



# UCWDC® COMMITTEE POLICY

**Version 1.0**

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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 work of the UCWDC is primarily carried out by committees. We have three kinds of committees. Those that stem from the Bylaws and have elected representatives as well members of the General Council; those that are UCWDC Standing Committees or mandated by the UCWDC General Council; and those that are Ad-Hoc and are created as they are needed.

The purpose of this policy is to provide a current list of all UCWDC Committees and a brief description of each.

The UCWDC depends heavily on volunteers in all committee work, in the setting of policy and in the execution of proper procedures. Your assistance is greatly appreciated.

### 1.2 References

**In accordance with Article 12.3 of the current UCWDC Bylaws:** Executive Committee

**In accordance with Article 12.5 of the current UCWDC Bylaws:** Judge Certification Committee

**In accordance with Article 12.6 of the current UCWDC Bylaws:** Rules Committee

**In accordance with Article 16.1.1 of the current UCWDC Bylaws:** "... Except as expressly provided in these Bylaws, the President shall appoint committee members as needed."

## 2. TYPES OF COMMITTEES

The creation of a committee may be recommended by the General Council from time-to-time and be appointed by the President. All members of any committee must be appointed by the President including the committee chair. UCWDC Bylaw Article 16.1.1 – Duties of the President

1. **Standing Committees:** are permanent committees established by the current UCWDC Bylaws, assigned by the President or by the recommendation of the General Council or Executive Committees. Standing Committees are formed to do its assigned work on an ongoing basis. It may study matters referred to it by the President or General Council or, within its area of responsibility in the Organization, may undertake studies on its own initiative. (e.g. Rules Committee, Bylaw Committee, Strategic Planning Committee)
2. **Sub-Committees:** are permanent committees established by the Standing Committees to aid the parent Committee in accomplishing its duties, for example by meeting on a specific topic (e.g. Classic Music, Line Dance).
3. **Ad-Hoc Committees:** are committees formed for a specific task or objective and dissolved after the completion of the task or achievement of the objective.



## 2.1 Role of a Committee

Committees can be a practical way to structure and manage the Council's work. Sometimes a smaller group can be more focused and efficient in dealing with issues than the full Board or Council. A committee is created to provide counseling and advice for the General Council or to handle a task on the Council's agenda. Any recommendations made by a committee need to be approved by the General Council or Executive Committee. The General Council or Executive Committee is not obligated to go with committee suggestions.

## 2.2 Guidelines for Committees

- The President shall direct matters of organizational business to the appropriate committee.
- All committees are bound by the Bylaws of the UCWDC and by General Council Policies and Procedures, but they may recommend changes in policies to the President for approval or action.
- Documents relating to individual cases are considered confidential. The chair of the committee must have a member's permission to release material for public viewing.
- All communication under the letterhead of the Organization must be authorized by the Committee Chair, President or Executive Committee.
- All committees shall keep minutes which are to be retained until their formal adoption at the next General Council meeting.
- All committees shall report monthly and/or as requested to the President or as assigned further in this policy and to the membership at all General Meetings.
- The President shall appoint the chair of a committee or delegate this responsibility to the committee.
- Any vacancy on a committee resulting from resignation or any other cause shall be filled as outlined by the Bylaws or by the President.
- Committees shall receive prior approval from the Financial Oversight Committee before incurring any expenses.

## 3. COMMITTEES REGULATED BY THE UCWDC BYLAWS

### 1. EXECUTIVE COMMITTEE

A detailed description of the Executive Committee is to be found in the Bylaws of the Organization. UCWDC Bylaw Article 12.3

### 2. JUDGE CERTIFICATION COMMITTEE

A detailed description of the Judge Certification Committee is to be found in the Bylaws of the Organization. UCWDC Bylaw Article 12.5

### 3. RULES COMMITTEE

A detailed description of the Rules Committee is to be found in the Bylaws of the Organization. UCWDC Bylaw Article 12.6



