



# GENERAL ECTA RULES & REGULATIONS

8.3.2013



## GENERAL ECTA RULES & REGULATIONS

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### I GENERAL

#### A. Preface

Considering our primary task to bring fun, enjoyment and education to dancers of our supported dance forms, these following Rules and Regulations are based on the Constitution of ECTA and further regulate important organizational issues. If any aspect of these Rules and Regulations seem to be different from the Constitution, the Constitution always overrules these Rules and Regulations. In the event of a difference, these general Rules and Regulations always overrule the specific Council Rules and Regulations.

#### B. Structure / Governing Bodies

The constitution defines the following governing bodies for ECTA:

##### 1. General Membership Meeting (GMM):

The GMM is the major authority to decide upon all things concerning ECTA. The organisation and purpose of the GMM is defined in the Constitution. In general, the annual GMM is held at the ECTA Convention or at the Fall Round Up.

##### 2. ECTA Board

The ECTA Board consists of the four elected Executive Board members and is extended by the four elected Council Coordinators and 5 appointed members with special responsibilities. The voting and meeting regulations are defined in the Constitution. The duties and responsibilities of the Board members are specified below (see III.).

The ECTA Board meets at least at each joint ECTA/EAASDC<sup>1</sup> function as well as at the ECTA Convention. If deemed necessary joint ECTA/EAASDC Board meetings are held.

##### 3. ECTA Councils

The Extended Board makes final decisions on the formation and dissolving of Councils. The Extended Board acknowledges four permanent councils, being the:

- a. Square Dance Council (SDC)
- b. Round Dance Council (RDC)
- c. Clogging Council (CC)
- d. Contra and Traditional Council (CTC)

The purpose and structures of these Councils are specified in the respective Council Rules and Regulations.

##### 4. ECTA Committees

The President is responsible for establishing committees and appointing committee chairpersons. He/she will further provide the chairperson with a written objective for the committee with guidelines for the conduction of the committee. A written list of all committees, with the chairperson's name, will be made available to the membership at the annual general membership meeting. All ECTA members are eligible to be members of any committees formed, but only active ECTA members may chair committees. The Extended Board acknowledges one permanent committee, being the:

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<sup>1</sup> European Association of American Square Dancing Clubs



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- a. ECTA Education Program (EEP) Committee.
5. ECTA Regional Groups  
To allow easier discussion and exchange of ideas regional groups can be recognized under ECTA. Further details are given in Section V below.
- C. Dance Programs
  1. ECTA recognizes and supports the use of the CALLERLAB programs. Changes to these programs by CALLERLAB will be recognized by ECTA.
  2. ECTA recognizes and supports the use of ROUNDALAB Phase System and its adherent definitions. Changes to these programs by ROUNDALAB will be recognized by ECTA.
  3. Programs for joint ECTA/EAASDC dances will be agreed upon by both associations. ECTA members scheduled to work at these dances will restrict their programming to the advertised program.

## II MEMBERSHIP

### A. Membership application

An application for membership has to be made in written form using the forms issued by the ECTA Executive Board being addressed to the ECTA Vice President.

### B. Membership Status / Voting rights

Voting rights are defined in the constitution. They are mentioned here for information only:

1. Subscriber Membership  
Every person joining the organization becomes in the first instance a subscriber member. A subscriber member has no voting rights.
2. Trainee Membership  
Trainee Membership for a specific Council may be applied from anyone interested to become an active member in the near future but has not fulfilled all requirements yet.  
A Trainee member has voting rights in the GMM but not in the Council Meetings. Trainee Membership is timely limited as follows:
  - a. The status Trainee Membership is limited to two years.
  - b. If the Trainee member has not become active within this time he/she will automatically be given the Subscriber Membership status.
  - c. A former Trainee member which became a Subscriber member due to the two years time limitation can not apply for Trainee Membership before another two years period has passed.
3. Active Membership  
The specific requirements for achieving Active Membership within a Council are defined in the respective Council Rules & Regulations which must be approved by the Extended Board. An Active Member has full voting rights in the General Membership Meeting and the respective Council. Every Active Member who does not attend one ECTA Regional Group Meeting at least once every two calendar years or one of the following specified ECTA meetings at least once every four calendar years will automatically be reclassified to Subscriber:



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- General Membership Meeting
- Council Meetings
- ECTA Convention
- further announced ECTA Meetings (e.g. Student Jamborees)

Members reclassified to Subscriber will automatically regain Active Status when attending an ECTA Regional Group Meeting within two calendar years or one of the above specified meetings within four calendar years. After that time a decision of the Council will be required.

