

Frontier Twirlers Square Dance Club

Victoria, BC, Canada



Welcome

We are so delighted that you have chosen to join the Frontier twirlers and wish you many years of happy dancing with us. The enclosed is just general information about our club and its history that might interest you. Your annual membership fees are due each September. Included in the fees are: BC Federation Dues, Canadian Square and Round Dance Society Dues and your Liability Insurance Premium. The balance of the monies goes into the club's General Revenues to pay expenses throughout the year.

We are a Mainstream Square Dance Club with phase two level round dances. Our dance season begins the third Saturday in September and ends the first Saturday in May. We are trying something new this season by starting at 7:30 with Plus and continuing from 8 – 10 p.m. for Mainstream. We dance the first and third Saturdays of each month.

Greetings from the President

Welcome to the Frontier Twirlers!
Whether you are new to square dancing or have been dancing for years, we hope you'll find our club refreshing and fun. We pride ourselves on being a lively, creative and fun-loving bunch. Although our club has been around since 1958, we still try to think young. We want you to make yourself at home, dance, relax, meet new friends. Join a committee if you like and help plan an event, dance, and above all have fun. Wayne and Linda Townsend (President Couple) (Note: you will be receiving an article from the upcoming President in the fall)

Our Caller Couple

Unfortunately we were compelled to once again hire guest callers for the 2013-14 season. We have been fortunate to have the following callers/cuers:

Herb and Linda Fox, **Lorne** and Barbara Clayton, **Dave** and Juanita Baird and **Garry** Dodds and **Pat** Zeeman

Club History

Founded: 1959 by members of the Independent Order of Foresters.

- Teacher/caller was Archie Mair
- Club badge was designed by Ken Hill
- President was Bert Hayward

Dance venue was CCF Hall on Richmond Road.

Club Callers & Taws:

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| 1959 – 1966 | Archie & Sylvia Mair |
| 1966 – 1983 | Dave & Millie Routley |
| 1983 – 1984 | Dave & Millie Routley Doug & Vi George Herb & Linda Fox |
| 1984 – 2009 | Herb & Linda Fox |
| 2009 – 2011 | Guest Callers |
| 2011 – 2012 | Elizabeth Hohner |
| 2012 – 2013 | Guest Callers |
| 2013 – 2014 | Garry Dodds, Pat Zeeman & Elizabeth Hohner |
| 2014 – 2015 | Garry Dodds, Pat Zeeman |

Frontier Twirlers' Club Outfit

The purpose of a club outfit is to have members wear it at Western Square and Round Dance sponsored dances where there is a **Banner Parade, miscellaneous street parades from time to time and

club visits. However, it must be known that a club outfit is optional attire for any of these events.

The club outfit was adopted May, 1988. With our club banner colours already being black with gold, it was decided to remain with the same colours.

The Ladies Skirt: Any style, black with optional *gold twirler symbol embroidered or appliquéd on the right side (in the 2 o'clock position when you are looking down so that when the lady holds her skirt it is visible to the front).

Ladies Bodice - Any style, black with gold trim, sleeve may be black or gold.

Ladies Accessories - Gold belt optional, black or gold crinoline, black shoes

Men's Shirt - Any style long sleeved black shirt with optional *gold twirler symbol embroidered or appliquéd on centre of back yoke.

Men's Slacks - Black with optional *gold twirler symbol embroidered or appliquéd on left ankle.

Club Jackets – Ordered from “Cooks” on Bridge St

As in all things, nothing is written in stone and may be modified by the club as time goes by.

* **Gold Twirler Symbol:** Our symbol is on record at Big Horn Manufacturing Co., 3154 Delta St., Victoria, B. C., 388-6261. The price is dependent on the quantity ordered so if you are interested, it should be mentioned to the president so that an announcement can be made to see if any others are also interested to bring the price down.

** **Banner Parade:** This generally takes place before a special dance as stated in the program. All the dancers from a club gather together in groups of four in a line, with the four in front holding the club banner. The banner parade process is basically the same as a pay parade.

Frontier Twirler's Badge

Ken Hill designed the club badge. In the process of coming up with a design he happened to be in a store in Victoria where he spotted the little "gold man". Upon obtaining the name of the manufacturer, he was able to write and ask permission to use it as our logo on our badge. Needless to say, they approved! He ordered several hundred of them and we have been using the "gold man" on our badge ever since.

Because several members indicated a desire to have their location on their badge when visiting out of town, it was decided May, 1999 to add "Victoria, B.C." to our badge as a dangle or engraved right on the main portion. When the membership committee orders new badges, "Victoria, B. C." is engraved on the main body of the badge *unless otherwise specified*.

