



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

MINUTES FOR GC MEETING 7/31/17		
Voting Member	Title	In Attendance
Glenn Weiss	President	Yes
Gary Stroick	Senior VP	Yes (late)
Jack Kellner	Secretary	Yes
Ruth Long	Treasurer	Yes
Giacomo Steccaglia	DanceSport VP	Yes
Melissa Dexter	Professional VP	Yes
Leland Whitney	Social VP	Yes
Roger Greenawalt	DanceSport Delegate	Yes
Inna Brayer	DanceSport Delegate	No
Open	DanceSport Delegate	N/A
Carole Barber	DanceSport Delegate	Yes
Herb McGurk	Membership Director	Yes (left early)
Kym Zion	K12 Programs Director	Yes
Open	Development Director	n/a
Open	Admin Support Director	n/a
Hannah Cole	College Network Director	No
Bradley Montoya	Chapter Relations Director	No
Open	Marketing Director	N/A
Open	Education Director	N/A

Roll Call: There are currently 14 filled seats on the Governing Council. A quorum consists of 8 or more members in attendance. A quorum is present as 10 members are in attendance.

Called to Order by President Glenn Weiss at 9:05 pm EDT.

MOTION to approve the Minutes from the **7/21/2017** meeting (Giacomo/Glenn). Passes 10-0-0.

1. President's Report

Glenn and Giacomo visited a dance camp in Italy. It was affordable, about \$400 for a full week of training. Lodging was also affordable, about \$100. Glenn felt it was inspiring and we should aim to do something similar sometime. Glenn also attended the World Games in Poland and met with the WDSF Presidium.

Gary arrived and 11 GC members are present.

2. SVP Report (Gary)



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Gary proposed several ByLaw Amendments. (Bylaw amendments require a 3/4s vote of the filled seats on the GC. As 14 are filled, $14 \times .75 = 10.5$, or 11 votes are needed to pass).

MOTION to amend bylaws to delete Article VI, Section O (Gary/Herb). Passes 11-0-0.

MOTION to amend bylaws to abridge article III and add a new Article XV and renumber the Articles as needed for publication (Gary/Ruth). Passes 11-0-0. (Attached to these minutes as Appendix 1 and Appendix 2.)

MOTION to amend bylaws to delete Article XI and replace with Policy Governing Elections as presented by Gary (Glenn/Gary). Passes 11-0-0. (Attached to these minutes as Appendix 3.)

MOTION to amend bylaws article X, section B, sub 3F to remove the words "and / or tellers" (Gary/Herb). Passes 11-0-0.

3. Herb needs to leave early but wants to first present the proposed Code of Ethics.

MOTION to change the order of business to allow Herb to give his report next (Jack/Glenn). Passes 11-0-0.

4. Membership Director's Report (Herb)

MOTION to accept proposed Code of Ethics (Herb/Gary). Passes 11-0-0. (Attached to these minutes as Appendix 4.)

Herb left the meeting. The regular flow of business resumed.

5. Treasurer's Report (Ruth)

Action Item: Continue updating signatures on bank accounts.

6. VP - DS (Giacomo and Roger)

6A. Action Item: continue to work with the Greater NY Chapter to address financial issues associated with the MAC.

6B. DSC will be meeting on 8/2/17.

7. VP - Pro (Melissa)

7A. Professional Council met 7/27/17.

7B. Exams are forthcoming for all who paid. Processing those who have already taken the exam is underway.



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7C. Action Item: Planning a professional congress for later in 2017 or early in 2018.

8. VP – Social (Leland)

8A. Social Dance Council met on 7/16/17.

8B. Action Item: explore possibility of a phone teleconference between the GC and District Directors.

9. Strategic Meeting (Ruth)

Action Item: all outstanding director and council reports are due to Ruth asap.

10. Date and time of next GC meeting were set for 8/14/2017 at 9 pm EDT.

MOTION TO ADJOURN (Giacomo/Kym). Passes 10-0-0. Meeting adjourned at 11:15 pm EDT.

Please note there are four appendixes to these minutes.

