

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

### Appendix C

Standing Operating Procedures (SOP)  
9, 2020

June

#### Second Vice President

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