Returning members will also require a council decision.

#### 4. Honorary Membership

The ECTA Extended Board can grant Honorary Membership to persons who have made special personal contribution as defined in the constitution. An Honorary member has voting rights in the GMM and in the respective Council he/she holds active status at the time the honorary membership is granted.

Honorary members keep any pre-existing Active status, even if they do not fulfil the attendance requirements described in II B. 3. The benefits of honorary membership will not extend to a later acquired Council Active status, unless so decided by the Extended Board.

The honorary membership may be awarded only once during any business year to a single person or couple and shall be presented at any ECTA dance event together with a badge and a certificate.

#### 5. Affiliated Membership

The Extended Board may grant Affiliated Membership to an organization to hold closer contact and exchange information. In contrast to the other types of membership affiliated members have no voting rights, other aspects of the relationship will be decided on a case by case decision.

### C. Passive Voting Rights

1. Any Active Member aged 18 or older can be voted in any of the Executive Board Positions (see sections IV A. - IV D. ).
2. An Active Member of the respective Council can be voted in the position of a Council Coordinator. Further Requirements of these positions of the Coordinators are defined in the respective Council Rules & Regulations (see section IV J. ).
3. Requirements of the positions of the EEP Manager will be defined in the EEP Rules & Regulations (until then see section IV K. ).

### D. Members Obligations ("Restrictions")

1. ECTA members will not accept any fee for calling or other leadership action at ECTA/EAASDC Jamborees and Round Ups, the ECTA Student Jamboree, the ECTA Round Dance Festival, the ECTA Clog Convention and the ECTA Contra and Traditional Convention.
2. At ECTA events and joint ECTA/EAASDC events only active ECTA members will normally be scheduled. Exceptions can be made by the Extended Board. Furthermore, exceptions are considered as generally accepted for training seminars. If approved, those exceptionally scheduled are obligated to follow the

same guidelines as set for ECTA members.

3. All ECTA members are obligated to make their students aware of the various programs and that they are not eligible to attend dances programmed above their capability. Further they must ensure their students are aware that they are not eligible to visit dances prior to their graduation unless it is specifically scheduled for students.

**E. Commitment to the Code of Ethics**

1. All members are required to abide by the Code of Ethics as listed in attachment 1 of this document, to
  - a. provide enjoyment for dancers, promote good fellowship, and provide enthusiastic support for dancing activities.
  - b. help beginners, maintain a professional attitude toward fellow members, discourage cliques and cooperate with other members in the exchange of square dance and its related dance forms information.
  - c. ensure that proper decorum is observed at all dances; maintain a high degree of personal integrity; and to adhere to the etiquette of nomenclature, teaching, techniques, styling, dress, and etiquette, as set forth ECTA, EAASDC, CALLERLAB, and ROUNDALAB principles and activities.
2. Violations of the ECTA Code of Ethics will be handled as outlined in attachment 2 of this document.

**F. Dues**

1. The Membership Dues will be set by the General Membership Meeting.
2. All members except Honorary Members are required to pay dues.
3. The current regular Membership Dues are set at EURO 60,00 per year. Members who have not completed their 21st year of living at the first day of the business year are allowed to pay a reduced proportion of 50% of the regular Membership Dues.
4. Members not participating in the automatic deduction systems (Automatic Bank Deduction) are required to transfer their dues payment so that it reaches the ECTA account not later than the 1st of January each year.
5. Members are required to forward all automatic deduction forms, changes of bank information, credit card expiration date changes, etc. to the treasurer.
6. Should a reminder be required, a reminder fee may be charged.
7. For members joining during a business year dues will be prorated by quarter.
8. Cancellation of membership is only possible at the end of the business year and must be submitted in writing to the Executive Board one month prior the end of the business year. Reimbursement of dues for membership cancellation during the year is not possible.

**G. Badges**

An ECTA member is entitled to wear the ECTA badge. The partner of an ECTA member is encouraged to wear the ECTA Partner badge. Silver and gold badge will solely be presented by the board.

1. All new members will receive a blue/yellow badge which costs are included in the



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enrollment fee.

2. The Active membership may alternatively be signified by a white colored badge, to be acquired at the members own costs from a source defined by ECTA..
3. The Honorary membership is signified by a silver colored badge.
4. The Golden Achievement Award is signified by a gold colored badge.
5. The partner badge does not grant any voting rights.