Respectfully Submitted,
Jack Kellner
Secretary



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Appendix 1

ARTICLE XV – COMPLAINT PROCEDURES

- A. **ADMINISTRATION:** The Ethics Committee shall administer and oversee all complaints filed with USA Dance. The Ethics Committee shall be responsible to ensure that all complaints are heard in a timely, fair and impartial manner. The Ethics Committee may promulgate procedures in addition to those set forth in these Bylaws for the effective administration of complaints filed with USA Dance.
- B. **JURISDICTION:** Any member of USA Dance, by reason of membership, agrees to be subject to these complaint procedures and agrees to be bound by any decision rendered pursuant to these complaint procedures.
- C. **DESIGNATION OF COMPLAINTS:** With the exception of USA Dance DanceSport Rulebook violations the following kinds of complaints may be filed with USA Dance:
 - 1. **Administrative Complaint.** USA Dance or any member in good standing of USA Dance may file a complaint pertaining to any matter within the administration of the USA Dance, including but not limited to any alleged violation of or complaint concerning:
 - a. any USA Dance rule or regulation,
 - b. any USA Dance program or service,
 - c. any provision of USA Dance's Bylaws, or
 - d. any provision of the Ted Stevens Olympic and Amateur Sports Act relating to USA Dance's recognition as a National Governing Body;
 - 2. **Disciplinary Proceeding.** USA Dance or any member in good standing of USA Dance may file a complaint against another member of USA Dance, regarding any alleged violation of the USA Dance Code of Ethics or any other rule or regulation relating to conduct.
 - 3. **Right to Participate.** Any athlete, coach, trainer, manager, administrator or official that is a member in good standing of USA Dance may file a complaint pertaining to any alleged denial, or alleged threat to deny, of that individuals opportunity to participate in a USA Dance sanctioned competition or protected competition.
- D. **STATUTE OF LIMITATIONS:** A complaint filed under these Bylaws shall be filed within three hundred and sixty five (365) days of the occurrence of the alleged violation, complaint, denial or threat to deny of opportunity to participate. There shall be no time bar for actions regarding the USA Dance Abuse and Harassment Policy for disciplinary proceedings.
- E. **MANNER OF FILING:** The complainant shall file the complaint with the Ethics Committee.
 - 1. The complaint shall set forth in clear and concise language, in numbered paragraphs:
 - a. the alleged violation, complaint, denial or threat to deny, and
 - b. the remedy requested.
 - 2. The complainant shall sign the complaint in the presence of a notary. The following language shall be added before the notary signature, attesting to the accuracy of the complaint: "Subscribed and sworn before me on the ____ day of ____ in the year ____." The complaint shall be sent to the Chair of the Ethics Committee.
- F. **INFORMAL COMPLAINT RESOLUTION:** The chair of the Ethics Committee shall appoint a member of the Ethics Committee to contact the Complainant and the Respondent to determine if the complaint can be resolved informally. If it can, the Ethics Committee shall prepare a report to be shared with both the Complainant and Respondent and the GC outlining the terms of the resolution.



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G. HEARING PROCESS:

1. **Filing Fee.** If the Complaint is not resolved informally, the Complainant may request a hearing. A complaint filed by an individual or organization shall be accompanied with a filing fee as specified in the "USA Dance Complaint Fee Structure" policy document except that USA Dance is not required to pay a filing fee. The complainant may request that the filing fee be reduced or waived for reasons of significant financial hardship. If such request is made, the Ethics Committee shall determine whether or not to reduce or waive the filing fee.
2. **Hearing Panel.** Upon the payment of the filing fee, the chair of the Ethics Committee, after consultation with the other Committee members, shall appoint a hearing panel consisting of at least three (3) individuals to hear the complaint. The Ethics Committee shall also appoint a chair of the hearing panel from the individuals selected. The Ethics Committee or any of its members may serve as or on the hearing panel. Other disinterested individuals identified by the Ethics Committee may also be appointed to and serve on the hearing panel. At least one (1) member of the hearing panel shall be an athlete.
3. **Response to Complaint.** Prior to the scheduling of a hearing, the Chair of the Hearing Panel shall cause a copy of the Complaint to be delivered to the Respondent(s) either in person, by certified mail, or like delivery service. The Respondent(s) shall have thirty (30) days to file with the Chair of the Hearing Panel an Answer to each of the factual allegations in the Complaint. The Respondent(s) may include new matter, also in numbered paragraph form, which contains additional facts. The response shall be signed in the presence of a notary. The following language shall be added before the notary signature, attesting to the accuracy of the complaint: "Subscribed and sworn before me on the ___ day of ____." The response shall be sent to the Chair of the Hearing Panel. The Chair of the Hearing Panel shall cause copies of the Answer to be delivered to all interested parties.
4. **Complaints Involving Selection to Participate in a Competition.** Where a complaint is filed involving selection of an individual to participate in a competition, the complainant shall include with the complaint a list of all other individuals, together with their contact information, that may be adversely affected by a decision rendered on the complaint. The respondent(s) shall also submit a list of individuals, together with their contact information, that may be adversely affected by a decision rendered on the complaint. The hearing panel shall determine those individuals who must receive notice of the complaint. The hearing panel shall then be responsible for providing appropriate notice to these individuals. Any individual so notified then shall have the option to participate in the proceeding as a party. If an individual is notified of the complaint, then that individual shall be bound by the decision of the hearing panel even though the individual chose not to participate as a party.
5. **Conduct of the hearing.** The hearing panel shall set such timelines and other rules regarding the proceeding and the conduct of the hearing as it deems necessary. The hearing shall be informal. The hearing may be conducted by teleconference, if necessary or convenient to the parties. Each party is expected to appear personally to answer questions. They may be represented by an attorney if they wish. All parties shall be given a reasonable opportunity to present and examine evidence, and to present argument. Members of the hearing panel shall have the right to question witnesses or the parties to the proceeding at any time. Any party may have a record made of the hearing. A court reporter may be present at the hearing at the request of a party. The court reporter shall

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be paid for by the party requesting the court reporter, or if mutually agreed, the cost may be equally divided. Any transcript shall be paid for by the party requesting the transcript.