Dance etiquette for members

1. Wear your badge at all dances.
2. Be welcoming to visitors, & introduce yourself.
3. Be patient with all dancers & visitors.
4. Members should help set-up tables & chairs for coffee break.
5. Guests should go first for coffee, tea, goodies. Please bring your own mug for coffee.
6. Men should wear long-sleeved shirts.
7. Be mindful of hygiene and odours of food and drink.
8. Be careful to wash hands before handling food in the kitchen.
9. Visit other clubs, & represent your own club. (The Visitations Committee organizes visits to other clubs. Club banners may be stolen or retrieved.)
10. Fulfill assigned duties, per the "Duty Roster", (e.g. host/hostess, kitchen, hall clean-up crew).

Club Constitution & By-laws

Adopted March 1959, Last Amended May 2006

1. The Club shall be known as the FRONTIER TWIRLERS.
 2. The purpose of the Club is to promote and teach Western Square Dancing.
 3. The Club shall meet the 1st and 3rd Saturdays of each month at 8:00 p.m. commencing the 3rd Saturday of September each year. The membership may approve a change in either date or time of a particular dance by a majority of club members voting at a general meeting.
 4. Dues:
 - a) The annual dues shall be established by the club membership at the annual general meeting and shall be paid by the end of October of each dance season.
 - b) A member who merits such honour, who has, as a member, danced with and/or called for the club for 20 years, and who has served on the Club Executive, may be nominated by the Club Executive for election as a Life Member of the club at an Annual General Meeting. A Life Member shall have all the privileges of an active member and shall not be called upon to pay any further annual dues.
 - c) A member, who has ceased to dance with the Club for medical or other reasons, may apply for or be offered Honorary Membership in the Club. An Honorary Member has the right to attend all Club functions but does not have the right to vote. Annual dues for Honorary Members shall be free; however, those wishing to receive the Cross Trail News shall be required to pay a \$5.00 yearly fee.
 5. The dance fees shall be established by the membership in general meeting upon the recommendation of the executive.
 6. The Club Executive shall consist of five members: President, Vice-President, Secretary, Treasurer and Past President.
 7. The Club Executive shall appoint committee chairmen as they see fit.
 8. The Executive shall hold office for one year and no member may be elected for more than two consecutive years for the same office.
 9. The President shall appoint a nomination committee before April 1st of each year. The election of officers shall take place at an Annual General Meeting held prior to the last dance night on a date set by the Executive. The installation of Officers takes place at the final dance and these Officers will take over their duties on August 31ST. All records are to be completed and turned over to the new Executive by that date. Members are to receive (1) month's notice of meeting.
 10. The Executive shall hold a minimum of five (5) business meetings during the dance season.
 11. General meetings of the Club membership shall be called at the discretion of the President.
 12. The order of business at general membership meetings and executive meetings shall be:
 - a) Call to order by President
 - b) Reading minutes of previous meeting
 - c) Treasurer's report
 - d) Communications
 - e) Committee reports
 - f) President's Report
 - g) Old Business
 - h) New Business
 - i) Adjournment
 13. The Club will not be responsible for any injuries, damage or loss of personal property during activities of the Club.
 14. Any changes in the above constitution must be ratified by two-thirds vote of membership present at a general meeting. A notice of motion, outlining all changes requested, must be in the hands of all members 30 days in advance of the meeting.
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Role of the Executive

The fundamental role of any executive is to provide leadership and direction and to attend to every day club business so that the general membership is not required to attend a meeting every time that a routine matter requires a decision to be made. The general membership elects people who they feel will make the best decisions on their behalf. The constitution and bylaws of the club determine which positions are elected and which positions should be filled by appointment of the executive.

The following items will clarify most, but not all, of the decisions that should be left to the executive and executive committee.

1. All matters pertaining to special dances and not constituting a major change in club philosophy.
2. All expenses which are based upon approved club business and not involving large amounts of money. Any expense over \$100, other than expenses identified in the budget, would require the approval of the general membership.
3. All committee business where the committee has been established by the general membership.
4. Any new items which are raised by executive committee members and which will impact the club minimally.

Items concerning club principles, philosophies and traditions may be discussed at the executive or executive committee level, however, any recommendations for change must be presented to the general membership for decision. This would include, but not be limited to, club dress, club banner, club badge, dance schedule, timing and location, employment of caller, cuer, instructor, and any major expenses not previously approved.

Executive Duties

President

- Chairs all executive & executive committee meetings, giving members at least 1 weeks notice;
- Chairs the annual meeting as required by the constitution;

- Appoints all Committee Chair people & Special Dance Coordinators;
- Ensures that all duties are fully explained to the incumbents;
- Ensures that all club members are kept fully informed of all activities and happenings within the club and the overall dancing picture;
- Ensures dance agenda is completed to make announcements at club dances;
- Holds a set of keys to the dance hall;
- Co-signs cheques with treasurer;
- Ensures the purchase of gifts for the caller and taw as the executive deems appropriate.

