

NOTICE

ELECTIONS FOR USA DANCE PITTSBURGH CHAPTER # 3007 BOARD MEMBERS 2014/15

USA Dance Pittsburgh Chapter # 3007 is one of 174 local chapters of USA Dance, Inc., a national non-profit whose mission is to support and promote amateur, social and competitive ballroom dancing. USA Dance members elect new Boards of Directors every two years to serve two-year terms. Newly elected Pittsburgh Chapter Board Members will serve from January 1, 2014 to December 31, 2015. Ideally, Board candidates should have experience working within the USA Dance organization and have familiarity with its mission, policies and rules. But all interested candidates should apply.

According to the USA Dance By-Laws, each Board of Directors consists of nine (9) members nominated by one of two methods:

1. Self Nomination by Submitting a Chapter Application Form (Attachment 1); **OR**
2. Petition of 20 USA Dance members (Attachment 2).

ELECTION SCHEDULE

Nomination forms and petitions are due by 5:00 pm on September 20, 2013 via e-mail to Jane Downing, Nominations Committee Chair, downingj65@verizon.net.

If there are more than nine (9) candidates interested in being a Director, there will be an electronic election.

Ballots will be e-mailed no later than October 8, 2013.

Ballots will be returned by 5:00 pm on November 8 to Jane Downing.

If the election is not contested (i.e. only nine members return a nomination form or petition), there will be a voice vote by members at the USA Dance Pittsburgh Chapter Harvest Dance, Edgewood Country Club, on November 16.

FURTHER INFORMATION

Questions or clarifications about this notice should be sent to Jane Downing, downingj65@verizon.net or call the cell phone, 412 508-1952.

A listing of current Board Members and Pittsburgh Chapter activities can be found on our website at www.usadancepgh.com and information about USA Dance, Inc. can be found on its website at www.usadance.org.

USA Dance Pittsburgh Chapter #3007
Application for Board of Directors Position

NAME _____

ADDRESS _____

CITY _____ STATE _____ ZIP CODE _____

USA DANCE MEMBERSHIP # _____ EXPIRATION DATE _____

PHONE _____ ALT. PHONE/FAX _____

EMAIL _____

USA Dance Pittsburgh Chapter # 3007 is a volunteer-run chapter of a national organization, USA Dance Inc., which sets policies and procedures for us to follow. Our mission is to support and promote social and competitive ballroom dancing. We currently sponsor monthly dances at different venues around the Pittsburgh area and support the competitive activities of the CMU Ballroom Dance Club. We are a working Board. Each Board Member is expected to coordinate at least one dance a year and help out at the other dances. Existing Committees include Membership; Publicity/Marketing; DJ and Dance Instructor Selection; and Elections. We need a Newsletter Coordinator. Officers, which will be elected by the Board in January 2014, include President, Vice President, Secretary and Treasurer.

Describe your dance and/or work experience or skills that qualify you to be a Board Member.

What skills and ideas for improving our dances and outreach activities will you bring to the Board of Directors?

In January 2013, we set the following goals and objectives for the year. (We expect to set higher goals in 2014):

1. *Grow membership*
 - a. *From about 297 at 2012 year end to 350 by 2013 year end*
2. *Increase dance attendance*
 - a. *From 86 per event to 100 per event*
 - b. *Increase member attendance from 50% (2012) to 70%*
3. *Improve cash position at year end to a higher value*
4. *Expand our name recognition and image in the Pittsburgh area*
5. *Increase our charitable outreach in the Pittsburgh area*
6. *Develop a Youth and College Program in the Pittsburgh area*

How will you help the Board and the membership achieve these goals?

In the last two years how have you helped USA Dance with its events, projects and initiatives?

This confirms my willingness to be a candidate for election to the Board of Directors for USA Dance Pittsburgh Chapter # 3007, and if elected, I will serve a term of office from January 1, 2014 to December 31, 2015. I am a member in good standing of USA Dance, and I will remain a current member to the end of my term.

I understand and agree to comply with the USA Dance Code of Ethics and accept the USA Dance Conflict of Interest policy (Attached). Also I understand I will be expected to attend 80% of Board of Directors meetings and 80% of the monthly dances.

[Print your name here]

[Sign your name here]

[Membership #/Expiration Date]

Send completed application to Jane Downing, downingj65@verizon.net by 5:00 pm, September 20, 2013.

Phone 412 508-1952 if you have questions.

Code of Ethics for USA Dance, Inc.

Goal: To establish a set of principles and practices applicable to the USA Dance Governing Council, other national officials, and those who serve on boards and committees of USA Dance Chapters that will set parameters and provide guidance and direction for appropriate conduct and decision-making.

Code: Members of the Governing Council of USA Dance, other national officials, and those who serve on

boards and committees of USA Dance Chapters are committed to observing and promoting the highest standards

of ethical conduct in the performance of their responsibilities for USA Dance. Volunteers serving in these capacities pledge to accept this code as a minimum guideline for ethical conduct and shall:

Accountability

1. Faithfully abide by the Articles of Incorporation, bylaws and policies of USA Dance.
2. Exercise reasonable care, good faith and due diligence in organizational affairs.
3. Fully disclose, at the earliest opportunity, information that may result in a perceived or actual conflict of interest.
4. Fully disclose, at the earliest opportunity, information of fact that would have significance in board decision-making.
5. Remain accountable for prudent fiscal management to association members, the board, and nonprofit sector, and where applicable, to government and funding bodies.

