

ACKNOWLEDGEMENT

Acknowledgement should be given to the many past State Officers and Committee Chairmen who contributed information as to their job resumes - to prepare the initial booklet.

Thanks goes to Terry and Gail Larson and Don and Shirley Blanchard who spent many hours reviewing, updating and preparing the initial book for printing, also the Long Range Planning Committee for their assistance in editing. Each update has been carefully checked by the past State Presidents group, and the current office or committee holder.

This booklet has been updated periodically and is published in loose leaf form for updating pages without the cost of reprinting the entire book.

Harold and Shirley Seeley
State President 1985-1986

Updated 2010
Darlene Jolly for the XP's

Updated 2015
Ellen Ostrum
Corresponding Secretary

Updated 2019
Roger Barnes
Parliamentarian

Updated 2026
Kay Mahan for XP's

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Historical Listing of Parliamentarians

Term	Name
1992-1994	Terry Larson
1994-1995	Donald R. Congrove
1995-1996	Bob Perkins
1996-1997	Betty Archer
1997-1998	Scott Marriner
1998-1999	Donald R. Congrove
1999-2000	Paul R. Ogg
2000-2001	Donald R. Congrove
2001-2003	Scott Marriner
2003-2004	Paul R. Ogg
2004-2006	Roger Barnes
2006-2007	Paul R. Ogg
2007-2009	Jim Knight
2009-2012	Su Evans
2012-2013	Roger Barnes
2013-2016	Paul Ogg
2017-2020	Roger Barnes
2020-2024	Paul Ogg
2024-2026	Jo Ann Pyle

Officers Duties

PRESIDENT

The duties of the President, as defined in the By-Laws of the Square and Folk Dance Federation of Washington, are as follows:

- Have a good knowledge of the By-Laws and Standing Rules of the State Federation.
- ♦ Understand current order of business and meeting procedure according to Roberts Rules of Order.
- ♦ Have a thorough understanding of the other Officers and Standing Committees responsibilities, and the deadlines for each office and committee.
- ♦ Be able to run an orderly, but friendly meeting.
- ♦ Must be on top of the activity as well as its business.
- ♦ The President shall preside at all meetings of the State Council.
- ♦ Prepare the agenda for all scheduled meetings and submit to board for updates and approval prior to distribution.
- ♦ The President shall appoint Chairmen of Standing and Special Committees, (with certain exceptions, as noted in Article III-B of the By-Laws of the State Federation) and should consult with other State Officers regarding such appointments.
- ♦ Sign "Certificates of Membership" for newly accepted clubs.
- ♦ Prepare, each month, "The Gavel" article for Footnotes. This must be in the hands of the Footnotes Editor the first day of the month prior to the date of issue. Footnotes is printed monthly - September thru June.
- ♦ Ensure that plates are engraved for the traveling Parker, MacGregor and McNutt Award recipients.
- ♦ Present the permanent awards to the immediate past holders of the "Parker", "MacGregor" and "McNutt" Awards - at the State Festival Pageant. Is responsible for having them engraved with the recipient's name and year of award.
- ♦ Makes preparations for installation of new officers at September State meeting. Work with the President-elect on installation, as it is the President-elect's responsibility to have someone to do the installation. Be sure they know that.
- ♦ Prepares and presents Certificates of Appreciation for Officers and Committee people that have worked with you during your term of office.
- ♦ If time and resources permit, attend special events for clubs and councils. The State President is also encouraged to represent our state organization with the surrounding state and provincial square dance organizations.
- ♦ If so inclined, select a recipient and present the "Presidents Award". Their friends and family will appreciate it being done at the State Festival Pageant.

- ♦ The President shall also perform all other duties ordinarily devolving upon the office of President.
- ♦ The President shall provide a 5 x 7 (colored preferred) picture of themselves prior to leaving office to be included in the display at the HERITAGE CENTER.
- ♦ Upon completion of his/her term of office, he/she shall serve the following year as:
 1. Immediate Past President, in an ex-officio or advisory capacity to the State Council.
 2. Chairman of the State Nominating Committee.
 3. Remind all outgoing officers, committee chairs, delegates, and festival chairs to pass the job description booklet on to the person replacing them.
 4. The Federation only provides enough copies for the current officers, committee chairman, delegates, Festival Chairs and Council Presidents. If individuals want a copy to keep, they should have a copy made for themselves.

DUTIES FOR THE PRESIDENT ELECT

PRIOR TO THE MAY STATE MEETING:

Review Duties of Committees for guidance in appointing Standing Committees as suggested in the following list:

1. Computer Coordinator
2. Festival Coordinator (Only in the event the Vice President elect is unable to serve in that capacity or if requested by the Vice President)
3. Finance and Audit (Consider the logistics problem of this office from the Treasurer, etc.)
4. Financial Advisor (Oversee investments and annual tax return)
5. Historian and Librarian
6. Membership/Insurance
7. Parliamentarian
8. Publications (Editor of FOOTNOTES)
9. Publicity and Promotion
10. Round Dance Chair
11. BMI/ASCAP/SEASAC Chair
12. Youth Coordinator

In the selection of the Standing Committee Chairpersons, it is suggested the incoming President contact the different Councils for possible candidates for the Standing Committee positions. Standing Committees filled by the President, should be appointed from different Area Councils in order to maintain as nearly as possible, considering the State Council as a whole, equal representation from all Area Councils in the State Federation.

Provide a list of newly elected officers and standing committee appointments to current officers – at the May meeting. This list shall include names (proper spelling), address, zip code, and phone number and e-mail address. Verify information with individuals listed for accuracy.

PRIOR TO THE SEPTEMBER STATE MEETING

Work with current Vice-president to insure that the required badges and bars are prepared for incoming Officers and Standing Committees. These will be presented at the September turnover meeting. The PRESIDENT ELECT HAS THE RESPONSIBILITY TO HAVE SOMEONE DO THE INSTALLATION of the incoming board.

VICE PRESIDENT

The duties of the Vice President as outlined in the By-Laws of the Square and Folk Dance Federation of Washington are as follows:

The Vice President shall:

1. In the absence or incapability of the President, perform the duties of the office of President.
2. Assist the President in coordinating all activities of the Federation.
3. Perform such other special duties as the President may designate.
4. Ensure that a Past President's pin is available for presentation to the President at the end of his/her term of office. In the event of consecutive terms, the President and his or her partner will receive the past president pin at the end of his or her last term. If non-consecutive terms are served, only one pin will be awarded.
5. Act as State Festival Coordinator, coordinating activities between the State level and the local Area Council in connection with putting on State Festivals.
6. Be custodian of the States' square dance banner; the American flag; other flags; officer/delegate name plates; table skirting; State Motto banner.
7. Parker, MacGregor, and McNutt award trophies; past president's pin, president's award pins, and state festival badges. These are to be provided to the current award holders or Federation office upon request

In addition to what is stated above from the By-Laws:

1. Insure the State Banner is made available to all Councils and State special dances - upon request.
2. Display the Banner and Flags at all State Meetings, State Festivals and Leadership Seminar.
3. Current VP is responsible to have nameplates made up, as needed for the incoming officers and Area Delegates that will be seated at the September change-over meeting.
4. Be custodian of the State Festival Badges and issue as requested by Festival Committees. State Festival Committees are responsible to reimburse the State Federation Treasurer at cost for each State Festival Badge sold.
5. Maintain an accurate list of the inventory that is under the control of the Vice President. Update before turning over properties to successor and after receiving from predecessor or annually if no turnover is done.

TREASURER

The duties of the Treasurer as defined in the By-Laws of the Square and Folk Dance Federation of Washington are as follows:

The Treasurer shall:

1. Collect and be custodian of all funds of the State Federation except those of the State's sponsored square dance magazine FOOTNOTES, Heritage Center and Membership/Insurance Chair.
2. Maintain such bank accounts as are deemed necessary and shall pay all bills promptly.
3. Maintain an itemized account of all receipts and expenditures.
4. Make financial reports at State meetings.
5. Prepare any special analysis of financial condition of the Federation that the President may request.
6. Order and distribute Federation stationery, envelopes, and any other supplies as required.
7. Perform any other duties ordinarily devolving upon the office of Treasurer.

DATES AND DEADLINES OF THE OFFICE OF TREASURER

1. Treasurer can pay any of those bills that are legislated or incidental to that specific committee or office. Treasurer should ask for a motion to approve all bills that have been submitted for payment since the last meeting.
2. Make arrangements with the newly elected Treasurer prior to the September State Meeting to update signatures on existing accounts or open a new checking account

NOTE: Only the Treasurer, President and Recording Secretary are required to be on the account / signature card.

3. Officers and committee chairmen that are, or can be reimbursed by the State Treasurer as provided by the President are as follows:
 - a. Officers – all meetings
 - b. Committee Chairs – all meetings.
 - c. Council Nominating Committee persons – September and January meetings only. Nominating Committee Chairman is paid at all meetings.
4. Treasurer's records that are not pertinent to keep on hand for immediate use, such as those over one-year-old, are to be stored at the HERITAGE CENTER.

August 1st – Non-Profit Filing Fee to State of Washington

****Note:** The agent should not be changed yearly. It does not necessarily have to be the Treasurer, but must be a member of the State Federation.

RECORDING SECRETARY

The duties of the Recording Secretary as defined in the By-Laws of the Square and Folk Dance Federation of Washington are as follows:

The Recording Secretary shall:

1. Keep the minutes of all meetings of the State Council.
2. Maintain an accurate record of the attendance of Council members at such meetings.
3. Mail or e-mail minutes to all State Council members, president of each Area Council in the State Federation, president of each member club in the State Federation, and to any others (by written request) as agreed upon by the State Council.
4. Perform all other duties ordinarily devolving upon the office of Recording Secretary.

The following list of duties has been compiled for the Recording Secretary.

1. Take minutes of meetings. The partner/spouse or designee operates the state-owned recording equipment during the meeting (be familiar with the operation of the machine - well before the meeting). Suggest Incoming Secretary observe recorder operations during the May meeting. Zoom meetings are recorded from the site for transcript.
2. Copies of the minutes should be sent in rough draft (ced) to the President to edit, correct, or revise. Minutes should not contain irrelevant comments, opinions, etc.
3. **Minutes should be sent within a month after the meeting.**
4. The Recording Secretary must write down each motion as it is made, thus making it available to the President when he/she calls for a vote on the motion. Minutes should be taken, in addition, to assist with the audio recording.
5. The Heritage Center is provided with copies of the each of the State Meeting minutes.

CORRESPONDING SECRETARY

The duties of the Corresponding Secretary as defined in the By-Laws of the Square and Folk Dance Federation of Washington, are as follows:

The Corresponding Secretary shall:

1. Handle all correspondence as directed by the President.
2. Be responsible for the preparation and mailing of ballots to all regular member clubs in the Federation for proposed changes in the by-laws and other business requiring a vote of club members, except the election of State Officers, and shall tally with witnesses the results of such balloting.
3. Be responsible for the publishing, maintenance, and distribution of updates to the By-laws and Standing Rules.
4. Be responsible for the maintenance, updating, and distribution of the Officer, Committee Chair, and the Area Delegate "white" books.
5. Be responsible for the preparation and printing of the State Directory.
6. Perform all other duties ordinarily devolving upon the office of Corresponding Secretary.

The Corresponding Secretary should get three bids for the printing of the State Directory prior to the May State Meeting. The President and Corresponding Secretary, shall decide which of the bids for printing of the directory will be accepted, and shall determine how many directories are to be printed.

Three copies of the directory are provided to the HERITAGE CENTER.

Committee Assignments and Guidelines

AREA DELEGATE

It is your duty to represent your Council at the State Meetings.

To be effective, you must subordinate your personal feelings and preferences and remember that you are the representative from your Council and that you speak and vote for your Council -- NOT YOURSELF.

As an Area Delegate, your duties are to coordinate and share Club and Council activities with the State Federation and other Councils. You are expected to follow instructions given to you by your Club Delegates and Council President, and further to follow the By-Laws and Standing Rules of the State Federation.

You should faithfully attend all State Meetings, compile information of importance to the State from your Council and Clubs, report this to the State Federation and in turn, REPORT BACK TO THE COUNCIL AND CLUBS business transacted by the Federation. In short, YOU are a liaison person between YOUR Council, its Clubs and the State Federation.

The importance of your attendance at all State Meetings should be stressed - because of the importance of your voting power. You are the prime source of most business activities of the Federation.

Area Delegates should insure sufficient registration forms for State Festivals and received at State Meetings to meet the needs of the Council Dancers they represent.

