

CONVENTION AGREEMENT BETWEEN SOUTH CAROLINA CALLERS ASSOCIATION (SCCA)  
AND THE SOUTH CAROLINA SQUARE AND ROUND DANCE FEDERATION (SCSRDF)

CONVENTION

A statewide convention shall be held annually at a place and time determined by the SCCA, hereinafter shall be referred to as “The Convention”.

TITLE

The official title of the annual convention shall be the South Carolina Square and Round Dance Convention.

CONVENTION SPONSORSHIP

The parties shall act as co-sponsors of “The Convention”.

CONVENTION COMMITTEE

The parties shall form a Convention Committee for the purpose of administering and coordinating activities for “The Convention”. Selection method of the convention committee members shall be the sole responsibility of the parties. Membership on the committee may be either as an individual or as a couple. The committee shall consist of two (2) representatives from each of the parties for a total of four (4) votes.

The representatives shall serve at the pleasure of the SCCA’s President and the Federation’s Chairman respectively.

If a question arises in the committee which results in a tie vote, the SCCA president shall be informed in order that the matter may be properly brought before the general membership of the SCCA for resolution.

CONVENTION COMMITTEE CHAIRPERSON

A CONVENTION COMMITTEE Chairperson shall be elected from the membership of the convention committee. His/her duties shall be defined by the parties. His/her term of office shall be one (1) year. He/she may be reelected annually. A Vice Chairperson, Secretary and Treasurer will be selected from the remaining committee members.

SUB-COMMITTEES

Sub-Committees of any size and makeup may be appointed by the convention committee to deal with specific obligations/tasks.

Sub-Committees shall operate at the pleasure of the convention committee and shall have no vote.

CONVENTION AGREEMENT BETWEEN SOUTH CAROLINA CALLERS ASSOCIATION (SCCA)  
AND THE SOUTH CAROLINA SQUARE AND ROUND DANCE FEDERATION (SCSRDF)

CONVENTION FINANCES

A separate Convention bank account shall be maintained.

All revenues derived from the Convention shall be deposited into and all Convention expenses shall be disbursed from the same.

All claims for reimbursement of Convention expenses shall be submitted to the Convention treasurer no later than forty-five (45) days after the close of the Convention.

After all receipts and expenditures have been accounted for, all monies in excess of \$8,000 shall be divided equally between the parties.

In the event that a Convention falls to show a profit, the parties will each contribute 50% of the amount required to maintain a balance of \$8,000.

The Convention account shall be maintained from year to year as operation capital for the next annual Convention.

A detailed accounting of revenue and expenses by the treasurer shall be required for the parties.

DURATION

This agreement shall remain in effect for a period of five (5) years from the effective date.

AMENDMENTS

Amendments to this agreement may be made by the parties when needed.

SCCA RESPONSIBILITIES

SCCA representatives to the Convention shall be responsible for the following tasks:

1. Obtaining Convention location:
  - A. Locating a town or city.
  - B. Acquiring a building.
  - C. Provide building management with floor plans for each hall.
2. Security:
  - A. Coordinate with the building management.
3. Sound System:
  - A. Supply amplifiers, speakers, microphones, and all required electrical equipment.

CONVENTION AGREEMENT BETWEEN SOUTH CAROLINA CALLERS ASSOCIATION (SCCA)  
AND THE SOUTH CAROLINA SQUARE AND ROUND DANCE FEDERATION (SCSRDF)

SCCA RESPONSIBILITIES (cont.)

4. Opening Ceremony:
  - A. Master of Ceremony
5. Programming:
  - A. Schedule workshops and dance program.
  - B. Instruct workshops.
  - C. Call, cue and lead lines.
6. Vendors:
  - A. Obtain vendors.
  - B. Designate space and location of each vendor.
7. Licenses:
  - A. Secure licenses from BMI and ASCAP.
8. First Aid:
  - A. Have a first aid kit and defibrillator available at all times.
  - B. Make a written report of any and all incidents and accidents.
9. Floor:
  - A. Contract with an authorized supplier for enough flooring, if needed.

CALLER/CUERS AND LINE DANCE LEADERS

The SCCA president shall assure that all members pre-programmed to call, or cue meet the requirements set forth in SCCA rules. SCCA members who have not met the SCCA rules and non-members may be invited by the president of the SCCA or his delegate to perform in order to provide a well-balanced dance program.

CONVENTION AGREEMENT BETWEEN SOUTH CAROLINA CALLERS ASSOCIATION (SCCA)  
AND THE SOUTH CAROLINA SQUARE AND ROUND DANCE FEDERATION (SCSRDF)

FEDERATION RESPONSIBILITIES

Federation representatives to the Convention Committee shall be responsible for the following tasks:

1. Convention Ribbons:

- A. Ordering ribbons for staff, Convention Committee personnel and VIP's.
- B. Distribution and Sales.
  - 1. Distribute to all Federation clubs, callers, cuers and line dance leaders for sales.
  - 2. Submit a list of names for free ribbons to the parties for approval for distribution.

2. Publicity:

- A. Advertise in the Carolina Caller and other publications.
- B. Distribution of Flyers.
- C. Contact newspapers in town or city where the Convention is being held.

3. Parade of Clubs:

- A. Supervise line up of clubs and guests prior to entering the hall (The SCCA will continue the parade once it has entered the hall)
- B. Supply posters with names of clubs, etc.

.4. Printing

- A. Convention program booklet.
  - 1. Obtain ads for book.
- B. Daily dance schedules.
- C. Official Flyer.

5. Sewing Clinic:

- A. Obtain someone to conduct clinic.

6. Hall of Fame and Distinguished Service Awards:

- A. Selection and presentation of awards.

CONVENTION AGREEMENT BETWEEN SOUTH CAROLINA CALLERS ASSOCIATION (SCCA)  
AND THE SOUTH CAROLINA SQUARE AND ROUND DANCE FEDERATION (SCSRDF)

FEDERATION RESPONSIBILITIES (cont.)

- 7. Decorating Stages, Platforms and Halls:
  - A. Display club banners.
  - B. Display Federation and SCCA banners.
  - C. Decorate stages in keeping with the theme.
  - D. Display signs identifying activities in each hall.
  
- 8. Fashion Show:
  - A. Organize and present a fashion show.

MEMBER CLUB RESPONSIBILITIES

The Federation shall prohibit member clubs from dancing on convention dates.

**In Witness Whereof the forgoing Agreement has been executed by “The Parties” hereto this 29<sup>th</sup> of October, 2016.**

**SOUTH CAROLINA CALLERS  
ASSOCIATION**

**SOUTH CAROLINA SQUARE AND  
ROUND DANCE FEDERATION**

Signed \_\_\_\_\_  
**President**

Signed \_\_\_\_\_  
**Chairman**