6. Decision of Hearing Panel. A decision shall be determined by a majority of the hearing panel. The hearing panel's decision shall be in writing and distributed to the parties and the Ethics Committee if it is not serving as the hearing panel. A copy shall be sent to the GC. The decision of the hearing panel shall be final unless appealed to the GC.
- H. DECISIONS NOT REVIEWABLE THROUGH THE COMPLAINT PROCEDURE:
1. Doping Decisions. A decision concerning a doping violation adjudicated by the independent anti-doping organization designated by the USOC to serve as the U.S. National Anti-Doping Organization (currently the United States Anti-Doping Agency) shall not be reviewable through, or the subject of, these complaint procedures.
 2. Safe Sport Decisions. A decision concerning a safe sport violation of a sexual nature adjudicated by the independent safe-sport organization designated by the USOC (currently the United States Center for Safe Sport) shall not be reviewable through, or the subject of, these complaint procedures.
 3. Competition Decisions. The final decision of an official during a competition (a matter set forth in the rules of the competition to be within the discretion of the official) shall not be reviewable through, or the subject of these complaint procedures unless the decision is:
 - i. outside the authority of the official to make, or
 - ii. the product of fraud, corruption, partiality or other misconduct of the official.
- I. EXPEDITED PROCEDURES: Upon the request of a party, and provided that it is necessary to expedite the proceeding in order to resolve a matter relating to a competition that is so scheduled that compliance with regular procedures would not be likely to produce a sufficiently early decision to do justice to the affected parties, the Ethics Committee is authorized to order that the complaint be heard and decided within one hundred and twenty (120) hours of the filing of the complaint. In such a case, the hearing panel is authorized to hear and decide the complaint pursuant to such procedures as are necessary, but fair to the parties involved.
- J. APPEAL: Within 30 days after receipt of a copy of the report, a party may request an appeal of the decision. The request shall be in writing and addressed to the President. It shall state why the decision of the hearing panel was wrong and what remedy is requested. A filing fee as specified in the "USA Dance Complaint Fee Structure" policy document shall accompany the request. The Secretary shall send the other party a copy of the appeal documents with a request for any follow up response they wish to make. Upon review of the appeal and any follow up response, the GC may:
 1. returns the complaint to the panel for clarification or for the taking of additional evidence or reconsidering their decision or
 2. affirm the decision of the hearing panel, or
 3. take such other action as it deems appropriate. The decision of the GC is final.
- K. ARBITRATION: Any party may appeal a decision of the hearing panel or the GC in the case of an appeal to the American Arbitration Association. The arbitrator appointed by the American Arbitration Association shall have the authority to hear the matter anew or if requested by a party to render a decision on a more limited review. Either party may submit the decision of the hearing panel or the GC to the arbitrator for the arbitrator's consideration. Arbitration fees shall be paid by the party that appeals the decision.



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Appendix 2

ARTICLE III – MEMBERSHIP IN USA DANCE

- A. ELIGIBILITY:
1. Individual membership is restricted to United States citizens, or to those who currently reside in the United States or one of its possessions, or to individuals in an active DanceSport Partnership with a United States Citizen.
 2. Organizational membership is restricted to organizations that are located in the United States or one of its possessions.
 3. Individual membership shall at all times be open to any recreational dancer, athlete, coach, trainer, organizer, or official who is active in DanceSport or recreational dancing. USA Dance shall not discriminate on the basis of race, color, religion, age, sex, or national origin.
 4. A recreational dancer, athlete, coach, trainer, organizer, or official is an individual who complies with the specific DanceSport rules and guidelines relating to eligibility that shall be periodically established by USA Dance.
- B. USA DANCE MEMBERSHIP CATEGORIES: The Governing Council will determine and publish Membership Categories and determine Voting Members status from those eighteen (18) years of age or older and in good standing with USA Dance.
- C. VOTING MEMBERS: shall have full voice and voting privileges and, by membership, assume the obligation to uphold and promote the ideals, purposes, and functions of USA Dance.
- D. CONDUCT: USA Dance will keep its members informed of its rules and standards. Members shall abide by the rules and standards of USA Dance and shall conduct themselves in a sportsmanlike, courteous, and orderly manner. Members also have an obligation to keep USA Dance informed of their current permanent address, phone number, and email for purposes of notification.
- E. RIGHTS TO PARTICIPATE:
1. OPPORTUNITY TO PARTICIPATE: Participation in a DanceSport competition is restricted to members meeting the eligibility criteria for the respective competition. Neither USA Dance, nor any member of USA Dance, may deny or threaten to deny an Athlete the opportunity to compete in the Olympic or Pan American Games, World Championship competitions, or other such protected competitions as defined in the USOC Constitution from time to time; nor may USA Dance, nor any such member of USA Dance, subsequent to such competition, censure or otherwise penalize any such athlete who participates in such competitions. Any Athlete who alleges such denial by USA Dance, or a member of USA Dance, of a right established in this Section, shall immediately inform the President of USA Dance, who shall cause an investigation to be made and steps to be taken to settle the controversy. The athlete may refer the matter promptly to the Executive Director of the USOC for action under the USOC Constitution if such Article applies, or for non-protected competitions, may follow the procedures defined below in III. F.
 2. FAIR NOTICE: Fair notice and an opportunity for a hearing shall be accorded to any athlete, coach, trainer, manager, organizer, or official named as a respondent, before USA Dance declares such individual ineligible to participate in any international amateur athletic competitions designated or referred to in this Section. This includes the right to an expedited hearing in the event that a competition is so scheduled that an expedited proceeding is necessary.
 3. SCOPE: The rights granted to athletes under this Section shall apply equally to any coach, trainer, manager, organizer, or other official seeking to participate in the conduct of any of the international amateur athletic competitions designated or referred to in this Section.
- F. RESIGNATION OR LOSS OF MEMBERSHIP: Any member who resigns or is otherwise dropped from membership and who, at a later date, wishes to reapply for membership shall be subject to the rules, criteria, and



