "question" with "Yes" or "No" options.

(c) Board members should be contacted by phone if they have not responded to make sure they received the e-mail.

(d) The President will count the votes after the announced deadline. If a quorum of members (5) responds by the deadline, it is valid. The results of the vote should be sent out to the Board.

(e) The responding emails should be printed and attached to the "minutes" of this electronic meeting.

B. MINUTES:

A formal written document of each Board meeting will be prepared by the Board Secretary. These Board Minutes will include agenda items, summaries of discussions including motions and vote results, and action items to be taken, deferred, or tabled.

1. Once completed, the Secretary will forward the draft Minutes to the President for review and concurrence. Once concurrence is obtained, the Secretary will forward the approved draft of the Minutes to the remaining Board members not later than 2 days before the next Board meeting.

2. Approval of the previous month's Minutes will be the first item of the new agenda. Approval will be by motion and majority vote of the Board. Once approved, a copy of the Minutes will be placed in the designated book at BDC for member review. Any member wishing to have a copy of the approved Minutes may contact the Secretary to obtain one.

C. KEYS & ALARM CODES:

1. Board Members may obtain a key to the facility for their duration of service on the Board. Approved instructors may also be given a key with a deposit fee of \$50.00. The President will keep a record of those individuals having a key. For the convenience of members who need to access the building occasionally, a lockbox has been installed with a code.
2. Each individual requiring recurring entry to the facility (i.e. members, instructors, renters) will be given an individual alarm code to use when entering and exiting the building. The President and/or designee will assign and keep a record of these codes.

D. LIFETIME ACHIEVEMENT AWARD:

The Board provides oversight for all awards bestowed by BDC. The Ballroom Dance Charleston Lifetime Achievement Award celebrates and honors a lifetime of sustained work by an individual who has made exceptional contributions to promoting affordable ballroom dancing and ballroom dance education in the greater Charleston area.

1. This Award is to be granted for exemplary service only and is not expected to be awarded on a regular basis.
2. Significant achievements and/or contributions may include:
 - Demonstrating exemplary leadership and service on behalf of Ballroom Dance Charleston over an extended amount of time.
 - Building coalitions and improving relationships within the organization and the community.
 - Having a substantial positive impact on the success and growth of Ballroom Dance Charleston.
 - Enduring service with an impact towards improving the offerings and the environment of Ballroom Dance Charleston.
 - Making significant contributions toward provision of affordable opportunities for ballroom dancing in the greater Charleston Area.
3. Any member of Ballroom Dance Charleston may submit an individual for consideration for the award. The nominator should submit a letter of recommendation that speaks to the criteria outlined for the award. The letter of nomination should be submitted to the Board no later than one week prior to the November Board Meeting.
4. Recipients of the Award will be presented to the membership at the annual meeting. Recipients of the Award will be exempt from local chapter annual dues.
5. Recipients will have their names engraved on a plaque at the entrance to the studio and will be recognized at all balls. Recipients will receive a plaque or medallion celebrating their selection.

E. LOANS and DONATIONS: All contributions, of any kind, will be accepted by a Board Member, and the person donating will receive a letter of appreciation from the

Treasurer. Members wishing to “Loan” items to BDC shall make this intention clear and will collect the items being loaned at the end of the event. No items on “loan” are to be stored at BDC without written documentation which clearly states the length of time the item may be at BDC.

F. NON-BDC PUBLICITY: Dance related events may be linked to our web page including their special events, but only instructors renting from BDC or events held at BDC will have flyers displayed on-line. Non-BDC event planners may post flyers at BDC with approval of the Board.

II. MEMBERSHIP

BDC is a member driven club led by a volunteers who participate in club management and activities. Members of BDC must also be members of USA Dance, the parent organization that supports BDC. Memberships to BDC/USA dance are \$45/\$35 annually for a total of \$80.

