



NORTH TEXAS SQUARE AND ROUND DANCE ASSOCIATION

GUIDELINES FOR THE NORTEX BEGINNER SQUARE DANCE LESSONS GRANTS

Revised April 2017

PROVISION 1 NAME

THE NAME OF THE GRANT(S) IS NORTEX Beginner Square Dance Lessons Grants, referred to herewith as the “lessons grant.”

PROVISION 2 SCOPE

This document shall be the sole source of rules and regulations governing the disbursement of funds of the NORTEX Beginner Square Dance Lessons Grants. The rules and regulations may be changed by a two-thirds vote of the NORTEX delegates.

PROVISION 3 PURPOSE

The purpose of this “lessons grant” is to promote square dancing in North Texas and growth in the NORTEX association and to assist member clubs that sponsor or host beginner square dance lessons.

PROVISION 4 OFFICE

The office of the “lessons grant” will be the address of the current NORTEX President.

PROVISION 5 COMMITTEE MEMBERS

1. Committee members of the “lessons grant” shall consist of the following:

- Current President of NORTEX
- Current Treasurer of NORTEX
- Current Parliamentarian of NORTEX
- Current Immediate Past-President of NORTEX
- Four (4) dancer representatives serving a two-year term, composed of two (2) couples, four (4) solo dancers or a combination thereof, in good standing with an existing NORTEX Club, appointed by the current President of NORTEX and approved by a majority of NORTEX delegates. The dancer representatives will serve staggered two-year terms.

2. The Chairman of the “lessons grant” shall be elected by the “lessons grant” committee members.
3. Qualifications of the members of the “lessons grant” will be the sole discretion of the current NORTEX President.
4. Each individual committee member shall have equal standing within the “lessons grant” and be entitled to one vote on each matter submitted to the committee members for action.
5. Any vacancy occurring within the “lessons grant” membership will be filled by the current NORTEX President.

PROVISION 6 MEETINGS & GENERAL BUSINESS

1. Meetings of the “lessons grant” may be called at the request of the “lessons grant” Chairman and/or the current NORTEX President.
2. Minutes of all “lessons grant” meetings will be recorded by the “lessons grant” Chairman. A report of the activities of the “lessons grant” will be given to the NORTEX delegates by the Chairman.
3. Two-thirds of the “lessons grant” members shall constitute a quorum for the transaction of “lessons grant” business. If less than a quorum is present at a “lessons grant” meeting, the business conducted at the meeting will not be binding on the “lessons grant.”
4. The NORTEX Treasurer shall keep a record of all grants awarded by the “lessons grant” committee, preserving application documentation for all grants awarded.
5. All checks, drafts or other orders for payment of money shall be signed by such officers consistent with the procedures of NORTEX standard business practices.
6. The rules contained in the current edition of *Robert’s Rules of Order Newly Revised* shall govern the “lessons grant” in all cases to which they are applicable and in which they are not inconsistent with these guidelines and any special rules of order the “lessons grant” may adopt.

PROVISION 7 BEGINNER SQUARE DANCE LESSONS GRANTS QUALIFICATIONS

1. Hosting Club must be in good standing with NORTEX; i.e., current year club dues must be paid.
2. Hosting Club must actively support NORTEX quarterly business meetings with delegate representation.
3. Hosting Club should also support other NORTEX functions; i.e., attendance at Round-Up, Installation Dance, NORTEX Teen Scholarship Dance, etc.
4. Hosting Club should host a new dancer dance during lessons or within two (2) months after graduation.
5. Hosting Club should promote other new dancer dances by attending and taking its students.
6. Hosting Club’s lesson instructor(s) must have ASCAP/BMI license.
7. Lessons will cover all the calls on the Callerlab beginner/Club 50 level call list.
8. When clubs have combined lessons, only one club may apply for a lessons grant, and the applicant club then becomes the Hosting Club. Disbursement of a grant between clubs with combined lessons will be left up to those clubs.

9. Lessons must have had a minimum of four (4) students in the class (a student is defined as a person who has paid for the class or participated in free lessons).

10. At least 50% of the graduating students must have joined an active NORTEX club and paid dues.

PROVISION 8 AWARD CRITERIA

1. The number of lesson grant awards will be limited and reviewed each year by the “lessons grant” committee members.

2. The number and amount of the lesson grant awards to be given will be determined by the “lessons grant” committee members based on the number of member clubs participating and the number of new dancers in the NORTEX association.

3. Awards will be disbursed by the NORTEX Treasurer in a single lump sum to a single member club.

4. Presentations of awards will be made in a manner and in accordance with a schedule to be determined by the “lessons grant” committee members.

PROVISION 9 APPLICATION

1. Application for a grant in no way obligates NORTEX to award a grant to the applicant.

2. Supporting documentation should be included with an application.

- Lessons flyer
- New dancer dance flyer
- Class roster
- Newspaper advertising
- Copy of instructor's ASCAP/BMI license
- Other documentation

3. Applications will include the amount paid for hall rent, the amount paid to the instructor and the amount paid for advertising incurred by the Hosting Club to conduct square dance lessons.

4. Applications will be submitted to the Committee Chairman by e-mail or USPS.

5. The fall and spring application submission deadlines will be January 1 and July 1.

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