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procedures for new members in effect at the time of reapplication.

- G. PARTICIPATION: Services to USA Dance or its chapters in any capacity shall not preclude an individual from competing or otherwise participating in any USA Dance sanctioned or sponsored programs or competitions.
- H. MEETINGS OF MEMBERS: Within each calendar year there shall be an Annual General Meeting (AGM) open to attendance by Members. The AGM shall be held in conjunction with the National DanceSport Championships organized by USA Dance. At the AGM, national officers and directors shall present reports pertinent to USA Dance and its chapters. Summaries of these reports shall also be printed in the organization's official communication. The AGM may act as a forum for expression of membership opinion, but it shall have no executive authority.
- I. ACTIONS AND LIMITATIONS OF MEMBERS:
 - 1. All actions requested, required to be approved, or acted upon by the voting members shall be done by electronic or telephonic ballot made available to all voting members in good standing not less than ten (10) days prior to the end of the voting period and last date of acceptable receipt of ballots from members. Unless otherwise specified as requiring a greater number in the Certificate of Incorporation or these Bylaws, actions of the membership shall require an assenting vote of not less than a majority of votes cast and received within the voting period.
 - 2. No member, chapter, committee, person, or other organization may act in the name of USA Dance without the prior written approval of the GC and then only to the extent and for the term of said written approval.



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Appendix 3

USA Dance Policy Governing Elections

National Elections

USA Dance conducts national elections bi-annually to ensure that qualified Officers are selected to represent the interests of USA Dance's social, competitive and professional members and maintain organizational continuity. Each Officer serves a four year term.

GENERAL ELECTION PROCESS

The provisions set forth in this policy are intended to provide a timely, orderly, fair and transparent nominations and elections process that will facilitate the active involvement of USA Dance members in guiding the future of USA Dance.

The general timetable for the nomination and election process is depicted in Table 1. An overview of the process is as follows:

1. If any or all of the Nominations and Elections Committee (N&EC) positions are vacant the Executive Committee (EC) selects and appoints replacement members. These individuals must be ratified by the Governing Council (GC). The N&EC members are announced to the membership by the GC.
2. The N&EC prepares and publishes notification of position description and nominee requirements to membership.
3. The N&EC issues a solicitation to members for nominations with submission deadlines. The N&EC conducts searches for qualified candidates for each position. No nominations can be accepted after the submission deadline.
4. The N&EC reviews nominee applications and interviews all nominees. The N&EC makes the final candidate selection and informs the nominees.
5. The N&EC announces the candidates along with the election process and publishes the candidate's resume and written statements.
6. A special election web site will be set up that will contain the candidate's resume and personal statements and any endorsements that meet the endorsement requirements.
7. Electronic ballots with an alphabetical arrangement of names will be made available to all Voting Members entitled to vote during the election.
8. The National Election Director will receive the election results from the election service.
9. As soon as available after the Date of the Election, the results will be sent to all Voting Members.



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- 10. The Outgoing officers will work with newly elected officials to effectuate a smooth transition.
- 11. Newly elected representatives are seated on the Governing Council effective January 1st following the election year.

