

**STANDING RULES
OF THE
FLORIDA FEDERATION OF SQUARE DANCERS**

AMENDED FEBRUARY 27, 2011

- Section 1. Standing Rules may be adopted, amended, or rescinded at any regular or special meeting of the Board of Delegates. Prior notice is not required to alter these Standing Rules. They may be changed by a majority vote of the delegates present and voting, provided a quorum is present.
- Section 2. An initial fee of \$25.00 and annual dues of \$50.00 is charged each Area Association. Payment of such dues shall be made on or before the annual meeting.
- Section 3. The Executive Board may approve a badge or badges that will indicate membership in the Florida Federation of Square Dancers and will be made available to incoming delegates.
- Section 4. Individual delegates that wear an approved badge imply their approval of the aims and purposes of the Corporation.
- Section 5. Representation and voting will be by the certified representatives of the Federation. Voting will be in person.
- Section 6. The Area Associations referenced in Article II of the By-Laws are further defined as the Northwest, Northeast, Central, West Coast, and Southeast Associations.
- Section 7. State Convention procedures are outlined in the latest issue on file of the "Suggested Florida State Square and Round Dance Convention Procedures."
- Section 8. The State Convention Contingency Fund shall be controlled by the Federation Treasurer as a separate line item. The Federation President shall approve the issuance of the convention seed money for the upcoming convention. All named upcoming State Convention Chairmen shall report committee activities at each Federation meeting.
- Section 9. The proceeds from the State Convention will be divided equally between the Federation, Callers, Cuers and the Associations. Each Association would receive a share from each convention, an amount equal to one-fifth of the Association share, which is one fourth of the total.
- Section 10. The Federation shall exhibit the "Florida Showcase of Ideas" at the Florida State and National Square and Round Dance Conventions.
- Section 11. The Federation shall be a co-sponsor of a Florida Square and Round Dance Hall of Fame.
- Section 12. The Federation is a member of the United Square Dancers of America, Inc., and is entitled to four (4) votes. Delegates to represent the Federation will be appointed by the President not later than the "working weekend" meeting each year. Annual dues of \$100.00 are due not later than July 1 of each year.
- Section 13. The Contingency Fund cited in Article XVIII of the By-Laws is currently set at \$4,000 from each: Florida Federation of Square Dancers, Florida Callers Association, and Round Dance Council of Florida.

Section 14. Each voting delegate shall be assigned to a Standing or Special Committee throughout their tenure. The current standing committees are as follows:

a. Finance

Prepare a Federation Budget each year. Make recommendations to the board of Delegates concerning financial matters.

b. Public Awareness, Publicity, Preservation and Education

Make recommendations in which the Federation might achieve favorable coverage or public awareness of the benefit of square dancing. Discuss the problems of square dancer attrition and the lack of recruitment of new dancers. Make recommendations for possible solutions to these problems. Develop guidelines each year on one or more worthwhile projects that will aid in the enjoyment of square dancing or the enlightenment of square dancing.

c. State Convention Procedures

Review each year and make recommendations on changes concerning the state convention procedures.

d. Square Dancer Insurance

Coordinate the business of the Federation insurance program. To act as the liaison with the USDA National Insurance Chairman concerning all insurance matters. Familiarize association chairman with State Federation insurance program.

e. Federation Document Review

Receive all suggested changes to the Articles of Incorporation, Constitution, By Laws and Standing Rules and review the changes for correctness and compatibility with all documents and the Florida Not For Profit Corporation Act. After review the suggested change is submitted to the Executive Board.

NOTE: The purpose stated herein should in no way limit the scope or efforts of committee members.

f. Chairman of the History Committee

The Federation History Chairman will be the focal point for all information dealing with the History of Florida Square and Round dancing and related activities. The Chairman will be responsible for gathering and collecting information and pictures dealing with history of the Federation and forwarding the information to the Federation Web Master. The Chairman will also make a report at every Federation meeting, updating the status of the history of the Federation.

Each Association President will be requested to appoint a history representative to take pictures of their Association's activities and events and will forward those pictures, together with appropriate write ups, to the History Chairman. The Chairman will use his or her discretion on which pictures he or she forwards to the Federation Web Master.

g. Showcase Committee

Coordinate and be responsible for developing the Florida Showcase and its display at the Florida State Square and Round Dance Convention and the National Square Dance Convention and such other events as directed by the President.

Section 15. Flowers or a donation to charity are to be sent to the Board members, active Past Presidents and their husband, wife and children living at home, in the case of death. All others will receive a card.

