

Chapter 27

Swing into Spring

27.1 General

- a) *Swing into Spring* is an annual dance weekend featuring multiple levels of Square and Round Dancing with guest out-of-town Callers and Cuers.
- b) *Swing into Spring* is jointly sponsored by the Eastern Ontario Square and Round Dance Association (EOSARDA) and the Seaway Valley Square and Round Dance Association (SVSRDA). All posters, flyers and advertising will include a reference to this joint sponsorship.
- c) *Swing into Spring* is held in conjunction with the annual SVSRDA Mother's Day Dance.
- d) *Swing into Spring* is held in the town of Prescott, Ontario.
- e) The location of *Swing into Spring* can only be changed with the express approval of SVSRDA, EOSARDA and the *Swing into Spring* Organizing Committee.
- f) Both sponsoring associations will actively promote both *Swing into Spring* and the Mother's Day Dance.

27.2 Swing into Spring Organizing Committee

- a) *Swing into Spring* is planned, organized and run by an Organizing Committee of volunteers from both sponsoring associations.
- b) The Organizing Committee is a semi-autonomous body accountable to both EOSARDA and SVSRDA.
- c) The Organizing Committee may constitute itself as it sees fit in order to carry out its mandate, however, the Organizing Committee will designate one or two of its members with the responsibility of providing regular reports to both SVSRDA and EOSARDA and advise both organizations of the person or persons responsible for those reports.
- d) The dance program for a *Swing into Spring* weekend and the choice of Dance Leaders for the event is the exclusive purview of the Organizing Committee.
- e) The Presidents of each of the sponsoring associations shall be considered *ex officio* members of the *Swing into Spring* Organizing Committee and they or their delegates may, as they see fit, attend meetings of the Organizing Committee.

27.3 Finances

- a) SVSRDA and EOSARDA have given the Organizing Committee the authority to maintain its own bank account. To that end \$4,000 has been transferred from the SVSRDA bank account to the Organizing Committee's bank account. Of that amount \$2,000 has been provided by SVSRDA and \$2,000 by EOSARDA.

- b) The Organizing Committee has the authority to collect and spend money related to the annual weekend dance event. This includes *inter alia* the authority to:
 - set registration fees,
 - hire suitable Dance Leaders,
 - contract for suitable dance halls and catering, and
 - purchase supplies and advertising.
- c) The Organizing Committee will ensure that both sponsoring associations are kept advised as to the location and number of the *Swing into Spring* bank account and the names of the persons with signing authority for that account.
- d) Subject to Paragraph 27.3 e) the Organizing Committee has the authority to retain any profits from *Swing into Spring* and to use such funds as seed money for the next year's event.
- e) However, if following a *Swing into Spring* weekend, the amount of money in the *Swing into Spring* bank account exceeds \$5,000, the money in excess of that amount will be remitted in equal amounts to the two sponsoring associations unless the amount to be remitted is less than \$25 per organisation.
- f) Should an annual *Swing into Spring* weekend incur a deficit of such a magnitude that it cannot be paid in full by the Organizing Committee, SVSRDA and EOSARDA are jointly and equally responsible for settling any outstanding debts.
- g) The Organising Committee may request additional funds from the sponsoring associations. While the sponsoring associations may consider such a request on its merits, they are under no obligation to provide additional funding.
- h) In the event that a decision is made by the sponsoring associations to permanently discontinue *Swing into Spring*, any money remaining in the *Swing into Spring* bank account following the settlement of all outstanding debts, will be returned in equal amounts to SVSRDA and EOSARDA.

27.4 Reports

- a) The Organizing Committee will submit regular written reports to both sponsoring associations during each of the months in which EOSARDA has a regular Board meeting.
- b) Such reports will include detailed information about plans and the budget for the upcoming event which will include actual and projected expenses, anticipated revenues and a profit/loss projection.
- c) The fiscal cycle for *Swing into Spring* runs from 01 July of one year to 30 June of the following year.

- d) On or before 30 June following each *Swing into Spring* weekend, the Organizing Committee will provide both sponsoring associations with a detailed financial report which will include:
 - cash on hand at the beginning of the fiscal cycle
 - all expenses incurred in planning, organizing and running the event
 - all revenues received
 - a profit and loss statement
 - a statement of cash on hand at the end of the fiscal cycle.
- e) The final *Swing into Spring* financial reports may be included in materials submitted for audit by either of the sponsoring associations.

27.5 Swing into Spring and SVSRDA's Mother's Day Dance

- a) In addition to promoting Square and Round Dancing in general and providing dancers with the opportunity to enhance their dancing skills in a fun and exciting environment, *Swing into Spring* shall promote attendance at SVSRDA's annual Mother's Day Dance.
- b) To that end, *Swing into Spring* is held annually on the weekend of the first Sunday in May in conjunction with SVSRDA's annual Mother's Day Dance, the date of which is set by SVSRDA. In the event that SVSRDA changes the date of its Mother's Day Dance, SVSRDA will advise EOSARDA and the *Swing into Spring* Committee at least 18 months in advance of any change in date.
- c) *Swing into Spring* will bear the costs of dance hall rental and the Dance Leader fees and their accommodations for the Mother's Day Dance.
- d) In return, all dancers registered for the entire *Swing into Spring* weekend will be given free admission to the Mother's Day Dance and all revenues related to the sale of *Swing into Spring* ribbons will be retained by the *Swing into Spring* Organizing Committee.
- e) However, revenues from SVSRDA's sale of ribbons exclusively for admission to the Mother's Day Dance and from Share the Wealth draws at the Mother's Day Dance will be retained by SVSRDA.
- f) Setting up, running and post-event clean-up of each of the two events are the responsibilities of each event's respective organising committee. The two sponsoring associations will provide all requested assistance. The expectation is that volunteers from both SVSRDA and EOSARDA will help throughout the weekend and that on-site posters, refreshments, signage, etc. will remain displayed until the close of the Mothers' Day Dance, at which time volunteers from both groups will assist with the clean-up.

27.6 --- Administration of this document

- a) This document will be incorporated into and will form part of the respective procedures manuals of the two sponsoring associations.
- b) This document may only be amended with agreement of the three parties.