### III MEETINGS

- A. All of the governing bodies described in section I B. may hold meetings. Some of them are required to hold a certain minimum number of meetings defined in the constitution or other (e.g. council or committee) specific Rules & Regulations. Documentation of these meetings is described in section V below.

### IV DUTIES & RESPONSIBILITIES OF BOARD MEMBERS

#### A. President (Executive Board Member)

1. Acts as the leader of ECTA. Takes necessary actions to ensure that the prosperity and standardization of activities within ECTA are maintained in Europe. Acts independently on behalf of the association in situations when immediate decisions are required.
2. Appoints, in conjunction with the ECTA Executive Board, replacement board members for vacated board positions. May appoint a nominating committee for the general elections. Appoints other ECTA committees and/or chairpersons as appropriate.
3. Advises board members and committee chairpersons of their duties and controls the accomplishment of assigned duties in conjunction with the Executive Board. Checks, reviews and recommends changes to Rules & Regulations as necessary.
4. Supervises the proper execution of the Code of Ethics.
5. Presides over all general membership meetings (except if a separate meeting chairperson is elected<sup>2</sup>), board meetings and calls special meetings if deemed necessary. Prepares agendas for these meetings.
6. Prepares and submits articles of general interest for submission to appropriate publications.
7. Has final responsibility for all ECTA events.
8. Serves as liaison to EAASDC and other associations. A delegate may be selected if necessary.

#### B. Vice President (Executive Board Member)

1. Assumes the duties of the President in his/her absence.
2. Maintains an accurate membership list, in close cooperation with the Treasurer.
3. Checks all ECTA forms for accuracy and consistency.

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<sup>2</sup> As mentioned in the constitution §8, No.6

4. Has signature authority in giving clearance on certification/application forms for membership status/badge. Supervises badge wearing authority.
5. Responsible for publishing a valid and complete membership list annually.
6. Plans, coordinates and oversees the annual ECTA Convention.
7. Reviews the proposed programs for jamborees jointly sponsored with EAASDC and leads discussions internally and externally to achieve agreement.
8. Acts as focal point for Data Protection issues.

**C. Treasurer (Executive Board Member)**

1. Maintains the ECTA accounts and keeps accurate financial records. Responsible for all financial matters (Tax Statements, Income Tax, Bookkeeping, Account management, etc.)
2. Provides reports of the financial development of ECTA income and expenses to the Executive Board for control purposes.
3. At the end of each business year completes all bookkeeping accounts and presents them to the yearly auditors at least one month before the yearly General Membership Meeting.
4. Provides an annual financial report for presentation at the General Membership Meeting.
5. Retrieves appropriate capital investments for capital surplus respectively accrued reserves at hand, assuring solvency.
6. Monitors and verifies the dispatches/payments of contribution in regard to public authorities and institutions.
7. Prearranges and implements the grants, monitors the application and assigns the given respectively received grants.
8. Prepares an annual Budget for the upcoming business year for presentation to the Executive Board.
9. Budgets and settles all associated events; has to check budget drafts for events co-hosted by clubs and has to cooperate with the club to reach agreement upon it.
10. Administers the insurance summary
11. Involves in contract negotiations with promotion partners/sponsors, monitors the contractual relationships including the financial benefits
12. Notifies the Vice-President and Secretary of members to be dropped from the membership list due to non-payment of dues.
13. Maintains a list of ECTA's assets (using input of the Equipment Manager Webmaster and Librarian)

**D. Secretary (Executive Board Member)**

1. Writes and submits accurate minutes of all board, general, and special meetings to appropriate board members for review no later than 3 weeks after the meeting.
2. Ensures timely mailing to the membership of all pertinent information such as minutes of general membership meeting and membership listings. Coordinates translations and insures that mailings go out in English and applicable foreign

languages.

3. Stores and maintains all pertinent correspondence and minutes for research and/or history.
4. Responsible for all contact with the official registry authorities (Amtsgericht/Registergericht)
5. Responsible for contracting copy/printing services for reproduction of paper information for mailing.
6. In coordination with the President plans and organizes general membership meetings.
7. Maintains and sends the ECTA Handbook and a welcome letter to new members
8. Responsible for preparation of award certificates
9. Compiles and updates an ECTA policy file holding all decisions and regulations as decided by the membership meeting or the Board.

