

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

APPENDIX L

Standing Operating Procedures (SOP)

April 12, 2022

The Show-Me Doin's Editor

1. **PURPOSE:** To establish and govern the position of *Show-Me Doin's* Editor for the Missouri Federation of Square 'N Round Dance Clubs, Inc.
2. **SCOPE:** This SOP applies to *The Show-Me Doin's* Editor, The Missouri Federation of Square 'N Round Dance Clubs, Inc., and should be used when performing the functions of *Show-Me Doin's* Editor.
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 Editor has a base membership of one (1) member. The Editor is appointed annually by the President, Missouri Federation of Square 'N Round Dance Clubs, Inc., with the approval of the Federation Board of Directors, to serve a one year term.
 - b. Each year, the Federation President may recommend to the Board of Directors either the reappointment of the Editor, or the appointment of a new Editor to replace the Editor whose membership is expiring.
 - c. The Editor is a member of the Publications Committee.
 - d. The Editor is a member of the Federation Board of Directors and has one vote.
6. **PROCEDURES:**
 - a. **RESPONSIBILITIES OF THE EDITOR:**
 - i. To promote and oversee the editor position for the Missouri Federation of Square 'N Round Dance Clubs, Inc. official publication, *The Show-Me Doin's*.
 - ii. Is responsible for maintaining and up-dating this SOP when needed.
 - iii. Insuring updated guidance concerning *The Show-Me Doin's* is provided to the Federation, Districts and Clubs.
 - iv. To work with the Publications Committee to:
 1. Assist in selecting and contracting a qualified publishing company, by competitive bidding, on each occasion that a publishing contract is to be made. Final selection of the publishing company shall rest with the Publications Committee, subject to the approval of the Board of Directors.
 2. Enhance the publication *The Show-Me Doin's*.

3. To promote and create programs to enhance the distribution of *The Show-Me Doin's*.
 - v. Represent the *Show-Me Doin's* staff at various events, such as the State Festival, Doin's Dances, District Dances, etc.
 - vi. May procure a post office box for the receipt of *Show-Me Doin's* mail, or receive such mail at his/her home address.
 - vii. Shall maintain an email address for receiving electronic mail for the *Show-Me Doin's*.
 - viii. To gather and assemble information from different sources for publication in the *Show-Me Doin's*, such as: the President's message, articles from clubs, dates of club dances for the Calendar of Events, contact names and phone numbers for the Club Directory, State Festival Information, National Square Dance Conventions, and other square dance promotional/informational materials as requested and/or needed.
 - ix. Shall receive and check materials sent in by clubs for spelling, punctuation, correct dates, etc. before including said materials in the publication packet sent to the publisher.
 - x. Shall ensure that all club articles are printed in the correct district.
 - xi. Shall make appropriate changes to club articles as needed, and/or return articles to the club/sender for them to correct, if time allows.
 - xii. Shall check advertising for spelling, punctuation, correct dates, times and locations, callers names, etc, and shall make any changes as needed.
 - xiii. Shall ensure that the Calendar of Events material(s) is accurate concerning, dates, times, dance locations, dance level (MS, Plus, Rounds, Advanced, Lines, etc), caller/cuer name(s), and mark "Special" dances with an appropriate marking (such as highlighting).
 - xiv. Shall list all clubs in the Club Directory if the club so desires. The list of clubs shall be alphabetical by club name and include a contact name and phone number. It is the club's responsibility to keep the contact information up to date.
 - xv. Shall include a caller/cuer directory in each issue of the *Show-Me Doin's*. Each caller/cuer wishing to be included in this directory will purchase that listing from the Advertising Manager. The Advertising Manager shall provide this listing to the publisher prior to each publication date.
 - xvi. Shall consolidate all information/materials to be published for each issue of the *Show-Me Doin's* in an organized and concise manner and submit such information/materials to the publishing company between the first and fifth working day of the month prior to the issue being worked on. (e.g. fifth of December for the January issue.)
 - xvii. Shall review and check club articles against advertising and the Calendar of Events to ensure that all information submitted to the publisher is correct before final printing.

- xviii. The editor and publisher shall determine how many drafts need to be reviewed before a final copy is approved for printing.
- xix. Receive email subscription list from the circulation manager by the 15th of the month prior to the publication of the Doin's (e.g., March 15 for April-June issue).
- xx. Send electronic copy of the Doin's to those electing to receive the Doin's electronically.

7. MISCELLANEOUS:

- a. Shall determine the theme of each cover and work with the publisher to approve the cover design.
- b. Shall check the table of contents with the page numbers of said topics.
- c. Shall verify the correctness of information published for the Missouri Federation Officer and staff.
- d. Check the President's message for accuracy.
- e. Ensure that Federation Programs are included in each issue as scheduled by the Advertising Manager.
- f. Shall keep districts and clubs informed of deadlines for submitting articles, club dance information, advertising, and other items for publication in the *Show-Me Doin's*.
- g. Shall add filler material to each issue of the *Show-Me Doin's* as needed.
- h. Shall file the annual PS3526 Statement of Ownership to the USPS by October 1st of each year and print said statement in the final issue of the year as required by US. Postal regulations. The form is a fillable PDF on the USPS website.

8. STATE FESTIVAL DOIN'S DANCE:

- a. Shall be instrumental in planning the Doin's Dance that follows the State Festival.
- b. Shall ask a caller/cuer who is present to be the master of ceremonies for the Sunday morning dance.
- c. Callers are scheduled to call as they sign in on Sunday morning.
- d. The plan/schedule of the dance is determined the master of ceremonies (each caller calls one tip, all singing calls, paired callers for duets, trios, etc.)
- e. The publication committee arranges/provides light refreshments, coffee and water.)
- f. Shall send thank you cards to the callers who participate.

9. MEETINGS:

- i. The Editor shall attend all regular and special meetings of the Publication Committee when called. Regularly scheduled meetings are on the day the Missouri Federation of Square 'N Round Dance Club, Inc. meets in January, April, July, and October of each year.
- ii. The Editor shall present an Editor's Report/update at the regular state meetings of the Missouri Federation of Square 'N Round Dance Clubs, Inc.
- iii. State Convention:
 - 1. The Editor shall reserve a table at the State Convention for the purpose of promoting the *Show-Me Doin's*.

2. The Editor shall assist the Publication Committee in conducting the annual Doin's Dance as part of the State festival.
3. The Editor may provide educational seminars/classes at the State Festival that provides direction to those wishing to learn more about *Show-Me Doin's*. Topics shall be pertinent to the *Show-Me Doin's*, and may include, but are not limited to:
 - a. Various topic concerning advertising
 - b. Club Articles
 - c. Club Directories and Calendar of Events
 - d. Use of photographs and clipart
 - e. Memorial. What information is needed, is appropriate, etc.

10. OTHER DUTIES AS ASSIGNED.