



# UCWDC® FINANCIAL PRACTICE No. 1 Stipend Remittance

**Version 3.1**

Date	Created by	Checked by	Approved by	Effective date
April 1, 2003	Sherry Tovell		General Council	Sept. 2003

REVISIONS					
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Feb. 21, 2011	Randy Jeffries		General Council	Feb. 21, 2011	2.0
Aug. 13, 2018	K. Armbruster	Randy Jeffries	General Council	Sep. 20, 2018	3.0
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## 1. INTRODUCTION

The United Country Western Dance Council® is an international organization which promotes country western dance by producing festivals and competitions across the world. We host the annual Country Dance World Championships® for couples and line dancers and we advocate country dancing as a social activity for people of all ages and abilities.

### 1.1 Purpose

The UCWDC is registered in the state of Pennsylvania as a 501(c)(3) organization.

This Finance Practice governs regular stipend payments and expense reimbursements to UCWDC Officers and appointed Committee Chairs or Directors.

## 2. POSITION

Position	Annual Stipend	Frequency of Payments	Office Exp. Reimbursed	Effective Start Date
President	\$10,200	Quarterly	Yes	Jan. 1, 2003
Associate Membership Director	\$ 2,500	Quarterly	No	Jan. 1, 2018
Treasurer	\$ 3,500	Quarterly	Yes	Jan. 1, 2018
Secretary	\$ 3,500	Quarterly	Yes	Jan. 1, 2020
Immediate Past President (two year term)	\$ 1,000	Semi-Annually	No	Jan. 1, 2017
VP, Judge Certification	\$ 5,000	Quarterly	Yes	Jan. 1, 2003
VP, Rules & Contest Procedures	\$ 5,000	Quarterly	Yes	Jan. 1, 2003
Financial Oversight Chair	\$ 1,250	Quarterly	No	Jan. 1, 2010
Line Dance Chair	\$ 2,500	Quarterly	No	Jan. 1, 2019

## 3. PRACTICE

1. The Treasurer shall draft organization checks, and send via U.S. post, all payments to officers residing in North America or via Bank Wire Transfer for those officers residing outside of North America. The Treasurer may disburse quarterly officer payments during the last week of March, June, September, and December.
  - a. Banking Cards are available to UCWDC officers and appointed Committee Chairs (identified in the reference table above).
  - b. The cards shall have a Quarterly Spending Limit set to one quarter (1/4) of their stipend having those earmarked funds available at the beginning of the quarter (January, April, July, and October).



- c. UCWDC officers and appointed Committee Chairs must submit a Quarterly Bank Card Usage Report by the last week of their current quarter (March, June, September, and December) to the Financial Oversight Committee. Sample form attached and may be obtained from the Financial Oversight Chair.
  - d. Bank Cards may only be used for travel related expenditures related to their duties and not for personal expenses. [e.g. Flights, Accommodations and some meals](#)
  - e. Any remaining Stipend owed to the UCWDC officers or appointed Committee Chairs shall be paid out at the end of the year via organizational check issued by the Treasurer.
2. The Past President shall be paid semi-annually by the Treasurer at the conclusion of each required UCWDC General Council Meeting attended. If unable to attend a meeting, \$500 of the semi-annual payment (attributable to travel reimbursement) shall be withheld. The Past President shall serve a term equivalent with the **first two year term** of the new president.
  3. In accordance with Finance Practice No. 2, Reimbursement of Expenses, officers who may be called to important ad-hoc meetings by the President will be reimbursed all reasonable and actual transportation costs over and above their annual stipend.
  4. Office expenses, if allowed (identified in reference table above), may be reimbursed providing they are reasonable for the office and appropriately documented and submitted per Finance Practice No. 2.

## END OF FINANCIAL PRACTICE