



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 partner dance and line dance contestants, sanction country dance festivals worldwide, and additionally 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

2.1 UCWDC Bylaw, Article 5 Clarifications

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

1. 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. Article 5.4 - All Meetings of the Sanctioned Members or any committee will follow “Robert’s Rules of Order”.
3. Article 5.5 - All Meetings of the Sanctioned Members or any Committee Meetings may only be audio or video recorded for the sole purposes of the creation of the official Meeting Minutes by the Secretary. All recordings will be maintained by the Secretary until such time as the official Meeting Minutes have been passed by Council, then destroyed. If notes are made, they too must be destroyed following the passing of the official Meeting Minutes, as the minutes constitute the official record of the meeting’s proceedings.



4. All Committee Meetings held by electronic means must have their minutes included in the Committee Reports presented to the General Council at the next Meetings of the Sanctioned Members.

2.2 Meeting Confidentiality

All information discussed in Meetings of the Sanctioned Members or any Committee Meeting will be held in strict confidence in accordance with the "UCWDC Member Event Agreement - Nondisclosure and Nonuse of Confidential Information".

1. The duty of confidentiality is essentially a duty not to speak about General Council matters to non-council members or share General Council materials unless authorized to do so by the President, Board of Directors or a two-thirds (2/3) vote of the members of the General Council.
2. At the end of each Meeting of the Sanctioned Members or Committee Meeting the General Council shall determine all items that Event Directors can freely discuss with non-directors.
 - a. The UCWDC will issue a formal public announcement of the items identified as being able to be discussed freely with non-directors.
3. All Officer Elections, New Event Sanctioning and New Event Directors, once approved by General Council shall be available for release to non-directors prior to the end of the Meeting of the Sanctioned Members as follows;
 - a. Officer Elections – Name and Position only
 - b. New Event Sanctioning – Event Name, Date, Location and Event Directors only
 - c. New Event Directors – Event Name and Event Directors only
4. In accordance with Article 5.5 of the current UCWDC Bylaws - A record of each Meeting of the Sanctioned Members proceedings are accessible only to Member Directors of the General Council unless authorized to do so by the President, Board of Directors or a two-thirds (2/3) vote of the members of the General Council.
5. As a 501(c)(3), all documentation of the organization is available to the public upon written request and shall be made available in such cases as authorized by the President, Board of Directors or a two-thirds (2/3) vote of the members of the General Council.
6. After their retirement from the UCWDC, former Event Directors or Directors Emeritus are also required, under this policy to observe the same duties of confidentiality to the UCWDC as if they remained an active Event Director.



3. PROXIES

The following items are clarifications of the current UCWDC Bylaws (Article 8 – PROXIES) and shall be followed unless a vote of two-thirds (2/3) 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 and contain for following information;
 - i. Your name (Majority Event Director)
 - ii. Your event name
 - iii. Proxy designated Member Event name
 - b. Only emails submitted from the e-mail address registered in conjunction with the Member Event or Majority Event Director on file with the UCWDC and Secretary will be accepted.
2. Only Proxies from the Majority Event Director for the Member Event will be accepted.
3. It is the responsibility of the Majority Event Director for the event assigning a Proxy to ensure that the designated Member Event 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.

4. OFFICIAL OBSERVER

The following items are clarifications of the current UCWDC Bylaws (Article 20.11 – Attendance of Official Observer) and shall be followed unless a vote of two-thirds (2/3) 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 “UCWDC Regional Representative Policy”
3. In support of Bylaw Article 20.11.5 – 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.



5. 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 Executive Committee 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.

6. GENERAL

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

6.1 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.

6.2 Posting to Web

All Member Events are responsible for submitting their post event data to the UCWDC Web Manager as identified;



1. All event dates for the following year are to be submitted to the UCWDC Web Manager at 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 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

6.3 Attendance at Meetings

In accordance with Article 26 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

6.4 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.

6.5 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

6.6 Dance Good Will

To allow the UCWDC to exist in the marketplace with a mutual level of respect for other competitive Country Dance organizations and in accordance with Article 20.6 of the current UCWDC Bylaws. All Member Events shall not use current competitive dance divisional names or divisional structure that have been identified and/or published by other competitive Country Dance Organizations for any social competitions (not including social dancing) as part of their event.

1. **Notice of Violation** - Members found in violation to this policy will be:
 - a. notified immediately in writing by the President;
 - b. have a \$500USD fine imposed, invoiced by the Treasurer due and payable within sixty (60) days after receipt of invoice, AND
 - c. have the Event Sanctioning reviewed at the next General Council Meeting.

END OF POLICY