

## The Missouri Federation of Square 'N Round Dance Clubs, Inc.

Appendix Q

Standing Operating Procedures (SOP)

March 18, 2021

### Boundaries and Relations Committee

1. **PURPOSE:** To establish and govern the position of the Boundaries and Relations Committee for the Missouri Federation of Square 'N Round Dance Clubs, Inc.
2. **SCOPE:** This SOP applies to the Boundaries and Relations Committee, The Missouri Federation of Square 'N Round Dance Clubs, Inc. The Boundaries and Relations Committee can use this SOP to know and understand the duties of the Boundaries and Relations Committee, and should use it when performing the functions of the Boundaries and Relations Committee.
3. **AUTHORITY:** The Missouri Federation of Square 'N Round Dance Clubs Inc.
4. **References:** Missouri Federation of Square 'N Round Dance Clubs, Inc. Constitution and Bylaws (Working Rules).
5. **MEMBERSHIP:**
  - a. The Boundaries and Relations Committee has a base membership of three (3) members.
  - b. The chairman, Boundaries and Relations Committee is appointed annually by the President, Missouri Federation of Square 'N Round Dance Clubs, Inc., with the approval of the Board of Directors, to serve a one year term. The first named member is the chairman.
6. **PROCEDURES:**
  - a. **RESPONSIBILITIES OF THE BOUNDARIES AND RELATIONS COMMITTEE:**
    - i. To oversee the position of Boundaries and Relations Committee for the Missouri Federation of Square "N Round Dance Clubs, Inc.
    - ii. The committee shall study and report on matters dealing with relations among districts.
    - iii. Shall study and recommend to the board of directors the uniform distribution of member clubs between various districts where possible.
    - iv. Shall study boundary lines of each district and consider the present member clubs in the various districts, and make recommendations to the board of directors any adjustments necessary:
      1. To put an end to or avoid conflicts between districts.
      2. To adjust district's boundaries based on gain or loss of member clubs.
      3. To increase or maintain the number of districts within the federation due to the gain of clubs in the state or the individual districts.

4. To reduce or maintain the number of districts within the federation due to a loss of clubs in the state or individual districts.
  5. To move clubs from one district to another to maintain equal representation between districts. The approval of the individual clubs and districts involved should be attained prior to this action, if possible.
- v. Shall study and recommend to the board of directors any matters dealing with:
1. Member clubs of a district wanting to move from one district to another.
    - a. Request for moving from one district to another district shall be submitted in writing to the proposed gaining district.
    - b. A separate written letter shall be submitted by the club to their current district requesting that it be released to join another district (gaining district is named). The losing district should endorse the club's letter by recommending approval or disapproval and reasons why, if pertinent.
    - c. Copies of each letter with the recommendations by the gaining and losing districts shall be submitted by the district presidents to the Chairman, Boundaries and Relations Committee.
    - d. The Boundaries and Relations Committee shall present their recommendation(s) to the board of directors for approval/disapproval based on the recommendations of the committee.
  2. New clubs requesting to be located in a district other than the district they are geographically located in.
- vi. The chairman shall attend all meetings of the Federation Board of Directors.
- vii. Shall provide a report of the committee's activities since the previous federation meeting.
- viii. Shall be familiar with the duties of the Boundaries and Relations Committee as set out in Standing Rules.
- ix. Shall perform all other duties related to the position of Boundaries and Relations Committee assigned or required.