

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

APPENDIX A

Standing Operating Procedures (SOP)

April 01, 2020

President

1. **PURPOSE:** To establish and govern position of President for the Missouri Federation of Square 'N Round Dance Clubs, Inc.
2. **SCOPE:** This SOP applies to *President*, The Missouri Federation of Square 'N Round Dance Clubs, Inc. The President can use this SOP to know and understand the duties of the President, and it should be used when performing the functions of the 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 President has a base membership of one (1) member or couple. The 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 PRESIDENT**
 - i. Subject to the direction of the board of directors, shall have general responsibility over the affairs of the federation.
 - ii. Shall preside at all meetings of the Missouri Federation of Square 'N Round Dance Clubs, Inc.
 - iii. Shall provide a report at each meeting of the federation detailing any activities that they have initiated or participated in since the previous meeting.
 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.
 - iv. Shall provide leadership and direction to the organization.
 - v. Shall at the December meeting of the Federation name an audit committee to audit all financial records of those committees that received and/or were otherwise accountable for federation monies during the year of his/her term.
 - vi. Shall at the January executive board meeting name the committee chairmen of each standing committee. The chairman of each committee shall appoint their committee members and provide to the president, no later than seven days prior to the February Board of Directors meeting, a list of their committee members. These include Boundaries and Relations;

Constitution and Bylaws; Publications and DOIN's staff (includes Editor, Circulation Manager and Advertising Manager); Promotions; State Festival Site Screening; Children and Youth; License Plates; Membership; Insurance; Webmaster; Travel Missouri; USDA; Blue Bird; Historian; state fair dance, and Missouri Federation Scholarship.

- vii. Shall present at the February Board of Directors meeting the names of the committee chairmen of each standing committee and their membership for approval.
- viii. Shall appoint a parliamentarian.
- ix. Shall provide the secretary with a complete list of all standing committee chairmen and their members, and the parliamentarian.
- x. Shall be an ex officio member of all committees except the nominating committee.
- xi. Shall appoint, subject to approval of the Executive Board an ad hoc committee should the need arise to perform a specific task that is not a designated function of a standing committee. The President shall appoint three members with the first named member as Chairman. Upon completion of the task assigned and the final report given, the ad hoc committee shall be dissolved.
- xii. Shall order a presentation plaque and two Honorary Lifetime Membership Cards for the outgoing president, and presents these items to the outgoing president at the February meeting.
- xiii. Shall work with the secretary to prepare an agenda for each upcoming meeting, to include whom will give the invocation and lead the Pledge of Allegiance and Pledge of Allegiance to Missouri.
- xiv. Shall proof the minutes of each meeting and provide them to the secretary in sufficient time (15 – 20 days before the upcoming meeting) that he/she can finalize them for distribution with the agenda for each upcoming meeting.
- xv. Shall ensure that all committees or officers maintaining financial records and/or bank accounts submit their financial ledgers/records to the Audit Committee at the February meeting for an annual audit.
- xvi. Shall ensure that all financial records of committees and Treasurer are submitted to the Audit Committee for annual audit.
- xvii. Shall have no vote unless to break or create a tie, or on a written ballot.
- xviii. Shall have authority, with the approval of the board of directors, to sign legal document on behalf of the federation.
- xix. Shall oversee the activities of the executive committee and board of directors.
- xx. Shall use the Past President's Committee as advisors.
- xxi. Shall establish short- and long-range objectives and goals in conjunction with the board of directors, including the development of programs to carry out the goals of the federation, and overseeing the implementation of these programs.
- xxii. Shall assure that all state reporting requirements are met.
- xxiii. Shall be an ex-officio member of all committees except the nominating committee.
- xxiv. Shall appoint someone to oversee participation in the Show-Case of Ideas at the National Square Dance Convention.

- xxv. Shall appoint delegates to attend the United Square Dancers of America annual meeting on the Wednesday prior to the National Square Dance Convention.
- xxvi. Shall be responsible for filing necessary papers with the State of Missouri to maintain the federation's status as an incorporated entity.
- xxvii. Shall be responsible for updating annual contracts with BMI and ASCAP and ascertaining proper payment is made.
- xxviii. Shall perform all other duties related to the position of President assigned or required.