A. Both BDC and USA Dance memberships are required in order to qualify for reduced admission rates for social parties and other BDC sponsored activities. The following are exceptions to the member requirements and will be charged member prices for dance parties and classes:

- USA Dance Members who live outside the Tri-County Area (Berkley, Charleston, Dorchester).
- Active duty military personnel.

1. Active students will be charged \$10 for dance parties and classes. A student is defined as under 25 years of age and currently enrolled in school.
2. Visiting or out-of-town instructors will be charged \$5.00.

B. Membership is not required to attend BDC functions; however, membership does have the following benefits :

- Party price is \$15 instead of \$20
- Class price is \$10 instead of \$12
- Ability to rent the dance floor for **\$10 per hour/per couple for dance practice.**
Note: A Member Practice Agreement form is required.
- Ability to rent the facility for a personal event at \$25/per hour (plus liability insurance).

C. Applications for membership are available online or at the facility.

III. BDC SPONSORED DANCE EDUCATION & EVENTS

Ballroom Dance Charleston (BDC) is committed to providing an enjoyable, safe and excellent educational environment for all dance participants. BDC recognizes that excellence in dance instruction is dependent on the quality of the professionals teaching at BDC. Schedules of classes, workshops, dance rotations and all education related issues including evaluations are expected to be objectively and comprehensively presented to the Board through the Director of Education. All regular classes (weeknight and Saturday) are scheduled by the Director of Education. This Director will work with instructors to have class schedules assigned 2-3 months in advance when possible. Any additional classes requested by the instructor or members must be approved by the Board. Substitute instructors must be approved and scheduled by the Director of Education. All dance instruction, with the exception of private

lessons, is organized and sponsored exclusively through the BDC/USA Dance Program. BDC does not provide oversight nor accept any responsibility whatsoever for private lesson instruction.

A. WEEKDAY CLASSES:

BDC offers Board approved weekday group classes Monday-Thursday for all levels of dance students which are open to both members and non-members. Classes may be expertise restricted. All BDC sponsored classes will be taught by instructors who have been formally approved by the Board. A BDC member receptionist will be available each night to record attendance and collect fees. Weeknight Instructors will receive a 50-50 split of the admission intake with a minimum of \$30 per class. Fees for classes are \$10 for members and \$12 for non-member (exceptions noted in IIA). Fees for the Introductory and Beginner classes will be determined by the Board.

B. WEEKEND SOCIAL DANCE PARTIES:

BDC offers a 1-hour group class and a social dance party on Saturday nights which is open to members and non-members. Classes offered will be taught by instructors who have been formally approved by the Board. A BDC member receptionist will be designated at dance parties to record attendance and collect fees. Members handling the reception table or serving as DJs are not charged for party admission. The Board can decide to provide catered meals at selected theme parties or other special occasions.

1. Saturday night instructors will be paid \$60. Instructor fees for Friday night events will be determined on a case by case basis.
2. Admission fees are \$15 for members; \$20 for non-members with exceptions noted in II.A. A coupon for discounted admission is posted on the website and is available to first time attendees to a Saturday night party. A FREE PARTY PASS is redeemable at any regular BDC Saturday Party.
3. Friday night classes and/or socials may be offered with Board approval. The Board may set special prices for Friday parties or events either by formal agreement or board approval.
4. BDC approved instructors may attend Saturday dance parties at no charge.
5. A Party Host may be approved by the Board for special parties when a member volunteers to provide decorations and/or special food. In this case, the member host is not charged for party admission.
6. A Photographer may be requested by the Board for special parties. In this case, the member photographer is not charged for party admission.
7. Children 10 and under will not be charged an admission fee.
8. Bring Your Own Beverage (BYOB) is not encouraged but is allowed at all events. Alcohol may not be stored in the facility. If an individual seeking

admission or already admitted appears to be intoxicated, under the influence of drugs or is causing physical or emotional distress to one or more attendees, the situation shall be brought to the attention of a Board member or other BDC member for appropriate action. If deemed appropriate, it may be requested that the person in question leave the premises.

