

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

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

## Standing Rules

### Article I: Standing Rules

These rules are to define the business conducted by The Missouri Federation of Square 'N Round Dance Clubs, Inc. board of directors and its standing committees.

### Article II: Changes or Alterations

- Section 1. The rules contained herein shall be subject to change by a vote of the majority of those attending a federation board of directors' meeting having the necessary quorum present (Article VI, Section 4 of the Constitution and Bylaws). No prior notice is required.
- Section 2. In no case shall changes or alterations be made which will, in any way, violate the Constitution and Bylaws of the Missouri Federation of Square 'N Round Dance Clubs, Inc.

### Article III: Board of Directors' Meetings

- Section 1. The meetings shall take place during the following months: January, April, July, and October. Should cancellation of a meeting be necessary, it shall be scheduled on the following Sunday at a place selected by the executive committee.
- Section 2. Meetings shall be hosted by the various districts, such that each district shall host the federation at intervals set up by the president. (The district hosting the previous state festival may be excused.)
- Section 3. The club(s) hosting a board of directors' meeting shall be reimbursed by the federation for actual expenses up to a maximum of \$200.

### Article IV: Duties of Federation Officers

- Section 1. General duties of the officers are outlined in Article V of the Constitution and Bylaws. More detailed information is contained in the Officers' Standard Operating Procedures (SOP) for the Missouri Federation of Square 'N Round Dance Clubs, Inc.
- Section 2. Copies of the SOP are held by the federation secretary, who distributes copies to new officers after their election, or upon request.

### Article V: State Federation District Boundaries

- Section 1. The state federation shall be divided into seven districts, which shall be known as: Northeast, Northwest, West Central, Central, St. Louis, Southwest and Southeast.
- Section 2. The Districts shall consist of the following counties:
- A. **Northeast:** Adair, Audrain, Boone, Callaway, Chariton, Clark, Cole, Cooper, Howard, Knox, Lewis, Lincoln, Linn, Macon, Marion, Moniteau, Monroe, Montgomery, Pike, Putnam, Ralls, Randolph, Scotland, Schuyler, Shelby and Sullivan.
  - B. **Northwest:** Andrew, Atchison, Buchanan, Caldwell, Clay, Clinton, Daviess, DeKalb, Gentry, Harrison, Holt, Jackson, Mercer, Nodaway, Platte, Ray and Worth.

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- C. **West Central:** Bates, Benton, Cass, Grundy, Henry, Johnson, Lafayette, Livingston, St. Clair, Saline, Carroll and Pettis.
  - D. **Central:** Camden, Laclede, Maries, Miller, Morgan, Osage, Phelps and Pulaski.
  - E. **St. Louis:** Represented by St. Louis Metro Square and Round Dance Association: Franklin, Gasconade, Jefferson, St. Charles, St. Louis, Warren and St. Louis City.
  - F. **Southwest:** Barry, Barton, Cedar, Christian, Dade, Dallas, Douglas, Greene, Hickory, Howell, Jasper, Lawrence, McDonald, Newton, Ozark, Polk, Stone, Taney, Texas, Vernon, Webster and Wright.
  - G. **Southeast:** Bollinger, Butler, Cape Girardeau, Carter, Crawford, Dent, Dunklin, Iron, Madison, Mississippi, New Madrid, Oregon, Pemiscot, Perry, Reynolds, Ripley, St. Francois, Ste. Genevieve, Scott, Shannon, Stoddard, Washington and Wayne.
- Section 3. All clubs shall be members of one of the above listed districts as determined by the county in which their club town is located. Any club desiring to belong to an adjoining district must make a written request to the boundaries and relations committee to enter another district and obtain written approval from both the district it wishes to leave and the district it wishes to join. Copies of the letters of approval from both districts are to be sent to the Missouri Federation for its files.
- Section 4. Out-of-state clubs shall be eligible to join the nearest geographical Missouri district upon written request to the district.

### Article VI: Membership Fee

The current club member fee is \$10.00 in accordance with Article III, Section 2 of the Constitution and Bylaws.

### Article VII: Insurance Requirements of the Missouri Federation

- Section 1. Missouri Federation of Square 'N Round Dance Clubs, Inc. require that each member club be covered by at least a \$1 million liability insurance naming Missouri Federation of Square 'N Round Dance Clubs, Inc. as additional insured.
- Section 2. The Missouri Federation Insurance Chairman will coordinate all aspects of the insurance requirement.
- Section 3. How to comply:
- A. Apply for the USDA Dancers insurance through the Missouri Federation Insurance Chairman
  - B. Have USDA Dancer insurance through another Federation or Organization. (Must send copy of Certificate of Insurance to Missouri Federation Insurance chairman.)
  - C. Obtain private insurance through an insurance agent, naming the Missouri Federation of Square 'N Round Dance Clubs, Inc. as additional insured. (Must send a copy of Certificate of Insurance to Missouri Federation Insurance chairman.)
  - D. All instructions for meeting the criteria are available from the insurance chairman and on the Missouri Federation website.
- Section 4. Qualifying For State Rebate

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- A. The Federation Board of Directors may approve a rebate for qualifying member clubs who meet the following requirements:
  - 1. Pay annual club dues to the State Federation by a specified due date
  - 2. File and pay USDA Dancer Insurance, or show proof of compliance (per Article VII Section 3), by specified due date.
- B. If applicable, the State Federation treasurer will write one check to each district for all clubs that qualify.
- C. Districts are responsible for distributing the state rebate to clubs.
- D. The amount of the State Rebate will be determined annually by the Federation.