BMI/ASCAP/SEASAC Coordinator

The BMI/ASCAP/SEASAC Coordinator is a special committee assigned to create and assist with licensing requirements associated with Square and Round Dancing, and Clogging.

The BMI/ASCAP/SEASAC Coordinator is appointed by the Federation President and serves for one term.

Duties:

1. Act as contact person between the American Society of Composers, Authors, and Publishers (ASCAP), Broadcast Music Inc. (BMI), and the Society of European Stage Authors and Composers (SESAC) in matters pertaining to licensing of music for Federation activities.
2. Be authorized to negotiate and sign license contracts with BMI, ASCAP and SEASAC.
3. Provide license forms and information to the Washington State Square Dance Festival Committee, as required and to assist Committee in planning and budgeting for license fees.
4. Receives payment and forms from Festival Committee and checks for accuracy and forwards the forms to the proper BMI, ASCAP and SEASAC offices. Be sure check has identifying notations.
 - a. BMI payment is due in January.
 - b. ASCAP payment is due in December and a year-end file must be reported.
 - c. SESAC payment is due in May.
5. Maintains BMI/ASCAP/SEASAC files for transfer to successor BMI/ASCAP/SEASAC Coordinator.
6. Acts as source of information for questions about licensing for club officers, callers, teachers, and cuers.

Callers and cuers get a card with yearly dates on it and should be able to show it to those with whom they are contracted to call or cue or teach lessons or workshops. Those sponsoring groups should feel free to ask to see the callers and cuers current license because they have an expiration date.

FESTIVAL COORDINATOR

The State Federation Vice President shall act as State Festival Coordinator - coordinating activities between the State level and the local Area Council for current and future State Festivals.

The coordinator appoints a Festival Adviser, to act in their place at Festival Committee meetings, who is expected to attend as many Area Council Festival meetings (for that festival) as possible, particularly in the planning stages, to ensure continuity of programs. The Festival Adviser should be from the nearby council and have previous Festival Chair or Co-Chair experience. The coordinator appoints the Adviser when the festival is awarded. The Festival Adviser acts in an advisory capacity to the local Area Council Festival team, and should report any problems and seek advice from the Festival Coordinator as needed.

Since two or more festivals are in the planning stages at all times, each festival committee has a Festival Adviser. The local Area Council shall reimburse the Festival Adviser (or the Festival Coordinator), for their Travel expenses, at the approved State Federation rates to help compensate them for their time.

When appointed, the coordinator should give a copy of this job description to the Advisor and to the Council awarded the State Festival.

The Festival Coordinator holds a meeting in conjunction with every State Federation meeting for all current Festival Chairs and interested festival people for the purpose of sharing ideas – to ask questions of one another, get help and advice from each other and the Coordinator, and to return and pick up festival books if needed.

The Festival Coordinator is in charge of the last 5 years Festival books. It is advised that the Coordinator keep a check out log of who has what book.

****Our Insurance does not cover individual's personal equipment.** See M&I Chair.

Instructions to provide coverage for personal equipment for a specific event, such as a State Festival:

To provide coverage for specific personal equipment that may be used for a special event, make a list of the equipment and the approximate value of that equipment. From that information, arrive at a dollar figure for the coverage desired, submit that information to the State Membership & Insurance Chairman. The M & I chair will in turn request the coverage from the insurance agent.

FINANCE AND AUDIT

A. IMMEDIATE EXPECTATIONS:

No immediate duties to perform after appointment - other than attend the fall State Meeting for introduction to the State Federation body.

B. JOB REQUIREMENTS:

Audit the State Federation Treasurer's Report prior to each State Meeting. Communicate in writing the results (and any comments) to the State Federation President, with a copy to the State Treasurer, for receipt by them prior to their departure to the next State Federation Meeting.

C. DEADLINES:

1. Normally the State Treasurer closes his report on the first day of the month of the State Meeting. This allows the Finance and Audit Chairperson approximately two weeks' minimum to three weeks' maximum time to perform the audit and respond as noted above.
2. Auditor should contact the State Treasurer to set up a mutual agreeable date for the audit.

D. JOB DUTIES:

1. Normally the State Treasurer will double line the books at each closing for each income or expense item. Totals are then carried forward to the Treasurer's report. Suggest the Auditor, after verifying the totals, indicate his review by a red check mark.
2. Verify beginning bank balances from last Treasurer's Report - for all accounts.
 - a. Checking
 - b. Savings
 - c. Certificates
3. INCOME ITEMS:
 - a. Trace receipts from deposits through checking and savings accounts and through the books. Deposits can be verified from the duplicate deposit slip and bank or savings statements.
 - b. KEY INCOME ITEMS:
 - 1) Interest - Pick up totals from checking, savings, and certificate statements.
 - 2) State Festival income received at September State Meeting for inclusion in January report.
 - 3) Club renewal dues should be accumulated and recorded in the books by Council. Renewals start in May and should be included in September report.
 - 4) Promotional Materials - Reported when sold to Councils.

4. DISBURSEMENTS:

- a. Officer and committee chairperson travel and lodging.
 - 1) Keep a current list of eligible payees (per State Federation By-Laws).
 - 2) Review travel expenses at the approved current State Federation rates.
 - 3) Trace travel vouchers through books.
- b. Review all bills submitted to Treasurer for payment.
 - 1) Has recipient approved or noted on invoice goods for services received.
 - 2) Was bill authorized by State Federation?
 - 3) Trace expenses through books.
- c. Ending bank balances: Checking, Savings, and Certificate per bank statements.
 - 1) Reconcile bank checking account statement - to check book balance.
- d. Track advances i.e., Festivals, Grants

E. REPORTING:

Advise at State Federation Meeting that books were audited, and the results.

F. OTHER DUTIES:

- 1. Prepare annual budget - if requested by the State President.
- 2. Other information as requested, - usually minimal.
- 3. Audit other financial records of the State Federation, as may be indicated by the President, i.e.
 - Membership/Insurance Coordinator records
 - Investment Coordinator records
 - "FOOTNOTES" treasurer's books
 - Heritage Center books
- 4. Work with State Festival General Chairman, to assure that the Festival books are audited prior to close out. These books may be audited by qualified persons other than this chairperson.

FINANCIAL ADVISOR

The purpose of this appointment is to have a person knowledgeable with accounting and tax preparation be responsible for collecting and preparing the annual consolidated Information Return (Form 990) with the Internal Revenue Service. Consolidated means the recap/summary of the financial reports of each of the following treasuries:

State Federation

FOOTNOTES

Membership/Insurance

Heritage Center

This advisor should also be ready to counsel (when asked) the State Treasurer with banking or investment options to establish or maintain current portfolios with excess funds, in order to maximize investment income with minimal risk.

Included in the duties of the Financial Advisor is to answer tax-related questions from member clubs.

IRS FORM 990

1. Financial Reporting Procedure is covered in Standing Rule #5.
2. Required annually by law for all non-profit organizations.
3. Tax return is due by the 15th day of the 5th month after the end of our fiscal accounting period (August 31st), which means:
no later than the 15th of January each year.
4. Each of the above named financial resource people must close their individual records and submit an annual financial report to the Financial Advisor no later than **November 1st** each year.
5. Financial Advisor prepares Form 990 for signature and date by a State Officer, or Financial Advisor. Currently the Financial Advisor has been signing.

HERITAGE CENTER

A permanent committee has been established to provide organizational structure and guidelines for managing the Heritage Center (Archives).

The prime responsibility of this committee shall be to manage the Heritage Center, which is dedicated to the documentation and preservation of the history of Square and Round Dancing in Washington State. The principal work of the committee is to plan and develop this archive center, to administer the lease contract with the North Spokane Dance Association and to promote and publicize the archived resources throughout the state.

- A. The committee shall consist of four (4) Trustees and additional members-at-large, as needed:
 - 1. Trustees: Two members to be selected by the XP's to serve a two-year term.
 - a. Trustee selection should be balanced between XP members and non XP's.
 - 2. Members to be selected as follows:
 - a. One representative from each council desiring to have representation.
 - b. Present and past Historian.
 - c. Any member of the 1983-1984 special committee wishing to continue participation.
 - d. All members of the XP's.
 - 3. Officers are elected from the membership (Trustees and Members), for a term of one year ending at the Fall State Meeting.
These officers shall be:
 - a. Chairperson
 - b. Vice Chairperson
 - c. Secretary
 - d. Treasurer
- B. Some of the key items to be archived:
 - 1. Copies of the following:
 - a. Three (3) copies of the State Directory for permanent display and checkout.
 - b. Two (2) copies of each of the State Meeting minutes. One copy is bound for permanent retention and one is put into loose leaf binder for anyone to use.
 - c. Two (2) copies of Seminar booklet and registration pins (if changed from previous year).
 - d. Three (3) copies of each issue of Footnotes.
 - 2. Display awards, plaques, pictures of national exhibits and any other recognition presented to the State Federation.
 - 3. State Festival items:
 - a. Memorabilia displays - promotional gimmicks, pins, dangles, badge dance pin/dangles, State Festival badge bar, registration gimmicks, etc.
 - b. A pair of Barbie type dolls dressed in festival outfit.
 - c. A picture of Chairperson's and/or Co-Chairperson's in Festival Attire if appropriate

- c. A picture of Chairperson's and/or Co-Chairperson's in Festival Attire if appropriate
 - d. Two (2) copies of final festival reports which should include the Festival Program book and Sewing Booklet.
 - e. Anything else that is interesting and unique at the discretion of the Heritage Center committee.
- C. The current list of categories used for accessioning:
- 1. Awards/Plaques – State Level only
 - 2. Badges
 - 5. Equipment at the discretion of the Heritage Center Committee
 - 6. Memorabilia
 - 7. Festival Final Reports
 - 9. Footnotes
 - 10. Leadership Seminar
 - 11. State Directory
 - 12. State Scrapbooks
 - 13. Miscellaneous Publications

HISTORIAN and LIBRARIAN

There are no deadlines to be met for this committee. It does require contact with the delegates, councils, and clubs. The Librarian/Historian is custodian of the scrapbooks belonging to the State Federation. These are kept up-to-date by inserting the information as it is forwarded by the different clubs and councils. The books are placed on display at each State Meeting. The Librarian/Historian may check these scrapbooks out to the various clubs, preferably at the State Meeting, and an accurate record is kept as to who has the various books.

The chairman of this committee encourages all councils and clubs to send photos, newspaper clippings, etc., to be placed among the permanent records of the State Federation.

The scrapbooks should be displayed at every State Festival. The Festival Committee should be contact to ensure Display space for the scrapbooks.

The Historian/Librarian is a Member-at-Large of the Heritage Center Committee.

Recommended that the four (4) most recent scrapbooks be on hand for display at State Meetings and the State Festival. Each year the oldest scrapbook of the four should be retired to the Heritage Center for permanent storage.

MEMBERSHIP / INSURANCE

This is a dual function chair responsibility as the title implies. Basically this chairperson is responsible for maintaining the Federation Membership list and Insurance records.

I. MEMBERSHIP

- A. **Regular Membership** - This is open to all currently paid up members of non-profit square, round and other non-profit groups and organizations associated with the Square and Folk Dance Federation of Washington.
 - 1. **Renewal Club Memberships** - Prepare club renewal instructions for the State Delegates at the winter State meeting which are due back to the Membership/Insurance chairman by May 31st.
 - 2. **Individual Memberships** - Is achieved by belonging to a State Federated club and paying individual dues to the State Federation.
 - a. The chairman should prepare a letter and an invoice form which is to be sent to all clubs of record no later than March 15th, and it should include the current Membership/Insurance chairman's updated club's membership list, and request the clubs return the original membership list with additions, corrections and deletions to the Membership/Insurance chairman. With this invoice and Membership list, the clubs should include the payment of the individual Federation dues and insurance premiums before May 31st.
 - b. Whenever new members are taken into the club, the information on the new members is to be sent to the Federation Membership/Insurance Chairman within 10 days, along with the new members Federation dues. After March 1st, these dues are for the remainder of the current year and for all of the following year.
- 2. **New Club Memberships**
 - a. A club that is qualified under Article IV that has been accepted for membership in an Area Council, may apply for membership in the State Federation.
 - b. The application for membership shall be made on approved forms secured from and provided by the Membership/Insurance Chairman. This form is available on the state web site under the Membership and Insurance tab.
 - c. The approved forms to be completed in full and submitted to the Membership/Insurance Chairman, shall consist of:
 - 1) An Application for New/Renewal form which includes Area Council Acceptance/Non-Profit club certification as stated in Article I, item E of the State Federation By-Laws.
 - 2) A club membership list form.
 - 3) Appropriate State Federation club dues.