C. BDC SPONSORED WORKSHOPS:

Workshop or special event requests will be submitted to the Board via the Director of Education.

1. Workshops may be established with restricted enrollments based on the instructor's judgement. Continuation of multi-day workshops may be halted for lack of attendance at instructor's discretion. Instructors will be paid a split of the admission intake after subtracting any expenses.
2. Non-BDC members will pay a higher fee. The Board will determine participant fees for each BDC sponsored workshop.
3. Reception and host volunteers will receive a \$10 discount.

D. SPECIAL EVENTS:

Fees, schedules, and hours for BDC sponsored special dance events are coordinated through the Director of Education and approved by the Board.

E. YOUTH PROGRAMS:

Youth programs must be coordinated through the Director of Education and approved by the Board.

IV. FLOOR USAGE FOR MEMBERS AND NON-BDC SPONSORED FUNCTIONS

BDC is available for member practice, private lessons by approved instructors, and outside rentals. Scheduling is based on availability; however, BDC sponsored dance instruction/events and formal rental agreements will have priority over private lessons or practice. Floor times may be blocked for cleaning, construction, or special event decorating with prior notice.

A. Member Dance Practice:

Members may rent BDC for dance practice individually or as a couple. For couples, both participants *must be members*. (Note: The dual membership requirement may be waived on a case-by-case basis for individuals attending the Intro to Ballroom Dance or Beginner Series.) Cost is \$10 per hour per individual/couple or \$5 per half-hour. Prior to renting the floor, the members must sign a "Member Practice Agreement Form" which outlines member responsibilities for using the floor. Forms can be obtained from the Education or Communications Director.

1. Practice time must be scheduled in advance with the Education Director or Communications Director who will reserve the requested time on the BDC calendar. The members will be oriented to the security and music systems and the requirements outlined in the agreement prior to their first independent practice session.
2. Members will sign the log sheet at BDC when using the floor for practice.

Payment is expected at the end of the practice session.

3. Practice fees are waived for performers *when BDC requests specific or special performances.*

B. Members of BDC may rent the floor/facility on a space available basis for a one-time private function at a rate of \$25/hour. The BD determines the floor rental price for non-members. Members may also rent the floor for a one-hour recurring non-dance function. The rental cost will be determined by the Board but will be no less than \$1.00 per person attending with a \$10.00 minimum.

C. Renting the Facility for Non-BDC Sponsored Functions

Floor/facility rental agreements will be negotiated on a space available basis. Proof of liability insurance and an agreement approved by the Board is required. BDC reserves the right to refuse leasing when the proposed activity can cause damage to the floor or is not a dance related activity compatible with BDC's non-profit mission. The limit of persons in the facility must adhere to the Fire Code. Set-up time and cleaning time is charged at the same rate. Longer term leases will be negotiated and approved by the Board.

1. A cleaning/damage deposit of \$100 is required in advance of the event and will be refunded if the facility is left in a clean and orderly fashion and no damages occurred. If any damages occur, the lessee agrees that BDC will retain the cost of repair from the deposit. If the damages are in excess of the deposit, lessee agrees to reimburse BDC for the cost of repairs, no later than 30 days from the date of the repair.

2. Instructor Showcase and **non-BDC** sponsored workshop requests will be considered a private rental. A rental agreement/contract must be completed and approved by the Board at least one month in advance of showcase or workshop date. Rental fees will be established for each event by the Director of Education and Board Treasurer.

a. Instructors requesting to have student members perform a Formation routine at a Showcase may request a private rental time to teach the routine. Designated weekday class times may be used for this purpose with approval of the Board and designation on the BDC calendar. Standard rental fees will be applied.

V. INSTRUCTOR GUIDELINES

All dance instruction, with the exception of private lessons, is organized and sponsored exclusively through the BDC/USA Dance Program. BDC does not provide oversight nor accept any responsibility whatsoever for private lesson instruction.