### **Article VIII: State Federation Publication, The Show-Me DOIN'S**

- Section 1. The federation shall publish a statewide publication entitled The Show-Me DOIN'S for the benefit of the organization and the dancers, callers and cuers associated with the organization.
- Section 2. DOIN'S staff shall consist of: editor, circulation manager and advertising manager, all being members of the state board of directors with one vote per couple. The DOIN'S circulation manager and advertising manager shall keep ledgers of all income and expenses, such ledgers to be submitted to the Missouri Federation audit committee in February.
- Section 3. One free copy of The DOIN'S will be made available to each graduating new dancer or couple when the lesson-sponsoring club requests copies for their graduates from The DOIN'S Editor following the appropriate procedures.
- Section 4. Subscription rates shall be \$15.00 per year.
- Section 5. DOIN'S donation dances shall have subscription forms available for all dancers, and they should be encouraged to subscribe. A donation for The DOIN'S shall be requested for admission to the dance. All proceeds after club or district expenses for the donation dance shall be presented to The DOIN'S.
- Section 6. The publication committee shall assist with any problem concerning The DOIN'S.
- Section 7. The advertising manager shall accept ads that reflect the best interest of square and round dancing with rates established by the publication committee and approved by the board of directors.
- Section 8. A 100 percent DOIN'S club is defined as a club that has a DOIN'S going to each address on its roster.

### **Article IX: Selection of the Caller / Cuer Hall of Fame Nominee**

Rationale: In order to further the stated goals and objectives of the Missouri Federation of Square 'N Round Dance Clubs, Inc., there may be selected from the club callers or cuers of Missouri Federation clubs one person to be identified as the recipient of the "Caller / Cuer Hall of Fame" honor. Each recipient will receive an appropriate plaque designating the name of the person, the year of the award, the title of the award and the awarding organization. Further, a portable display shall be maintained within which will be placed a picture of the awardee, along with a copy of the proclamation, for display at the state festival after the award has been made, at the National Square Dance Convention Missouri display, etc.

The guidelines for selection shall be as follows:

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- Section 1. The recipient shall be selected by a committee which shall be called the "Hall of Fame Selection Committee".
- Section 2. The recipient must be or have been a caller or cuer for a club that is currently a member of the Missouri Federation.
- Section 3. The recipient must be or have been an active caller or cuer for a period of no less than 20 years.
- Section 4. The recipient must have actively supported the Missouri Federation by participating in the annual state festival at least five times out of the most recent 10 years of active calling or cuing. The committee will verify the qualifications of the nominees.
- Section 5. The recipient must be nominated by the president of an affiliated district and supported by at least two presidents of affiliated clubs (or representatives to the district if the club has no president) from the nominating district. The nominations close on July 1<sup>st</sup> and must be post-marked or emailed by July 1<sup>st</sup>. No nominations will be held over to the following year.
- Section 6. The selection committee chairman shall make copies of the nominations post-marked or e-mailed by August 1 and mail or e-mail this information to the committee members for consideration. The chairman will conduct an in-person meeting, video meeting, or a telephone conference with the committee members by September 15<sup>th</sup> to select the recipient(s). The name of the recipient(s) will be kept secret until the presentation at the state festival.
- Section 7. No person shall be the recipient of this award more than once.
- Section 8. Guidelines for presentation of the award:
- A. The award shall be presented at the Saturday evening dance of the annual state festival.
  - B. The award shall be made to only one caller or cuer during any given year.
  - C. The award shall be presented by the committee chairman.
  - D. The name of the recipient shall remain a secret until announced at the annual state festival.
  - E. It shall be the responsibility of the selection committee to have the recipient present at the Saturday evening dance, if possible.

### Article X: Selection of the Square Dancer(s) of the Year

Rationale: To further the stated goals and objectives of The Missouri Federation of Square 'N Round Dance Clubs, Inc. there may be selected from member clubs one couple or person as the recipient of the "Square Dancer of the Year" honor.

- Section 1. Award:
- A. Each recipient (couple or individual) will receive an appropriate plaque reflecting his / her name, the recipient's member club, the year of the award, the title of the award, and the organization presenting the award. The award will be presented at the Missouri state festival each year.
  - B. Each recipient will receive an official "Square Dancer of the Year" badge that will be similar to his or her club badge. Each "Square Dancer of the Year" badge will

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include the recipient's name, club name, name of the federation, name of the award, and the year of the award.

- C. Each recipient or couple recognized as the "Square Dancer of the Year" will be entered onto a "Square Dancer of the Year" honor roll. The honor roll will consist of a wooden plaque duly identified as the "Square Dancer of the Year Honor Roll". Recipient's name(s), and year of presentation will be engraved onto a small brass plate and attached to the board after the official presentation. This honor roll will be on display at all state and national festivals.

### Section 2. Committee:

- A. A standing committee that shall be called the "Square Dancer of the Year Selection Committee" shall select the recipient(s).
- B. The committee will be made up of all district presidents.
- C. The committee will select a member to act as chairman.
- D. The selection committee chairman shall make copies of the nominations that were post-marked or e-mailed by August 1 and mail or e-mail this information to the committee members for consideration. The chairman will conduct an in-person meeting, video meeting, or a telephone conference with the committee members by September 15<sup>th</sup> to select the recipient(s). The name of the recipient(s) will be kept secret until the presentation at the state festival.

