

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

Appendix B

Standing Operating Procedures (SOP)
15, 2020

March

First Vice President

1. **PURPOSE:** To establish and govern position of First Vice President for the Missouri Federation of Square 'N Round Dance Clubs, Inc.
2. **SCOPE:** This SOP applies to the First Vice *President*, The Missouri Federation of Square 'N Round Dance Clubs, Inc. The First Vice President can use this SOP to know and understand the duties of the First Vice President, and should be used when performing the functions of the First 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:**
 - a. The First Vice President has a base membership of one (1) member or couple. The First 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 First Vice PRESIDENT**
 - i. To preside at meetings of the Missouri Federation of Square 'N Round Dance Clubs, Inc. in the absence of the president.
 - ii. To serve as a member of the federation executive committee.
 - iii. To serve as the chairman of the State Festival Site Screening Committee
 - iv. To attend all meetings of the Federation Board of Directors.
 - v. To perform the duties of the president during his/her prolonged absences, or should the position of president become vacant, will with the approval of the Board of Directors assume the position of 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 First Vice President assigned or required.