Just as active professional dance instructors are not permitted to be members of BDC, members of BDC are not permitted to engage in privately teaching (or giving the appearance of teaching) other club members or non-members via use of private rentals including "Practice Dance Sessions."

A. BDC Approved Instructors

1. Instructors requesting to teach weekday, weekend, and/or BDC sponsored Workshops/Events must be approved by the BDC Board as qualified instructors in good standing. A resume will be submitted to the Director of Education along with a signed Instructor Agreement Form. The Director of Education will verify submitted information (references, certifications, experience, etc) and present the request and information to the Board for review and approval.
 - a. Prior to formal approval, the instructor *may* be asked to teach a Saturday class under the observation of the Director of Education and one or more current BDC instructors and/or Board members.
 - b. Approval status does not guarantee regular teaching assignments.
 - c. Approved instructors will not be charged admission to BDC regular dance parties. (May exclude special parties or events)
2. BDC Approved Instructors who also wish to teach private lessons must also carry personal/professional liability insurance (which provides coverage at BDC) and provide the Education Director with a certificate of such insurance. There will be no lapse in time when instructors may teach private lessons without liability insurance.

B. Private Rental Instructors

1. Instructors who **only rent space** from BDC to teach private lessons will be considered as a private rental. Since BDC does not provide oversight or accept any responsibility whatsoever for private lesson instruction, the Board will not formally approve these individuals as qualified instructors. However, the BDC Board will approve the decision to grant rental status. Private rental instructors must carry personal/professional liability insurance (which provides coverage at BDC) and provide the Education Director with a certificate of such insurance.
 - a. There will be no lapse in time when instructors may teach private lessons without liability insurance.
 - b. The Instructor Agreement form will be signed in lieu of a formal rental agreement.
 - c. These instructors are eligible to attend Saturday night social dance parties for a discounted admission fee of \$5.00. (May exclude special parties or events) Visiting or out-of-town instructors will also be charged \$5.00.
 - d. BDC reserves the right to refuse any instructor's rental application for any reason and to suspend or terminate rental privileges to failure to comply with BDC policies and guidelines.
2. All Instructors (approved and private renters) are expected to follow all policies and procedures and the Instructor Code of Conduct. Any deviations or

failures to comply will result in a verbal warning with documentation, a warning letter, suspension, **or** termination as determined by the Board.

C. Private Lessons

1. A private lesson is understood to be 1-4 students and 1 instructor. Rental rates are as follows:
 - a. **Approved BDC Instructors:**
 - \$15 for each separate lesson lasting 30-60 minutes.
 - \$7.50 for each separate lesson lasting 30 minutes or less.
 - b. **Rental Only Instructors:**
 - \$20 for each separate lesson lasting 30-60 minutes.
 - \$10 for each separate lesson lasting 30 minutes or less.
2. Back-to-back lessons with the same student or with different students will be treated as separate lessons with no combining of times.
3. Instructors teaching as a couple will be considered as two (2) instructors and will be charged separate rental fees.
4. If one instructor teaches or coaches another instructor, the teacher/coach is responsible to pay their standard floor fee.
5. There is no floor time charge for private lesson “party door prizes” or free lessons donated for special events.
6. Instructors will document private lessons on the “Private Lesson Schedule” form. This form will be submitted by the 7th day of the month following the previous month’s schedule. Instructors can also choose to submit payment after each lesson if more convenient, i.e. when only teaching a few lessons per month.
 - a. All floor fees must be paid by the 15th of the following month. Failure to do so may result in a suspension of teaching privileges (including group classes) until accounts are brought current. Past due balances may also be deducted from party, class, or workshop fees for services rendered.
 - b. If payment is made past 15 days and the check or other payment method is returned as insufficient, floor use will be suspended pending reinstatement. If the Board approves reinstatement, a deposit must be made for the private lessons in the amount of \$300. The instructor must remain current on payments due for a period of six months before the deposit is refunded.

