

Introduction

This Procedures Manual is intended to provide Board Officers and Directors, Club Executives and dancers a ready reference to what EOSARDA does and how it does it. The Manual covers a wide range of topics not all of which will be of interest to every reader.

The Manual is intended to be a living document which will change and evolve over time as the Association's needs and practices change and evolve. Unlike EOSARDA's By-Laws, which are legal documents, the Procedures Manual can be changed by a simple majority vote of the EOSARDA Board of Directors.

The Procedures Manual has been widely distributed and a copy can be found on [eodance.ca](http://www.eodance.ca) (<http://www.eodance.ca/>). However, the Master copy is held by the President of EOSARDA. Where there is a difference between the contents of the Master Copy and any other version of any part of the Manual, the Master Copy will be taken to be the correct version.

The Procedures Manual does not and cannot replace the Association's By-laws, a copy of which can be found as an appendix to the Manual. In the event of any conflict or misunderstanding the By-laws take precedence over the content of the Procedures Manual.

Copies of the Manual should be provided to all new and current members of the EOSARDA Board of Directors and to all Member Clubs. A copy of the Manual can also be found on EOSARDA's web site at www.eodance.ca

Amendments to the Manual

Editorial-type amendments to the Procedures Manual that do not involve a change in policy will be dealt with by the Board via e-mail. A draft of the proposed amendment will be circulated electronically to all Directors for review and comments. Once the Board has agreed on a final version, the President will revise the Master Copy, and the new version be posted on eodance.ca. A Bulletin advising of the revision will be circulated.

Where a proposed amendment reflects a change in policy or is liable to be controversial, it should not be treated as a simple up-dating of the Procedures Manual. It should be treated first and foremost as a proposal for a change in policy. Under such circumstances, amendments to the Procedures Manual will only be processed following formal approval of the new or revised policy.