

GUIDELINES FINANCIAL

Section 1. Dues and Fees. Dancers must pay membership dues or non-member fees when due. Payment entitles attendance at any classes offered that night.

Membership Dues: Dues will be paid annually OR monthly at the discretion of the member.

Annual Dues: \$150.00/year (payable on the first class attended in January)
Thereafter, discounted annual dues are not applicable. Pre-payments will be at monthly rate of \$15.00/month.

Monthly Dues: \$15.00/month (payable on the first class attended each month)

Non-Member Fees:

Intro to Clogging: September through December 31
\$60.00/person
Pre-registration: \$50.00/person

Drop In (not Intro Clogger): \$5.00/night – (insurance waiver will be required)

Drop In (guests of cloggers): \$5.00/night – (insurance waiver will be required)

Instructors from other clubs: No fees required – (insurance waiver will be required)

Section 2. Lifetime Members. Lifetime memberships were established prior to January 19, 2008, and will continue to be honored. Dues for lifetime members are waived. The lifetime members are: Dona Free, Al Free, and Mary Bray.

Section 3. Dues Waived. Dues are waived for the Instructors, President, Vice President, Treasurer and Webmaster.

Section 4. Refund of Dues and Fees.

Intro to Clogging

Request for refund of fees paid for the Intro to Clogging class must be made *before* the end of the 3rd class. Exception: If the clogger has an injury, a refund will be granted when requested. The request must be made in writing and delivered to an Officer of the club, either in person, by mail (address found on website), or by email (www.cherrycitycloggers@gmail.com).

The amount of refund will be calculated as follows: Total Amount Paid *less* number of times attended times \$5.00.

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Examples:

- 1) An Intro to Clogging clogger paid \$50.00 for pre-registration dues and attended 1 Intro to Clogging class. The refund amount will be \$50.00 less \$5.00 = \$45.00.
- 2) An Intro to Clogging clogger paid \$60.00 for dues at first class and attended 1 Intro to Clogging class. The refund amount will be \$60.00 less \$5.00 = \$55.00.

Cherry City Cloggers

A member may withdraw from the Cherry City Cloggers and request a refund of prepaid dues stating the date of withdrawal. The member's request must be in writing and delivered to an Officer of the Club, either in person by mail (address found on website), or by email to www.cherrycitycloggers@gmail.com.

Requests must be delivered within 60 days from the last class attended for a full refund.

If the refund request has been made after the 60 days and the request is within the same year as the dues were paid, a partial refund will be calculated using the refund request date as the calculation month. Go to www.cherrycitycloggers.com to see examples of refund calculations.

The refund period will be calculated in calendar months. The calculation month will begin the month following the last class attended.

Pre-paid Dues Refunds:

- 1) Prepaid dues prior to February 1 for a full year will be refunded per guidelines and issued at \$12.50 per remaining full months for the year paid.
- 2) Prepaid dues February 1 and after will be refunded per guideline and issued at \$15.00 per remaining full months for the year paid.

Section 5. Refund for Taps. A clogger may request a refund for taps purchased if the taps have not been used and are in the original unopened bag. The taps must be returned to an Officer of the Club along with a written request for the refund.

Section 6. Other Fees. Other fees, such as taps, CD's, DVD's, etc., are to be paid when due or purchased.

Section 7. Insufficient Funds Check Expense. If a check written to Cherry City Cloggers is returned from the bank for insufficient funds or any other reason, the clogger will be charged bank fees related to the transaction. The membership will be forfeited if the fees are not paid and will be reinstated only when the fees are paid.

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Section 8. Instructor Hourly Rate. The rate for instructors is \$25.00 per hour. The setup/tear down flat rate will be ½ the instructor hourly rate. On 02/03/2018, instructor pay was suspended temporarily until further revision and suspension will be reviewed annually.

Section 9. Instructor Workshop Reimbursement. Full time instructors will be reimbursed for OSCA, NWCA and C.L.O.G. annual memberships, if applicable. Full time instructors will be reimbursed for workshop registration fees and up to \$200 per year for expenses related to attending the workshops.

Section 10. Expense Payment. The Treasurer has the authority to pay normal operating expenses based on appropriate documentation. Examples of operating expenses include but are not limited to Square Dance Center rental, instructor fees, supplies, music download, workshop CDs for instructors, workshop syllabus for instructors, refund of dues, domain name with privacy protection, website subscription, etc. Non-operating expenses up to \$100.00 may be approved by the Executive Committee. Non-operating expenses greater than \$100.00 will require the approval of the membership. Reimbursement of expenses incurred by the Treasurer will require the check to be written by another authorized signer.

Section 11. Memorial Donations. In the event there is a death of a Cherry City Clogger member and a memorial has been designated, Cherry City Cloggers may donate up to \$100.00. The Executive Committee will determine the amount.

Section 12. Reporting. The Treasurer will produce financial reports on a quarterly basis and/or for scheduled membership meetings. Reports required are: Balance Sheet, Income Statement and detailed General Ledger listing. A projected budget should be created for the current calendar year at the end of the 1st, 2nd, and 3rd quarters, if required.

Section 13. Treasurer Criteria. The Treasurer must be able to demonstrate required skills as a Treasurer and have had prior experience as an accountant or bookkeeper. The Treasurer must be a Cherry City Clogger for at least 1 year. The Treasurer will be required to use their own personal computer using software such as QuickBooks to record all financial activities and Microsoft Excel (or similar software) to record attendance activities associated with Cherry City Cloggers. If the treasurer does not have QuickBooks, the club will furnish/purchase the software. The Treasurer should have the ability to print documents as required.

Section 16. Bank Reconciliation. The Treasurer must complete a reconciliation of the bank statement to the checkbook on a monthly basis. This is to be reviewed and approved by the Vice President. Documents required for the review include: Bank Statement, Balance Sheet and detailed bank reconciliation listing generated when performing the reconciliation function.

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Section 17. Liability Insurance. The club will pay liability insurance for each Cherry City Clogger member.

Intro to Clogging dancers are identified on the club's liability insurance as a group. A dancer **will not** be covered by liability insurance until that dancer becomes a member of Cherry City Cloggers. At that time, payment will be made by the club.

Non-member cloggers (not Intro Cloggers) **will not** be covered by Cherry City Clogger liability insurance. Each time a non-member clogger attends class, an insurance waiver must be completed by the non-member.