### Section 3. Criteria for award:

- A. Recipient(s) must be a current member of a club affiliated with The Missouri Federation of Square 'N Round Dance Clubs, Inc.
- B. All dancers, regardless of the number of years they have been dancing, are eligible for this award.
- C. Any current member of an affiliated club may nominate a recipient for the award. The nomination may be submitted to any district president. The district president must forward all nominations received to the selection committee chairman prior to the August 1 deadline.
- D. Each person is eligible to receive this award only once.
- E. Nominations will consist of a one-page submission containing the following:
  - 1. Name(s) of nominees.
  - 2. Address and phone number of nominees.
  - 3. Name of federation club submitting the nomination.
  - 4. Name, address, and phone number of a contact within the club.
  - 5. A paragraph describing why the nominees should be recognized.
  - 6. A list of accomplishments related to square/round dancing achieved by the nominee(s).
  - 7. Nomination submissions shall be signed by two supporting club presidents from the nominating district (or representatives to the district if a club has no president) and endorsed by the district president.

### Section 4. Guidelines for presentation of the award:

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- A. The award shall be presented at the Saturday evening dance of the annual state festival.
  - B. The award shall be made to only one couple or individual during any given year.
  - C. The committee chairman and federation president shall present the award.
  - D. The name of the recipient shall remain a secret until announced at the state festival.
  - E. The selection committee will ensure that the recipient is present at the Saturday evening dance, if possible.
- Section 5. Suggested guidelines for clubs / districts to follow in making nominations:
- A. Recipient(s) demonstrates good sportsmanship. Citizenship, Integrity, and Ethics that are becoming of a good square or round dancer.
  - B. Recipient(s) promotes the well-being of square or round dancing through participation in activities associated with the conduct of club business.
  - C. Recipient(s) promotes the well-being of square or round dancing by supporting club activities and lessons.
  - D. Recipient(s) unselfishly assists at club dances by sharing functions, such as kitchen duty, food serving, and setup and breakdown of facilities to ensure that they are accomplished in a timely and considerate manner.
  - E. Recipient(s) promotes square and round dancing when possible by participating with other dancers in such activities as demonstration dances, parades, fairs, or other community event in an effort to inspire interest and growth in square and round dancing.
  - F. Recipient(s) volunteer to participate, when possible, as square or round dancers while providing service or entertainment to residents in health or residential care facilities. Other examples of volunteer activities include participating in school education programs, toys for tots, assisting with special dances to raise money for charitable causes, or any other charitable cause or function requiring the services of volunteers.

### Article XI: Appointive Standing Committees

- Section 1. Each year before the January meeting of the board of directors, the executive committee shall review the appointive standing committees, their purpose and the needs of the federation. Appointment of memberships to all standing and / or select committees, with the exception of those whose memberships are set out in the Constitution and Bylaws, and the audit committee, shall be made at the executive meeting prior to presenting them at the January meeting. The audit committee membership shall be appointed at the October meeting of the year for which they will be auditing.
- Section 2. At the January meeting the president shall present to the board of directors any additions to or deletions from the appointive standing committees and/or any newly defined purposes of such committees.
- Section 3. All appointees and committees from the current year shall be relieved of their duties at the close of the year.
- Section 4. Standing Committees:

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- A. Audit Committee (three members)
  - 1. The committee shall audit and report on the books of the state treasurer, the state festival, The DOIN'S circulation and advertising accounts, the insurance coordinator, and anyone handling funds for the Missouri Federation, in accordance with the Constitution and Bylaws, at the earliest meeting after books are presented to the committee.
  - 2. Members of the audit committee shall not be anyone handling funds for the Missouri Federation including, but not limited to, the immediate past state festival committee chairman, co-chairman or treasurer and any member of The DOIN'S staff or publication committee.
- B. Boundaries and Relations Committee (three members)
  - 1. The committee shall study and report to the board of directors on matters dealing with relations among districts of the federation.
  - 2. The committee shall study the boundary lines of each district and the present member clubs in the various districts, and recommend to the board of directors any adjustments necessary to avoid future conflict between districts.
  - 3. The committee shall study and recommend to the board of directors any matters dealing with member clubs of a district wanting to move from one district to another.
  - 4. The committee shall study and recommend to the board of directors the uniform distribution of member clubs between various districts where possible.
- C. Constitution and Bylaws Committee (three members)
  - 1. The 2nd Vice President shall be the chairman of the Constitution and Bylaws Committee.
  - 2. The committee shall review the Constitution and Bylaws, Standing Rules and Standard Operating Procedures in accordance with the needs of the federation.
  - 3. The committee shall study the Constitution and Bylaws matters as may be directed by the board of directors.
- D. Publications Committee (six members)
  - 1. The committee shall include the publications chairman (appointed by the federation president), two members appointed by the publication chairman, The DOIN'S editor, DOIN'S circulation manager, and The DOIN'S advertising manager.
  - 2. The committee shall study and recommend to the board of directors a means of publishing the state publication (DOIN'S) at any time when the editor is unable to continue his/her present working agreement.
  - 3. The committee shall study and recommend to the board of directors means for increasing The DOIN'S circulation.
  - 4. The committee shall study and recommend to the board of directors subscription rates for The DOIN'S.