**E. Equipment Manager (Extended Board Member)**

1. Works in close coordination with the Executive Board in all equipment related matters.
2. Stores, maintains and controls all ECTA sound equipment and accessories. Maintains an inventory list of the complete ECTA equipment and submits a report to the Treasurer annually.
3. Ensures that the ECTA equipment is available for use at all ECTA events. Coordinates transportation of the equipment.
4. Instructs members on the proper care and operation of the equipment.
5. Prepares rental agreements in coordination with the Executive Board for equipment and accessories to be loaned out and collects payment for such leases and transfers this to the Treasurer.
6. Maintains a detailed list of ECTA sound equipment that can be loaned out and makes this available to the members through the ECTA library and the ECTA homepage.
7. Prepares a detailed list of the equipment being loaned out. ECTA equipment may only be loaned out to an ECTA member, who takes responsibility for the proper care, handling and security.
8. Maintains insurance on the equipment and accessories, when applicable, in coordination with the Executive Board.

**F. Business Manager (Extended Board Member)**

- position currently not filled and duties not defined

**G. Librarian (Executive Board Assistant – non voting member)**

1. Works in close coordination with the Executive Board on all matters related to the ECTA library.
2. Purchases, establishes, stores and maintains a library of books, notes, tapes, videos and other material which are of interest to the ECTA membership.
3. Ensures availability of ECTA library on any ECTA sponsored event at times set forth by the Board.



4. Maintains a list of library materials for mailing to the membership and submits a report to the Treasurer annually.
5. Establishes loan and return policies. Maintains a list of material loaned out.
6. Keeps all current ECTA related standardized regulations and handouts available.
7. Keeps all applicable lists and definitions up to date as set forth by CALLERLAB, ROUNDALAB and the ECTA Council Coordinators.
8. Receives publications from CALLERLAB, ROUNDALAB, other organizations and note services. Maintains the ECTA membership within such organizations/services.

H. Webmaster (Extended Board Member)

1. Works in close coordination with the Executive Board on all matters related to the ECTA web presence and services.
2. Is responsible for technical implementation and actualisation of the ECTA web site
  - a. Actualisation of the Council sections in coordination with the Council Coordinators.
  - b. Actualisation of the calendar of events
  - c. Check of the entries in the guestbook
3. Administers ECTA online business cards
4. Administers ECTA e-mail forwarding, e-mail accounts and e-mail distribution lists
5. Administers passwords for the ECTA member area
6. Manages project teams of web site projects
7. Manages IT Software and Hardware and maintains a software inventory listing and submits a report to the Treasurer annually.

I. Editor (Extended Board Member)

1. works in close coordination with the Executive Board on all matters related to the ECTA News.
2. Is responsible for editing, compiling, printing and distribution of the ECTA News, as well as any other publication which the Executive Board may from time-to-time decide to publish.
3. In close coordination with the Extended Board, establishes and executes a regular publication schedule for the ECTA News and any other publications which may be agreed.
4. In close coordination with the Executive Board, establishes and maintains an appropriate editorial policy in line with the objectives and goals of ECTA.
5. Within the established editorial policy is responsible for determining the content of each published issue.
6. Collects information from the Board and members to be published in the News.
7. Coordinates translations and insures that mailings go out in English and applicable foreign languages
8. Works with the Secretary to combine and optimise the printing and distribution costs of all ECTA mailings as far is possible and appropriate.

9. Fulfills other activities which may from time-to-time be assigned by the Executive Board.

J. Council Coordinators (Extended Board Members)

The duties and responsibilities of the Council Coordinators are listed in the respective Council Rules & Regulations.

The Positions are identified by the Position Names:

- Square Dance Coordinator,
- Round Dance Coordinator,
- Clogging Coordinator,
- Contra & Traditional Coordinator

K. ECTA Education Program (EEP) Manager (Extended Board Member)

The duties and responsibilities of the EEP Manager are listed in the EEP Rules & Regulations.

## **V MINIMUM DOCUMENTATION AND INFORMATION HANDOVER**

### A. Documentation of Decisions

1. As a minimum all results of any meetings, telephone conferences and e-mail discussions shall be documented in written form to allow review and information of people not available or involved. The documentation shall preferably be done by electronic files.
2. In the following cases a printed and signed paper version besides the electronic file is necessary. The paper version is filed by the Secretary/the Librarian for unlimited time:
  - a. Minutes of General membership meeting
  - b. Minutes of Executive Board Meetings
  - c. Minutes of Extended Board Meetings
3. The board will maintain a list of past decisions for easy reference.

