



# UCWDC® GENERAL POLICIES

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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

This policy is to assist all Sanctioned Members in the execution of their duties outlined by the current Bylaws, in accordance with the UCWDC's Mission, Policies and Procedures and Codes of Conduct, as determined in the UCWDC's sole discretion.

This policy includes, but is not limited to the management of bi-annually scheduled Meetings of the Sanctioned Members, Committee Meetings, On-Line Meetings, Clarifications to the Bylaws, General Communication and General Guidelines.

## 2. SANCTIONED MEMBERS MEETING

The following items are clarifications of the current UCWDC Bylaws (Article 5 - SANCTIONED MEMBERS MEETING) and shall be followed unless a vote of 2/3rds of the Sanctioned Members agree to the change;

1. UCWDC Article 5.3 – States “Written notice of all meetings ... shall be served upon ... at least twenty five (25) days before such meeting ... “
  - a. All event related and general meeting agenda items must be submitted, in writing to the Secretary no later than thirty (30) calendar days in advance of the meeting.
    - i. If agenda items, with their required documentation are not submitted before the time stated, the item will not be added to the agenda and will be postponed to the following meeting agenda.
    - ii. The Secretary will share all requested agenda items with the President, for review prior to adding.
  - b. All new sanctioned event application(s), ownership change application(s) completed documentation must be submitted, in writing to the Secretary in conformation with the “Event Application Policy” and no later than thirty (30) calendar days in advance of the meeting.
  - c. All Election Nominations will close sixty (60) calendar days in advance of the meeting and must be submitted, in writing to the Secretary in conformance with the “Election Policy”.
2. UCWDC Article 5.4 - All Meetings of the Sanctioned Members or any committee will follow “Robert’s Rules of Order”.



### 3. VOTING RIGHTS AND TRANSFERS

The following items are clarifications of the current UCWDC Bylaws (Article 7 – VOTING RIGHTS AND TRANSFERS) and shall be followed unless a vote of 2/3rds of the Sanctioned Members agrees to the change;

#### 3.1 Majority Ownership Change

UCWDC Article 7.4 – States “UCWDC may not entertain, discuss or vote to change ownership percentage status of any event ... “

1. Where a Member Event wishes to change Majority Director, the new Majority Director must be present at the meeting of the Members.

#### 3.2 Minority Ownership Change

UCWDC Article 7.6 – States “No member may transfer a minority portion of his event ownership to another person without prior approval of Two Thirds (2/3) of the voting members ... “

1. If Member Event wishes to change Minority Director, the new Minority Director need not be present at the meeting of the Members, but it is recommended.

### 4. PROXIES

The following items are clarifications of the current UCWDC Bylaws (Article 8 – PROXIES) and shall be followed unless a vote of 2/3rds of the Sanctioned Members agrees to the change;

1. All Proxies must be submitted to the Secretary using the appropriate “Proxy Form” in writing by the acceptable forms of communication listed below;
  - a. If submitted via e-mail it needs to be addressed and sent to the Secretary at [secretary@ucwdc.org](mailto:secretary@ucwdc.org) and contain for following information;
    - i. Your name
    - ii. Event Name
    - iii. Proxy designated directors name
  - b. Only emails submitted from the e-mail address registered in conjunction with the Event or Majority Event Director on file with the UCWDC and Secretary will be accepted.
2. Only Proxies from the Majority Director for the event will be accepted.
3. It is the responsibility of the Majority Director for the event assigning a Proxy to ensure that the designated Event Director to receive the Proxy is not holding any other Proxy.
4. Proxy re-assignment can only be made by the original Proxy issuer.
5. Each Member Event can ONLY carry one (1) proxy. If they are offered a second one they must deny it and not re-assign it.
6. During an election the “Electoral Practices and Voting Policy” will govern the use of Proxies.



## 5. OFFICIAL OBSERVER

The following items are clarifications of the current UCWDC Bylaws (Article 20.12 – Attendance of Official Observer) and shall be followed unless a vote of 2/3rds of the Sanctioned Members agrees to the change;

1. The Official Observer cannot hold the position of Contest Coordinator, Scoring Director, Scoring Personnel, DJ or Event Registration Personnel.
2. The Official Observer cannot be from the same Region as the event. The “Region” is defined by the “Regional Representative Policy”
3. In support of Bylaw Article 20.12.5 – The Official Observer must complete, in full the “Official Observer Evaluation Form”, obtained from the Secretary.
4. If an Observer is used to evaluate a First Year Provisional event the same Observer may not be used for the same events Second Year Provisional review.