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5. The committee shall study and recommend to the board of directors possible changes in the format of The DOIN'S.
  6. The editor, circulation manager or advertising manager cannot serve as a publications committee chairman.
- E. Promotional Committee (three members)
1. The committee shall study and recommend to the board of directors effective means of promoting square and round dance activities on a statewide basis.
  2. The committee shall study existing publications for suitable promotional, educational and general informational materials that could be furnished by the board of directors to member districts for their benefit and recommend means by which the board of directors could provide these materials for the member districts.
  3. The committee shall set up and carry out the provisions of the Let's Toot Our Horn Award as outlined in Article XV of the Standing Rules.
- F. State Festival Site Screening Committee (four members)
1. The committee shall consist of the board's 1st vice president, who shall serve as chairman, and the 2nd vice president, who shall serve as assistant-chairman. Other members shall consist of the district president or his/her representative of two active districts other than the district president of the 1st or 2nd vice president and the district for which the dance locations are being reviewed. The districts represented on this committee should be rotated annually.
  2. The committee shall receive, from the state festival host district, a consolidated list of proposed locations for the state festival year they are hosting. This list should be received by the committee at least two years in advance of the festival date, if possible.
  3. The committee shall conduct a site visit to all proposed future state festival dance locations at least two years in advance of the festival, if possible. This visit is to establish whether or not the locations are physically suitable for conducting a state festival.
  3. The committee shall submit a report of the sites visited with their site recommendation to the board of directors at least two years in advance of the festival for which the locations are being considered, if possible. A separate report shall be submitted for each state festival year.
- G. Insurance coordinator (one couple/individual)
1. The insurance coordinator shall be appointed by the federation president.
  2. The insurance coordinator duties shall be to disseminate insurance information to member districts and clubs, keep a ledger of all income and expenditures, and collect premiums for the federation's insurance premiums.
  3. Administrative fee of \$.15 (fifteen cents) can, if necessary, be added to the USDA insurance premium.
  4. The ledger shall be submitted to the audit committee in February.

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- H. Member Services Committee (all district presidents and chaired by presidential appointment).
  - 1. The purpose of this committee is to encourage clubs to promote square dance programs by reducing financial hardships incurred by the clubs as a result of their promotion(s).
  - 2. Partial reimbursement to clubs of expenses incurred as a direct result of promoting square dancing will be:
    - (a). Provided to clubs through their district, not to exceed \$1,125 reimbursement per district per reimbursement period.
    - (b). Based on reimbursement periods that start on January 1 of each year and end on December 31 and incurred within one calendar year.
    - (c). Only for those expenses directly related to promoting square dancing.
    - (d). Limited only to those expenses that exceed any income received from the promotional event(s), such as fees charged students and angels attending lessons, money from outside sources, etc.
  - 3. Partial reimbursement to clubs of expenses incurred as a direct result of promoting square dancing will be provided through the Districts to each club that provides the following documentation:
    - (a). Original receipts or copies of cancelled checks for expenses incurred, such as caller fees paid for conducting of lessons or exhibitions, all rent for lessons, advertising, temporary name tags, etc. Each receipt / cancelled check submitted in support of submitted claims must indicate what expense it is for. (Member Services committee will consider each receipt individually).
    - (b). Copies of advertisements, flyers, news articles, etc., for which reimbursement is requested.
    - (c). Items not related directly to square dance programs (such as refreshments, dinnerware, napkins, cups, etc.) will not be considered for reimbursement.
  - 4. Clubs through their respective districts will submit requests for reimbursement to the Member Services Committee as soon as possible after the expense(s) are incurred.
  - 5. To qualify for the above reimbursement, the club must have representation at the October Missouri State Festival.
  - 6. Subject to funding.
- I. Blue Bird coordinator (one couple/individual)
  - 1. The blue bird coordinator shall study and report to the board of directors on matters dealing with promoting and distributing the bluebird, braid and other supplies in his/her care to dancers.
  - 2. The blue bird coordinator shall keep a record of supplies, sales, and distribute items pertaining to blue bird dress items upon request.
- J. Historian (one couple/individual)

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1. The historian shall compile and preserve the historical papers, records, and items for of the Missouri Federation of Square 'N Round Dance Clubs, Inc.
  2. The historian shall study and recommend to the board of directors any matters dealing with the collection and maintenance of historical papers, records, and items pertaining to the Missouri Federation of Square 'N Round Dance Clubs, Inc.
- K. License Plate Coordinator (one couple/individual)
1. Oversees the certification of State Square Dance License Plate Applications.
- L. Youth and Children
- Section 5. Select Temporary / Ad Hoc Committees
- A. Select committees may be appointed for a limited duration for the accomplishment of a specific purpose or as a need of a select committee becomes apparent. Chairmen of select committees do not have a vote on the Federation Board of Directors.
  - B. Select committees shall be dismissed upon completion of the specified purpose, or upon decision by either the Executive Board or the Board of Directors not to pursue the purpose further

### Article XII: State Festival Committee

Section 1. The state festival is traditionally an annual highlight of activity for the Federation. Each district shall be given the opportunity to volunteer as to the precise time it prefers to serve as host. A calendar or schedule shall be arranged and kept by the executive committee for the designation of district hosts for four years in advance. Districts are responsible to volunteer and expected to serve on a rotation basis. If volunteers are not received for four years in advance of each festival date, the executive committee shall make necessary appointments to keep the schedule updated. Trading or exchanging positions in the schedule shall be permitted.