- d. Funds for each club member in the amount of the State Federation dues, as established in Article V Section. B and state insurance fees as established by the Membership and Insurance Chairman, must accompany and be submitted with the application for membership forms. After March 1st new club's individual member dues are for the remainder of the current year and all of the following year to August 31st.
- e. Provided that the club has met and fulfilled all requirements and conditions for membership, the Membership/Insurance Chairman shall present the club's application for membership at the next regularly scheduled meeting of the State Federation
- f. Interim membership approval may be granted by the State Federation President if and as required.
- g. A new club applying for membership after March 1st, whose application is approved by its local Area Council, and later approved at the spring meeting of the State Council, shall be considered paid up for the remainder of the current year, and for all of the following year to August 31st.
- h. **Certificate of Membership** - A certificate of membership, prepared by the Membership and Insurance Chairman, shall be issued to each new club accepted into the State Federation.
- i. **Membership/Insurance List** – Provide an official current federation membership list sorted by Club to Area Councils that, in turn, will distribute them to member clubs in their respective councils each year at the fall meeting of the State Federation.

II. INSURANCE

The present Insurance Program requires that in order for Square Dancers to be eligible for the Federation Insurance program - they must be members of the Federation. To do this they must first be a member of a Federated Club (a club that has been accepted by their Council and the State Federation and has paid their current Council and State Federation dues) and secondly, the individual has paid **their** Federation dues.

Another stipulation from the Insurance provider is that for a club to obtain the insurance, ALL MEMBERS MUST BE COVERED i.e. **100% participation**.

With these rather stringent requirements - it becomes necessary for the Federation Membership/Insurance Chairman to keep and maintain a current membership list for each club in the federation.

It is of utmost importance that the Membership/Insurance Chairman make the clubs aware of the importance of these items, and develop a relationship with these member clubs whereby they keep this chairmanship informed of any membership increases in their club on a timely basis.

The combined club membership lists will become the OFFICIAL FEDERATION MEMBERSHIP LIST. This list (less the grandfathered club who does not take the insurance) will be made available to the State Treasurer and the current insurance carrier to identify those individuals in the clubs who are insured.

The Membership/Insurance Chairman for the State Federation is responsible for the following insurance tasks:

1. Contact the Insurance carrier yearly to negotiate the premium prices and coverage for both the Liability and Accident/Injury Insurance.
2. Open a local bank account for the Square and Folk Dance Federation of Washington, Insurance Fund.
3. Keep detailed records of Club/Council renewals and new enrollments
4. Deposit Club/Council premium payments and State dues in the Insurance Fund bank account.
5. Forward checks to the Insurance Broker to cover insurance premiums
6. Provide to the State Federation a check for the individual membership dues after August 31st.
7. Process claim forms or requests for insurance certificates. (Request must be received two (2) weeks prior to event.)
8. Prepare club renewal instruction letters for the State Delegates for distribution at the winter State meeting. These club renewals are due back to the Membership and Insurance chairman by May 31st.
9. Individual membership renewal instructions, invoices, and club membership lists are to be mailed out by March 15th to all club treasurers. These individual membership renewals are due back to the Membership and Insurance chairman by May 31st.
10. Report status of Insurance programs and Membership lists to the State Federation.

Quick answers

1. **Eligible Persons** - All registered members of participating clubs of the Square and Folk Dance Federation of Washington (100% of each club's members must be covered).

2. **Description of Coverage** - Subject to the conditions, limitations and exclusions of the policy, insurance granted hereunder shall apply to injury sustained by an insured person while participating in any usual and customary activity sponsored and supervised by the Coverage is included while traveling directly to or from such activity as a member of a group under the policyholder's supervision, or while traveling directly to or from the insured persons residence and the premises of the activity. Aviation coverage is limited to the riding as a passenger.
3. **Claims** - All claims should be reported through your State Federation Membership/Insurance Chairman. Accident insurance claims require completion of a claim form, which should be obtained from the Membership/Insurance Chairman. He/she will verify eligibility. Eligibility should be determined by those:
 - a. Purchasing coverage at the policy inception,
 - b. Who submit dues and premiums to the State Membership/Insurance Chairman within the required ten-day period after joining a club.
4. **Correspondence** - All correspondence should be referred to your State Federation Membership/Insurance Chairman. He/she is qualified to review your request, verify compliance with State Federation guidelines and, if necessary, refer to the insurance company for interpretation.
5. **Certificates** - Requests for insurance certificates should be referred to the State Membership/Insurance Chairman for approval and issuance. Standard request forms are available from your State Membership/Insurance Chairman.

****Our insurance does not cover individual's personal equipment.**

It does however, cover State owned EDP (electronic data processing) equipment such as computers, etc. with a limit of \$10,980.00.

To provide coverage for personal equipment for a specific event, such as a State Festival, what we have done in the past is add a rider to cover specific equipment for a specified length of time such as 4 days for the Festival. The insurance company charged us a premium of \$183. Four days later we canceled the rider and was reimbursed \$177, making our total outlay, \$5 for the coverage. Prices may vary.

You would decide on a dollar figure for the coverage (i.e. \$10,000, \$20,000, \$50,000, etc.) and we will be charged a premium based on that figure for the days needed. To arrive at that dollar figure, I believe it would be helpful to make up a list of the equipment you want covered and the value of that equipment at that time. The insurance company does not cover for replacement value, just the value at the time of the incident.

Instructions: To provide coverage for specific personal equipment that may be used for a special event, make a list of the equipment and the approximate value of that equipment. From that information, arrive at a dollar figure for the coverage desired, submit that information to the State Membership and Insurance Chairman. The M & I chair will in turn request the coverage from the insurance agent.

NATIONAL REPRESENTATIVE

This is not a Standing Committee or a voting position in the State Federation.

In the past, this position has been held only by a member of the NEC. It is recommended that this position should only be occupied by a person who has been a General Chairman of a National Convention.

The National Representative shall keep the State Council informed as to the progress and plans for the National Square Dance Convention to be held that year, as well as future conventions. The reports should be brief but informative, particularly in areas that pertain to our state and dancers in the Pacific Northwest.

The representative should maintain a quantity of current registration forms, so that the Area Delegates may take and make them available to their own council dancers.

The representative should be the primary source of information as to who the current "contacts" are in all areas of National Convention planning, and specifically for the Showcase of Ideas, and entry information. This representative should also provide the opportunity (when possible) for Washington Dancers to participate in the Style Show and other National Activities that may be available from time-to-time.

In the event that the State Federation should consider making a bid for a National Convention, the National Representative shall take an active part in providing guidance and written information which is available from the National Executive Committee relating to National Convention bidding and conduct.

It should be recognized that when this representative is also a member of the National Executive Committee (by virtue of being a past General Chairman of a National Square Dance Convention) said representative cannot be a member of the bidding group, because the National Executive Committee selects the winner from the bidding areas, and as a member of this committee, is required to maintain objectivity and an open mind.

NOMINATING COMMITTEE CHAIR

The Nominating Committee Chairperson's duties are to preside over the Nominating Committee at all meetings, and to coordinate the business of said committee as follows:

AT THE SEPTEMBER MEETING

1. Hand out prepared packets to all Nominating Committee members. Review the packet with all nominating members.
 - a. Instruct committee people at the September State Federation meeting as to procedure of selecting qualified officer candidates according to State Federation By-laws, Article IX, "Election of State Officers". Article IX, together with this guideline, spells out the process and qualifications of prospective officers and the procedure by which they must be chosen.
 - b. Advise the Nominating Committee that they will begin selection at the January meeting as soon as the roll call is taken in the A.M.
 - c. Explain that no one person may run for more than one office.
 - d. Explain what a "cross-over/floater" is. A cross-over candidate may not run for two offices; he/she merely gives consent to the committee to move his/her candidacy to the second choice of office - if needed, and if qualified.
 - e. If a Council Nominating person cannot be at a State Meeting, the Council President should appoint and brief a person to take his/her place before the State Meeting.
 - f. If the Chairperson has not served previously on the Nominating Committee, he/she may request and receive assistance from a Past Nominating Committee Chairman.
2. Chairman shall obtain an accurate list of voting clubs. This list may be obtained from the Membership & Insurance Chairman.

AT THE JANUARY MEETING

1. From the group of candidates proposed by the Area Nominating members, an elimination process will ensue, by vote of the nominating members, to obtain two candidates for each office who will be placed on the ballot. Fairness to all proposed candidates must be stressed.
 - a. For each office, beginning with President, an open forum review of each candidate's qualifications must be conducted. Usually the sponsor of each candidate restates and reviews the written qualifications. This should be a frank and factual discussion, free of any lobbying or campaigning.
 - b. Cross-over candidates (those willing to run for another office, if needed and qualified) should be discussed and agreed upon during this forum and before voting has begun. It may be necessary to adjourn to solicit additional qualified candidates from the floor of the Federation Meeting.
 - c. Before proceeding, the Chairperson should (at this time) have at least two qualified persons per office to be voted upon. There must be no switching of office beyond this point, unless in the chairperson's judgement, it becomes absolutely necessary. EXAMPLE: If all other attempts to obtain a candidate for an office fails.
2. Use of written ballots by committee members is recommended and the two candidates, with the majority of votes are placed on the ballot.
 - a. Typically there are 10 votes, in which case the first person to receive 6 or more votes is removed from the list of candidates. Voting resumes until you get 6 or more votes for another candidate. Start with the office of President and work down.
 - b. According to Article IX Section 3 of the By-laws, a majority confidence vote on each of the candidates is required. Even if only two people are running for one office. You still vote on them.
 - c. The order of placement of names on the official ballot shall be determined by a coin-flip, drawing of names from a hat, or some other unbiased method.
 - d. In order to have an open and frank discussion of candidates, strict confidentiality must be maintained. What is said in the nominating room, stays in the nominating room.

3. After selecting two candidates per office, the Chairman shall file a report at the January State Meeting, or with the State President, but no later than Feb 5th.
4. The Chairman shall prepare the ballot, instructions for voting, and the candidates qualification resume - for publication.
 - a. Resumes should be concise.
 - b. Accomplishments of the candidate to be listed first, with the spouse's activities listed under "Brief Dance History"
5. Ballots must be mailed by February 15th by the Nominating Committee Chairperson to the President of each paid up, regular member club in the State Federation. The mailing will contain a ballot with instructions for balloting and return mailing, with an envelope addressed to the Nominating Committee Chairperson. This envelope will have a place for inserting the club and council names to allow keeping track of the clubs that have voted. An additional, plain unmarked secrecy envelope will be provided in which the returned ballots are to be sealed.
6. Ballot counting committee will remove the sealed envelopes from the returned mail envelopes, assuring voting confidentiality.
7. The Nominating Committee Chairperson shall at four intervals of time between when the ballots are mailed, and March 31st (deadline for mailing ballots back), call or send each Council Nominating person an up-to-date tally of the clubs having voted in their respective councils.
8. The Nominating Committee Chairperson is responsible for selection of a committee to count and record the ballots.
9. **THE NOMINATING COMMITTEE CHAIRMAN NOTIFIES THE CANDIDATES OF THE ELECTION RESULTS.**
 - a. It shall be the Nominating Committee Chairperson's duty to notify the President of the Federation and the Nominating Committee person of each council the results of the election. The Editor of FOOTNOTES magazine is also to be notified of the results so they may appear in the May edition of FOOTNOTES.
10. The Nominating Committee Chairperson shall keep the ballots until receiving orders from the State Council to destroy them. In the event the President forgets, it would be proper to make the motion that the ballots be destroyed.

PARLIAMENTARIAN

The Parliamentarian acts in an advisory capacity to the President on matters pertaining to the Constitution, Bylaws, Standing Rules and Roberts Rules of Order.

The Parliamentarian shall:

1. Have a knowledge and understanding of the State Federation By-Laws and Standing Rules.
2. Have a knowledge and copy of the current edition of Roberts Rules of Order.
3. Attend every State Meeting or work with the State Federation President to provide an acceptable substitute.

The Parliamentarian does not have a vote during the State Meeting.

The Parliamentarian should be alert and if he/she feels that the President is out of order (on any subject), should call for a ***"point of order"*** to help the President, and also help prevent the President from getting into sore problems.

The Parliamentarian is responsible for the voting cards. They are to be distributed and picked up at each State Meeting.

The Parliamentarian is responsible for counting votes on motions at the State Meetings and advising the President on close counts to determine whether the motion has passed or failed.

PUBLICATIONS AND FOOTNOTES EDITOR

Footnotes, the Square & Folk Dance Federation of Washington's sponsored square dance magazine, is referenced in By Laws, Section III, A, 10, and Standing Rules, Section 6.