## 4. STANDING COMMITTEES

### 4.1 Strategic Planning Committee (SPC)

#### 1. Purpose

The duties of the Strategic Planning Committee (SPC) are:

- Make recommendations related to the organization's mission, vision, strategic initiatives, major programs and services.
- Help identify critical strategic issues facing the organization. Assisting in analysis of alternative strategic options.
- Ensure an effective strategic planning process, including development of a three to five-year strategic plan with measurable goals and time targets.
- Understand the organization's industry, market/community, and core competencies. Keeping up to date on industry and local market trends to improve the scope, effectiveness and quality of services provided by the organization.
- Annually reviewing the strategic plan and recommending updates as needed based on changes in the market, community needs, and other factors
- Assist in development of a strategic dashboard of key indicators.
- Monitor the organization's performance against measurable targets (e.g., market share, increase in volumes) or progress points.

#### 2. Composition

The Strategic Planning Committee and the SPC Chair, if necessary, shall be appointed by the President. The SPC shall include the current President and Associate Membership Director plus three (3) additional members of the General Council. The committee shall be a maximum of five (5) members in total.

#### 3. Term of Office

The term of office is two (2) years, renewable.

#### 4. Responsibility

The SPC is responsible to the President.

Since the Strategic Planning Committee has no financial resources of its own, all funds spent by the SPC require the approval of the President and Financial Oversight Committee

#### 5. Lines of Communication

The SPC Chair (or designate) shall report to the President at least once a month, and more frequently if necessary, on planning matters pertaining to the UCWDC.

The SPC Chair shall provide a report for both spring and fall General Meetings.

#### 6. Confidentiality

All discussions, position papers, documents, letters and other materials received by the committee are confidential.



## 4.2 Financial Oversight Committee (FOC)

### 1. Purpose

The duties of the Financial Oversight Committee (FOC) are:

- Monitor all funds of the organization.
- Review, negotiate and recommend for signature all contracts relating to the organization
- Advise the President and General Council of all financial matters relating to the organization
- Monitor existing insurance plan
- Maintain, create and execute the Financial Practices of the organization

### 2. Composition

The Financial Oversight Committee and the FOC Chair, if necessary, shall be appointed by the President. The FOC shall include the current President and Treasurer plus three (3) additional members of the General Council. The committee shall be a maximum of five (5) members in total.

### 3. Term of Office

The term of office is two (2) years, renewable.

### 4. Responsibility

The FOC is responsible to the President.

Since the Financial Oversight Committee has no financial resources of its own, all funds spent by the FOC require the approval of the President.

### 5. Lines of Communication

The FOC Chair (or designate) shall report to the President at least once a month, and more frequently if necessary, on financial matters pertaining to the UCWDC and General Council.

The FOC Chair shall provide a report for both spring and fall General Meetings.

### 6. Confidentiality

All discussions, position papers, documents, letters and other materials received by the committee are confidential.



### **4.3 Ethics Committee (EC)**

#### **1. Purpose**

The duties of the Ethics Committee (EC) are:

- Preside over all conflict resolution matters of the Member Directors within the organization.
- Create, review and update Policies and Procedures for behavior of the organization members.
- Conduct reviews and deliver discipline to Member Directors found in violation of organization Ethics Policies and Bylaws.

#### **2. Composition**

The Ethics Committee and the EC Chair, if necessary, shall be elected by the General Council and appointed by the President. The EC shall be comprised of seven (7) members as identified in the Code of the UCWDC Ethics Committee policy.

#### **3. Term of Office**

The term of office is two (2) years, renewable.

#### **4. Responsibility**

The EC is responsible to the UCWDC General Council.

Since the Ethics Committee has no financial resources of its own, all funds spent by the EC require the approval of the Financial Oversight Committee

#### **5. Lines of Communication**

The EC Chair (or designate) shall report to the President at least once a month, and more frequently if necessary, on ethical matters pertaining to the UCWDC and General Council.