Section 2. The Federation Board of Directors shall have the final decision in all matters concerning the Federation Festival.

Section 3. Timeline and General Information.

- A. Each district hosting the festival shall coordinate its efforts for locating a facility or facilities to hold the festival with the state festival site screening committee at least two or more years in advance. The state festival site screening committee will recommend to the Federation Board of Directors the facility or facilities as favorable or unfavorable sites. The federation board of directors shall be responsible for choosing, from among the favorable sites, the site for the state festival. The hosting district shall assume additional responsibilities in keeping with the overall regulations set forth in the Standing Rules.
- B. 36 months prior to the festival date:  
The State Festival Featured Callers and Round Dance Cuers Committee shall hire the national caller and cuer four years in advance after approval by the board of directors.
- C. 20 months prior to the festival date:  
The Hosting district should start giving festival updates to the Federation Board.

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- D. 18 months prior to the festival date:  
The hosting district should request \$2500 start-up funds from the Federation Board. The hosting district should recommend a theme and colors for the Federation Board's approval.  
The hosting district should recommend admission prices to the festival for the Federation Board's approval.
- E. 12 months prior to the festival date:  
After 9:00 PM Saturday of the current festival, the next hosting district may begin promotion of their upcoming festival.
- F. 6 months prior to the festival date:  
The hosting district should assemble festival packets for each club and each district president for dissemination to the clubs in their districts.
- G. 4 months prior to the festival date:  
No changes shall be made in the festival unless an emergency issue arises and the Federation Board or Federation Executive Committee approves of the change.
- H. Casual dress is allowed for the morning and afternoon activities on Saturday and Sunday, and square dance attire for the evening dances on Friday and Saturday.

### Section 4. State Festival Chairman

- A. The state festival chairman shall be elected by the district hosting the festival.
- B. The state festival chairman shall have authority to appoint a co-chairman and other festival officers and/or chairmen as deemed necessary, such as secretary, treasurer, program booklet, advertising, area caller/cuer committee, master of ceremonies, publicity, floor marshals, etc.
- C. The state festival chairman shall arrange a bank checking account in the name of The Missouri Federation of Square 'N Round Dance Clubs, Inc. The state festival chairman and the state festival treasurer will be the only two who can sign checks written upon this account. The state festival treasurer shall keep a ledger of all income and expenses for the year; such ledger to be submitted to the audit committee on or before February following the festival (some final bills are not received until months after the state festival).
- D. The state festival chairman shall have sole authority to approve all expenditure of state festival money subject only to the Federation Board of Directors. The state festival treasurer shall review bills with the state festival chairman before making payment.
- E. The state festival treasurer shall turn all money over to the federation treasurer upon completion of the state dance and upon payment of all bills so derived. A record of money received and receipts for all money spent shall be maintained so that the federation audit committee can make a complete audit of state festival finances. The audit committee shall report the results of this audit at the earliest board of directors' meeting possible after the completion of its audit.

### Section 5. Caller/Cuer Committee

- A. State Festival Featured Caller and Round Dance Cuer Committees

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1. The District(s) in charge of the annual State Festival shall appoint a committee to be responsible for hiring the national caller and cuer for the Festival that the district(s) is organizing.
  2. The committee shall obtain approval of the board of directors prior to hiring the national caller and cuer. This should be done as many years in advance as feasible.
- B. The area callers and cuers for the Friday night dance, Saturday morning and afternoon workshops/dances and Saturday night dance shall be scheduled by the host district's Caller/Cuer committee in a manner equitable to all callers and cuers.
1. An area caller is defined as one who is currently a dues paying member of CALLERLAB, American Callers Association, and/or ROUNDALAB and who has called or cued for a MFSRDC club (one club or different clubs) a minimum of six (6) times in the previous June 01 to May 31.
- C. All recipients of the Caller/Cuer Hall of Fame shall be invited to call or cue for a State Festival.
- D. Caller and cuers shall register with the upcoming host district noting their intention to call or cue for the next State Festival. Registration/Profile forms will be provided at the current State Festival by the upcoming district and on the website. A Registration/Profile form shall be completed and given to the host district no later June 1.
- E. An unscheduled caller or cuer that meets the eligible caller or cuer requirements above may come to the State Festival and request to fill any vacancies that may occur.
- F. Host district's Caller/Cuer Committee will devise a caller/cuer schedule slotting callers and cuers based on their available times and level of calling. MCs (Masters of Ceremonies) will be chosen in an equitable manner.
- G. Callers or cuers who do not report for their scheduled times without advanced notice (60 minutes) will not be eligible as a caller or cuer for the State Festival the following year
- H. MC's shall check prior to their scheduled time that all callers or cuers are present and report to the Host District's Caller/Cuer Committee if any problems. Substitutions for callers or cuer that do not report for their scheduled appearance will be made by the MC and the Host District's representative
- I. A committee member or representative from the host district will be available at all times for consultation.
- J. The current State Festival committee will provide records of caller/cuer attendance to the upcoming State Festival committee within 30 days after their State Festival.

### Section 6. Sounding the State Square Dance Festival

- A. The state festival committee will be responsible for contracting with a state recognized Caller/Cuer association or other entity to sound the State Festival. The Contract will be bid out. The caller/cuer association or other entity will be responsible for the maintenance and repair of their own equipment.