Activity	Responsibility	Election Timeline ¹	Example Dates
Select N&EC Director & Members (if needed)	Executive Committee	<=T- 450 days	August 1
N&EC Ratified	Governing Council	<=T- 450 days	August 1
Announce N&EC	Governing Council	<=T- 450 days	August 1
Election Requirements Notification	N&EC	<=T- 360 days	November 1
Solicitation of Nominees	N&EC	<=T- 210 days	April 1
Solicitation Cut-off Date	N&EC	<=T- 150 days	June 1
Select Election Service	N&EC	<=T- 120 days	July 1
Selection of Candidates	N&EC	<=T- 90 days	August 1
Publish Candidate Resumes, Statements, & Photographs on Election Web Site	N&EC	<=T- 90 days	August 1
Notify Election Service of Ballot	N&EC	<=T- 90 days	August 1
Obtain Eligible Voters	Director of Membership	<=T- 30 days	October 1
Notify Election Service of Voters	N&EC	<=T- 25 days	October 5
Availability of Ballots	N&EC	T 0 days	November 1
Election	N&EC	T 0	November 1 to November 10
Announce Election Results	N&EC	<=T+ 10 days	November 20
Transition Meeting	Board and Elected Representatives	<=T+ 40 days	Before December 20
Newly Elected Representatives take Office	Elected Representatives	T+ 52 days	January 1 ²

Table 1 - National Election Timeline

¹ <= means that the event may occur before the specified date but not before the prior activities.

² This date is required.



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NOMINATIONS & ELECTIONS COMMITTEE (N&EC)

The Nominations & Election Committee shall:

1. Consist of a chairperson, who shall be known as the National Elections Director, plus four members drawn from different areas of the country. At least twenty percent (20%) of the N&EC must be Elite Championship Athletes.
2. Refrain from active campaigning or electioneering for any candidate and maintain a non-partisan role throughout the election.
3. Adhere to the USOC requirements regarding competitor representation on the Governing Council.
4. Keep committee discussions regarding nominations and election issues confidential unless otherwise authorized to disclose.
5. Perform the following duties:
 - a. Seek qualified and willing candidates for elected Governing Council positions, taking into consideration relevant prior or current service to USA Dance, experience, and the qualifications for the position being sought.
 - b. Compile "Nominations by Petition" and assure the eligibility of nominees.
 - c. Submit for placement on the ballot all eligible "Nominees by Petition" and such other qualified candidates as the N&EC may approve.
 - d. Prepare and make available ballots and resumes of each candidate to all Voting Members entitled to vote.
 - e. Recommend to the EC the names of three Election Tellers in the same geographic area as the National Elections Director to confirm votes.
6. The N&EC shall obtain materials as needed from and interview each nominee to ascertain their qualifications and willingness to serve.

During the election year the National Elections Director shall:

1. Establish a date for nominee submissions. One established this date may only be changed with the approval of the EC.
2. Prepare resumes and qualifications to place on the National Elections web site by August 1st.
3. Prepare election ballots for transmission to the election service by October 1st.
4. Complete electronic instructions with the election service for voting members that provides information on the proper marking of ballots by October 1st.
5. Secure a list from the Director of Membership Services of USA Dance voting members in good standing as of October 1st and send to the election service by October 5th.

NOMINATION PROCESS

Nominations by Committee:

1. The N&EC will notify all Voting Members of USA Dance's call for nominations.



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2. The N&EC may directly solicit candidates for each office.
3. Any Voting Member wishing to suggest a nominee to the N&EC may do so and should have made such suggestion(s) prior to the nominations due date set by the National Elections Director.
4. Each nominee nominated by the N&EC must meet the qualifications to be a Voting Delegate on the GC as outlined in the USA Dance Bylaws, substantially meet the qualifications specified by the USA Dance Position Descriptions, and be willing and able to assume the specific duties described in the USA Dance Bylaws.
5. The Nominating Committee shall obtain verification in writing of each nominee's qualification and their willingness to serve, a resume of their qualifications and a photograph for publication. Each nominee may also provide a personal statement of no more than 500 words describing their reasons for running for election.

Nomination by Petition:

1. Any voting member may nominate by Petition any eligible and willing voting member for any national office.
2. Petitions may only be submitted on the official "Nomination by Petition" form.
3. Petitions sent to the National Elections Director must be the original petition form (copies will not be accepted). There is no limit to the number of petition forms that may be used for each nominee.
4. Petitions must be signed by no fewer than one hundred (100) voting members in good standing who have not also signed any other petition for the same office in the same year.
5. In addition to their signatures, all signatories to a petition must also print their names and enter their USA Dance membership number on the petition (Incomplete petitions or petitions that are submitted on other than the official "Nomination by Petition" form will not be considered).
6. Petitions along with a resume of qualifications, photograph and written confirmation of willingness to serve must be received by the National Elections Director by the submissions date established by the Director. Each nominee may also provide a personal statement of no more than 500 words describing their reasons for running for election. Nominees who fail to submit all requisite information by the due date shall not have their names placed on the ballot.

CANDIDATE ENDORSEMENTS

1. All candidates who run for office are valued members of the organization who must be treated with respect.



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2. Any member of the GC, as well as Regional and Chapter officials, may campaign for the candidate of their choice. However, in doing so, the official must make it clear that he or she is voicing a personal opinion.
3. Candidates and candidate supporters may have differences of opinion on matters of fact and policy, and they may express those differences. However, during the course of a campaign, candidates and supporters are urged to stress the positive qualifications of the candidate and to avoid negative comments regarding others.
4. Publication of candidate resumes/statements in USA Dance publications is encouraged but care must be exercised to ensure equal treatment of all candidates for the office being publicized. No candidate endorsement statement shall be printed in a USA Dance National, Regional or Chapter publication unless the Editor has first verified that all endorsers agree to have their names appear on the endorsement. Further, all opposing candidates must be offered equal space for supporting endorsements.
5. Paid advertising, including candidate endorsements, are permitted.
6. Letters to the Editor, in the form of paid advertisement are permitted, but must be clearly labeled as paid advertisements and by whom.