### B. Information and material handover

1. Whenever a board member leaves office, all information, papers and material going with this board position must be handed over to his successor at the earliest opportunity, latest within two months. For each board position there is a list identifying these items in detail.
2. As a minimum the transferred items should consist of:
  - a. Relevant paper documents as letters, minutes, regulations etc.
  - b. Computer hard drive or PC (as applicable) holding all electronic files relevant to the position and to the board in general
  - c. Information on open and time critical tasks of the position
  - d. Shingle identifying the position
  - e. One ECTA banner

The transfer must be documented in a handover note.

### C. Data Protection Policy and treatment

1. Every new Board Member coming into office has to commit himself to the ECTA Data Protection Policy (see Attachment 3).

## **VI ECTA REGIONAL GROUPS**

### **A. Recognition as ECTA Regional Group**

In accordance with § 12 & § 10.5 of the Constitution, the Extended Board has the possibility to recognise groups of leaders as ECTA Regional Groups.

### **B. Minimum Requirements for Recognition**

1. The Regional Group must have a minimum of 5 ECTA members.
2. The Regional Group may have members who are not (yet) members of ECTA. However the ECTA members must always exceed 60% of the group membership.
3. The Regional Group must have a purpose and objectives which meet the requirements of the ECTA Constitution § 12 section 1, and which are in no way in conflict with the ECTA Constitution as a whole. Its members subscribe to the ECTA Code of Ethics.
4. A recognised Regional Group is bound by the ECTA Constitution. It agrees to abide by any Rules & Regulations which may be set for it by the ECTA Board.
5. The group should meet on a regular basis to fulfil its declared objectives

### **C. Application for Recognition of an Established Group**

The group must apply in writing, including the following details:

1. Name of group
2. Contact person with address and e-mail
3. Purpose & objectives of the group
4. If existing, constitution and/or bylaws
5. Geographical region covered
6. List of current members, indicating those who are ECTA members
7. A list of meetings held during at least the past 12 months, with attendance numbers including how many are ECTA members
8. Planned meetings for the next 12 months

### **D. Application for Provisional Recognition of a Newly Formed Group**

A newly formed group may apply for provisional recognition. Application, in writing, must include:

1. Name of group
2. Contact person with address and e-mail
3. Purpose & objectives of the group
4. Date and details of formation
5. List of current members, indicating those who are ECTA members
6. Planned meetings for the next 6 - 12 months

Provisional recognition is valid for a maximum of one year, or as decided by the Board. Application to become fully recognised can be made according to Section C.

### **E. Regional Group Spokesman/Spokeswoman - Liaison to the Board**

Following recognition by ECTA, the Regional Group elects a representative (ECTA



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member) as Spokesman. The Spokesman will act as liaison between the group and the ECTA Board.

### F. ECTA Support

1. A recognised Regional Group can request financial, material or personal support. Requests, in writing, must include a description of the purpose for which the support is requested.
2. The request has to be addressed to a member of the Executive Board, which will make the decision to grant or decline support.
3. The number of participating ECTA members will be a factor in deciding the level of support.
4. Financial support for an event (multiple day events are treated as one event) will be granted with the following limitations:
  - a. Up to 25% of the regular annual membership fees will be reimbursed per participating member per single supported event.
  - b. The complete support is limited to a maximum of 50% of the costs (for seminar leaders outside the regional group and for the meeting facility, music right coverage etc.) per single supported event.The lower limit of both defines the complete support amount.
5. The support amount will be reimbursed to the participating members equally. In case of a financial loss of the event the support amount will be used to cover the loss first.

### G. Withdrawal of Recognition

1. The Board can withdraw recognition of a Regional Group at any time, without giving a reason.
2. Recognition will be withdrawn if the group ceases to follow a purpose and objectives acceptable to ECTA
3. Recognition will be withdrawn if the group no longer meets the minimum membership requirements

## VII AWARDS

### A. Golden Achievement Award

1. The "Golden" Achievement Award was named after Cal Golden, who was one of the original "founders" of what we now know as ECTA.
2. The purpose of this award is to honor ECTA members, (past and present) who have contributed immeasurably to the advancement of the dance activity within Europe which sets the recipient apart from the ordinary.
3. The recipient of the "Golden" Achievement Award will be the sole decision of the Extended Board, however inputs from the ECTA general membership (with justification) can be solicited. A majority of the Board Meeting is required to approve this award.
4. This award may be awarded only once during any business year to a single person or couple and shall be presented at any ECTA dance event together with a plaque and a certificate.