D. Floor Use & Scheduling

1. Instructors must schedule all usage of BDC in advance on the BDC Teacher’s calendar. Options include self-scheduling or contacting the Director of Education or Director of Communication to place on the calendar. The Director of Education will provide access and instruction to facilitate the process.

The 1st instructor to request or post will have priority on the calendar. Other instructors wishing to book lessons at the same time may do so with approval from the 1st instructor(s). Instructors may not schedule time in the same slot as other private rentals events or *reserved member practice time*. Exceptions can be made if approval from the reserving member is received.

2. Any Board approved instructor in good standing is permitted to use BDC for the purpose of lesson development, routine development, and workshop development *as long as no students are involved*. **Free use of BDC for the listed activities is limited to BDC sponsored events.**
3. BDC sponsored classes/events and Board approved outside private rentals have priority over private lessons and/or practice. Times may be blocked for cleaning, construction, or special event decorating with prior notice.
4. Instructors are responsible for:
 - a. Ensuring the BDC facility is left in order for the next lesson or class, which includes cleaning spills and their tables.
 - b. Providing their own supplies and snacks for themselves and their students.
 - c. Accurately documenting their floor logs.
5. Storage for personal items is not provided. Alcoholic beverages may not be stored at BDC.

E. Instructor Code of Conduct

Ballroom Dance Charleston is a social dance club where every participant has a right to enjoy their dancing in an environment that provides for their personal safety with instructors who act in their best interest regarding their physical, mental and social wellbeing. **It is important to note that BDC is not a dance studio; therefore, open solicitation for private lessons is prohibited at all BDC sponsored dance parties and classes.** However, if approached by students, instructors may exchange business cards and/or contact information to discuss outside of BDC. It is a requirement that all professional dance instructors comply with the policies and procedures of BDC and adhere to the following:

1. Conducts themselves in a professional manner and treats everyone with dignity and respect;
2. Maintains clear and appropriate personal boundaries to ensure the integrity of relationships with participants and Board members;
3. Is forthcoming and truthful about professional experience and qualifications;
4. Does not misrepresent relationships with BDC during lessons or in postings on social media;
5. Maintains effective communication and works in a collaborative and cooperative manner with other dance professionals and BDC Board members;

6. Ensures appearance and behaviors are appropriate for work conducted;
7. Is on time for all lesson commitments. If unable to do so, communicates to the appropriate individual(s) in a timely manner so cancellation can occur or alternate coverage can be arranged;
8. Undertakes any necessary monitoring, record keeping, and reporting around issues of confidentiality to maintain a safe working environment;
9. Takes steps to understand professional and legal obligations when working with minors or vulnerable adults and ensures that nothing in the instructor's control is of detriment to a student's health, safety, and/or financial wellbeing.

VI. FISCAL MANAGEMENT

While the Board of Directors as a whole is ultimately accountable to the membership for fiscal management of BDC resources, the Board Treasurer will serve as the lead in the day-to-day fiscal operations of BDC.

- A. All non-budgeted items must be proposed in a full and complete motion distributed at least two (2) days prior to the scheduled Board Meeting.
- B. Properly documented and explained purchases may be reimbursed after the fact.
- C. All checks will be signed by the Treasurer and one other designated Board member. No one is permitted to write or sign a check addressed to cash.
- D. In order to ensure expenses and income are congruent with the annual budget, the Treasurer shall provide monthly written reports to the Board.
- E. The USA Dance Treasurer's Procedure Manual shall guide documentation of party, rental, and class incomes-expenses etc.

VII. ELECTION PROCEDURES

BDC will conduct elections annually in November of each year to ensure that qualified Officers and Directors-at-Large are selected to represent the interests of the Chapter's members and to maintain organizational continuity. The election should be conducted in a timely, orderly, fair, and unbiased manner. Newly elected representatives are seated on the Board effective January 2nd following the election year. Each elected representative serves a two year term. A person may serve multiple terms but must be elected at least every two (2) years.