ELECTION PROCEDURE

Resumes, qualifications, photos, and candidate statements (if submitted) will be made available to the membership on the USA Dance Election web site and may be published in American Dancer magazine. In addition, a member's only candidate forum will be associated with each candidate's information page. Use of other USA Dance owned social media sites will be disallowed. Use of social media sites external to USA Dance will be discouraged.

The Voting Members shall be notified of the election period including instructions on the process for casting their votes.

The Director of Membership Services shall provide the list of eligible Voting Members effective October 1st of the election year to the Nominations & Elections Committee.

Ballots will be available electronically through the election service to all Voting Members during the election period. If positions are contested, the names will appear alphabetically. If a candidate is the incumbent this shall be noted on the ballot. Ballots available to Voting Members will be differentiated based on their voting eligibility. Only valid ballots will be counted.

The EC shall appoint an Election Service to receive, count and record the ballots.



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- The selected Election Service may not have Chapter, District or National Officers as employees in the department processing the USA Dance election results.
- The Election Service shall not engage in campaigning or electioneering for candidates seeking election.

The National Elections Director shall maintain custody of the certified election report and deliver the report to the Election Tellers at the designated time and place.

The certified election report shall be kept by the Director of Elections for a period of six months following the Date of Election for inspection by any Voting Member in good standing. If errors are found during this six-month period that would alter the reported results of the election the correct results shall prevail.

The person elected shall be the person receiving the plurality of votes.

VALIDITY OF ELECTIONS

In the event questions are raised regarding fairness of elections or correctness of the results reported by the N&EC the Ethics Committee shall review the matter and make appropriate recommendations to the GC. The GC's decision shall be final.



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Chapter Elections (Effective January 1, 2018)

It is intended that chapters conduct elections annually to ensure that qualified Officers and Directors-at-Large are selected to represent the interests of the Chapter's social, competitive and professional members and to maintain organizational continuity. Each elected representative serves a two year term.

GENERAL ELECTION PROCESS

Each Chapter may choose between the following alternatives to select its Officers:

1. Election of Officers by the chapter membership
2. Election of Officers by the chapter Board

The decision on the method of electing Officers is to be decided by a vote of the Chapter Membership not the Chapter Board. Such a vote may be conducted by the Chapter at any time but no more than once per calendar year. If the Chapter chooses to change its election process the change will take effect at the beginning of the next election cycle.

If the chapter chooses to have their membership elect its Officers then the following process should be followed:

1. The President and Secretary are elected in even numbered years.
2. The Vice President and Treasurer are elected in odd numbered years.
3. An even number of Directors-at-Large are elected in even numbered years (one half of the authorized number of Directors-at-Large rounded to the nearest even integer).
4. An odd number of Directors-at-Large are elected in odd numbered years (one half of the authorized number of Directors-at-Large rounded to the nearest odd integer).

If the chapter chooses to have their Board elect its Officers then the following process should be followed:

1. An even number of Directors-at-Large are elected in even numbered years (one half of the authorized number of Directors-at-Large rounded to the nearest even integer).
2. An odd number of Directors-at-Large are elected in odd numbered years (one half of the authorized number of Directors-at-Large rounded to the nearest odd integer).



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- The elected Board shall meet immediately following the election to elect the Officers (President, Vice President, Treasurer, & Secretary) for the upcoming year.

The election should be conducted in a timely, orderly, fair, and unbiased manner.

Newly elected representatives are seated on the Board effective January 1st following the election year. After an election the chapter Secretary is to complete and submit the USA Dance Chapter Officers Form to the Central Office by December 31st.

Note that if a Chapter is certified mid-year that the dates specified above should be adjusted to be within two months of the election. Also, if a Chapter is certified mid-year or changing processes to follow these guidelines the term of office may be abbreviated as to not exceed the two year maximum.

Activity	Responsibility	Election Timeline ³	Example Dates
Announce N&EC & Chair	Board	<=T- 120 days	July 15
Announce Election Date	Board	<=T- 120 days	July 15
Ascertain Requisite Number of Signatures for Petitions	N&EC	<=T- 120 days	July 15
Solicitation of Candidates	N&EC	<=T- 90 days	August 15
Solicitation Cut-off Date	N&EC	Between T- 60 days & T- 40 days	September 15 to October 6
Transmission of Ballots	N&EC	<=T- 30 days	October 15
Election		T 0	November 15
Announce Election Results to Board & Candidates	N&EC	<=T+ 10 days	November 25
Board Elects Officers (optional – see above)	Elected Representatives	<=T+ 14 days	December 1
Announce Election Results to Chapter	Board	<=T+ 32 days	December 17
Transition Meeting	Board and Elected Representatives	<=T+ 35 days	Before December 20
Submit Chapter Officers Form to Central Office	Secretary	<=T+ 46 days	December 31
Newly Elected	Elected	T+ 47 days	January 1 ⁴

³ <= means that the event may occur before the specified date but not before the prior activities.