The EC Chair shall provide a report for both spring and fall General Meetings.

#### **6. Confidentiality**

All discussions, position papers, documents, letters and other materials received by the committee are confidential.



## 4.4 Bylaw Committee (BC)

### 1. Purpose

The duties of the Bylaw Committee (BC) are:

- Provide UCWDC Member Directors with current and updated Bylaws that are pertinent to the organization.
- Create, review and update organization's Bylaws on a regular basis
- Assist in the creation, review and update of the organization's Policies and Procedures
- Communicate and advise the General Council and President on matters pertaining to the Bylaws
- Maintain the organizational Bylaws in compliance with all applicable federal, state and local laws

### 2. Composition

The Bylaw Committee and the BC Chair, if necessary, shall be appointed by the President. The BC shall include the current President, the immediate Past President plus three (3) additional members of the General Council. The committee shall be a maximum of five (5) members in total.

### 3. Term of Office

The term of office is two (2) years, renewable.

### 4. Responsibility

The BC is responsible to the President.

Since the Bylaw Committee has no financial resources of its own, all funds spent by the BC require the approval of the Financial Oversight Committee

### 5. Lines of Communication

The BC Chair (or designate) shall report to the President at least once a month, and more frequently if necessary, on bylaw matters pertaining to the UCWDC.

The BC Chair shall provide a report for both spring and fall General Meetings.

### 6. Confidentiality

All discussions, position papers, documents, letters and other materials received by the committee are confidential.





## **4.5 Policies and Procedures Committee (PPC)**

### **1. Purpose**

The duties of the Policy and Procedures Committee (PPC) are:

- Provide UCWDC Member Directors with current and updated Policies and Procedures that are pertinent to the organization.
- Create, review and update organization's Policies and Procedures on a regular basis
- Assist in the creation, review and update of the organization's Bylaws
- Communicate and advise the General Council and President on matters pertaining to the Policies and Procedures
- Maintain the organizational Policies and Procedures in compliance with all applicable federal, state and local laws

### **2. Composition**

The Policy and Procedures Committee and the PPC Chair, if necessary, shall be appointed by the President. The PPC shall include the current President, Secretary plus three (3) additional members of the General Council. The committee shall be a maximum of five (5) members in total.

### **3. Term of Office**

The term of office is two (2) years, renewable.

### **4. Responsibility**

The PPC is responsible to the President.

Since the Policy and Procedures Committee has no financial resources of its own, all funds spent by the BC require the approval of the Financial Oversight Committee

### **5. Lines of Communication**

The PPC Chair (or designate) shall report to the President at least once a month, and more frequently if necessary, on policy and procedural matters pertaining to the UCWDC.

The PPC Chair shall provide a report for both spring and fall General Meetings.

### **6. Confidentiality**

All discussions, position papers, documents, letters and other materials received by the committee are confidential.



## 4.6 Education Committee (EDC)

### 1. Terms of Reference

The Education Committee (EDC) is a joint committee of the UCWDC and the National Teachers Association (NTA).

### 2. Purpose

The duties of the Education Committee (EDC) are:

- Organize, implement and facilitate an accredited teacher education program that spans between the NTA training levels and the UCWDC Judge Education Program.
- Initiate and implement educational Policies and Procedures.
- Develop and implement programs and activities which will provide Associate Members with the opportunity to achieve the level of knowledge and skill necessary to serve the public with competence and professionalism.
- Formulate Policies and Procedures for the operation of the UCWDC Dance Camp(s).
- Assist the Syllabus Sub-Committee with the creation and implementation of standards for the dances and levels.
- Assist the Judge Certification Committee in the creation of Judge Entrance Examination documentation and training.

### 3. Composition

The Education Committee and the EDC Chair, if necessary, shall be appointed by the President. The EDC shall include the current NTA President, VP Judge Certification and be separated into two (2) categories; Line Dance Education and Couples Education. Each category shall include four (4) additional members of the General Council. The committee shall be a maximum of eleven (11) members in total.