A. Key factors in the election process are as follows:

- The Board will appoint a Nominating & Elections Committee (N&EC) and announce the date of the election.
- Notice will be provided to members with details on how the election will be handled i.e., by mail or at a meeting.

- All candidates must be current members and only current adult members are allowed to vote.
- A ballot will be developed by the N&EC and all candidates have confirmed they will serve if elected.
- Members will be notified of their right to nominate candidates or run for office and are aware of the right of petition which guarantees a place on the ballot.
- Sufficient notice will be given to submit nominations.
- Ballots will be counted and new Board announced to take office on January 2nd.
- After the election, the chapter Secretary will complete and submit the USA Dance Chapter Officers Form to the Central Office by December 31.
- The elected Board shall meet immediately following the election to elect the Officers (President, Vice President, Treasurer, & Secretary) for the upcoming year.

B. NOMINATING & ELECTIONS COMMITTEE (N&EC)

BDC will appoint a Nominating and Elections Committee to recommend/nominate qualified chapter members for election to the Board and accept petitions from chapter members to serve on the Board.

1. The N&EC should consist of a minimum of three members. The N&EC must be established before each election to solicit volunteers so that all chapter members have an opportunity to serve if elected.
2. The N&EC must refrain from active campaigning and electioneering for any candidate and must maintain a non-partisan role throughout the election.
3. No members of the N&EC may be a current Board member or a candidate for election.
4. The N&EC may make its nominations based on appropriate criteria, such as length of volunteer service to the chapter as well as experience and qualifications for the Board.
5. Candidates nominated by the N&EC must be members in good standing (from the date of nomination through the end of term if elected) and have signed a statement that they will serve if elected.
6. The N&EC should diligently strive to solicit candidates to fill all open Board positions. The N&EC should nominate a slate that includes at least one or more persons for all open Board positions.
7. The N&EC is not obligated to place the names of all volunteers for candidates on the ballot.

C. NOMINATION BY PETITION

In addition to the nominating process described above, any voting member in good standing shall have a right to be placed on the ballot for election to the Board by presenting a petition signed by 10% of the chapter voting members or 10 members (whichever is more) by the deadline date established by the N&EC for receipt of

volunteers. The Petitions must include the USA Dance Member Number and expiration date of each signer.

1. The number of signatures required by petitioning members shall be based on the number of chapter members in good standing four (4) months prior to the election date and that number shall be stated in the solicitation issued to members. The deadline for receipt of petitions should be the same as for candidates that volunteer.

D. UNCONTESTED OR TIED ELECTIONS

1. In the case of an un-contested election, ballots are not required to be sent to chapter members. The election can be by hand vote at a general membership meeting or monthly dance.
2. In the event of a tie between two or more candidates for one or more open positions, the newly elected Board will vote to decide which of the tied candidate(s) fill the position(s) at the first Board meeting following the general election. This process will also be followed in the event of resignation by a newly elected Board member prior to their taking office.

E. BOARD TRANSITION

The current Board will hold a transition meeting of both current and newly elected Board members. The new Board should meet prior to this transition meeting.

1. The current Board will brief the new Board on contracting for facilities, scheduling commitments for dances, instructors, etc. and the status of finances.
2. The current Board will also inform the new Board of any issues that remain unresolved.
3. The current Board is to transfer to their successors or new chapter president, as determined by the newly elected president, the following: Chapter records both electronic files and original hardcopy records; contracts; non-member contact lists/files and email addresses including those of instructors; lists of passwords and access codes; keys; chapter property, etc.
4. The new Treasurer is to contact the National Treasurer regarding updating the bank signature card. The current Chapter Treasurer's responsibilities shall not end until the funds and financial records of the Chapter are delivered to the new Treasurer.

The Above Operating Policy was approved by unanimous vote of the Board of Directors on September 23, 2023.