⁴ This date is required.



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Activity	Responsibility	Election Timeline ³	Example Dates
Representatives take Office	Representatives		

Table 2 - Chapter Election Timeline

Table 2 depicts the timeline for the Chapter election process and should be referenced in conjunction with the election procedures described below.

NOMINATING & ELECTIONS COMMITTEE (N&EC)

Each Chapter should form 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. The N&EC and its Chair are appointed by the current Board. The N&EC should consist of a minimum of three, but five chapter members in good standing are recommended. The N&EC must be established before each election to solicit volunteers so that all chapter members have an opportunity to serve if elected. The election date must be announced by the Board when appointing the N&EC.

The N&EC must refrain from active campaigning and electioneering for any candidate and must maintain a non-partisan role throughout the election. No members of the N&EC may be a current Board member or a candidate for election.

Ideally, Board members should have experience working within the USA Dance organization and have familiarity with its mission, policies, and rules. Thus, demonstrated past service to the Chapter is an important consideration in selecting Board members. However, appropriate consideration also should be given to selecting as candidates other members who possess business or other experience in leadership positions.

NOMINATIONS

The N&EC must make a request to the membership for volunteers to be candidates for election to the Board using as many options as time and funds allow. In addition, the Board and the N&EC must make one-on-one contact to solicit members and incumbents to volunteer as candidates.

At least one chapter event must occur between the projected delivery date of the solicitation to members and the receipt of names of potential candidates before the N&EC determines the names to be placed on the ballot. The solicitation cut-off date must be clearly stated in the solicitation.



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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. 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. 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. The N&EC is not obligated to place the names of all volunteers for candidates on the ballot.

NOMINATION BY PETITION

In addition to the nominating process described above, any voting member in good standing of a Chapter 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.

It is the responsibility of the N&EC to inform the members of this alternate means of being placed on the ballot at the same time that the solicitation is issued requesting volunteers to be candidates for the Board. 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.

The N&EC must place on the ballot, the names of members supported by petition of the chapter membership. This should be made clear to the chapter members, plus the deadline for receipt of a petition.

UNCONTESTED ELECTION

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.

CONTESTED ELECTION

If all or any part of a contested election is conducted with ballots submitted by mail, procedures must be put in place to insure that the mail ballots are not duplicative of voice votes, that the ballots themselves are not duplicated, and that non-members do not cast ballots.



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If during a contested election, an elected candidate resigns prior to the newly elected Board taking office, the candidate with the next plurality of votes should be moved up to fill the open position.

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.

BALLOTS

The N&EC must formulate a ballot. It should be provided to the adult USA Dance Chapter members in good standing. The ballot must be provided to the members electronically or through publication in the Chapter Newsletter or by a special mailing directly to members. Ballots returned as undeliverable as addressed should be forwarded or promptly resent to a valid email or mailing address. Ballots must clearly indicate the return address and the deadline for receipt of ballots.

Each ballot must uniquely identify the voting member and at a minimum require the USA Dance number and name of the voting member as well as a signature if it is a printed ballot.

The N&EC shall either receive all ballots by mail or hand delivery. It may also conduct the election at a general membership meeting, in which case it must also accept ballots by mail or hand delivery from those that are unable to attend the general membership meeting.

TALLYING VOTES

The N&EC Chair should keep all printed ballots sealed until counted in the presence of at least two (2) N&EC members, after the deadline for receiving ballots. Board members are assigned using a plurality-at-large voting method.

Total votes for each candidate should be signed by the N&EC Chair and Committee members present, verifying the final tally for each candidate.

If the election is conducted at a meeting by a combination of voice votes and mail ballots, the written ballots should remain unopened and be counted at the meeting. The N&EC Chair should announce the election results to the Board and all candidates as soon as all votes have been counted. Notification to the Chapter membership must be made prior to the new Board taking office on January 1st.



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The ballots should be retained by the newly elected Board secretary, for six months in the event that anyone should call the election into question.

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. The current Board will brief the new Board on contracting for facilities, scheduling commitments for dances, instructors, etc. and the status of finances. The current Board will also inform the new Board of any issues that remain unresolved. 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 advertisers and instructors, music providers; lists of passwords and access codes; keys; chapter property, etc.

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.