### 4. Term of Office

The term of office is two (2) years, renewable.

### 5. Responsibility

The EDC is responsible to the President.

Since the Education Committee has no financial resources of its own, all funds spent by the EDC require the approval of the Financial Oversight Committee

### 6. Lines of Communication

The EDC Chair (or designate) shall report to the President at least once a month, and more frequently if necessary, on education matters pertaining to the UCWDC.

The EDC Chair shall provide a report for both spring and fall General Meetings.

### 7. Confidentiality

All discussions, position papers, documents, letters and other materials received by the committee are confidential.



## 4.7 Media and Marketing Committee (MMC)

### 1. Purpose

The duties of the Media and Marketing Committee (MMC) are:

- Steward the UCWDC brand and image.
- Identifying target audiences in coordination with the Strategic Planning Committee and Associate Membership Director.
- Development of messages to communicate ongoing organizational objectives, messages and developments with Associate Members.
- Development of targeting messages to attract new members to the Organization.
- Identify possible marketing opportunities for the organization.
- Organizing the development of support materials (brochures, newsletters, annual reports, media releases, videos, website and social media postings).
- Monitoring the implementation of the marketing and communications plans.
- Ensure unified branding and messaging across the organization.

### 2. Composition

The Media and Marketing Committee and the MMC Chair, if necessary, shall be appointed by the President. The MMC shall include the Web Manager plus four (4) additional members of the General Council. The committee shall be a maximum of five (5) members in total.

### 3. Term of Office

The term of office is two (2) years, renewable.

### 4. Responsibility

The MMC is responsible to the President.

Since the Media and Marketing Committee has no financial resources of its own, all funds spent by the MMC require the approval of the Financial Oversight Committee

### 5. Lines of Communication

The MMC Chair (or designate) shall report to the President at least once a month, and more frequently if necessary, on media and marketing matters pertaining to the UCWDC.

The MMC Chair shall provide a report for both spring and fall General Meetings.

### 6. Confidentiality

All discussions, position papers, documents, letters and other materials received by the committee are confidential.



## 4.8 Hall of Fame Committee (HOF)

### 1. Purpose

The duties of the Hall of Fame Committee (HOF) are:

- To recognize, honor and pay tribute to individuals, couples and teams who have attained extraordinary achievement in the sport of Country Dance throughout the World.
- Responsible for obtaining nominees, evaluating credentials of all candidates and making recommendations for UCWDC Hall of Fame in alignment with the UCWDC Hall Of Fame Policy.
- Responsible for obtaining nominees, evaluating credentials of all candidates and making recommendations for UCWDC Country Dance Pioneer Awards in alignment with the UCWDC Country Dance Pioneer Policy.
- Maintain an accurate record of all Hall of Fame inductees, their contributions towards the sport of Country Dance and awards.
- Review all awards and Hall of Fame policies and procedures to ensure they are consistent with the goals and objectives of UCWDC.
- Assist the Country Dance World Championships Director in the planning of the annual Awards and Hall of Fame induction ceremony as requested.

### 2. Composition

The Hall of Fame Committee and the HOF Chair, if necessary, shall be recommended by the existing Hall Of Fame members and appointed by the President. The HOF Committee shall include all the inducted members of the Hall of Fame plus the current President.

### 3. Term of Office

The term of office is two (2) years, renewable.

### 4. Responsibility

The HOF Committee is responsible to the President.

Since the Hall of Fame Committee has no financial resources of its own, all funds spent by the HOF Committee require the approval of the Financial Oversight Committee

### 5. Lines of Communication

The HOF Chair (or designate) shall report to the President at least once a month, and more frequently if necessary, on hall of fame or pioneer matters pertaining to the UCWDC.

The HOF Committee Chair shall provide a report for both spring and fall General Meetings.

### 6. Confidentiality

All discussions, position papers, documents, letters and other materials received by the committee are confidential.



