

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

APPENDIX E

Standing Operating Procedures (SOP)

March 15, 2020

Secretary

1. **PURPOSE:** To establish and govern position of Secretary for the Missouri Federation of Square 'N Round Dance Clubs, Inc.
2. **SCOPE:** This SOP applies to *Secretary*, The Missouri Federation of Square 'N Round Dance Clubs, Inc. The Secretary can use this SOP to know and understand the duties of the Secretary, and it should be used when performing the functions of the Secretary.
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 Secretary has a base membership of one (1) member or couple. The Secretary 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 SECRETARY**
 - i. Shall oversee the position of Secretary for the Missouri Federation of Square 'N Round Dance Clubs, Inc.
 - ii. Shall attend all meetings of the Federation Board of Directors.
 - iii. Shall Maintain an up-to-date copy of the Constitution and Bylaws and Standing Rules of the Missouri Federation of Square 'N Round Dance Clubs, Inc.
 - iv. Shall Maintain custody of all papers and files belonging to the federation, not especially under the charge of any other officer or committee.
 - v. Shall record, transcribe and maintain a concise and accurate copy of all proceedings of the federation executive committee and board of directors meetings in the form of minutes. The minutes are the legal record of the federation and may be subpoenaed.
 - vi. Shall record in the minutes, all actions(s) taken by the executive committee or board of directors, not the debates or discussions.
 - vii. Shall record every principal motion with amendments, if any, with the final resolution to adopt or reject. The secretary should be ready to repeat to the assembled body any motion or amendment, for clarification before the vote is called. If the secretary does not understand a motion, he/she should ask for the motion to be repeated so that the motion can be correctly recorded.

- viii. Shall maintain a copy of all committee reports and to note on them the date they were received.
- ix. Shall prepare and send within ten (10) days after all federation board of directors meetings, a copy of the uncorrected minutes of such meetings of the federation board of directors, either by e-mail to those who have an e-mail address, or by U.S. mail to those members who do not have an e-mail address.
- x. Shall Submit to the president a copy of the minutes of the last meeting for review with a list of any unfinished business awaiting discussion or action at the next meeting, and then mail to the board of directors and committee chairmen a copy of the minutes with an agenda prepared by the president, at least then (10) days prior to the board's next meeting.
- xi. Shall notify all members of the board of directors and committee chairmen of all meeting dates, locations of said meetings, accompanied by a copy of the previous meeting minutes and the agenda of all business known to the executive committee to be brought before the board of directors. This shall be done by e-mail for those members who have an e-mail address, or by U.S. mail for those members who do not have an e-mail address, postmarked at least ten (10) days before the meeting.
- xii. Shall sign the minutes and provide the date of approval, ore correction and approval.
- xiii. Shall maintain a copy of all approved minutes of the board of directors.
- xiv. Shall keep and maintain the membership roll and to call roll at each meeting to determine if a quorum is present.
- xv. Shall maintain and disseminate to the board of directors and Executive/Staff/Past Presidents roster, a Federation District Roster and a Federation Committee list. Information will include position held, and club each person belongs to, name, address, phone number(s) and e-mail address of each person included on each roster. These rosters will be distributed to each executive board member by e-mail, or by U.S. mail for those without an e-mail address, or at a federation meeting.
- xvi. Shall keep and maintain federation administrative supplies, e.g. letterhead paper, envelopes, printer cartridges, stamps and other supplies as needed to accomplish the functions of secretary.
- xvii. Shall maintain and have at all meetings a supply of two inch by eight and one half inch (2" x 8 ½") blank paper to be used for balloting in the event a written vote is required at any meeting.
- xviii. Shall maintain a current list of all standing committees and special committees, including the names of chairmen and members of those committees.
- xix. Shall be responsible for all correspondence delegated by the president, executive committee and/or the board of directors.
- xx. Shall receive and record all correspondence received by the federation.
- xxi. Shall transmit to the appropriate officer or committee any correspondence received for which that officer or committee may have an interest or requires an action of their part.
- xxii. Shall send get well or sympathy cards as needed.
- xxiii. Shall provide a report of the activities or the secretary to the Board of Directors at each meeting of the state federation.

- xxiv. Shall submit request for reimbursement for supplies purchased for the exclusive use in accomplishing the duties of secretary, e.g. computer paper, ink cartridges, envelopes, stamps, etc. Shall submit receipts for any supplies for which reimbursement is requested attached to the federation expense reimbursement form and submitted to the federation treasurer.
- xxv. Travel costs are not reimbursed to the secretary for attendance at meetings of the Missouri Federation of Square 'N Round Dance Clubs, Inc.
- xxvi. Shall purchase State Federation badges, bars designating position/committee serving on, and bars showing what club members belong to for new board of director members so they may be presented at the January meeting.
- xxvii. Shall be responsible for maintaining and up-dating this SOP as needed.
- xxviii. Shall perform all other duties as assigned or required.

b. Board of Directors' handbook

- i. The secretary will maintain a master copy of the board of director's handbook and distribute a copy to every member of the board of directors. The handbook contains an up-to-date copy of all the federation's governing Documents as well as other documents that are of use to board Members in the performance of their duties (Constitution and Bylaws, Standing Rules, and the Standard Operating Procedures (SOP) for each pertaining to the officer and/or committee for which the handbook is provided.
- ii. Shall provide a copy of the director's handbook to new members at the first meeting of the board they attend.
- iii. Shall distribute revisions to the Constitution and Bylaws, the Standing Rules, or Standard Operating Procedures (SOP) or other changes made during the year annually at the October meeting. The Constitution and Bylaws Committee shall prepare the Revised page(s) to the handbook on an annual basis. Each page of the handbook is to show the effective date for revision of that page of the document. Holders of the handbook copies are responsible for inserting new pages and removing obsolete pages.
- iv. Shall make it known that all copies of the handbook remain the property of the federation and are to be returned to the secretary when the member leaves the board.

c. SUGGESTIONS BY ROBERT'S RULES IN PLAIN ENGLISH FOR WRITING MINUTES.

- i. Do Record:
 - 1. All adopted or defeated motions.
 - 2. Name of the maker of the motion
 - 3. Names of all members reporting (officers, committee chairmen, etc.)
 - 4. Names of all those elected or appointed
 - 5. Number of votes on each side in a written or counted vote.
- ii. Do NOT Record:

1. Discussion or personal opinions.
 2. Name of the seconder of a motion.
 3. Motions withdrawn
 4. Entire reports (state, "Mr. X, chairman of the _____ committee reported. "The report is attached to the original of these minutes." If reports are fairly brief, record the main information.
- iii. Contents of Minutes:
1. First Paragraph.
 - a. Kind of meeting (regular or special)
 - b. Name of organization
 - c. Date and place of meeting
 - d. Presence of the president, secretary or the names of the substitutes
 - e. Presence of a quorum
 - f. Time the meeting was called to order
 2. Body.
 - a. Reports given, including:
 - i. The name of the person reporting
 - ii. Any related action taken
 - b. All main motions (those that propose action be taken.
 - c. All points of order or appeal.
 - d. Important announcements.
 3. Final Paragraph.
 - a. The adjournment and time of adjournment.
(followed by the signature of the secretary and later by the Date approved or approved with corrections.)