The Editor's first actions include deciding on staff positions and selecting staff. Key positions like Circulation Manager, Advertising, Treasurer, and Area News Editor may remain unchanged, but replacements are needed for Featured Editors such as Square Dance, Teen, Sewing, and Area reporters. Teen Editor is challenging due to limited teen clubs. The *Footnotes* Editor is responsible for staff makeup, which may change with each Editor. The Round Dance Coordinator and Teen/Youth Coordinator are appointed by the State President, and the Round Dance Coordinator also serves as *Footnotes* Round Dance Editor.

The Editor's first duty is to contact new council presidents to identify their new Council Area reporters, as council presidents go on summer vacation. Key staff positions and appointments must be made immediately to ensure continuity of publication dates.

It's challenging to write a basic job description for the Editor. Ideally, candidates should have knowledge of the operation of *Footnotes* or similar periodicals.

The Editor must formulate, coordinate, and implement editorial policy, supervise staff, and write and edit various types of copy, features, advertising, and news. They're responsible for *Footnotes*' image, prestige, and goal of informing and entertaining subscribers while appealing to advertisers. The Editor attends State Meetings and reports on the magazine's financial status.

Currently, the Editor compiles the magazine. Some articles need scanning, editing, and importing into Affinity Publisher.

The Editor contacts potential advertisers, asks the business manager to send invoices to unpaid advertisers, and maintains advertising records and monthly reports to track ad placements. They also keep records of advance payments and deposits.

The Editor maintains the official record files of *Footnotes* issues, including digital copies in Affinity Publisher, PDF and Flipbook formats.

The Editor maintains all permanent office records and correspondence related to *Footnotes* management.

Treasurer/Business Manager: Records financial transactions, disburses *Footnotes* funds, maintains financial records, subscribers file, and allied records. Prepares financial statements and provides financial guidance to the Editor. Makes bank deposits and may present the *Footnotes* financial report at State Meetings.

Editorial Staff: Meet deadlines and provide interesting, informative articles for their assigned feature areas. (All featured editors must be *Footnotes* subscribers.)

Computer: The *Footnotes* Editor uses a state federation laptop and personal computer and scanner as needed. (Rev/Published 05/2026)

PUBLICITY AND PROMOTION

Should work closely with the State Festival Publicity Group, and with the Footnotes Editor to maximize the results and minimize the work.

In charge of preparing the display for the National Square Dance Convention. If necessary, will be responsible to get assistance in providing transportation (for the display) to and from the National Convention site.

Obtains declaration from the Governor, normally in May, proclaiming the 3rd full week in September (starting on Monday) as Square Dance Week.

Custodian of Promotional Materials, etc.

XP'S

PURPOSE: To assist the State Federation and the current President throughout the year.

At the May State Federation Meeting, this committee should accomplish the following:

1. Committee appoints two trustees (annually) to serve on the Heritage Center Committee for a four-year term. One appointee to be from the XP's, and the other to be from the general membership.
3. Whenever needed, makes arrangements for a meeting.
4. The committee selects from its members, a Chairperson and Secretary/Treasurer who take over in September:
5. Chairperson has voting rights at State Meetings if authorized by the Federation By-Laws.
6. Provides the Corresponding Secretary and the State Federation President, a name and address list of elected officers, and the appointees to the Heritage committees at the May meeting.

YOUTH COORDINATOR

The Youth Coordinator is to be a liaison between the youth square dancers in the state and the State Federation. It is the Youth Coordinators job to present the needs and concerns of the youth to the Federation and to be available to help the youth clubs, or youth in adult clubs, with problems or concerns. It is also the job of the Youth Coordinator to assist the chairman of the youth committees for state festivals as needed, or to take on the task of youth chairman for a State Festival if one cannot be found.

The Youth Coordinator is also the chairman of the Scholarship Committee and it is their job to receive the scholarship applications and have them ready for review by the committee.

ROUND DANCE COORDINATOR

The Round Dance Coordinator is appointed annually by the State President, by the 30th of June, as chairperson of the committee to screen possible dances and agree upon one to be selected each month for publication in FOOTNOTES magazine. The term of duty for this coordinator shall be from September to September.

Responsibilities start with the ROM (Round of the Month) selection to be published in the November issue, and end with the October issue of the following year. This constitutes a one-month overlap of the activities of both the previous and current year's chairs duties. Some secondary qualifications for the appointee are: 1) must be a member of the State Federation, (2) maintain a valid BMI/ASCAP license, and (3) be a subscriber to FOOTNOTES.

Each local area council will in turn choose a round dance person to serve on the state committee to recommend/select dances to be chosen for ROM. The area council is responsible for advising the name of their representative so that the new Round Dance Coordinator can contact them in connection with the early operation of this committee. This name is to be provided not later than June 30th in order for the committee to select the first ROM for the November issue of FOOTNOTES. The dance for November must be submitted to FOOTNOTES by about October 1st, therefore selection work must begin in early September.

A loose-leaf notebook needs to be maintained by the Round Dance Coordinator as a record of activities performed during the year. This notebook should provide a chronological detail of the activities of both the coordinator and the committee, covering such things as committee members, sources of dances, dances sent out for consideration, dances selected (vote), and an expense summary. (Note: sample expense form attached). A copy of the notebook should also be provided to the State President.

The Round Dance Coordinator must make arrangements to get the notebook and any other written instructions, along with needed materials, to the new incoming coordinator during the summer in order for the new committee to have completed the selection process for the November ROM. The outgoing committee selection for October should not hinder the passing of the baton!

The Round Dance Coordinator will prepare and present reports at State Meeting, be the Cuer MC on Friday and Cuer on Saturday at Leadership Seminar. They should attend all State meetings and State Festival.

Where does the Round Dance Coordinator get information about records to use for ROM? A few of the resources are:

1. Record companies (sometimes free samples)
2. Cue Sheet or other round dance publications
3. ROUNDALAB quarterlies and others that were considered
4. Tape service
5. Round Dance syllabus from Nationals
6. Suggestions from dancers
7. Music Subscription Services

Bob McNutt suggested many years ago that the ROM should be easy enough to be taught in 15 minutes. If dancers are taught "moves" they can pick up almost any dance. If they are taught "only" dances, then they may have problems with a dance with a new move or two (new to them that is). Another suggestion was that only 5 or 6 new ROM's be picked and all others should be familiar classics, some of which have been ROM. Classic problem is whether or not music is available.

There are a number of criticisms that the coordinator must overcome and deal with while trying to please everyone:

1. Records not available after selection made
2. Dance not well choreographed or overly complex
3. Cuers do not use the ROM
4. Council committee persons voting without reviewing
5. ROM not necessary since everyone dances to cuers

As a final word concerning the job the coordinator and committee are attempting to fulfill to the clubs of the state federation, remember **"round dancing is for the dancers, not the cuers"**.

Much of the following information is found in the Round Dance Coordinators job responsibilities book which moves from Coordinator to Coordinator.

Position rolls over in October each year.

Position chairs a committee of 12 members. Members are representatives from each council within the Federation. The committee responsibility is to select a Washington State Round of the Month (WROM) for the months of September thru June. The Round of the Month (ROM) for March has been designated to be a "Classic". Classics are to be chosen from ROUNDALABS Classic/Golden Classic List or _____.

Job Responsibilities:

1. Select 3 rounds each month from resources available such as: Palomino RD Tape service, Cue Sheet Magazines, or recommendations.
2. Produce 11 cassette tapes or CD's. A cued and music segment of each selected round is put on a cassette tape (selected rounds are not to be cued or played in their entirety on the tape).

3. Create Quick Cues for each selected round. Send each committee member, 1 tape, full cue sheet, quick cue sheet, voting form, and return stamped envelope. On the voting form indicate the Month that the round is being selected for and the date their votes should be returned by.
4. Committee members are to return their voting form and the cassette tape.
5. RD coordinator receives the votes. The votes will indicate the order that they have placed the selected rounds (1st choice-3 points, 2nd choice-2 points and 3rd choice-1 point). The round with the highest number becomes the ROM.
6. The RD Coordinator is then responsible for:
 - a. Notifying committee members of the Winning Round of the Month (WROM) for designated month.
 - b. Notifying designated publications and individuals of the WROM as noted in the Coordinators manual.
 - c. Sends letter and Certificate to the individual(s) whose round was selected as the WROM.
7. Prepares and presents report for the State Meetings.
8. Prepares and submits an article each month for the Footnotes Magazine.
9. Acts as Cues & Cues MC at the Leadership Seminar in July of each year.
10. Maintains the Coordinators manual
11. State Federation pays expenses and reimbursement for this position. Travel expenses as designated by the Federation to State Meetings, and reimbursement of monies spent to administer the position.
12. An advance can be requested.

COMPUTER COORDINATOR

The Computer Coordinator is responsible, by request, for providing technical advice, assistance and coordination as needed to purchase and maintain State Federation computing systems, accounts, data bases and web services.

In the performance of these tasks the Chair may perform or delegate specific functions such as webmaster, software configuration, hardware purchase, upgrade and repair tasks as required.

The chair is also responsible for maintaining records of Federation owned hardware and software and will prepare and present reports at State Meetings.

BYLAWS

STANDING RULES

&

**OTHER PERTINENT
INFORMATION**

**BY-LAWS OF THE
SQUARE AND FOLK DANCE FEDERATION OF WASHINGTON**

ARTICLE I

DEFINITIONS

For purposes of clarity and understanding, the following definitions apply to certain terms used in these by-laws.

A. State Officers

The officers of this Federation are the President, Vice President, Recording Secretary, Corresponding Secretary and Treasurer.

B. Area Council State Delegates

The Area Council State Delegates are the selected delegates from the local Area Councils who represent their Councils at State Federation Council meetings and who serve to coordinate the activities of their areas with those of the State organization. The delegates are members of the Board of Trustees (State Council) of the Federation, taking part in conducting the business of the Federation at State meetings, but are not considered State Officers.

C. Board of Trustees of State Council

The Board of Trustees, better known as the State Council, is composed of State Officers, Area Council State Delegates and Chairs of Standing Committees.

D. State Federation

The State Federation refers to the Square and Folk Dance Federation of Washington, which was incorporated August 31, 1954, under laws of the State of Washington as a non-profit organization.

E. Fiscal Year

The fiscal year of the Federation is September 1st to August 31st.

F. Non-Profit Club

A non-profit club, as referred to in these by-laws, is one which is governed by elected officers from the club membership or by an appointed committee from the membership, being financed by dues and/or fees. The income is used to defray expenses of social functions and facilities related thereto. Any club where the income goes to one or more persons who make no accounting to the club members shall not be considered a non-profit club. The initial determination of whether or not a club is a non-profit club is to be made by the local Area Council. Final approval rests with the State Council.

G. Kindred Club

A kindred club is a group of dancers (1) who meet regularly to participate in square, round, line, or clogging dance activities, (2) who identify their group with a distinctive club name and name badges, (3) who maintain a roster of their club members, and (4) who designate a representative who will participate as their Designated Club Delegate in the State Federation's Area Council for their area. A kindred club may be a member-run club that elects officers and arranges for dance leaders and facilities, or it may be a

leader-run club of dancers that regularly participate together in dance activities arranged by a dance leader. All references in these bylaws to a club officer shall refer, in the case of a leader-run club, to the dance leader. In addition, an organization of dance leaders who serve Federation clubs and an organization that owns, leases, or maintains a dance facility regularly used by State Federation clubs shall be considered a kindred club. (04/01/24)

ARTICLE II

OFFICERS AND THEIR DUTIES

A. President

The President shall:

1. Preside at all meetings of the State Council.
2. Appoint chairs of standing and special committees (with certain exceptions as noted in Article III-B) and should consult with the other State Officers regarding such appointments.
3. Perform all other duties ordinarily devolving upon the office of President.
4. Upon completion of their term of office he/she shall serve the following year as:
 - a. Immediate Past President, in an ex-officio advisory capacity to the State Council.
 - b. Chair of the State Nominating Committee.

B. Vice President

The Vice President shall:

1. In the absence or incapability of the President, perform the duties of the office of President.
2. Assist the President in coordinating all activities of the Federation.
3. Perform such other special duties as the President may designate.
4. Ensuring that a Past President's pin is available for presentation to the President at the end of his/her term of office. In the event of consecutive terms the President and his or her partner will receive the past president pin at the end of his or her last term. If non-consecutive terms are served, only one pin will be awarded.
5. Act as State Festival Coordinator, coordinating activities between the State level and the local Area Council in connection with putting on State Festivals.
6. Be custodian of the States' square dance banner; the American flag; other flags; officer/delegate name plates; table skirting; State Motto banner; Parker, MacGregor, and McNutt award trophies; past president's pin, president's award pins, and state festival badges.

