

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

### APPENDIX O

Standing Operating Procedures (SOP)

February 28, 2024

*Publications Committee*

1. **PURPOSE:** To establish and govern the Publications Committee for the Missouri Federation of Square 'N Round Dance Clubs, Inc. The Publications Committee shall work with the staff of The Show-Me Doin's in managing and coordinating the preparation, editing, sales, and publishing of State Federation publications.
2. **SCOPE:** This SOP applies to the Publications Committee, The Missouri Federation of Square 'N Round Dance Clubs, Inc., and should be used when performing the functions of the Publications Committee.
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 Publications Committee has a base membership of six (6) members. The committee chairman and the members are 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. The committee shall include the publications chairman, two members selected by the publications chairman, and the DOIN's editor, DOIN's Circulation Manager and the DOIN's Advertising Manager.
  - c. The editor, circulation manager and advertising manager cannot serve as the chairman of the Publications Committee.
6. **PROCEDURES:**
  - a. **RESPONSIBILITIES OF THE PUBLICATIONS COMMITTEE**
    - i. The committee shall be responsible for identifying a suitable publisher for the DOIN's. Six months before the current publishing contract expires, the committee will solicit competitive bids for a new contract. Bidders will be evaluated for cost and capability and a selection will be made by the committee. The committee will present their recommendation to the Board of Directors for approval. Timeliness of the selection process is of the essence in order that publication of the DOIN's may continue without interruption. A contract will be executed with the approved bidder and shall be signed by the Publications Committee Chairman and the State Federation President. Copies of the contract will be distributed to the Federation president, Federation Treasurer, and the DOIN's Editor. The publishing contract may cover a period of three years in

order to obtain best cost. However, contracting with a new publisher should be for one year, with option to renew for two additional years. Thus allowing for evaluation of the new publisher's work and providing incentive for him to do his best. Approval of the Board of Directors is required for any contract renewal.

- ii. To study and recommend to the board of directors a means of publishing the state publication, *The Show-Me Doin's* at any time when the editor is unable to continue his/her present working agreement.
- iii. The committee shall study and recommend to the board of directors means for increasing the circulation of *The Show-Me Doin's*.
- iv. To publications committee shall work with the staff of *The Show-Me Doin's* to;
  1. Enhance the publication.
  2. Promote and create programs to enhance the distribution of *The Show-Me Doin's*.
  3. Promote advertising in *The Show-Me Doin's*.
- v. The committee shall study and recommend to the board of directors subscription rates for *The Show-Me Doin's*.
- vi. The committee shall study and recommend to the board of directors advertising rates for the *Show-Me Doin's*.
- vii. The committee shall study and recommend to the board of directors any major format changes to *The Show-Me Doin's* outside of the normal process of preparing *The Show-Me Doin's* for publication.
- viii. The Publications Committee is responsible for the Sunday morning DOIN's Dance held in conjunction with the State Festival each year.
  1. The State Festival Committee will:
    - a. Arrange for facilities and sound equipment.
    - b. There will be no cost to the Publications Committee for callers, facilities or sound equipment.
  2. The Publications Committee will:
    - a. Contact the State Festival Committee to verify that facilities and equipment are suitably arranged for.
    - b. Man the admissions table for the dance; providing sign in sheets, selling DOIN's subscriptions and taking donations for admission to the dance.
    - c. Provide complimentary coffee and donuts for the dancers. Cost for this will be reimbursed from the admissions donations. A receipt must be provided for reimbursement.
    - d. Assist the Festival Committee with cleanup after the DOIN's Dance.
- ix. The Publications Committee is responsible for maintaining and up-dating this SOP when needed.
- x. The Publications Committee will insure updated guidance concerning *The Show-Me Doin's* is provided to the Federation, Districts and Clubs.
- xi. **OTHER DUTIES AS ASSIGNED.**