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5. Together with the "Golden" Achievement Award the recipient will be awarded Honorary Lifetime Membership in ECTA.

B. Service Certificate

Service Certificates will be granted to outgoing ECTA-Board members for their service for the activity.

C. Long Service Award

Long Service Awards will be granted to long time ECTA members for their contribution to the activity. The awards will be given for 25 or more (25, 30 continuing in steps of 10) years of being active as a leader.

### VIII ECTA EVENTS

A. ECTA encourages its members to actively support "Student Parties", normally scheduled and blocked by the European Association of American Square Dancing Clubs (EAASDC) on the 2nd weekend of January. ECTA shall not be responsible for any scheduling, has no controlling authority and shall not receive any funds for dances of this type.

B. ECTA shall, except in extenuating circumstances, conduct a Student Jamboree each year, scheduled and programmed by the Square Dance Coordinator. The Student Jamboree shall be held on the last Saturday in March. If Easter falls on the last Saturday of March, the Student Jamboree will be moved to the 1st Saturday in April. Local clubs are invited to host the Student Jamboree. Selection of a host club will be made by the Executive Board together with the Square Dance Coordinator.

C. ECTA shall, except in extenuating circumstances, conduct one Round Dance Festival each year, scheduled and programmed by the Round Dance Coordinator and the RDC. The Round Dance Festival shall normally be held on the fourth weekend in May, but not on the Whitsun holiday. If the Whitsun holiday falls on the fourth weekend in May, the Round Dance Festival will be moved to the 3rd weekend in May. Local clubs are invited to host the Round Dance Festival. Selection of host club will be made by the RDC and approved by the Executive Board together with the Round Dance Coordinator

D. ECTA shall, except in extenuating circumstances, conduct one Clog Convention each year, scheduled and programmed by the Clogging Coordinator and the Clogging Council. The Clog Convention shall normally be held in the summer time. Local clubs are invited to host the Clog Convention. Selection of host club will be made by the Clogging Council and approved by the Executive Board together with the Clogging Coordinator

E. ECTA shall, except in extenuating circumstances, conduct one Contra and Traditional Convention each year, scheduled and programmed by the Contra Coordinator and the Contra Council. The Contra Festival shall normally be held on the fourth weekend in October. Local clubs are invited to host the Contra Festival. Selection of host club will be made by the Contra Council and approved by the Executive Board together with the Contra & Traditional Coordinator.

F. Distribution of financials for the ECTA Student Jamboree, Round Dance Festival, Clog



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Convention and Contra and Traditional Convention between ECTA and a hosting club:

1. ECTA will donate 50% of the net-income from these dances to the hosting club.
2. In case of a loss during such events ECTA will cover all of this.

Hosting Clubs must work within the financial plan approved by the Executive Board at time of allocation of the event. All expenditures must be supported by receipts or appropriate documentation.

- G. ECTA shall, whenever possible, conduct training seminars in coordination with the EEP for its members.
- H. ECTA shall, whenever possible, conduct one ECTA Convention per year to conduct training and establish a possibility for the members to meet and exchange ideas on a personal basis.
- I. EAASDC and ECTA have signed a Jamboree Agreement. Amongst other things it says: Jamborees and Round Ups are scheduled and programmed by EAASDC and its associate clubs. ECTA shall assist such events in sound management and programming. These dances will be considered as joint ECTA/EAASDC events. ECTA shall receive 25% of the net-income from these dances and participate in case of losses with 50% as EAASDC does.
- J. Details regulating ECTA Events may be specified in dedicated Guidelines (e.g. Student Jamboree Guidelines).

### IX AUDITS

The Treasurer will submit all ECTA financial records to an audit annually. This audit must be scheduled and conducted so that a report is available for the annual ECTA General Membership Meeting.

### X FINANCES

- A. The Executive Board will develop yearly a proposed budget for approval at the General Membership Meeting. This budget will contain as a minimum the following:
  1. Estimated operating costs for the business year (to be calculated based on the prior business year adding in inflation).
  2. Projected equipment acquisitions.
  3. Projected costs for education seminars
- B. The Board is authorized to expend ECTA funds in the conducting of ECTA business. This will normally be within the limits of the approved yearly budget. Should situations arise where it is not feasible to approach the General Membership Meeting, the Executive Board is authorized to expend such funds and must justify the expenditure at the next regularly scheduled meeting.
- C. The Board members will be reimbursed for operating expenses incurred during the conduction of ECTA business, i.e. paper, stamps, envelopes, telephone costs, etc. Board members will not be reimbursed for such items as depreciation of personal equipment (even if utilized for ECTA business). Overnight accommodations are

reimbursed for Board members at ECTA Conventions and at dedicated full day board meetings when scheduled apart from joint ECTA/EAASDC events.

