

**Membership Dues** – First of all, let me start by saying there is no change in the amount of membership dues for the coming year. The membership dues that you submit to me, either through your Regional Association or directly, have two components.

*Canadian Square & Round Dance Society (“CSRDS”)* – The CSRDS has decided to delay collecting member dues until such time as Clubs are able to start dancing again. For some round dance and clogging Clubs, that time may be now; for others, such as square and contra, that time is in the future.

The CSRDS will be renewing the third party liability insurance coverage based on the membership numbers for 2020 – so if we are able to dance in 2021, all dancers who paid dues for 2020 will have third party liability insurance coverage.

*B.C. Square and Round Dance Federation (“BC Federation”)* – The BC Federation also feels that membership dues should not be collected until such time as the Clubs are able to start dancing again (unless the Club wishes to do so) – with some important exceptions.

Under our new Constitution, Bylaws, Policies and Procedures (“Governing Documents”), the Clubs are the voting members of the BC Federation. In order to vote at a General Meeting, they must be members in good standing – ie their dues must be paid. The same applies to Regional Associations, who nominate and send Directors to represent them at Directors Meetings.

The second exception is for Officers – Federation, Association and Club Officers. As part of the third party liability insurance provided by the CSRDS, Officers are covered by “Errors and Exceptions” Insurance. This basically means that they cannot be held personally liable for decisions that are made in good faith on behalf of the organization that they represent. In order for their coverage to continue, ***I need to know who they are.***

So, in summary, you will still be expected to remit Membership Dues along with lists of names by November 15, 2020 (or as close as possible to that date) for the following:

1. Regional Associations - \$5.00 CSRDS Dues + \$10.00 BC Federation Dues = \$15.00 per Regional Association
2. Clubs - \$5.00 CSRDS Dues + \$10.00 BC Federation Dues = \$15.00 per Club
3. Federation, Association and Club Officers - \$3.00 CSRDS Dues + \$10.00 BC Federation Dues = \$13.00 per person, to be paid through your Association or Club (but only once per person)
4. Dancers in Clubs that have restarted - \$3.00 CSRDS Dues + \$10.00 BC Federation Dues = \$13.00 per person, to be paid through your Primary Club (if you belong to more than one, but only once per person)
5. Teens in Clubs that have restarted – no charge for either CSRDS or BC Federation
6. Wheelchair Dancers in Clubs that have restarted - \$3.00 CSRDS Dues + no charge for BC Federation Dues = \$3.00 per person

As Clubs restart, they will be expected to remit Membership Dues as soon as possible so that the CSRDS and BC Federation can continue to function.

It would be helpful to me (and to your Regional Association and the CSRDS) if each club could canvass their members to see how many will be returning to dancing when it restarts.

### ***General Instructions:***

First of all, determine which of the forms you will need and print **only** those forms.

All Associations and Clubs **must** submit ***a list of Officers and Executive***. The reason for this is the third party liability insurance provided by the CSRDS. As part of this coverage, Officers are covered by “Errors and Exceptions” Insurance. This

basically means that they cannot be held personally liable for decisions that are made in good faith on behalf of the organization that they represent. However, in order for their coverage to continue, ***I need to know who they are.***

In addition, all Associations and Clubs must submit a ***Contact Appointment and Consent Form*** (#8). This Form should be sent to the BC Federation Secretary, Wendy Krueger – her address is on the Form.

In addition to the list of Officers and Executive and the Contact Appointment and Consent Form:

***Each Caller Cuer Association*** should complete and submit a Caller Cuer BC Square & Round Dance Federation and Canadian Square & Round Dance Society Application (#2), along with a ***complete membership list, a list of Officers and Executive, and the completed Contact Appointment and Consent Form*** (#8)

***Each Regional Dancer Association, or combined Regional Dancer Caller Cuer Association*** should complete and submit a Regional Association BC Square & Round Dance Federation and Canadian Square & Round Dance Society Summary (#3), along with completed Club BC Square & Round Dance Federation and Canadian Square & Round Dance Society Applications (#4a) for each member club, as well as a ***complete membership list for each club, a list of Officers and Executive for each club and for the Association, and the completed Contact Appointment and Consent Form*** (#8)

***Each Club*** should complete and submit a Club BC Square & Round Dance Federation and Canadian Square & Round Dance Society Application along with a ***complete membership list, a list of Officers and Executive, and the completed Contact Appointment and Consent Form*** (#8)

- a) If your club is a member of a Regional Dancer Association or combined Regional Dancer Caller Cuer Association, then use Form #4a, and submit the forms, lists and payment to your Regional Association;
- b) If your club ***does not belong*** to a Regional Dancer Association or combined Regional Dancer Caller Cuer Association, then use Form #4b, and submit the forms, lists and payment directly to the B.C. Square and Round Dance Federation Treasurer.