Professional Excellence

6. Maintain a professional level of courtesy, respect, and objectivity in all USA Dance activities.
7. Strive to uphold those practices and assist other USA Dance members of the board in upholding the highest standards of conduct.

Personal Gain

8. Exercise the powers invested for the good of all members of the organization rather than for his or her personal benefit, or that of the nonprofit they represent.

Equal Opportunity

9. Ensure the right of all members to appropriate and effective services without discrimination on the basis of geography, political, religious, or socio-economical characteristics of the state or region represented.
10. Ensure the right of all members to appropriate and effective services without discrimination on the basis of the organization's volunteer or staff make-up in respect to gender, sexual orientation, national origin, race, religion, age, political affiliation or disability, in accordance with all applicable legal and regulatory requirements.

Confidential Information

11. Respect the confidentiality of sensitive information known due to board service.

Collaboration and Cooperation

12. Respect the diversity of opinions as expressed or acted upon by the USA Dance board, committees and membership, and formally register dissent as appropriate.
13. Promote collaboration, cooperation, and partnership among association member

Approved GC Nov 2006 St Louis, rev. 5/2011

USA DANCE, INC.

Conflict of Interest Policy

ARTICLE I - PURPOSE

The purpose of this conflict of interest policy is to protect USA Dance's tax-exempt interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of USA Dance or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

ARTICLE II - DEFINITIONS

1. **Interested Person.** Shall mean any director, principal officer, or member of a committee with governing board-delegated powers, who has a direct or indirect financial interest, as defined below.
2. **Financial Interest.** A person has a financial interest if the person has, directly or indirectly, through business, investment, or family: (a) an ownership or investment interest in any entity with which USA Dance has a transaction or arrangement; (b) a compensation arrangement with USA Dance or with any entity or individual with which USA Dance has transaction or arrangement, or (c) a potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which USA Dance is negotiating a transaction or arrangement. Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial, but shall not include travel expenses to events when such individual is going to said event as part of their function with USA Dance. A financial interest is not necessarily a conflict of interest. Under Article III, Section 2, a person who has a financial interest may have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists.

ARTICLE III - PROCEDURES

1. **Duty to Disclose.** In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with governing board delegated powers considering the proposed transaction or arrangement.
2. **Determining Whether a Conflict of Interest Exists.** After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
3. **Procedures for Addressing the Conflict of Interest.**
 - a. An interested person may make a presentation at the governing board or committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
 - b. The chairperson of the governing board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
 - c. After exercising due diligence, the governing board or committee shall determine whether USA Dance can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
 - d. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the governing board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in USA Dance's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination it shall make its decision as to whether to enter into the transaction or arrangement.
 - a. If the governing board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.

- b. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the governing board or committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

4. Violations of the Conflict of Interest Policy

ARTICLE IV - RECORDS OF PROCEEDINGS

The minutes of the governing board and all committees with board delegated powers shall contain:

- a. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the governing board's or committee's decision as to whether a conflict of interest in fact existed.
- b. The names of the person who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

ARTICLE V - COMPENSATION

- 1. **A voting member of the governing board** who receives compensation, directly or indirectly, from USA Dance for services is precluded from voting on matters pertaining to that member's compensation.
- 2. **A voting member of any committee** whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from USA Dance for services is precluded from voting on matters pertaining to that member's compensation.
- 3. **No voting member of the governing board** or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from USA Dance, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

ARTICLE VI - ANNUAL STATEMENTS

Each director, principal officer and member of a committee with governing board delegated powers shall annually sign a statement which affirms such person:

- a. has received a copy of the conflict of interest policy
- b. has read and understands the policy
- c. has agreed to comply with the policy, and
- d. understands USA Dance is a charitable organization and in order to maintain its federal tax exemption it must engage primarily in activities, which accomplish one or more of its tax-exempt purpose.

ARTICLE VII - PERIODIC REVIEWS

To ensure USA Dance operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

- a. Whether compensation arrangements and benefits are reasonable, based on competent survey information, and the result of arm's length bargaining.
- b. Whether partnerships, joint ventures, and arrangements with management organizations conform to USA Dance's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in inurement, impermissible private benefit or in an excess benefit transaction.

ARTICLE VIII - USE OF OUTSIDE EXPERTS

When conducting the periodic reviews as provided for in Article VII, USA Dance may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the governing board of its responsibility for ensuring periodic reviews are conducted.

Approved by USA Dance Executive Committee – March 4, 2006

PETITION
FOR USA DANCE PITTSBURGH CHAPTER # 3007 BOARD OF DIRECTORS

I, _____, a member in good standing of USA Dance, Inc., am interested in being considered a candidate for the Pittsburgh Chapter's Board of Directors. If elected I will serve a term from January 1, 2014 to December 31, 2015. I understand and agree to comply with the USA Dance Inc. Code of Ethics, accept the USA Dance Inc. Conflict of Interest policy. I will attend 80% of Board of Directors meetings and 80% of the monthly dances, contribute to other Chapter activities, and continue my USA Dance membership through my term.

Signed _____

USA Dance Membership #/Expiration Date _____

Print Your Name Here
Number/Expiration Date

Sign Your Name Here

Membership

1.	_____	_____
2.	_____	_____
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20.	_____	_____