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- B. For the purpose of sounding the festival, the caller/cuer association or other entity will agree to supply and maintain any equipment needed such as: amplifiers, turntables, speakers, microphones, cords, and various other equipment needed to set up the dance halls. The caller/cuer association is not responsible for individual microphones, computers, music players, or vinyl records used on the equipment provided by their organization. The caller/cuer association or other entity will check that the equipment is in working order and sounded correctly, and will replace or repair equipment if needed.
- C. The state festival committee will use a standard caller/cuer contract which both parties will sign.

### Section 7. State Festival Prizes and Raffles

- A. All proposed prizes and raffles shall be cleared through the federation board.
- B. The following is from the Missouri State Attorney General's office:

Article III, Section 39, of the Missouri Constitution was amended to provide as follows:

"The general assembly shall not have power: (9) to authorize lotteries or gift enterprise for any purpose, and shall enact laws to prohibit the sale of lottery or gift enterprise tickets, or tickets in any scheme in the nature of a lottery; except that, nothing in this section shall be so construed as to prevent or prohibit citizens of this state from participating in games or contests of skill or chance where no consideration is required to be given for the privilege or opportunity of participating or for receiving the award or prize and the term 'lottery or gift enterprise' shall mean only those games or contests whereby money or something of value is exchanged directly for the ticket or chance to participate in the game or contest. The general assembly may, by law, provide standards and conditions to regulate or guarantee the awarding of prizes provided for in such games or contests under the provision of this subdivision."

### Section 8. State Festival Commercial Space

- A. Space shall be available at the state festival to commercial firms for the purpose of selling square and round dance associated apparatus or clothing. Number of shops is not to exceed six.
- B. Under no circumstances shall an exclusive franchise be executed with any commercial enterprise. If space is limited, preference should be given to those who have used space within the past two years. Preference will be given to Missouri shops that advertise at least 50 percent of the time in The DOIN'S. Shops shall not be dropped from the active seniority list for failure to attend a festival due to extreme emergency.
- C. Commercial enterprises using space at the state festival shall pay a fixed rate directly to the state festival committee. This rate is to be determined by the Federation Board of Directors.

### Section 9. State Festival Souvenir Booklet

- A. The booklet chair shall receive guidance and instruction from the state festival chairman for the format of the state festival booklet. At a minimum a small festival booklet must be provided for each festival.

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- B. Advertising rates for the souvenir booklet shall be approved by the Federation Board of Directors.

### Section 10. Complimentary Invitations and Passes

- A. A state festival invitation letter with two complimentary passes shall be sent to the President of State Square Dance Organizations of Arkansas, Illinois, Iowa, Kansas, Kentucky, Nebraska, Oklahoma, Tennessee and also to the presidents of the Heart of America Federation of Square Dance Clubs in Kansas City, and the United Square Dancers of America Plains Region Vice President.
- B. Two complimentary passes shall be given to Past Presidents of the Missouri Federation of Square 'N Round Clubs upon registration.
- C. Scheduled callers and cuers shall be given a ribbon or tag designating them as such upon signing into the State Festival. A similar ribbon or tag may be given to the caller's or cuer's partner.

### Section 11. Advisory Committee

- A. The past three active state festival chairs (co-chairs in the absence of the chair) shall act as an advisory committee to the present state festival chair and co-chair, giving advice when asked and notifying the state festival chairman or co-chair when it sees a potential problem. The present state festival chair and co-chair shall work very closely with this committee.
- B. The state festival chair and/or co-chair for the next year will be on this committee in order to observe and learn.

### Section 12. Last Square Standing Dance-Off Committee.

It is the responsibility of this committee to set up and carry out the provisions of the Dance-Off as outlined in Article XX of the Standing Rules.

### Section 13. Closing Financials of the State Festival

The Missouri Federation treasurer will write a check to the hosting district for 20% of the net proceeds following completion of the festival and funds turned over to the Missouri Federation.

## Article XIII: Officer Memorials

- Section 1. A suitable floral arrangement or monetary donation to a charitable organization will be sent upon notification of the death of a current elected officer of the federation as defined in Article V, Section 1 of the Constitution and Bylaws.
- Section 2. Floral arrangements or monetary donations to a charitable organization will be sent upon notification of the death of past presidents and state callers and cuers.
- Section 3. Floral arrangements and/or donations will not exceed \$75.00 per memorial.

## Article XIV: Federation Member Memorials

The Missouri Federation of Square 'N Round Dance Clubs, Inc. will donate a one-quarter page of The DOIN'S publication for a memorial for a recently deceased member of the federation. A full page will be donated for a deceased president or past president of the federation.

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### Article XV: Let's Toot Our Horn Award

Rationale: To promote publication of square and round dance club activities in local and state media; to increase participation in district and state functions; to improve public relations with non-members and to encourage clubs to set and attain goals they can be proud of.

#### Section 1. Award:

- A. A "Horn" will be presented to each qualifying club to be pinned to their club banner.
- B. A bar will be added for each year that the club qualifies for the award.
- C. To be considered for the award clubs must complete all criteria between January 1 and December 31 of the qualifying calendar year.
- D. The award will be mailed to each club successfully completing the criteria for the award.
- E. Clubs qualifying for this award will submit the "Let's Toot Our Horn" application form to the chairman of the Promotions Committee as soon as the criteria has been completed so that it is received by February 1 of the following year.
- F. Those clubs who receive the Horn or Bar will have their clubs listed in the April issue of the DOIN's.