C. Recording Secretary

The Recording Secretary shall:

1. Keep the minutes of all meetings of the State Council.
2. Maintain an accurate record of the attendance of Council members at such meetings.
3. Mail or e-mail minutes to all State Council members, president of each Area Council in the State Federation, president of each member club in the State Federation, and to any others (by written request) as agreed upon by the State Council.
4. Perform all other duties ordinarily devolving upon the office of Recording Secretary.

D. Corresponding Secretary

The Corresponding Secretary shall:

1. Handle all correspondence as directed by the President.
2. Be responsible for the preparation and mailing of ballots to all regular member clubs in the Federation for proposed changes in the by-laws and other business requiring a vote of club members, except the election of State Officers, and shall tally with witnesses the results of such balloting.
3. Be responsible for the publishing, maintenance, and distribution of updates to the by-laws and Standing Rules.
4. Be responsible for the maintenance, updating, and distribution of the Officer, Committee Chair, and the Area Delegate "white" books.
5. Be responsible for the preparation and printing of the State Directory.
6. Perform all other duties ordinarily devolving upon the office of Corresponding Secretary.

E. Treasurer

The Treasurer shall:

1. Collect and be custodian of all funds of the State Federation except those of the State's sponsored square dance magazine FOOTNOTES, Heritage Center, Membership/Insurance Chair.
2. Maintain such bank accounts as are deemed necessary and shall pay all bills promptly
3. Maintain an itemized account of all receipts and expenditures
4. Make financial reports at State meetings
5. Prepare any special analysis of financial condition of the Federation that the President may request.
6. Order and distribute Federation stationery, envelopes, and any other supplies as required.
7. Perform any other duties ordinarily devolving upon the office of Treasurer.

ARTICLE III

COMMITTEES

A. **Standing Committees** of the Federation shall be those necessary to carry on the business of the Federation, as determined by the President and the State Council Committees are:

1. Computer Coordinator
2. Festival Coordinator
3. Finance and Audit
4. Financial Advisor
5. Heritage Center
6. Historian and Librarian
7. Membership/Insurance
8. Nominating
9. Publications (Editor of FOOTNOTES)
10. Publicity and Promotion
11. XP's
12. Youth Coordinator

- B. **The Chairs of Standing Committees** are appointed by the President, with five exceptions as follows:
1. The Immediate Past President is automatically the Nominating Committee Chair.
 2. The State Vice-President is automatically the State Festival Coordinator.
 3. The Chair of the XP Committee is elected annually by the Past Presidents who actively participate in square dancing.
 4. The Chair of the Heritage Center is elected annually by members of the Heritage Center Trustees.
- C. **The Chairs of Standing Committees** serve for a period of one year unless re-appointed. They are members of the State Council and, with the exception of those mentioned above in Section B, must be chosen by the President from different Area Councils in order to maintain, as nearly as possible, equal representation from all Area Councils in the State.
- D. **Special Committees** may be appointed by the President whenever necessary. Such a committee will continue to exist until the assignment has been completed and the report has been made, or until the committee is dismissed by the President.

ARTICLE IV

MEMBERSHIP

A. Regular Membership

State Federation membership is open to kindred clubs and, upon their admission as members of the State Federation, to their individual members. (04/01/24)

1. **Individual Membership** is achieved by belonging to a State Federated Club and paying individual dues to the State Federation. Whenever new members are taken into the club, the information on the new members is to be sent to the Federation Membership/Insurance Chair within ten (10) days, along with the new members' Federation dues.
2. **New Club Memberships:**
 - a. A club that is qualified under Article I-F, and Article IV-A, and that has been accepted for membership in an Area Council, may be sponsored for membership in the Federation by the Council.
 - b. The application for membership shall be made on approved forms as provided by the State Federation.
 - c. The approved forms, to be completed in full and submitted to the Membership/Insurance Chair, shall consist of:
 - 1) An Application/Renewal Form that includes: Area Council Acceptance and off Kindred Club Certification as stated in Article I, Item E of the State Federation By-laws. (04/01/24)
 - 2) A Club Membership List Form.
 - d. Funds for each club member in the amount of State Federation dues, as established from time to time, must accompany and be submitted with the Application for Membership.

- e. Provided that the club has met and fulfilled all requirements and conditions for membership, the Membership/Insurance Chair shall present the club's application for membership at the next regularly scheduled meeting of the State Federation.
- f. Interim membership approval may be granted by the State Federation President if and as required.

3. **Renewal Club Memberships:**

- a. Same requirements as IV-A-2 above except that items "a" and "b" are not required for renewal.
- b. Renewal forms are due by May 31st.

B. **Certificate of Membership**

A certificate of membership, prepared by the Membership/Insurance Chair, shall be issued to each new club accepted into the State Federation.

C. **Membership Lists and Dues**

Any Federated Club not having its membership list and dues turned in to the Membership/Insurance Chair by the end of the Federation fiscal year will automatically be deleted from the rolls of the Square and Folk Dance Federation of Washington.

D. **Club/Council Dissolution**

- 1. Upon written notification by the dissolving club's presiding officer the Area Council will be responsible to notify the State Membership/Insurance Chair, through a written document signed by an Area Council officer within 30 days of receipt of such notice.
- 2. Before an Area Council can dissolve, disposition of the clubs in the Council must be accounted for. When the Council decides to dissolve, the State Membership/Insurance Chair must be notified in writing by the presiding officer within 30 days of such action, along with information pertaining to the status of the clubs.

ARTICLE V

STATE DUES & INSURANCE PREMIUMS

A. **Club dues:**

Annual club dues of \$5.00 are due and payable by May 31st with the club renewal form.

B. **Individual member dues:**

Annual individual member dues are \$1.50 per person payable by May 31st with the club membership list.

C. **Individual member insurance:**

Annual individual member insurance premium of \$4.50 per person are payable by May 31st with the club membership list.

D. **Change in Dues**

Any change in Federation assessment which may affect individual and/or club dues or insurance premiums must be voted on following the procedures as listed in D1, 2 & 3 below:

- 1. A majority vote of the State Council, and by subsequent validation of a majority of the voting paid-up members of the State Federation.
- 2. Voting to be within 40 days of the mailing of ballots, and after written notice has been sent to each club President.

3. After voting by Federated members, the club secretary shall cast one ballot with the number of votes for and against each change, and items of business that should be brought before the membership.

E. **Refund of Membership Dues**

Membership dues in the State Federation cannot be refunded.

F. **Dues Period**

For purposes of this section, the period of time covered by annual dues is from September 1st through August 31st. However, in order to get member clubs listed in the State Directory, which is assembled and printed during the summer, it is necessary that annual club dues and renewal forms be received by the State Treasurer by May 31st.

G. **New Clubs**

1. **Club Dues**

A new club applying for membership after March 1st, whose application is approved by its local Area Council and later approved at the spring meeting of the State Council, shall be considered paid-up for the remainder of the current year - and for all of the following year to August 31st.

2. **Individual Member Dues**

A membership list and individual member dues are required with a new club application. These individual member dues are for the current year (not pro-rated) and will be due again in September. (See Article V-F&G)

ARTICLE VI

STATE COUNCIL MEETINGS

- A. The State Council shall meet for regular meetings three (3) times a year, in the fall, winter and spring, preferably in the months of September, January and May. Exact time and place of such meetings shall be decided by the State Council after considering the various Area Councils' invitations.
- B. **Special Meetings**
May be called as follows:
 1. By the President, upon written notice to the State Council members at least one week in advance of the meeting date.
 2. By five (5) or more State Council members, upon written notice to the other State Council members at least one week in advance of the meeting date.
- C. **Quorum**
The quorum necessary for transacting business at any State meeting shall be at least 10 members of the State Council in attendance at the meeting.
- D. **Parliamentary Procedure**
All meetings of the State Council shall be conducted in accordance with the current edition of ROBERT'S RULES OF ORDER-Newly Revised.
- E. **Parliamentarian**
In order to have business meetings conducted in an orderly manner, following generally accepted rules of parliamentary procedure, the President should appoint a Parliamentarian whose duties are advisory and who has no vote. The Parliamentarian merely gives an opinion; the President gives the ruling. The President is not obligated to follow the advice of the Parliamentarian.

F. Fall Meeting

The fall meeting of the State Council is known as the Fall Conclave. It is attended by both outgoing and incoming State Council members. The first part of this meeting is conducted by the outgoing State Council members, up through the completion of old business. At this point the incoming State Council members are installed and take over their duties for the ensuing year.

G. Meeting Cancellation/Postponement

In the event of a need for cancellation/postponement, the decision will be made by consultation of the five elected officers.

ARTICLE VII

MOTIONS AND VOTING

- A. Although discussion may be entered into by anyone attending State Council meetings, only the State Officers & Area Council State Delegates (or their appointed alternates) are authorized to make motions and vote. Any State Council member who holds more than one position on the State Council shall have only one vote.
- B. The Chair of a Standing Committee or a Special Committee Chair can make motions that pertain to their Committee but cannot vote.
- C. Normally, the President has no vote. However, he/she *may* vote in the following situations:
 - 1. When voting is conducted using a written ballot.
 - 2. To make a tie vote, unless the vote is by ballot.
 - 3. To break a tie vote. However, in this situation he/she cannot vote twice - once to make a tie and then again to break it.

ARTICLE VIII

STATE FESTIVALS

- A. The State Federation may sponsor one State Festival each year.
- B. Bids for future Festivals are to be made in accordance with the Standing Rules.

ARTICLE IX

ELECTION OF STATE OFFICERS

- A. Officers of the State Federation shall be elected in the following manner:
 - 1. A State Nominating Committee consisting of one elected member from each Area Council shall meet with the Immediate Past President acting as chair of the committee to select a slate of prospective officers for the next term of office. Meetings shall be held concurrently with the regular winter meeting of the State Council. The chair of the committee normally has no vote. However, he/she may vote to break a tie vote. (04/01/24)
 - 2. Each committee member should bring to the meeting a slate of prospective officers (not more than two (2) for each office) for whom he/she vouches that such candidates are currently members of a state federated club and are willing to have their names presented for state office. Each candidate must have had previous experience in at least three (3) of the following positions:
 - a) Club Officer
 - b) Club Committee Chair
 - c) Area Council Officer
 - d) Area Council Committee Chair

- e) Area Council State Delegate
 - f) Area Nominating Committee Chair
 - g) State Council Committee Chair
3. From the group of candidates proposed, an eliminating process will ensue by vote of the committee members. Two candidates for each office are to be placed on the ballot, each of whom must have had a majority vote of the Nominating Committee members.
 4. After selecting two (2) candidates for each office, the Nominating Committee Chair shall file a report of the Committee's choices with the State President no later than one week after the Nominating Committee Meeting.
 5. Within two weeks following the report of the Nominating Committee, the Nominating Committee Chair shall prepare and mail ballots and instructions for voting to the President of each paid-up, regular member club in the State Federation.
 6. After voting by federated members, the club Secretary shall cast one ballot with the number of votes for each candidate for each office. The club may propose additional candidates by writing in their names in the spaces provided. Ballots must be returned directly to the State Nominating Committee Chair, not more than 40 days from the date of mailing.
 7. Ballots shall be designed to ensure that the vote will be kept secret until the ballots are opened and counted by the State Nominating Committee Chair in the presence of witnesses.
 - a. When the election results are determined, it shall be the responsibility of the Nominating Committee Chair to notify the President of the State Federation, Nominating Committee persons of each council and the Editor of FOOTNOTES, so that the results of the election may be published in the May edition of FOOTNOTES.
 - b. The Nominating Committee Chair will notify each individual candidate of the results of the election for their office.
 - c. Any candidate for State office may receive the voting results pertaining only to the office they are running for by inquiring of the Nominating Committee Chair.
- B. Upon taking office at the beginning of a new term, newly elected and/or re-elected officers shall serve for a period of two years. (04/01/24)
- C. Vacancies occurring among the State Officers (other than President) shall be filled by appointment by the State President. The appointee shall meet the qualifications of Article IX-A-2. The newly appointed officer shall complete the term of the officer he/she replaces.

ARTICLE X

TERM OF OFFICE

- A. There is no limitation on any State Council Officer or Committee Chair serving for more than one term of office providing he/she is duly re-elected or re-appointed, as the case may be.