The Club Regional Association Application (#5), is provided solely for the convenience of Regional Associations which charge a Regional Association Fee, and **does not need** to be completed and forwarded to me.

**Officers and Executive** – this is a requirement from the Canadian Square and Round Dance Society. Please note that the Officers and Executive are the persons in the positions of President, Vice President, Secretary, Treasurer, etc. If a club is run by a caller/cuer/leader, then that person constitutes the Officers and Executive. In addition, if you are a delegate to your regional Association or to the Federation, that may be considered to be a position that requires that your membership be in good standing.

***Please also note that when there is a change in the Officers and Executive, the B.C. Square and Round Dance Treasurer must be provided with a revised list of Officers and Executive, along with the effective date of the change.***

**Membership Lists** – ***please ensure that the list is complete and legible.*** If possible, please forward an electronic copy (preferably an Excel file) of the membership list – a sample listing is available (#6). Please also ensure that any names on the membership list for whom the CSRDS and BC Federation fees are paid through another club or association, and any non-dancing, charter, life or honorary members for who no fees are being paid, are clearly indicated on the list, and not included in the total member count for the CSRDS and BC Federation. Membership lists can be as simple or as informative as your club or association chooses – all that is required is a name. Keep in mind, however, that in the event of a claim, we may need to prove that the “John Smith” on your membership list is the “John Smith” who signed in at the dance and is now making a claim – if a residential address, phone number and/or email address is included on your membership list, that could assist the insurance company as well as the dancer making a claim in the event of a claim.

**New Dancers** – If you are requesting membership for new dancers (or former dancers who have been out of the activity for at least five years), please be advised

that all new dancers are covered until the end of December 2020 **if** you submit the numbers to me, and you maintain a record of the names. However, as of January 1, 2021, you will also have to submit a list of names and payment in order for the new dancers to be members of the BC Square & Round Dance Association and the Canadian Square & Round Dance Society for 2021.

**Insurance Binder Requests** – You will find more information on the third party liability insurance that your membership in the Canadian Square and Round Dance Society provides on the CSRDS Website - <https://csrds.ca/insurance/> - but for your convenience, I have attached a PDF copy of the Binder Request (#7).

### ***CONTACT APPOINTMENT AND CONSENT FORM!!***

The need for improved communication between the British Columbia Square & Round Dance Federation and **all** the members of the BC Federation is more important than ever.

To assist in this, we are asking each Club and Association to appoint a representative who will be the contact person between their Club / Association and the BC Federation. The contact person needs to have an email address which they check regularly, and be willing to relay the information that they receive to their Club / Association. This can be by forwarding it to the Executive, or by sending it out to all members – that is up to each individual Club / Association.

However, in order for the BC Federation to have a contact list which they can share, they need to have the written consent of the contact person. Please be assured that the contact list will only be shared appropriately – ie, with the other Executive members of the BC Federation. Upon request, it may also be shared with the publicity chair for a Convention or Festival being held in British Columbia. It will **not under any circumstances** be made available on the website.

The Appointment and Consent Form (#8) is included with the package of forms that is being sent out. Once you have a contact person, please complete the form by inserting the name of the Club / Association, the name of the contact person, the email address and phone number for the contact person, and then have the contact person sign the Consent portion. After the form is completed, please return it to the

BC Federation Secretary, Wendy Krueger, preferably by email ([wkrueger@shaw.ca](mailto:wkrueger@shaw.ca)) and to your Association Treasurer so that they know you have responded. If you wish to make a change to the contact person in the future, please send Wendy a new form with a note to indicate that the form is for a new contact person to replace the existing contact person.

If you have any questions about this, please feel free to email me ([bcfedtreasurer@gmail.com](mailto:bcfedtreasurer@gmail.com)), or the President of the BC Federation, Jean Wood ([jeanwood@telus.net](mailto:jeanwood@telus.net)), or phone one of us (Pat – 250-661-3516 / Jean – 250-833-9227) and we will be happy to answer as best we can.

Thank you

Pat Zeeman, Treasurer