Vice-President

- In the absence of the President, assumes all duties of the President with full powers;
- Assists the President as required;
- Performs all duties assigned by the President;
- Ensures that the Club banner is displayed at all appropriate activities;
- Organizes "Couple/Person of the Year" elections;
- Orders Plaque for current "Couple of the Year" to present at Annual General Meeting;
- Arranges venue for the Annual General Meeting and publicizes to club members;
- Attends all club executive committee meetings and the annual meeting.

Secretary

- Records minutes at all executive meetings, executive committee meetings and the annual meeting;
- Ensures that the minutes are neat, typed up and distributed to all appropriate persons as soon as possible after the meeting;
- Sends out all correspondence as required;
- Passes all correspondence received to the appropriate person or committee;
- Attends all club executive committee meetings and the annual meeting.

Treasurer

- Sets up and maintains a club account in a recognized financial institution which is covered by the Canada Deposit Insurance;
- Collects dance fees at all club dances and deposits same into the club account;
- Receives all monies collected by other committees and deposits same in the club account;

- Pays all expenditures approved by the executive as required;
- Prepares a financial report or statement for each executive meeting and a financial statement for the annual meeting;
- Prepares a financial statement for year-end prior to the start of the new dance season;
- Prepares a budget for the year if so requested by the executive;
- Attends all club executive committee meetings and the annual meeting.

Past President

- Resource for the Executive as to the general operation of the club based on past experience;
- Performs other duties as requested;
- In the event that the immediate Past President is not able to fulfill the duties of the Past President, the previous Past President shall continue in that role;
- Responsible for nominations for executive for Annual General Meeting;
- Attends all club executive committee meetings and the annual meeting.

Executive Committee Duties

Membership

- Registers and records all pertinent data for persons joining the club including collection of membership fees and badge fees as necessary;
- Keeps a list of all active, life and honorary members and makes it available as required;
- Produces an addendum to the membership list as necessary;
- Orders all club badges as required;
- Ensures that long term membership is recognized in the appropriate manner;
 - bars for 10 years of dancing and every 5 years thereafter;
 - WSRDA is notified when a dancer has completed 25, 30, 35, 40, 45 and 50 years of dancing in the WSRDA area;
- Sends current membership list for each new dance season to Editors of Cross Trail News for Oct 24th deadline;
- Forwards any changes to membership list to Editors of Cross Trail News;

- Attends all club executive committee meetings and the annual meeting.

W.S.R.D.A. Delegates & Alternates

- Attend all WSRDA meetings (generally held the 3rd Sunday of each month);
- Report club functions at the regular meetings of the WSRDA;
- Record all pertinent information at the WSRDA meetings and reports same to the club and the executive;
- Vote, on behalf of the club, on all motions raised at the WSRDA meetings;
- Attend all club executive committee meetings and the annual meeting.

Visitations

- Organizes all visitations for the year, ensuring that as many clubs as possible are visited;
- Organizes all banner stealing and retrieval visits;
- Ensures that all club members are notified of upcoming visitations;
- Keeps a record at Colwood Hall of banners in and banners out;
- Advises President or Secretary of club you are visiting in advance of planned visitation so they can plan accordingly;
- Attends all club executive committee meetings and the annual meeting.

Phoning

- Phones/contacts all club members as required (through phoning committee or self);
- Prepares schedule for dance season for host/hostess, kitchen and clean up crew;
- Arranges for members to bring food to all regular club dances;
- Phones/contacts all club members to encourage participation at all official club visits;
- Attends all club executive committee meetings and the annual meeting.

Cross Trail News Correspondent

- Submits a short report to the Editor prior by the established deadline which includes:
 - upcoming activities
 - news items within the club which are appropriate;
- Attends all club executive committee meetings and the annual meeting.

Newsletter Editor

- Establishes a schedule for regular publications of a club newsletter including a deadline for submitting articles for insertion;
- Encourages input to the newsletter from all club members;
- Includes articles of interest from outside sources when applicable;
- Edits all material to ensure it is correct and appropriate;
- Arranges for production and distribution of the newsletter;
- Attends all club executive committee meetings and the annual meeting.

Hearts and Flowers

- Sends cards or notes of encouragement to club members who are sick, hospitalized or suffering from grief over the loss of a loved one;
- Encourages all members to provide names of people who fit the above description;
- Ensures that Cross Trail News club reporter has information for sympathy column;
- Attends all club executive committee meetings and the annual meeting.

Kitchen

- Ensures that kitchen volunteers are aware of their duties which shall include:
 - Preparing coffee, tea and other refreshments;
 - Having all refreshments and food put out at the appropriate time;
 - Cleaning up and putting away all of the club utensils and removing garbage
- Ensures adequate supplies of coffee, tea, milk, candies, etc. are on hand for all dances;
- Attends all club executive committee meetings and the annual meeting.