Section 16. Duties of the Executive Board members:

a. PRESIDENT

1. To act as the Executive Officer and the official representative of the Federation.
2. To preside over all Federation meetings and to conform to Robert's Rules of Order, Newly Revised Edition.
3. To schedule meetings and arrange for meeting places. The President must hold a minimum of one meeting a year. Notify the Board of Delegates at least thirty days in advance of all meetings.
4. To prepare an agenda for each meeting in coordination with other Executive Board members as deemed necessary. The Working Weekend Agenda will include a listing of delegate assignments to standing or special committees.
5. To invite the Florida Callers Association, the Round Dance Council of Florida, to sit with the Board of Delegates to provide representation at Federation meetings. Such representatives shall not have voting privileges, but shall serve in an advisory and liaison capacity.
6. To appoint standing and special committees, special Federation representatives as required, one member each as liaison to the Florida Callers Association and the Florida Round Dance Council when practical, and a special audit committee to perform an audit of the Federation financial records at the annual meeting.
7. To be ex-officio member of all committees. The President may attend committee meetings as deemed necessary.
8. To appoint the General Chairman of the state convention three years ahead.

b. VICE PRESIDENT

1. To aid and assist the President in his Federation duties as required or requested.
2. To arrange for tokens of appreciation for proper recognition of the outgoing president and to make presentation at the annual meeting.
3. To assume the duties of the president in their absence.

4. To welcome the new delegates to the Federation. Ensuring that each couple or single delegate has a "Delegates Handbook" that contains all required information (as outlined in Article XV of the By-laws), and each delegate is briefed on the operational procedures of the Federation. This shall be accomplished prior to the convening of the working weekend meeting.
5. To make arrangements for facilities for the Working Weekend to be held the last weekend in February of the out-year subject to approval by the Executive Board. Work with the out-year State Convention chairman in coordinating a Saturday night dance to benefit the out-year state convention.
6. To be responsible for ordering new delegate badges and delegate association bars.

c. SECRETARY

1. To serve as recording and corresponding Secretary of the Federation.
2. To record all minutes of meetings and to provide a copy of the minutes to the officers, delegates and alternates of the Federation, President of the Florida Callers Association, President of the Florida Round Dance Council, Delegates At Large and Editor of Bow and Swing, at least thirty days prior to scheduled meetings.
3. To maintain a complete and up-to-date roll of the membership and as a first duty, prepare a new roster of the Board of Delegates for the coming year, and distribute a copy of said roster to all delegates.
4. Send new Florida Federation of Square Dancers Executive Board Officers list to the Bow and Swing.
5. To recommend to the Board of Delegates the deletion from the active roster of the names of Past Presidents who have not attended a meeting for a period of one year, as provided by Article IV of the By-Laws.
6. To obtain a copy of a Square Dance Proclamation obtained each year from the State of Florida. This document will proclaim a specified month as National Square Dance month in Florida and will be signed by the Governor. It shall be distributed to all Associations not later than 60 days before National Square Dance Month.

d. TREASURER

1. To be custodian of all Federation funds, collect all dues, and pay all properly approved bills.
2. To keep complete current financial records and provide a report on the financial status of the Federation at each meeting or upon request of the president.
3. To file a charter renewal each year with the Florida Secretary of State, prior to May 1.
4. To act as chairman of the annual budget committee.

5. To obtain bank resolution forms and bank signature cards prior to the Annual meeting to facilitate the orderly transfer of the office of Treasurer.
 6. To ensure the financial records for the complete year are in audit form at the Annual meeting or any other meeting after the close of the financial year as directed by the President.
- e. PARLIAMENTARIAN
1. To interpret and counsel the Executive Board on all points of parliamentary procedure which may come into controversy.
 2. To have a copy of Robert's Rules of Order, Revised Edition, at all meetings, and be familiar with its contents.
 3. To be coordinator and be responsible for the Florida Showcase and its display at the Florida State Square and Round Dance Convention and the National Square Dance Convention and such other events as directed by the President. He shall make reservations of sufficient space at each convention as soon as notice is received by the Federation, of the dates and location of each convention.
- f. IMMEDIATE PAST PRESIDENT
1. Shall be an ex-officio member of the Executive Board for the purposes of continuity.

Revised Standing Rules Approved February 27, 2011

Revision Committee: Ray & Elsa Huddleston, Chairman
Don & Ann Slocum