ARTICLE XI

TRAVEL AND LODGING EXPENSE

- A. Reimbursement in whole or in part, covering the cost of travel and lodging expense for attending state meetings, may be approved by the State Council for State Officers, Standing and Special Committee Chairs, members of the State Nominating Committee and others as approved. The amount of such reimbursement is dependent upon the financial condition of the Federation and may vary from time to time. Members of the State Nominating Committee are authorized reimbursements for only the fall and winter State meetings inasmuch as their work is completed prior to the spring meeting.
- B. Area Council State Delegates are reimbursed for travel and lodging expense by their own Area Council.
- C. In addition to the above, reimbursement in whole or in part of travel and lodging expense for attending State meetings is also authorized to the incumbent of the following position:
 - 1. The State Parliamentarian
- D. There shall be no "double" reimbursement for travel and lodging for attending State meetings to married individuals or dancing partners who hold State Council positions.

ARTICLE XII

SQUARE DANCE WEEK

- A. The 3rd full week (starting on Monday) of September each year shall be proclaimed by the State President as Square Dance Week, and the Governor of the State shall be requested by the Promotion and Publicity Chair to issue a special proclamation to this effect.

ARTICLE XIII

CONFLICT OF INTEREST POLICY

- A. The Board of Trustees of the State Council passed a Conflict of Interest policy on May 12, 2012. This policy may be modified from time to time as circumstances dictate.
- B. The Corresponding Secretary of the State Federation is responsible for seeing that the affidavits described in Article VI of the Conflict of Interest Policy are properly signed and stored.
- C. These affidavits shall be signed at the Fall Conclave Meeting each year by the incoming Board - Officers, Committee Chairs and Area Delegates - who have voting privileges.

ARTICLE XIV

AMENDMENTS

- A. These by-laws may be amended or replaced by new by-laws, by a majority vote of the State Council, and by subsequent validation by two-thirds of the voting paid-up member clubs of the State Federation.
 - 1. Voting to be within 40 days of the mailing of ballots, and after written notice has been sent to each club President.
 - 2. After voting by federated club members, the club secretary shall cast one ballot with the number of votes for and against each individual by-law change, and items of any other State business that should be brought before the membership.
- B. Proposed changes to the by-laws, when mailed to federated members via their clubs for their approval, shall be accompanied by an explanation as to why the changes are being proposed.

SQUARE AND FOLK DANCE FEDERATION OF WASHINGTON

GUIDELINES FOR STANDING RULES

According to "Robert's Rules of Order – Newly Revised" and "Parliamentary Law at a Glance" by Utter, the following are some generalities that apply to any set of standing rules:

- A. Standing Rules can be adopted from time to time as needed.
- B. Standing Rules are usually nothing more than important rules or policies adopted by an organization, which do not appear elsewhere in its Constitution, Articles of Incorporation or By-Laws. Most such rules can be found in past minutes as approved motions.
- C. A complete separate listing of Standing Rules is necessary for the convenience of officers, committee chairs and other members. It aids the conduct of business by providing a ready reference when policies or procedures of the organization are being questioned.
- D. Standing Rules should contain only rules of a continuing nature, and these may be adopted by majority vote at any meeting without previous notice.
- E. Standing Rules may be suspended for a single meeting without previous notice. They may also be amended or rescinded by a 2/3 vote unless previous notice has been given; in which event only a majority vote is required.
- F. Standing Rules are not By-Laws, but they have the force of By-Laws and will remain in force until rescinded.
- G. No Standing Rule, resolution or motion is in order that conflicts with the By-Laws, Articles of Incorporation or other standing rules.
- H. Since any Standing Rule may be suspended for a single meeting by a majority vote, this does not interfere with the freedom of any meeting and requires no prior notice in order to adopt the suspension.

LISTING OF STANDING RULES

The Standing Rules on the following pages are in alphabetical order by topic title. Dates shown in parentheses refer to the date of the State Federation meeting at which the subject was discussed or approved, either in whole or in part.

1. **ALCOHOL BEVERAGE ADS IN CONNECTION WITH SQUARE DANCING**

The State Federation strongly protests the advertising of square dancing in connection with alcoholic beverage ads. We object to this type of advertising and its use at Federation functions. Square dance teachers, callers and leaders have been teaching for years that square dancing and drinking do not mix. (1/16/93)

2. **AMERICAN FLAG**

The American flag should be displayed at State Council meetings. (09/22/2012)

3. **ENDORISING PRIVATE ENTERPRISE**

The State Federation does not endorse any specific enterprise and recommends that Area Councils do the same. (10/22/55)

4. **FEDERAL INFORMATION RETURN**

The annual INFORMATION RETURN (Form 990) to the Bureau of Internal Revenue, prepared by the Financial Advisor of the State Federation, should include income and expenses of the State Federation, FOOTNOTES Magazine, Leadership Seminar, Heritage Center and Membership/Insurance Chair. (1/16/93)

5. **FINANCIAL REPORTING PROCEDURE**

A. **POLICY**

The Square and Folk Dance Federation of Washington is required by law to file the appropriate Internal Revenue Service Tax Return Form 990 following the close of business for the fiscal year ending August 31st. (09/22/13)

B. **DUE DATE**

The tax return is due by the 15th day of the 5th month after the accounting period ends, i.e. no later than the 15th of January each year. (09/22/13)

C. **SCOPE**

Guidelines contained within this procedure apply to any and all State Federation officers or appointed committee chairs who are responsible for the receipt and expenditure of funds associated with State Federation business.

At this time, specific offices are: (1/16/93)

FOOTNOTES Treasurer
State Federation Treasurer
Heritage Center Treasurer
Membership/Insurance Chair

D. RESPONSIBILITIES

Each person so named is responsible for closing his/her individual records and submitting an annual financial report to the State Federation Financial Advisor who, in turn, is responsible for consolidating the overall financial activity of the Federation and summarizing on the IRS return. (1/16/93)

These individual financial reports must be prepared in a timely manner and promptly forwarded to the State Federation Financial Advisor not later than November 1st each year. It is recognized that in some cases events or payments may be applicable to more than one year. Nevertheless, the books must still be closed (totaled out) towards the end of September, or the State Federation Financial Advisor will be unable to get the consolidation completed on time. It is of the utmost importance that the books are closed consistently at the same time each year so that the State Federation Tax Form 990 will not become delinquent. (1/16/93)

E. FINANCIAL STATEMENTS

The Treasurer's financial statements to the Federation shall include the current amount of the Investment accounts. (5/19/90)

6. FOOTNOTES MAGAZINE

A. FOOTNOTES magazine is published each month except July and August. (09/22/12)

B. News articles sent to FOOTNOTES for publication should be sent to the Council reporter. The Council Reporter is responsible for compiling and editing the individual Club Reports. The completed Council Report is then emailed to the Editor of FOOTNOTES by the designated deadline. (09/22/12)

C. FOOTNOTES will allow clubs to promote upcoming events within their monthly club news reports. Promotional material of this nature shall be limited to 25 words or less. If there is to be more than one promotion mentioned, the 25 words or less shall include all promotions (09/07/02)

D. The Square and Folk Dance Federation of Washington shall enter into a reciprocal agreement with the Oregon Federation of Square & Round Dance Clubs to allow the Oregon Federation News to print a half page advertisement for the Washington Square and Folk Dance Festival in the two issues of the OFN preceding this event. In return, the Washington Footnotes will publish a full-page advertisement for the Mid-Winter Festival in the two issues of the FOOTNOTES preceding this event. This agreement is to be effective immediately with the understanding that there will be no reciprocal advertising when the events are in direct conflict (09/16/00)(05/16/26)

7. HERITAGE CENTER

This is a committee consisting of four (4) trustees and additional members at large, as needed. (1/19/85)(10/11/24)

A. TRUSTEES:

Two members are to be selected each year by the XP's to serve a two-year term. Trustee selection should be balanced between XP members and non-XP's. (1/16/93)

B. MEMBERS:

Members to be selected as follows: One (1) representative from each Council; the present and past Historian; any member of the 1983-1984 Special Committee wishing to continue his/her participation, and all members of the XP's. (1/16/93)

C. OFFICERS:

Four (4) Trustees and ten (10) Council Heritage Center Representatives shall elect from their members: Chair, Vice Chair, Secretary and Treasurer. Term of office shall be one year, ending at the September meeting. (1/5/95)(10/11//24)

D. FUNDING:

The HERITAGE FUND shall be administered by the Heritage Center Treasurer as a separate bank account.

- 1) Individuals, clubs and councils are encouraged to make contributions to the Heritage Fund.
- 2) The Heritage Center committee is authorized to use money from its fund for general operation and emergencies. (1/16/93)
- 3) An annual Heritage Fund financial report shall be prepared by the Heritage Center Treasurer, showing all income sources and all expenditures.

E. RESPONSIBILITIES:

The prime responsibility of this committee shall be to manage the HERITAGE CENTER, which is dedicated to the documentation and preservation of the history of Square & Round Dancing in Washington State. The principal work of the committee is to plan, develop and maintain this archive center, to administer the contract with North Spokane Dance Association, and to promote and publicize the archive resources throughout the state.

8. HERITAGE FUND

The 1979 State Festival started a fund to provide a place to store State materials and preserve our past.

Commencing with the 1990 State Festival registration and continuing until such time as amended or revoked by the State Federation, an amount equal to \$0.25 (twenty-five cents) per person shall be included as part of the total registration fee to be placed in the Heritage Center fund. The amount of the Heritage fund fee will not be specified separately in the overall ticket price. This Heritage fund amount is to be collected and paid directly to the Heritage Center Treasurer, who will account for the receipt and expenditure of these funds. REGISTRATION FEE is defined to mean the amount charged each person formally registering and/or paying dance fee. (1/16/93)

9. INSURANCE ELIGIBILITY FOR ACTIVE MEMBERS AND CLASS MEMBERS

Class members are not required to pay insurance premiums provided the following requirements are met:

- A. They are active Class members taking lessons.

- B. The lessons or class must be sponsored by a Federated Club participating in the Insurance Program.
- C. They are on the current Class list submitted to the Membership/Insurance Coordinator every 3 months from when the class or lessons start and up to and including graduation.
- D. Once a new Class member joins a club, the Class member must pay the applicable insurance within ten (10) days. (See By-laws Article IV-A-2.) (1/15/00)
- E. Members of Federated Clubs within the borders of the State of Washington must purchase insurance provided by the Square and Folk Dance Federation of Washington (SFDFW). A club's location is determined by the location of their dancing facility. Members of clubs outside the borders of the State of Washington that join the SFDFW shall be granted a waiver releasing them from the insurance requirement provided their club submits to the Membership/Insurance Chairman a Certificate of Insurance with their application/renewal form. Washington Clubs no longer having a designated hall shall maintain State Insurance to remain federated.

10. STATE MEETING

- A. The Corresponding Secretary shall maintain a current list of all persons who should receive notification of the location and dates of up-coming State Meetings. A copy of this list, and the published STATE MEETING GUIDELINES, shall be given to the host Council Delegate at the State Meeting when the bid is accepted. (01/13/90)
- B. If no invitation from an Area Council is received at the current meeting for the next meeting, then an individual club's invitation can be considered. Invitations for January and May meetings may be voted on and accepted up to two years in advance. Location of the Fall Conclave is at the discretion of the Incoming President. (05/12/00)
- C. Voting on invitations for State meetings shall be done by written ballot at the State Meeting if more than one Invitation is received. (09/23/89)

11. JOB DESCRIPTION FOR STATE OFFICERS AND COMMITTEE CHAIRS

- A. Job descriptions and duties are maintained in a notebook by the Corresponding Secretary. (09/22/12)
- B. Officers and committee chairs are requested to provide changes in job duties to the Corresponding Secretary to keep the notebook current. (09/22/12)

12. PRESIDENTS AWARD

To be awarded at the discretion of the State President when he/she feels someone is unusually worthy. It is not necessary that it be awarded each year. (09/22/12)

13. RECORDS RETENTION

Official records, accumulated by officers of the State Federation, including minutes of State Council meetings, should be retained for a minimum of seven (7) years. Pertinent records of historical value should be forwarded to the Heritage Center for archiving. Other records, accumulated by State officers, pertaining to local area councils, flyers, club minutes, etc., need to be retained for only two (2) years. (1/16/93)

14. ROUND DANCE OF THE MONTH

A. A State Federation Round Dance of the Month will be published each month in FOOTNOTES magazine. In selecting the dance, emphasis should be placed on complete and easy-to-follow instructions. The dance should be used as a basis for the programming of State Festivals, and any open dance where dancers get together from different areas of the State. (09/22/12)

B. The State Federation President shall, by June 30th of each year, appoint a FOOTNOTES Round Dance Coordinator/Editor who shall act as chair of the committee to screen possible dances and agree upon one to be selected each month for publication. (1/16/99)

The term of duty for this Coordinator/editor will be September to the following September. Responsibilities start with the ROM selection to be published in the November issue, and end with the October issue of the following year. This constitutes a one-month overlap of the activities of both the previous and current year's chairs duties. (1/16/99)

C. The Round Dance of the Month to be published in FOOTNOTES will be chosen by a committee representing all Area Councils of the state. The committee is selected in the following manner:

- 1) Each local Area Council will choose a round dance person to be on the State Committee to recommend dances to be chosen for the Round of the Month. The Area Council is responsible for advising the Round Dance Coordinator the name of the person representing its area. The term of office is September to September. The name of this person should be sent to the Coordinator no later than June 30th. This committee will be responsible for the selection of the November Round of the Month. The Round of the Month for November must be submitted to FOOTNOTES by October 1st in order to get published in the November issue.