Colwood Hall Representative

- Attends quarterly meetings and participates as a member of the Colwood Hall Advisory Committee;
- Acts as liaison between our Club and the Colwood Hall Advisory Committee;
- Observes and corrects minor hall deficiencies (e.g. burned out bulbs) when attending dances;
- Reports additional deficiencies to Colwood Hall Committee;

- Encourages club members to turn on heat (when needed) in washrooms and turn off at the end of the evening;
- Attends all club executive committee meetings and the annual meeting.

Historian

- Catalogues all of the club records to form a historical reference;
- Catalogues photographs and other pertinent data on all club members;
- Catalogues all club events and activities for future reference;
- Maintains completed "Special Dance" report forms;
- Attends all club executive committee meetings and the annual meeting.

Photographer

- Takes photographs at all club functions to ensure a complete record of the function is recorded;
- Provides the original photographs to the historian for inclusion in the club historical record;
- Takes additional photographs as requested by the executive;
- Offers for sale, all pictures not needed by the historian;
- Attends all club executive committee meetings and the annual meeting.

Webmaster

- Maintains the Frontier Twirlers website ft.squaredance.bc.ca

Wagonmaster

- Organizes all travel arrangements for club activities, which require out of town travel;
- Cooperates with clubs traveling from out of town to assist with accommodations and club activities;
- Attends all club executive committee meetings and the annual meeting.

Special Dance Coordinator

- Plans the event, keeping in mind food to be served, decorations for the hall and entertainment;
- Obtains past records of the event or similar events from the historian, for reference;
- Organizes planning meetings as required;
- Prepares a budget for approval of the executive, prior to the event;
- Organizes work parties for decoration preparation and hall decorating;

- Liaises with booker for the hall to ensure the hall is vacant for decorating work party;
- Arranges all food and entertainment for the special dance;
- Submits a report, after the event, including observations/recommendations to the executive to be forwarded to the historian for permanent archival;
- Attends all club executive committee meetings and the annual meeting.

Person or Couple of the Year

An honour bestowed on the person or couple considered to be actively supporting their club. Every club member is eligible. Voting takes place in March/April, and the winner/s are announced at our Goofers/Star Search dance, or second dance in April. The WSRDA (Western Square & Round Dance Association) (lower island region one) couple of the year is drawn at the Spring Roundup dance in May from the entries of all club persons of the year, where they receive a special badge entitling them to free visits for the current year to all clubs within the WSRDA as goodwill ambassadors of the WSRDA.

Banner Stealing Rules

1. In order to steal a banner, a visiting club must attend your club dance with at least two squares or one third of their club membership, whichever is the lesser number.
2. In order to retrieve your club banner, only one square of your registered club members is required.
3. In cases where two or more clubs come to steal the banner, the first club to have the

required number of members registered in the visitor's book shall be awarded the banner.

4. A club may either steal a banner or retrieve a banner on a visit, but it takes a separate visit for each. Only the host club's banner may be taken.

5. A declaration of intent to steal shall be made before 9:00 p.m. to the President (or his representative) of the host club.

6. No banner stealing shall take place after April 15th of each year so that clubs will have their banner available for the Spring Prom held on the 1st Saturday in May of each year.

7. A banner may be taken only once by any one club during the dance year. (i.e. Club "A" may only steal Club "B's" banner once between September and April of any given dance season.)

8. A banner may be stolen or retrieved on a party night, provided the host club is dancing on their regular night and in their usual hall.

9. Banner stealing is intended to be a friendly exchange between clubs. If the host club's banner is in the possession of another club, then it is recommended that some other token of appreciation be presented to the visiting club which has the required number of dancers as outlined above. This token of appreciation would be up to the discretion of the host club and it can be retrieved as outlined in #2 above.

10. In the event that two or more clubs come on the same night to steal the host club's banner, the decision on providing a token of appreciation to the unsuccessful club would again be at the discretion of the host club.

When applying the banner stealing rules, please remember that there are no hard and fast rules when we are out for fun. Common sense and friendliness should take precedence.

Privacy Policy

The club collects personal information from members to obtain insurance and to complete their registration requirements. This information may also be used to share information with you about upcoming events and other club business. With your consent, your name, phone number and email address are shared with other members to be used only for personal reasons. During your registration each year you are asked to provide your consent for this information to be shared. If you require additional information about the club's policy, a full version is available on our website as indicated below or you may talk to the Vice-President or President.

Frontier Twirlers Web Page

www.ft.squaredance.bc.ca

WSRDA Web Page

www.squaredance.bc.ca/region1

BC Square & Round Dance Federation

www.squaredance.bc.ca

**Welcome to the
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