#### Section 2. Criteria for "Let's Toot Our Horn" Award

- A. Required
  1. Place at least three items in a local media during the year that reaches all the public and mentions square dancing. This can include local or regional newspapers, radio stations, television station, billboards, or any announcement that reaches the public. This does not include articles in local church papers or postings in grocery stores.
  2. Have at least one square (8 dancers) at your home District Dance.
- B. Plus complete a minimum of 4 items from the following:
  1. Place at least four (4) articles or ads in the Doin's
  2. Perform three philanthropic activity during the year (i.e. benefit dance, conduct a fundraiser for needy persons or organization, providing a scholarship of some kind to someone, assisting in a food pantry collection, be part of an adopt-a-family for a holiday, bell ringing for the Salvation Army, etc.)
  3. Visit a public or private organization in the local community and conduct a square dance for their entertainment and to promote square dancing.
  4. Participate as a club in a community event such as a fall festival, national holiday celebration, or any other type of city, county or local event. This can include helping in the necessary set-up, working in a booth, taking part in a parade, or making a club contribution to the event.
  5. Have a least one square (8 dancers) at Missouri State Festival.
  6. Place an ad of any size in the State Festival Book.
  7. Host a Missouri Federation State Board meeting.

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8. Have a current District officer or State officer or delegate from club membership.
9. Conduct a complete set of lessons.
10. Visit another district's District dance with at least one square (8 dancers).

### Article XVI: Club Longevity Awards

Rationale: To recognize clubs for longevity beginning with 25 years, then each 5 years thereafter.

#### Section 1. Award

- A. Each club will receive an appropriate badge reflecting the title of the award, number of years of longevity, and the year of recognition.
- B. Awards will be presented at the district level at district meetings or district dances, or special club dances honoring the club's anniversary.

#### Section 2. Committee

- A. The Treasurer will maintain a list of all clubs and number of years each club is an active club.
- B. The Treasurer will distribute the badges to the District Presidents at State Board meetings. Badges will be awarded to clubs whose anniversary months fall in the following months until (and including) the month of the next scheduled Board meeting.
- C. District presidents shall arrange for the presentation of the badges to the clubs as directed by the district boards.
- D. Badges can be ordered in small or large quantities based on present and/or future need.
- E. The Treasurer shall bring the badges to each State Board meeting for distribution to District presidents following the plan above.
- F. The Treasurer shall submit written reports on badges distributed for each District President receiving badges and one combined report for the State Federation Secretary.

### Article XVII: Travel Missouri

Rationale: A statewide visitation program to encourage dancers to visit clubs in all of the districts of the Missouri Federation and to attend the Missouri Federation annual festival.

Section 1. Committee: One couple or individual.

Section 2. Participation:

- A. The Travel Missouri program is open to all dancers within the Missouri Federation.
- B. Participants may purchase a Travel Missouri Bar and earned danglers from the program manager for \$8.00. Additional sets will cost \$6.00 each.
- C. Participants may obtain Travel Missouri cards from the Program Manager, District Presidents, or Club Presidents.
- D. Each time a dancer visits a different district, he or she may have a card signed by the host club.

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- E. The dancer should mail the signed card to the Program Manager to receive his/her dangles and a new card.
- F. Complete one set of dangles before starting the next.

### Article XVIII: Missouri Federation Memorial Scholarship

- Section 1. This \$500 scholarship may be used at any accredited two- or four-year college, university, technical or trade school.
- Section 2. The scholarship amount will be paid to the institution of the recipient's choice after the drop date of that institution.
- Section 3. Any graduating high school senior or home-schooled senior residing in Missouri or an adjoining state is eligible to apply.
- Section 4. Preference will be given to a member of a club of the Missouri Federation of Square 'N Round Dance Clubs, Inc. or their family.
- Section 5. The application process is as follows:
  - A: The completed application must be postmarked and mailed to the scholarship chairperson on or before March 1 of the application year.
  - B: The completed application must also include a high school transcript and two Scholarship rating forms completed by the applicant's high school facility.
  - C: If the applicant is home-schooled, the completed application must include a high school transcript and two Scholarship rating forms completed by non-relatives.
- Section 6. A scholarship chairperson shall be appointed by the president of the Missouri Federation of Square 'N Round Dance Clubs, Inc. The scholarship chairperson shall select two additional committee members, with no two members from the same district, to select the scholarship recipient.

### Article XIX: Caller / Cuer Longevity Awards

Rationale: To recognize Missouri Federation callers and cuers for longevity and service to square and round dancing beginning with 20 years of service or at retirement, whichever comes first.

- Section 1. Any Missouri Federation caller or cuer who has been a caller or cuer for the time period indicated and meets the eligibility requirements shall be honored for his/her years of service to square or round dancing as follows:
  - A. 20 years calling or cueing – 7"x9" wood plaque with space for future additions of 2"x3/4" plates honoring 10 year calling/cueing anniversaries up to retirement as described in #C below (effective for awards given in 2022 and beyond)
  - B. 30-, 40-, and 50-years calling or cueing – 7"x9" wood plaque. *Exception:* If their 20-year anniversary occurred in 2022 or later, the award will be as described in A above.
  - C. Retirement after 30+ years of calling or cueing - 8"x10" wood plaque
- Section 2. Eligibility requirements
  - A. A caller or cuer must have at least 20 years of calling or cueing, not limited to Missouri.