15. SPECIAL MONEY REQUESTS

Any motion made that requests special money for any individual or group of individuals to attend any meeting, convention or festival shall be discussed and then tabled until the next meeting when it shall be brought up under old business and then voted upon. (9/9/72)

16. STATE BANNER

The State Federation banner should be displayed at all State Council meetings and State Festivals. It is also available for display at any Area Council dance upon request direct to the State Vice President, who is its custodian. (09/22/12)(05/16/26)

17. STATE DIRECTORY

A. The Corresponding Secretary must obtain three (3) bids for the printing of the State Directory prior to the May State Meeting. The President and Corresponding Secretary, shall decide which of the bids for printing of the directory will be accepted, and shall determine how many directories are to be printed. (09/22/12)(05/16/26)

- B. Distribution of extra copies of the State Directory (if available) is made at the discretion of the State Corresponding Secretary upon direct request to him/her. Extra copies shall be the current publishing and mailing cost.. (09/22/12)
- C. The dance level of Clubs is to be listed in the directory. (5/18/85)
- D. The Directory will list the name of the spouse or partner for all officers, delegates, committee chairs, callers, etc. (1/5/95)
- E. Callers and Cuers will be listed with their designation in the Directory. They need to be Federated members either as members of a club, of a caller/cuer association, or a contracted caller or cuer for a Federated Club. (09/22/12)
- F. The club admittance date in the Directory shall be the month and year the club was first accepted into the State Federation, as long as the Club has been dancing continuously. (1/16/93)
- G. The Directory will list each Club with the officers under their designated Council, in alphabetical listing, and in a list of Clubs by city. (09/22/12)
- H. The following Area Council Positions will be listed in the Directory: President, Vice-President, Recording Secretary, Treasurer, Corresponding Secretary, State Nominating Chair, Area Delegate, and Publicity and Promotion. (09/22/12)

18. **STATE FESTIVALS**

- A. The annual State Festival shall become available for bid at the winter State Council meeting.
 - 1) Bids will be considered up to five and one-half (5 ½) consecutive years prior to the time the Festival is to take place.
 - 2) Once a Festival is available for bid, bids may be accepted at any State Council Meeting.
 - 3) In the event no bid is received from an Area Council prior to thirty (30) months before the Festival is to take place (Fall Meeting – 2 ½ years prior to Festival):
 - a) The Federation will issue a last call for bid submission. Any Area Council or State Federated Club may answer a last call for bid to be submitted at the next winter State Council meeting.
 - b) Additionally, the Federation will announce the formation of a Festival Committee at the fall meeting that will be charged with conducting a State Festival, if no bid is received at the next winter State Council Meeting.
- B. Voting on bids for State Festivals shall be done by written ballot if more than one bid is received. (1/16/93)

- C. Net proceeds of the Festival are to be split 50% to the State Federation and 50% to host Area Council or Federated Club. If there is no other sponsor beside the Federation the net proceeds shall go to the Federation. In the event of financial loss, the State Federation will absorb it.
- D. Updated Festival progress reports are to be submitted at each State Council meeting.
- E. An advisor or advisors will be appointed jointly by the Festival Coordinator and the Festival Committee, to serve from the time a bid is awarded until the Festival is completed. The advisor or advisors would come from a neighboring Council. The advisor or advisors will serve as a liaison between the Festival Coordinator and the Festival Committee for the entire planning of the festival and its wrap-up. Travel expenses for the advisor or advisors will come from Festival income beginning with the 1994 festival. (5/18/92)
- F. The Festival Committee hosting the State Festival selects its callers and/or cuers.
- G. The ALMON PARKER CUP, HARRY MacGREGOR AWARD, BOB McNUTT AWARD and the YOUTH SCHOLARSHIP AWARD are presented at the State Festival each year to the new recipients by the current holders of the awards. At the same time, the current State President presents a miniature replica to the current holder of the past year, appropriately engraved, to keep as a memento. (1/15/00)(05/16/26)
- H. The date of the Festival is to be selected by the host Festival Committee with the approval of the State Council.
- I. Registration for the next year's State Festival may be sold starting Saturday at the current year's Festival. (9/23/89)(05/16/26)
- J. The Festival Committee shall have the State Festival records audited prior to the Festival final report to the State Federation. (1/16/93)
- K. Each Festival Chair shall present a final written report of the Festival at the fall meeting of the State Council, following the Festival, summarizing highlights and significant statistics. A copy of this report, along with previous years' Festival reports, containing recommendations for future Festival committees, shall be given to the state Vice-President. Another two copies of the final report will be provided to the Heritage Center.
- L. State Festival Badges:
 - 1) These badges are to be made available to Festival Committees on consignment, and the State Federation is to be reimbursed at cost for badges sold. This is to be a Festival expense item. (9/18/99)(05/16/26)
 - 2) The sale of badges will be included as an item of Festival Income. (9/22/73)
 - 3) The badges are to be kept under the control of the State Vice President, and not turned over to a commercial venture for sale or distribution. (9/22/73)
 - 4) All badges will be returned to the State Vice President after the Festival or payment

for all non-returned badges. (5/18/96)

- 5) The badges must be passed from the Vice President to the next Festival Registration Chair for control of sales. Badges should be given to the registration committee prior to Festival for inclusion in packets as ordered. (05/16/26)

M. Education & Leadership Program

- 1) To include and Education & Leadership Committee program to festivals, beginning with the chairperson of the Education & Leadership committee that was disbanded in 2026, adding new members each year for continuity(01/31/26). Other appointees to this committee may be at the discretion of each Festival Chair. (05/16/26)
- 2) The prime responsibility of this committee shall be to plan, promote and develop a program each year
- 3) The program may include a video & audio record of each session that shall be given free of charge to each Council President, and to any individual upon request. The record may also be available on the Federation's website.

19. **STATE FEDERATION MOTTO**

The following was voted as a motto for the Federation:

"Each square dance lights anew, the flame of friendship true. The joy we've had in knowing you will last our whole life through. "(1/31/01)

20. **SWITCHING OF CLUBS BETWEEN AREA COUNCILS**

When a club in one Area Council wants to switch to another Council for good reasons, the Council Presidents involved are to discuss the matter and come to an agreement. If the agreement is to switch to the other Council, and such transfer is approved by both Councils, the State Council is notified of the action at its next meeting. (9/25/82)

21. **TRAVEL AND LODGING EXPENSE**

A. Travel and lodging expense allowed to those persons enumerated in Article XI of the by-laws for attending State Council meetings is as follows:

- 1) \$0.25 (twenty-five cents) per mile for Travel Allowance. (10/10/20)(05/16/26)
- 2) \$50.00 a night for lodging, regardless of what type of lodging is used. (10/10/20)(05/16/26)
- 3) Any Travel or Lodging expense voucher not submitted to the State Treasurer by the following meeting shall be null and void. (9/12/59)

B. The State Federation President is allowed \$300.00 a year for travel and lodging expense for visiting other Area Councils and dances around the State for any reason that he/she feels will help the square dance movement. (5/16/87)

C. The State Federation authorizes the Heritage Center to reimburse out of their treasury trustees for mileage only, if not covered by any other reimbursement, using the prevailing State rates for attending the Heritage Center business meetings. (09/22/12)

- D. The State Federation is authorized to reimburse the Finance and Audit Chair, not covered by any other reimbursement, using the prevailing State rates, for travel expenses incurred for the purpose of auditing the State Treasurer's and other reports as outlined in the job resume for this committee. (5/18/91)

22. YOUTH SCHOLARSHIP PROGRAM

A. The State Federation shall establish and provide funding for a Youth Scholarship Program. This scholarship will be the "Youth Scholarship Fund." (05/11/19)

B. The Square and Folk Dance Federation of Washington (dependent upon its financial condition) and donors from the Clubs shall provide the financial support for the Youth Scholarship Program to award two scholarships of \$750.00 each for the fiscal year ended August 31, 2017, and thereafter, to award annually a maximum of three scholarships, each up to the amount of \$1000 at future State Festivals. The scholarship shall be awarded annually to youth that are actively participating as members in good standing of a State Federated Club. The Scholarship is for the purpose of continuing education beyond high school. The State Youth Coordinator shall establish a committee for the administration of this scholarship. (5/8/04)(05/19/18)

C. A brief synopsis of the qualifications and square dance histories of the chosen recipients shall be given to the Treasurer, and a scholarship check shall be prepared to be awarded at the State Festival Awards Banquet. Note: Checks should be made out to the school, not the individual. (02/08/25)

New Clubs information packet

Your Council President and your State Area Delegate both have a “Job Description” booklet issued by the State Federation. In this booklet, you’ll find the information you need to form a new club. It will tell you what you need to get to the Membership/Insurance Chairman, dates you need things done by, information on Non-Profit, Split the Pot and whatever else you need.

Your club must first be accepted by your Area Council before you can be accepted by the State Federation. Upon your acceptance to the State Federation, the State Corresponding Secretary will send you a copy of the States By-Laws and Standing Rules.

Application form is available on line at www.wasdf.org. Click on Membership/Insurance button – scroll down to Membership forms.

Fill out every applicable line clearly – Type or print legibly. The form can only be printed not saved or transmitted anywhere. Print 4 copies to be sure there are enough copies for everyone involved. Keep one for your club records. The aim is to be sure you have the needed information. Please be sure to type it, as shown. The information for the insurance coverage as well as the State Directory comes from that form copy. Be sure all names are spelled correctly and contact information is current and accurate.

State Officers – Two candidates for each office (5 offices) are chosen at the January State Meeting for the ballot. As soon as the Nominating Chairman can get the ballots and resume sheets printed and out to the club officers you can have your club vote. Follow instructions in the voting packet. They must be returned by March 31. Those officers will be installed after old business is finished at the September meeting and will hold office through old business portion of the next September meeting.

FOOTNOTES is the State magazine. We have enclosed a copy of the subscription form for you. FOOTNOTES has good information 10 months of the year for you. There is information on State Festivals, Meetings, Leadership Seminar, and National Festivals. It also contains articles monthly from the State President, Footnotes Editor, State Square Dance Caller Editor, State Round Dance Cues Editor, Leadership Seminar Committee, clubs around the State, and a synopsis of the State meeting minutes.

Footnotes needs ads for the current issue by the 1st of the month prior to the publication month. Ad prices are listed on the inside cover of FOOTNOTES. Articles for club news go thru your Council reporter who will tell you the due date for said articles.

The **State Directory** is a valuable book that comes out every fall with your FOOTNOTES magazine. It lists all State Officers and committees, Footnotes staff, State Festival Committees, Leadership Seminar Committee, Heritage Center Trustees, Council Officers, All State club officers and dance information. It also contains information on Parker, McNutt, MacGregor and Presidents awards, Past State Federation Presidents, VIP mailing list, State Festival slogans and attendance figures, Hall Directory, Washington. State callers, cues, and clogging cues. If you do not take FOOTNOTES, you can purchase this book for \$10.00 from the State Corresponding Secretary.

State Meetings are held 3 times a year usually in September, January & May. January and May meetings are bid for by the 11 Area Councils. The September meeting is usually held in the council of the incoming State President. They have a dance on Friday night, a meeting on Saturday 9 AM to around 4PM, followed by a dance on Saturday evening.

State Festivals are held yearly – usually on the 2nd or 3rd weekend of June. Your Council should have registration forms for you and information will also be in the Footnotes magazine. This is a gathering of all state dancers. It features dancing all day Friday and Friday evening, a Pageant on Saturday morning followed by dancing the rest of the day and evening. There is often a Trail in dance on Thursday night before the start of the Festival which has a separate fee. Sunday is time to travel home, although sometimes they have something on Sunday morning. Bids to hold a State Festival are done at the State Meeting by the various councils or clubs.

