

## **BVLD Policies confirmed May 2021**

### **Signing Authority:**

The following four Board positions have signing authority:  
President, Secretary, Treasurer and Membership Coordinator

### **Refund of Class Registration Fees:**

- A full refund will only be granted if the Registrant cancels in writing before the first class of the session.
- A refund after the class commences will only be offered for medical reasons.
- If the request comes after the class commences, and before the mid-way point of the class, the refund will be 50% of the fee.
- After the mid-way point, no refund will be offered.
- A refund for medical reasons must be requested.
- Documentation of the medical reason is not required; the Club will operate on the honor system.

### **Parties:**

Dance parties are a membership benefit.

Dance parties are open to those who are members in the current membership year.

A BVLD member may invite a guest to any party designated "BVLD Members and Guests". The guest is required to sign a waiver in order to attend.

### **Make up Classes:**

Make up classes are not permitted.

### **Fee structure for multiple classes:**

Members who register for two or three classes in the same term will pay full price for the first class. The fee for additional classes will be set annually by the Board in advance of Fall registration.

### **Paid Gigs:**

If a BVLD teacher is available, paid events will be accepted on behalf of BVLD.

The payment will be in the form of a donation on behalf of the Club or payable to BVLD to go into general revenue. To ensure the Club does not undercut those who are teaching for a living, the rate for instruction will be competitive. The current rate for instruction is \$60 per hour.

### **Tangible Capital Asset Reporting:**

Bow Valley Line Dance Club will expense all capital asset purchases in the financial year of purchase with full note disclosure in the financial statements of the cost.

### **Community Showcases: Group with 'paid gigs'**

If BVLD dancers perform for community requests, there will be no fee.

If BVLD instructors teach at a community event, the hourly rate will be charged.

### **Use of logo:**

- BVLD has the exclusive licence to the copyright, use, and reproduction of the image of their logo in all forms of media of any kind.
- The logo image may not be modified in any way without the approval of the Board. Any reproduction must include the text “Bow Valley Line Dance Club” as it appears on the logo.
- Members wishing to use the logo need to outline in writing the intended use (i.e. T-shirts, hats, pins) for Board approval. This submission should include a sample prototype of the intended use, the number of items to be branded and if they are for a specific event.
- In the spirit of inclusivity, any subgroup of members undertaking a logo project will make the product available to all members. This might include organizing the procurement and distribution to members or simply informing all members how they go about obtaining the items and the cost of the items.
- The BVLD Club Board reserves the right to refuse use of the logo for the following reasons:
  - substandard quality of items
  - use at events not consistent with the stated purpose of BVLD Club
  - other uses the Board considers inappropriate

### **Membership:**

Memberships are sold as part of class registration.

The annual membership fee is collected with the first registered class in the membership year.

Membership benefits are available from the point of class registration until the end of the membership year.

Members from the previous membership year who are not enrolled in classes in the current membership year may purchase a current year membership to enable them to attend ‘member only’ dance parties. Should the member then enroll in classes at sometime in the current membership year, their membership will be considered paid. This privilege will not be granted beyond 12 months.