- D. All travel costs for travel activities authorized by the Executive Board will be reimbursed according to the dedicated travel cost regulations.



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### ATTACHMENTS

1. Code of Ethics
  2. Procedure for Handling of Complaints on Violations of the Code of Ethics
  3. ECTA Data Protection Policy
  4. Tasks of an ECTA Committee Chairperson
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### APPROVAL & SIGNING

These General ECTA Rules & Regulations have been accepted by the ECTA Extended Board Meeting on November 29, 2008 in Baarlo, the Netherlands.

The Executive Board changed section II G. at the Meeting on June 20, 2009 in Suhl.

In section II B. 4. a restriction was added by the Extended Board January 23, 2010.

In sections II B. 3. regulations for maintaining of active status by ECTA Regional Group participation was added and in IV K. job description deleted for EEP Manager, since it was transferred to the EEP R&Rs on June 22, 2011.

The Executive Board changed section II G. to reflect the common blue/yellow ECTA member badge and added a specification on Regional Group support in VI F. 4. on November 25, 2011 in Laatzen. The Regional Group Support was detailed and restrictions relaxed in Dachau March 9, 2012.

Regional Group Support VI F. 4. was detailed, travel cost regulation added in X D. as well as a new attachment 4. in Rodgau by the Executive Board.

Björn Wagner,  
ECTA President, March 8, 2013

Cover page added.

The dues in Chapter II F 3. have been corrected to 60,00 € as decided by the GMM on October 9<sup>th</sup>, 2022 in Rodgau.

Ralf Kölling  
ECTA Webmaster, February, 2024





## GENERAL ECTA RULES & REGULATIONS

### ATTACHMENT 1 Code of Ethics

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#### CODE OF ETHICS

*Code: The professional Caller/Leader/Instructor must wholeheartedly subscribe to the established standards of relationships to accomplish the declared purpose and objective of Callers, Leaders and Instructors in the square dance profession.*

#### I ACKNOWLEDGE:

- 1 That I have an obligation to the dancers; therefore, I shall provide information, instruction and leadership to enable and encourage the dancer to develop to his/her full potential so that he/she may derive the maximum satisfaction and pleasure from the activity.
- 2 That I have an obligation to the club organizations; therefore, I shall participate in the development and maintenance of a sound and respected club organization, and shall endeavour to discharge this obligation to the best of my ability and to advise them wisely and honestly.
- 3 That I have an obligation to the profession; therefore, I shall respect the dignity of the leaders, teachers and callers as persons, and shall maintain a good reputation for personal integrity.
- 4 That I have an obligation to the activity as a whole; therefore, in my personal, business and social contacts, I shall be conscious of its heritage and its future, and conduct myself accordingly.
- 5 That I have an obligation to continue to work for professional growth, to adhere to uniform nomenclature, to learn, to lead and to contribute to the total square dance movement to the maximum of my ability.
- 6 That I have an obligation to all associations dealing with the activity: therefore, I shall promote a spirit of cooperation between the various elements of the association.
- 7 I will conduct myself at dances in a responsible manner that would not shame other callers in the profession. This includes:
  - (1) Making every reasonable effort to arrive at calling engagements early enough that the dance will begin on time;
  - (2) Refraining from using language in bad taste or telling jokes that may be embarrassing to the dancers, or calling under the influence of alcohol or any controlled substance (drugs); and
  - (3) Staying within the guidelines of the advertised dance program without variances.
- 8 Except in extreme emergencies, I will honor all contracts I sign. Meaning:
  - (1) I will fulfil all items in the contract;
  - (2) I will not cancel any contract if that cancellation causes a hardship on the sponsoring group. This includes giving sufficient and adequate notice of any cancellation that may be absolutely necessary;
  - (3) I will not send a replacement caller unless this is first approved with the contracting group; and



## GENERAL ECTA RULES & REGULATIONS

### ATTACHMENT 1 Code of Ethics

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- (4) I will conduct my financial affairs within the square dance activity in a responsible manner. This includes paying my debts on time, or making acceptable arrangements if unable to pay on time.
- 9 I will only perform music which has been obtained in a manner which properly and completely compensates the artists and producers responsible for its creation. I will not enable others to use copies of my music while I still retain my ownership.