OVERVIEW OF KEY FACTORS

- Chapters operate on a calendar year
- Maximum term is two (2) years. A person may serve multiple terms but must be elected at least every two (2) years.
- Establish Nominating & Elections Committee and announce date of election
- Assure all members are 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
- Allow sufficient notice to submit nominations
- All candidates must be current members and only current adult members are allowed to vote.
- Ballot should be developed and all candidates have confirmed they will serve if elected
- Notice provided to members with details on how election will be handled – by mail, at a meeting, options for those that can't attend a meeting to cast their vote
- Ballots counted and new Board announced to take office January 1st
- List of new Board members provided to national USA Dance by December 31st



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BOARD OPERATIONS

Officers or Directors-at-Large shall be elected by the Board from among the members of the Board when an Officer or Director-at-Large position is vacated for any reason. In the event that more than two candidates receive votes for a position, a runoff election will be held for the two nominees who receive the largest number of votes.

A no confidence (removal) vote for specified Board members must be held within four (4) months following the receipt of a petition identifying the Board members and signed by at least 20% or 10 voting members (whichever is more) of the chapter voting members in good standing. Such a petition may only be submitted once per election cycle (once every two years) for any specific Board member.

ELECTION PROCESS TRANSITIONS

If the chapter decides to continue with the Chapter Board electing its Officers the following process is recommended when a Chapter is transitioning from bi-annual elections to annual elections:

- 1) If the first annual election is occurring in a year where the Chapter would not have conducted an election then the Chapter Board should conduct an anonymous vote prior to the selection of the N&EC to select those Directors-at-Large that will be up for election. The number of Director-at-Large positions open for election must meet the appropriate odd or even year criteria specified in the Chapter General Election Process section.
- 2) If the first annual election is occurring in a year where the Chapter would have conducted an election then all Chapter Board positions will be up for reelection. The term for the positions will be divided between one year and two year terms in accordance with the odd and even year criteria specified in the Chapter General Election Process section for an election. The elected Board members receiving the most number of votes will be awarded two year terms.

If the chapter decides to transition to having the membership choose its Officers the following process is recommended when a Chapter is transitioning from bi-annual elections to annual elections:

- 1) If the first annual election is occurring in a year where the Chapter would not have conducted an election then the Chapter Board should conduct an anonymous vote prior to the selection of the N&EC to select those Directors-at-Large that will be up for election. The Officer positions open for election must meet the Officer criteria specified in the Chapter General Election Process section. The number of Director-at-Large members selected for reelection must



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meet the appropriate odd or even year criteria specified in the Chapter General Election Process section.

- 2) If the first annual election is occurring in a year where the Chapter would have conducted an election then all Chapter Board positions will be up for reelection. The terms for the Officer and Director-at-Large positions will be divided between one year and two year terms in accordance with the odd and even year criteria specified in the Chapter General Election Process section for an election. The Directors-at-Large receiving the most number of votes will be awarded two year terms.

This process is recommended if a Chapter is transitioning from the Board electing the Officers to the Membership electing its Officers once it is conducting annual elections:

The Officer positions open for election must meet the Officer criteria specified in the Chapter General Election Process section. The number of Director-at-Large members selected for reelection must meet the appropriate odd or even year criteria specified in the Chapter General Election Process section. If this is the first transition year once the election occurs the newly elected Board will elect the two Officers not elected by the Membership from the Directors-at-Large. The two Officers positions elected by the Board will be open for election in the upcoming election.

This process is recommended if a Chapter is transitioning from the Membership electing its Officers to the Board electing its Officers once it is conducting annual elections:

The number of Director-at-Large members selected for reelection must meet the appropriate odd or even year criteria specified in the Chapter General Election Process section. The number of Director-at-Large positions open for election must also include the Officer positions that would have been open for election as specified in the Chapter General Election Process section. If this is the first transition year once the election occurs the newly elected Board will elect from the Directors-at-Large the two Officers that would have been elected by the Membership. If this is the second transition year once the election occurs the newly elected Board will elect from the Directors-at-Large all the Chapter Officers.



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CANDIDATE CONFIRMATION FORM

This confirms my willingness to be a candidate for the USA Dance position of:

Term of office is ? years – from January 1, 20?? through December 31, 20??.

(Print your name here)

(Sign your name here)

ADDRESS AND CONTACT INFORMATION BELOW

Address: _____

City, State, Zip _____

USA Dance membership #: _____

Expiration date: _____

E-mail: _____

Home Phone: _____

Cell Phone: _____

FAX: _____

I understand that the Nominations and Elections Committee will review my credentials to determine my eligibility.

Please return this completed form (originals only – applicant retains a copy) to:

Name
National Elections Director
Address
City, State Zip



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NOMINATION BY PETITION FORM

This confirms my willingness to be a candidate for the USA Dance position of:

I will serve a ? year term from January 1, 20?? to December 31, 20??.

In order to guarantee placement on the official ballot, a minimum of 100 signatures from USA Dance members in good standing must be collected and submitted on the Nomination by Petition Form (only original forms and signatures will be accepted).

	USA Dance Member Number	Expiration Date	Print Name	Signature
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	USA Dance Member Number	Expiration Date	Print Name	Signature
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	USA Dance Member Number	Expiration Date	Print Name	Signature
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	USA Dance Member Number	Expiration Date	Print Name	Signature
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