## 6. TERMINATION of OFFICE, CHAIR or CONTRACT

In accordance with Article 16.3 of the current UCWDC Bylaws and to protect the intellectual property of the UCWDC;

1. Once a UCWDC Officer, Committee Chair or Contract Position completes their term, appointment or agreement or is terminated in accordance with the UCWDC bylaws or terms of their agreement, the UCWDC Officer, Committee Chair or Contract Position will immediately cease to have access to all secure areas of the UCWDC including, but not limited to;
  - a. Web hosting, FTP and Email servers;
  - b. Domain registries;
  - c. Email accounts;
  - d. Social Media accounts;
  - e. Billing accounts;
  - f. Online storage access (in secure areas);
  - g. Bank accounts, banking access and debit and credit cards;
  - h. Billing portals, on-line payment gateways;
  - i. Associate Membership software and databases;
  - j. Data Management software and databases;
2. Immediately following the completion of their term, appointment or agreement or the termination in accordance with the UCWDC bylaws or terms of their agreement the UCWDC Officer, Committee Chair or Contract Position will produce all work product (digital and hard copy) including but not limited to; original icons, logos, illustrations, documents, and graphic designs created by the position for use in their office, position or contract.
3. The UCWDC Board of Directors may provide or extend any access or privilege noted in sentence 7.1 to any UCWDC Officer, Committee Chair or Contract Position, at any time, whenever in the Board's judgment is in the best interests of the Council.



## 7. GENERAL

The following items are general guidelines that all Sanctioned Member Events are required to follow;

### 7.1 General

All Sanctioned Member Events acting on behalf of the UCWDC are expected to comply with all applicable laws at all times. The UCWDC reserves the right to exclude any person from any event for acting in violation of applicable law, or in disaccord with the UCWDC's Mission, Bylaws, Policies and Procedures and Codes of Conduct, as determined in the UCWDC's sole discretion.

### 7.2 Posting to Web

1. All event dates for the following year are to be submitted to the UCWDC Web Manager at [webmanager@ucwdc.org](mailto:webmanager@ucwdc.org) within thirty (30) calendar days of the end of your current event.
2. All event results for the immediately past event are to be submitted to the UCWDC Web Manager at [webmanager@ucwdc.org](mailto:webmanager@ucwdc.org) within ten (10) calendar days in the following PDF format;
  - a. Couples Divisions
  - b. ProAm / ProPro Divisions
  - c. Line Dance and Choreography Divisions
  - d. Team Divisions
  - e. Country Two Step Tour (CTST)
  - f. West Coast Swing Contests
  - g. Other

### 7.3 Attendance at Meetings

In accordance with Article 31 of the current UCWDC Bylaws;

1. The Country Dance World Championships Director must also be in attendance at each 'Open' Committee Meeting scheduled in conjunction with the bi-annual meeting of the Members.
2. The President must be a an active member of all Committees except for the Ethics Committee

### 7.4 Event Naming

1. No event other than a UCWDC Continental Championships may contain the name or the word "Championship". All events existing before 2001 with the name or the word "Championship" in their title are exempt from this article.
2. Event names may not contain the "UCWDC" or "United Country Western Dance Council" as identified in the "Name and Logo Usage" Policy. It is incorrect to use or refer to the UCWDC Trademarks as a trade or event name (e.g., company name, event name or facility name). For example, don't name your event with UCWDC in the title. Name your event something else and say that it offers the UCWDC programs or UCWDC classes.



## 7.5 Selection of Member Meeting Location

Selection of the Spring and Fall General Council Meetings shall be proposed and selected a minimum of one (1) year in advance of the meeting.

1. Proposals to be called for at the Fall General Council meeting and any Member Director may propose a meeting location by providing a proposal at the next Spring General Council Meeting for the following year.
2. Locations to be considered MUST include the following requirements:
  - a. Free meeting space: Committee meetings for 15 people and General Council of 40 set in a hollow square
  - b. Free internet in banquet space
  - c. 75 room nights broken out as 6/15/15/18/18/3
  - d. Minimum 80% attrition
  - e. No Audio/Visual requirements
  - f. No Food & Beverage requirements
  - g. Access to an International Airport catering to all of North America, Asia and Europe
  - h. Shuttle access to/from hotel and airport