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- B. A caller or cuer must have called or cued during 5 or more Missouri State Festivals.
  - C. A caller or cuer must have called or cued a minimum of 30 years to receive a retirement plaque.
  - D. A recently deceased caller or cuer will not be awarded a plaque but should be honored and mentioned verbally at the time of presentation of other awards.
- Section 3 Special exceptions may be granted for the list of callers or cuers with the majority consent of the Federation Board of Directors.
- Section 4 Administering of this program shall be the responsibility of the Immediate past president. He/she shall:
- A. Report at the January or April Federation Board meeting all callers/cuers who met the eligibility requirements for longevity awards during the past year.
  - B. Order the award based on criteria set out in Section 1 for the callers and cuers eligible for the longevity awards and present the bill to the Missouri Federation Treasurer.
  - C. Shall present the plaques to the recipients. They may convey this duty to the district president.
  - D. Shall obtain a copy of the caller/cuer sign-in sheet after each annual Missouri State Festival to verify eligibility.
  - E. Information and materials will be passed to the next immediate past president to continue the program.
  - F. Perform any other necessary tasks or duties to administer this program.

### Article XX: Last Square Standing Dance-Off

- Section 1. The host district will have a committee designated to set up arrangements for the Dance-Off.
- Section 2. A square consisting of eight (8) members that are capable of dancing at the mainstream level must pre-register with the committee prior to the dance-off.
- Section 3. Rules used during the dance-off will be those set forth in the USDA publication IS-067.
- A. Each square will have a judge with two flags, one red and one yellow.
  - B. If the square breaks down but can keep dancing within ten (10) counts by the judge, they can continue to dance. The judge will count with the yellow end of the flag.
  - C. If the square cannot continue to dance within the ten (10) counts to the music, they will get the "Red Flag". Then they are out of the Dance-Off.
  - D. The broken-down square may not make lines, but must continue dancing without making lines.
  - E. The square must end the tip in the correct position.
  - F. If there is a tie, the squares will continue dancing until the "Last Square Standing".

An award will be given to each member of the "Last Square Standing."

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## Article XXI. Special Funds Committee

Rationale: To distribute funds that were provided by the 42<sup>nd</sup> National Square Dance Convention<sup>®</sup> that was held in St. Louis, MO in June 1993. The funds are to be used for educational purposes. A total of \$5,000 is to be disbursed.

### Section 1. Criteria for Caller/Cuer scholarship

- A. Caller/cuer shall show proof of successfully completing an acknowledged calling or cueing school within the past 12 months.
- B. Be a member of an acknowledged caller or cuer association – CALLERLAB, American Callers Association or Roundalab.
- C. Reside with a district of the Missouri Federation of Square and Round Dance Clubs, Inc. and/or be affiliated with a club of the Missouri Federation.
- D. Show proof of BMI/ASCAP licensing.
- E. Request for reimbursement shall be sent to the President of the Missouri Federation of Square and Round Dance Clubs, Inc., that includes documentation meeting the criteria stated above for items A, B, C and D, for presentation of the request at the next available State Board of Directors' meeting.
- F. Any funds not disbursed after the conclusion of the four-year period will be provided to the Member Services Committee.

### Section 2. Funds Disbursement

- A. The funds shall be disbursed over a four-year period, with \$1,250 available each year starting January 1, 2024.
- B. Each year, the amount of \$1,250 will be divided with \$750 going to Member Services Committee and \$500 going to the caller/cuer scholarship.
- A-C. Member Services Committee will disburse their portion of the funds in accordance with the guidance found in the Standing Rules, Article XI, Section 4H.

### Section 3. Expiration of Funding Availability

- A. This section of the Standing Rules will expire when all funds are disbursed or December 31, 2027, whichever event occurs first.

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

## Document Revision Dates:

October 2014 – Article XVII added

April 2015 – Article XI, Section 10

October 2015 – Article XI, Section 5

February 2017 – Article IX, Section 2, Sub-paragraph D

February 2-17 – Article IX, Section 3, Sub-paragraph E, Item 7

October 2018 – Article XI, Section 12

April 2019 – Article X, Section 4:C; Article XI, Section 12; Article XII; Article XIX

January 5, 2020 – Article V, Section E reworded; Inserted Article VII, renumbered the following article; Inserted Article XII, Section 13.

May 2020 – Article XI, Section 4: F.

June 07, 2020 – Article XIII, Sections 1, 2 and 3

April 18, 2021 – Article III, Section 1; Article IX, Sections 5 and 6; Article X, Sections 2D, 3E7; Article XI, Sections 1, 2 and 3; Article XVI, Section 2B; Article XIX, Section 6A

July 19, 2021 – Article III, Section 3

January 16, 2022 – Article VII, Section 4, A-D; Article X, Section 3, C; Article XI, Section 4, E & G

April 3, 2022 – Article XI, Section 4, G moved to Article XII, Section 5, A; Article XII Section 5, B, 1; Article XIX, Sections 1-4 became 1 & 2, renumbered 5 & 6 as 3 & 4.

October 9, 2022 – Article XI, Section 4, C, 1

October 16, 2023 – Article XI, Section 4, H, 5; Article XI, Section 4, H, 2 (a); Article XII, Section 10, A; add new Article XXI;