## 4.9 Event Application Committee (EAC)

### 1. Purpose

The duties of the Event Application Committee (EAC) are:

- Formally review all New Application Sanctioning and Licensing for the UCWDC
- Communicate, assist and advise all new applicants through the New Sanctioning and Licensing Application process as identified.
- Create, review and update all Sanctioning and Licensing Application policies and procedures to ensure they are consistent with the goals and objectives of UCWDC.
- Coordinate with the Ethics Committee on all matters relating to Conflict/Duality of Interest
- Coordinate and communicate with the Strategic Planning Committee (SPC) Chair on all matters relating to the Strategic Planning of the Organization

### 2. Composition

The Event Application Committee and the EAC Chair, if necessary, shall be appointed by the President. The committee shall include the current President, Secretary, Regional Representative (identified in the UCWDC Regional Representative Policy) plus two (2) additional members of the General Council. The committee shall be a maximum of five (5) members in total.

The Regional Representative member of the Committee shall be a rotating member depending on the location where the Application is being received from. If a Regional Representative is assigned to a Region, the President will appoint an additional committee member in their place.

### 3. Term of Office

The term of office is two (2) years, renewable.

### 4. Responsibility

The EAC is responsible to the President.

Since the Event Application Committee has no financial resources of its own, all funds spent by the EAC require the approval of the Financial Oversight Committee

### 5. Lines of Communication

The EAC Chair (or designate) shall report to the President at least once a month, and more frequently if necessary, on all new sanctioning application matters pertaining to the UCWDC.

The EAC Chair shall provide a report for both spring and fall General Meetings.

### 6. Confidentiality

All discussions, position papers, documents, letters and other materials received by the committee are confidential.



## 5. SUB-COMMITTEES

### 5.1 Contest Coordinator Sub-Committee

#### 1. Parent Standing Committee

The Contest Coordinator Sub-Committee operates under the Judge Certification Committee.

#### 2. Purpose

The duties of the Contest Coordinator Sub-Committee are:

- Preside over all matters pertaining to the effective planning, organization and administration that are critical to the integrity of the UCWDC Rules and Scoring Process.
- Organize, implement and facilitate educational activities to keep Contest Coordinators current in their field.
- Initiate and implement Contest Coordination Policies and Procedures.
- Report to the General Council during the sitting of the spring and fall General Council meetings any issues occurring at Regional Events during the events Annual Review of Sanctioning.

#### 3. Composition

The Contest Coordinator Sub-Committee Chair, if necessary, shall be recommended by the VP Judge Certification and appointed by the President. The Contest Coordinator Sub-Committee shall include the VP Judge Certification and all fully certified UCWDC Contest Coordinators and those that are approved to be "In-Training" only.

#### 4. Term of Office

The term of office is two (2) years, renewable.

#### 5. Responsibility

The Contest Coordinator Sub-Committee is responsible to the Judge Certification Committee.

Since the Contest Coordinator Sub-Committee has no financial resources of its own, all funds spent by the Committee require the approval of the full Judge Certification Committee and Financial Oversight Committee

#### 6. Lines of Communication

The Contest Coordinator Sub-Committee Chair (or designate) shall report to the VP Judge Certification at least once a month, and more frequently if necessary, on contest coordination matters pertaining to the UCWDC.

The Contest Coordinator Sub-Committee Chair shall provide a report for both spring and fall General Meetings to be included into the VP Judge Certification report.

#### 7. Confidentiality

All discussions, position papers, documents, letters and other materials received by the committee are confidential.



## 5.2 Judge Educators and Examiners Sub-Committee

### 1. Parent Standing Committee

The Judge Educators and Examiners Sub-Committee operates under the Judge Certification Committee.