*I accept these obligations as a personal responsibility and solemn pledge, both in spirit and in fact, in a manner consistent with the highest standard of professional services as a member of ECTA - The European Callers and Teachers Association. I shall discharge these obligations and dedicate myself to that end.*



## GENERAL ECTA RULES & REGULATIONS

### ATTACHMENT 2 Procedure Code of Ethics Violation

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#### Procedure for Handling of Complaints on Violations of the Code of Ethics

Code of Ethics complaints, either oral or written, will be directed to the ECTA President.

1. Upon receiving a complaint the ECTA President will:

A. For an oral complaint

attempt to resolve the issue between the two parties. If this is not possible then further action can only be taken upon receipt of a written complaint.

B. For a written complaint

Inform the ECTA member of the complaint and request that the member provide their response, in writing, back to the President.

2. Upon receipt of the response the President can attempt to solve the problem verbally or if that is not possible or if no response is received then the President will present the complaint to the Extended Board who must then decide if there is truly a violation of the Code of Ethics. If yes, then a Board of Inquiry (BOI) must be called to resolve the issue. The President will appoint the chairman of the Board of Inquiry (BOI).

#### **Establishment of a Board of Inquiry (BOI)**

A BOI must be established when a complaint has been determined by the Extended Board to be a violation of the Code of Ethics and the differences between the two parties could not be reconciled. A BOI should consist of a minimum of 3 people. Members of the ECTA Board may be included and/or supplement the BOI. The 3 people should be peers of the accused member, i.e. for a complaint against a caller the BOI should be made up of callers, for a complaint against a Round Dance Leader the BOI should be made up of RDL, etc.

1. Further in establishing a BOI the President must insure that the members of the BOI are not bias towards or against any of the parties involved.

2. The newly established BOI will then be given all information concerning the complaint and any responses thereto. The Chairman will then call for a hearing where both parties are invited to present their side of the complaint to the BOI in person. Upon reviewing all pertinent information and hearing all verbal responses the BOI will decide:

A. Is there a violation of the Code of Ethics

B. If yes, then what is the BOI's recommended action

C. The decision of the BOI will then be forwarded in writing to the ECTA President. The ECTA Extended Board will be the final authority on any action taken.



## GENERAL ECTA RULES & REGULATIONS

### ATTACHMENT 3 ECTA Data Protection Policy

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#### ECTA Data Protection Policy

1. ECTA recognises the requirement and need to properly handle and protect the confidential personal information revealed to ECTA in good faith by its members.
2. the official ECTA Data Base is actively maintained by the Vice President. In addition the Treasurer actively maintains a data base related to financial transactions between ECTA and its members.
3. No member of ECTA, except the Vice President and the Treasurer, will actively maintain an electronic data base containing confidential member information provided by the members to ECTA, unless this has been specifically authorised by the Executive Board, which authorisation must include the approval of the President. Authorisations, once given, must be reviewed on a regular basis.
4. Information from the ECTA Data Base may be transmitted electronically only between members of the ECTA Board and for bona fide ECTA purposes. Exceptions must be agreed in advance by the President and confirmed by the Executive Board at its next meeting.
5. Electronic copies or extracts from the official ECTA Data Base provided by the Vice President to Board members or other properly authorised persons:
  - a. will not be actively maintained, unless proper authorisation has been given.
  - b. will not be further transmitted to any non-authorized person.
  - c. will be destroyed immediately following completion of their bona fide use.



## GENERAL ECTA RULES & REGULATIONS

### ATTACHMENT 4 Tasks of an ECTA Committee Chairperson

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#### Tasks of an ECTA Committee Chairperson

ECTA Committees work on special, defined topics. A committee is managed by a Chairperson and works for a member of the ECTA Board, usually a Council Coordinator. The tasks of the chairperson are described below.

1. Organizing the mode of operation of the committee.
2. Managing a list of the committee members.
3. Moderation and motivation regarding the discussions in the Committee.
4. Report about the results of the committee in the ECTA News (defined by the Board Member in charge, at least once a year).
5. Creation of a recapitulating report about the activities of the Committee in the past 12 months for the Board Member in charge (due each May).

Since the Board Member in charge is finally responsible for the Committee, she/he is entitled to instruct the Chairperson.

All articles and reports that are intended to be published have to be sent directly to the Board Member in charge, if possible in both German and English and need to be approved by the Board Member in charge, before publication.