

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

Appendix D

Standing Operating Procedures (SOP)

June 9, 2020

### Third Vice President

1. **PURPOSE:** To establish and govern the position of Third Vice President for the Missouri Federation of Square 'N Round Dance Clubs, Inc.
2. **SCOPE:** This SOP applies to the Third Vice President of The Missouri Federation of Square 'N Round Dance Clubs, Inc. The Third Vice President can use this SOP to know and understand the duties of the Third Vice President, and should be used when performing the functions of Third Vice President.
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:** The Third Vice President has a base membership of one (1) member or couple. The Third Vice President is elected annually by the Missouri Federation of Square 'N Round Dance Clubs, Inc., Board of Directors, to serve a one year term.
6. **PROCEDURES:**
  - a. **RESPONSIBILITIES OF THE Third VICE PRESIDENT:**
    - i. To preside at meetings of the Missouri Federation of Square 'N Round Dance Clubs, Inc. in the absence of the president, the First Vice President and the Second Vice President.
    - ii. To serve as a member of the federation executive committee.
    - iii. To serve as the chairman of the Constitution and Bylaws Committee.
    - iv. To attend all meetings of the Federation Board of Directors.
    - v. Should the position of Second Vice President become vacant during the term of office, will with the approval of the Board of Directors, assume the position of Second Vice President.
    - vi. To provide a report at each meeting of the federation detailing any activities that they have initiated or participated in since the previous meeting, such as:
      1. Visitations to member clubs or districts.
      2. Any actions that affected the federation since the previous federation meeting.
      3. All other activities or full-filling of federation responsibilities.
    - vii. Shall perform all other duties related to the position of Third Vice President assigned or required.