### 2. Purpose

The duties of the Judge Educators and Examiners Sub-Committee are:

- Initiate and implement educational documentation and tools (written or electronic media) to assist in the development, advancement and continued education of all UCWDC Certified Judges.
- Initiate and implement examination procedures and documentation used to evaluate the qualifications of all UCWDC Certified Judge.
- Assist in the creation and distribution of electronic media learning products associated with the education of all UCWDC Certified Judges.
- Organize, implement and facilitate educational activities to keep Judge Educators and Examiners current in their field.
- Initiate and implement Judge Education Policies and Procedures.

### 3. Composition

The Judge Educators and Examiners Chair, if necessary, shall be recommended by the VP Judge Certification and appointed by the President. The Judge Educators and Examiners Sub-Committee shall include the VP Judge Certification and all Fully Certified UCWDC Judge Educators and Examiners and those that are approved to be "In-Training" only.

### 4. Term of Office

The term of office is two (2) years, renewable.

### 5. Responsibility

The Judge Educators and Examiners Sub-Committee is responsible to the Judge Certification Committee.

Since the Judge Educators and Examiners Sub-Committee has no financial resources of its own, all funds spent by the Committee require the approval of the full Judge Certification Committee and Financial Oversight Committee.

### 6. Lines of Communication

The Judge Educators and Examiners Sub-Committee Chair (or designate) shall report to the VP Judge Certification at least once a month, and more frequently if necessary, on Judge educations and examination matters pertaining to the UCWDC.

The Judge Educators and Examiners Sub-Committee Chair shall provide a report for both spring and fall General Meetings to be included into the VP Judge Certification report.

### 7. Confidentiality

All discussions, position papers, documents, letters and other materials received by the committee are confidential.



## **5.3 Music Sub-Committee**

### **1. Parent Standing Committee**

The Music Sub-Committee operates under the Rules Committee.

### **2. Purpose**

The duties of the Music Sub-Committee are:

- Identify new Country Music and Artists from all portions of the World for review and incorporation into UCWDC Competitions.
- Review, administer and maintain the approved UCWDC Classic Competition Music lists.
- Review and select Showcase Music for incorporation into UCWDC Couples and ProAm divisions.
- Create and maintain Policies and Procedures on the selection and use of Country Music within our organization
- Identify what are the characteristics of Country Music are.
- Review and approve music to be used in divisions where self-selected music is used based on what the characteristics of Country Music are.

### **3. Composition**

The Music Chair, if necessary, shall be recommended by the VP Rules and appointed by the President. The Music Sub-Committee shall include the VP Rules plus, 2 current UCWDC DJ's and four (4) additional members of the Associate Membership. The committee shall be a maximum of seven (7) members in total.

### **4. Term of Office**

The term of office is two (2) years, renewable.

### **5. Responsibility**

The Music Sub-Committee is responsible to the Rules Committee.

Since the Music Sub-Committee has no financial resources of its own, all funds spent by the Committee require the approval of the full Rules Committee and Financial Oversight Committee.

### **6. Lines of Communication**

The Music Sub-Committee Chair (or designate) shall report to the VP Rules at least once a month, and more frequently if necessary, on classic music matters pertaining to the UCWDC.

The Music Sub-Committee Chair shall provide a report for both spring and fall General Meetings to be included into the VP Rules report.

### **7. Confidentiality**

All discussions, position papers, documents, letters and other materials received by the committee are confidential.





## 5.5 Line Dance Sub-Committee

### 1. Parent Standing Committee

The Line Dance Sub-Committee operates under the Rules Committee.

### 2. Purpose

The duties of the Line Dance Sub-Committee are:

- Steward the UCWDC Line Dances worldwide.
- Creation or selection and implementation of Line Dances for use in the UCWDC Competition divisions and levels.
- Coordination of the creation and implementation of a complete dance movement Syllabus system of learning related to the UCWDC Line Dance types with the Education Committee and Syllabus Sub-Committee.
- Assist in the creation and distribution of electronic media learning products associated with the organization's Line Dances.
- Administration of the UCWDC Choreographer's Agreement
- Monitor the organization's Line Dance use Worldwide
- Assist the Country Dance World Championships Director in the planning of workshops for the next year's line dance releases as requested.

