

WORKING RULES
NORTHWEST DISTRICT
MISSOURI FEDERATION OF SQUARE 'N ROUND DANCE CLUBS, INC.

1. These working rules may be changed or amended by an approval vote of a simple majority of members voting at any general membership meeting.
2. Regular membership meetings will be held quarterly, usually the months of January, April, July or August, and October when possible.
 - a. Date, time and location for the four board meetings for the following year will be determined by the executive board at the last meeting of the preceding year.
 - b. The meetings will be centrally located within the district.
 - c. It is suggested that these meetings be held on the fourth Sunday afternoons when it does not conflict with other district or state business.
 - d. Meetings will be held in person with an electronic option, such as Zoom.
 - e. The district will provide payment for any costs incidental to those meetings.
3. Membership dues in the Northwest District are \$25.00 per calendar year payable to the Northwest district.
4. Each year each club will deliver to the District Secretary a completed Membership Application Form and roster of members along with dues of \$25.00. These are due no later than October 1. The secretary will forward the check to the Treasurer.
5. The Northwest District Secretary and President will work together to complete a District Handbook once membership applications have been received.
 - a. The Handbook should include:
 - i. List of district officers, including position, addresses, phone numbers and emails.
 - ii. List of member clubs, presidents and district delegates (include position, address, phone number and email), number of members per club and number of students in lessons.
 - iii. List of member club callers and/or cuers, addresses, phone numbers and emails.
 - iv. Copy of the Constitution and Working Rules
 - v. Current information about Missouri Federation membership
 - vi. Current information about the Show Me Doin's magazine and forms
 - vii. List of current Missouri Federation officers
 - viii. Information on Missouri Federation programs, such as Travel Missouri, Toot Your Horn, and others as necessary.
 - ix. Current membership application on back page.
 - b. The Handbook should be completed for distribution to district membership at the January meeting.
 - c. The Handbook should be distributed to Missouri State offices and current year State Festival Chairman.
6. All Northwest District clubs will cancel or not schedule a dance on the same date(s) as the Northwest District dance or the Missouri State Festival if the State Festival is within

100 miles. The Northwest District Dance date(s) will be made available to clubs as soon as possible.

7. The district will provide each district officers and immediate past president with a red and white Northwest District badge to be worn during his/her tenure in office.
 - a. The badge bears the name of the district, name of the person holding office and city they are from. Bars purchased by the district will be supplied designating the position and year. These badges and bars will become the property of the individual upon completion of their term. The district will purchase a bar entitled "past president" to be worn by that individual.
 - b. Procurement of badges and bars will be responsibility of the District President or his appointee.
8. The District President may call a special executive board meeting at any time he/she deems necessary. The President may also, with the approval of the executive board, call a general membership meeting when necessary.
9. Hosting the District Dance.
 - a. At the January business meeting the district general membership will determine the host club for the District Dance for the upcoming year. If no club will volunteer to host the District Dance, the President will appoint a committee to determine the location and plan the dance.
 - b. All square and round dancers attending the dance will pay the door donation, except those with special invitations to attend at no charge.
 - c. Each member of the district attending the district dance is to bring a finger food to be served for refreshments.
 - d. Hosting club caller, if it is his/her choice, to be Master of Ceremonies. Should the club caller choose not to be MC, procedure would be by a drawing done by the President.
 - i. All caller/cuer names will be placed in a box. The President will then draw three names from the box. The first name drawn will be invited to MC the dance. If he/she is unable to do so, or declines for any reason, the second name drawn will be invited to be the MC. The third name drawn will be invited to MC the dance in the case where both the first and second names drawn decline.
 - e. The Master of Ceremonies will be responsible for the following:
 - i. Sound equipment
 - ii. Scheduling all district callers/cuers and announcement time and level. Dance is to be mainstream with no more than two (2) plus tips. Lines and/or rounds subject to availability of cuers.
 - f. Planning guidelines for Host Club and District:
 - i. The host club will appoint set-up, clean-up, decorating and table committees.
 - ii. Two persons to be at front desk to assist District Treasurers with dancer and caller registration.

- iii. Approximately six persons to accept door prizes, silent auction items, and receive/organize food and drinks. (NOTE: Each district dancer is asked to bring a finger food.)
 - iv. Possibly four others to be available in case tables, etc., need to be moved and to greet dancers as they come in and direct them to registration desk.
 - v. The District will provide the paper goods and plastic silverware, raffle tickets, along with supplies of coffee, creamer, sugar, and ice.
 - vi. The district pays all expenses related to the dance, so your club will not be out any monies, only labor.
 - vii. The hosting club(s) of the Northwest District Dance will be given 20% of the gross income of the dance. If there is more than one club hosting, they will split the 20%.
10. The President, the two State Delegates or Alternate Delegate shall be reimbursed \$75 per weekend meeting attendance, not to exceed \$225 combined per meeting. 3 X \$75 - \$225 max per meeting X 4 meetings per year. This is not intended to reimburse total expenses. An overnight stay is not required to request reimbursement. The appropriate reimbursement form must be completed and submitted to the district Treasurer in a timely manner.
11. When the district is hosting the State Meeting, the Sunday meeting host club will also be responsible for meeting facility. The State pays a gratuity to the host club of the total of receipts for expenses presented to the State Treasurer up to a maximum of \$200.
12. A committee appointed by the president will review this constitution and by-laws at the request of the membership or as recommended by the delegates.

Working Rules

Reviewed and Revised: October 2017

Revised 9.f.viii – January 26, 2020

Reviewed and Revised October 27, 2024