### 3. Composition

The Line Dance Chair, if necessary, shall be recommended by the VP Rules and appointed by the President. The Line Dance Sub-Committee shall include the VP Rules, the immediate past Chair of the Line Dance Sub-Committee plus six (6) additional members of the Associate Membership. The committee shall be a maximum of nine (9) members in total, including the Chair.

### 4. Term of Office

The term of office is two (2) years, renewable.

### 5. Responsibility

The Line Dance Sub-Committee is responsible to the Rules Committee.

Since the Line Dance Sub-Committee has no financial resources of its own, all funds spent by the Committee require the approval of the full Rules Committee Financial Oversight Committee.

### 6. Lines of Communication

The Line Dance Sub-Committee Chair (or designate) shall report to the VP Rules at least once a month, and more frequently if necessary, on line dance matters pertaining to the UCWDC.

The Line Dance Sub-Committee Chair shall provide a report for both spring and fall General Meetings to be included into the VP Rules report.

### 7. Confidentiality

All discussions, position papers, documents, letters and other materials received by the committee are confidential.



## 5.6 Syllabus Sub-Committee

### 1. Parent Standing Committee

The Syllabus Sub-Committee operates under the Rules Committee.

### 2. Purpose

The duties of the Syllabus Sub-Committee are:

- Creation and implementation of a complete dance movement Syllabus system of learning related to the UCWDC specific dance types, levels and categories in a sequential order of advancement within the organizational Rules structure and to the highest of professional standards.
- Coordinate with the Dance Vision International Dance Association (DVIDA®) to ensure the UCWDC Syllabus system is accepted worldwide.
- Assist the Education Committee with the creation and implementation of written standards for the specific dance types, levels and categories.
- Assist in the creation and distribution of electronic media learning products associated with the Syllabus development.

### 3. Composition

The Syllabus Chair, if necessary, shall be recommended by the VP Rules and appointed by the President. The Syllabus Sub-Committee shall include the VP Rules plus six (6) additional members of the Associate Membership. The committee shall be a maximum of seven (7) members in total.

### 4. Term of Office

The term of office is two (2) years, renewable.

### 5. Responsibility

The Syllabus Sub-Committee is responsible to the Rules Committee.

Since the Syllabus Sub-Committee has no financial resources of its own, all funds spent by the Committee require the approval of the full Rules Committee and Financial Oversight Committee.

### 6. Lines of Communication

The Syllabus Sub-Committee Chair (or designate) shall report to the VP Rules at least once a month, and more frequently if necessary, on syllabus matters pertaining to the UCWDC.

The Syllabus Sub-Committee Chair shall provide a report for both spring and fall General Meetings to be included into the VP Rules report.

### 7. Confidentiality

All discussions, position papers, documents, letters and other materials received by the committee are confidential.



## **6. AD-HOC COMMITTEES**

Ad-Hoc Committees may be appointed whenever consideration is required of an issue outside the terms of reference of other committees of the Organization. The establishment of an Ad-Hoc Committee is either recommended by the General Council, through representation to the President, or effected directly by the General Council.

The members of an Ad-Hoc Committee are appointed by the President. A concise statement of the terms of reference is given to an Ad-Hoc Committee. This does not preclude the Ad-Hoc Committee, upon preliminary consideration of the issue(s) placed before it, from requesting of the parent Standing Committee or President the extension or amendment of the original terms of reference.

The parent Standing Committee or President establishes a deadline for an Ad-Hoc Committee to submit its final report. Reports of those Ad-Hoc Committees generated at a General Meeting are presented to the membership, at the next General Meeting subsequent to the receipt of the report or at a Special General Meeting, if so required.

When an Ad-Hoc Committee has completed its task, normally when its report has been presented and received, it shall be considered to be terminated.

## **END OF POLICY**