Leadership Seminar is held every July on the 2nd weekend (currently in Circle8 Ranch near Cle Elum, WA.) for ALL interested dancers. You need not be in a Leadership position to attend. It features a dance on Friday evening with seminar sessions on different subjects relating to square dance clubs by dancers on Saturday morning. Saturday afternoon sometimes has a square or round dance workshop, sometimes, another seminar – there is usually a Buzz session, which lets anybody talk about any subject they want to. Saturday night is a dance usually featuring the Keynote speaker. Sunday morning there is a Keynote speech usually by a National Caller followed by a Q&A session. Everybody (except the Leadership committee) is done and free to head home by noon on Sunday.

License Plate info – Washington State has Square Dance License Plates available thru the DMV. They are a \$45 fee one time only. There is no renewal fee on the plates. You may not request a certain plate number. They are issued in next available number order. They are distributed from Olympia. The square dance organization receives no part of the fee. You can request by e-mail a copy of the current list of plates showing the name, club and council of each Square Dance License Plate holder. You're apt to see a Square dance friend driving anywhere in the nation, Canada or Mexico. Keep copy of the book handy.

Example of By-Laws for a Club

You may want to spell out some issues clearly, but wise to not put in prices for dues and such.

Preamble – formed to share the pleasures of Square and Round dancing.

Article I – The name of this group shall be:

Article II – The purpose to promote the spirit of friendship and tolerance, and to provide the membership with education in the form of square and round dancing, and to promote square and round dance classes in the community.

Article III – Membership in this organization is open to any graduated modern square dancer of the community who has paid designated dues and demonstrates willingness to perform their duties as herein defined.

Article IV – The elected officers of this organization shall comprise the Executive Board. The Board shall meet monthly during the dance season. General meetings to give the Board directions shall be held three times a year (August, December and April) or as required. Between general meetings the Board shall conduct the organizations business. Any officer or club member may call a special meeting at any time.

Officers shall be elected by and from the membership for a term of one year. The President will become Past President and will remain on the board for one year as an advisor to the new Board. If a President remains President for another year, the Past President continues as Past President. The Past President is in charge of Nominating for the next year's officers. (You may want to put a time limit on how long an officer may remain in any one job at one time.)

Article V – Officers shall be elected at the April meeting and shall take office with new business at the August meeting.

Article VI – Elected officers shall consist of President, VP, Secretary, Treasurer, and Hospitality Chair. (They may be as couples or as singles).

Article VII – Duties of elected officers.

Clearly spell out the main duties of each officer you elect to your board.

Article VIII – Election of Officers – The Past President shall submit a slate of officers at the April general meeting. He/she shall have the consent of those on the slate. Nominations may be made from the floor at that time, providing the nominee has given consent (in writing if not present). Elections will take place immediately by written secret ballot if there is more than one nominee for the position.

Article IX – Vacancies – If the office of President becomes vacant for any reason, the VP shall succeed to the office for the balance of the term of office. Any other vacancies on the Board shall be filled by appointment of the President with the approval of the Board.

Article X – It is not the intent of the Constitution and By-Laws to place responsibility on any member for injuries sustained by or damages resulting from the actions of individuals or groups of members of this organization.

Article XI – Drinking – Let it be herewith stated and understood that there shall be no drinking of alcoholic beverages by either members or their guests during dancing hours.

Article XII – Dues – Annual membership dues shall be determined by the club membership. Dues shall be payable at or by the August meeting. Newly graduated dancers in May who join the club will get a long first year – Dues will not be due again for them till August of the following year.

Article XIII – Amendments to the Constitution and By-Laws – May be amended and adopted after two (2) readings at a general meeting and at least one (1) publication in the club bulletin of the proposed amendment. A two-thirds (2/3) majority of all qualified members present and voting at the meeting at which the second reading is made would be required to pass any proposed amendment.

New Clubs Information Continued – Page 4

Article3 XIV – Dissolution: Proposed dissolution of the organization must be made at a general meeting. A two-thirds (2/3) majority of all current members must vote for dissolution. After all bills are paid, disbursement of final funds should be dispersed as agreed upon by the group. (Non Profit says must not go to the members).

Legal and Tax Issues

By Doug Schafer, Federation's 2026 Financial Advisor, a retired lawyer

Form a Nonprofit Corporation. A square/round dance club should take steps to become a legal entity, distinct from the individuals who are members or officers of the club. A club that has not taken the steps to register as a corporation with Washington state officials is merely a collection of individuals, referred to as an unincorporated association, that Washington law does not recognize as a legal entity, though the laws of some other states do. So a Washington unincorporated club cannot properly obtain an IRS tax number (a/k/a/ EIN), open a bank account, or own anything. And its officers and possibly even members might be personally liable for injury, damage, or contract claims.

The process for a club to incorporate is simple. Corporate charters are issued by the WA Secretary of State, so go to <https://www.sos.wa.gov/> and navigate to "Start a Nonprofit (NP) Corporation" and follow the instructions. An individual acts as an "incorporator" and completes a form called "Articles of Incorporation" or uploads such a form, and pays a \$40 fee (in 2026). See the below discussion about language required for the club to be exempt from federal taxes. The incorporator may also submit an "Initial Report" identifying the club's leaders ("Governing Persons") for no added fee, but if the required Initial Report is submitted later, a \$10 fee applies.

The incorporator and an individual designated as the corporation's "registered agent" will receive by email a "certificate of incorporation" and copy of the filed Articles of Incorporation. These and all later submissions are public at <https://ccfs.sos.wa.gov>.

To maintain its incorporated status, a club must submit an annual report listing its governing persons and some other information, with a modest fee. If it fails to do so, the club loses its corporate status, but can follow a process to reinstate it if few years have elapsed.

A square/round club need not register under Washington law as a charity, even if it later becomes recognized as a 501(3)(c) organization, commonly referred to as a charity.

Registration with the Washington Dept. of Revenue, that results in a business license, is only required of entities that will be required to collect and remit sales taxes or to pay business and occupation taxes. As discussed below under "Washington State Taxes," square/round dance clubs normally are exempt from collecting and paying those taxes, so they need not register with the Dept. of Revenue and obtain a business license. If a bank insists that your club obtain a business license before opening an account, go to a different bank.

The above discussion applies only to dancer-led clubs, not to caller-led or cuer-led clubs that would be for-profit businesses (even if not profitable) owned by the caller/cuer.

Federal Income Taxes. Once a club is incorporated, it should apply for a IRS tax ID (sometimes called an Employer Identification Number (EIN) or Taxpayer Identification Number (TIN)). This is most easily done online at no cost at: <https://www.irs.gov/charities-non-profits/employer-identification-number>

Being a nonprofit corporation under state law does not exempt a club from federal income taxes. But a club can become an "exempt organization," meaning exempt from federal income taxes, if it meets the requirement of a numbered subsection of Internal Revenue Code (IRC) section 501(c). The subsections potentially applicable to clubs are (c)(3) charity/education organizations, (c)(4) social welfare organizations, and (c)(7) social clubs. A club may itself assert (without applying on Form 1024 for an IRS determination) that it satisfies the (c)(4) or

(c)(7) requirements, but an IRS determination letter is required for a club to claim (c)(3) status. Regardless of which subsection may apply, a club automatically loses its exempt status if it

fails for three consecutive years to submit to the IRS a Form 990-N or other 990-series form, as discussed below.

501(c)(7). Historically, dance clubs claimed exempt status as “social clubs” under 501(c)(7), but since 1976 that has required them to maintain records showing that no less than 65% of their annual revenue is from their own club members. Failing to maintain such records, or to meet the 65% threshold, means losing that exempt status, so clubs are advised not to rely on the 501(c)(7) exemption. <https://www.irs.gov/charities-non-profits/other-non-profits/social-clubs>

501(c)(4). Some clubs have been determined by the IRS as exempt under 501(c)(4) as social welfare clubs, primarily promoting the common good and general welfare of the community as a whole. That requires being open to membership by the general public, as is the norm for square/round dance clubs. So even without an IRS determination letter, most clubs can claim to be exempt under 501(c)(4). The articles of incorporation should indicate that the club’s purpose is the promotion of social welfare, and that upon its dissolution its assets shall be applied or transferred to be used for that purpose. But clubs incorporated after 2015 intending to be exempt under (c)(4) must within 60 days submit online IRS Form 8976 with its \$50 fee.

The penalty for failing to do so is \$20 per day, up to \$5,000. <https://www.irs.gov/charities-non-profits/other-non-profits/social-welfare-organizations>

501(c)(3). In recent years the IRS has determined some square/round dance clubs to qualify under 501(c)(3) as charitable or educational organizations. That exempt status affords many benefits to clubs – use of public facilities, receipt of individual and corporate donations, exemption from some local taxes or fees, and free or discounted goods/services from some providers. Clubs likely will be eligible to use the online IRS Form 1023-EZ to apply for an IRS Determination Letter confirming their 501(c)(3) status. That form is discussed below, after the (c)(3) Required Provisions.

(c)(3) Required Provisions. To qualify under 501(c)(3), an entity must include several provisions in its Articles of Incorporation. Some IRS approved language is in the instructions to Form 1023-EZ. Below is an example with the required provisions that a recently-formed square dance club submitted as part of its Articles of Incorporation:

The article titled “PURPOSE OF THE CORPORATION” shall read as follows:

The purposes of the corporation shall be:

- (a) To promote the art and culture of American traditional and modern forms of dance, especially square dance, round dance, line dance, clogging dance, and contra dance.
- (b) To educate dancers and the general public in American traditional and modern forms of dance, through classes and public demonstrations, and to sponsor dance events for their practice and participation.
- (c) To participate in and support the programs and activities of the Square and Folk Dance Federation of Washington, a Washington nonprofit corporation that is exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code.

The article titled “ANY OTHER PROVISIONS” shall read as follows:

- (a) The corporation is organized and shall operate to qualify as exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code (“the

Code”). The provisions in this article are consistent with that exemption and shall preempt any inconsistent provision in the corporation’s bylaws.

(b) The corporation is organized exclusively for charitable, educational, and/or scientific purposes under section 501(c)(3) of the Code, or corresponding section of any future federal tax code.

(c) No part of the net earnings of the corporation shall inure to the benefit of, or be distributable to, its members, trustees, officers, or other private persons, except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of its tax-exempt purposes.

(d) No substantial part of the activities of the corporation shall be the carrying on of propaganda or otherwise attempting to influence legislation, and the corporation shall not participate in, or intervene in (including the publishing or distribution of statements), any political campaign on behalf of or in opposition to any candidate for public office.

(e) Notwithstanding any other provisions of these articles, the corporation shall not carry on any activities not permitted to be carried on (a) by a corporation exempt from federal income tax under section 501(c)(3) of the Code, or a corresponding section of a future federal tax code, or (b) by a corporation, contributions to which are deductible under section 170(c)(2) of the Code, or corresponding section of any future federal tax code.

(f) The corporation’s bylaws shall address the internal affairs of the corporation, including its governing board, officers, and other governance matters, but subject to these Articles of Incorporation and applicable law.

The article titled “DISTRIBUTION OF ASSETS” shall read as follows:

Upon the dissolution of this corporation, its assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Code, or to one or more organizations recognized as exempt under Section 501(c)(3) of the Code, or shall be distributed to the federal government, or to a state or local government, for a public purpose.

Form 1023-EZ. Clubs likely will be eligible to use IRS Form 1023-EZ to request an IRS Determination Letter confirming its 501(c)(3) status. Its instructions and a link to the form are at <https://www.irs.gov/instructions/i1023ez>. The filing fee is \$275 (in 2026). That 3-page form is mostly check-the-boxes, and it does not require submission of Articles, Bylaws, or other documents. It requests a very brief description of the mission or most significant activities, for which the above-referenced club wrote, “To educate and train both youth and adult members in the art of dance (particularly square, round, and line dance), and to encourage active participation to promote and preserve the cultural heritage of American traditional and modern forms of dance.” The NTEE code describing its activities is A62 (Dance).

Annual Form 990-N Submissions. All tax-exempt organizations must submit a version of Form 990 to the IRS annually. Square/round dance clubs, not having annual receipts exceeding \$50,000, may (and must) submit the online Form 990-N.

<https://www.irs.gov/charities-non-profits/annual-electronic-filing-requirement-for-small-exempt-organizations-form-990-n-e-postcard>

But unless the club previously has filed a Form 1023-EZ or other form requesting confirmation of its exempt status, a club officer must actually telephone the IRS Exempt Organizations office, 877-829-5500, to get the club added to the EO Database before the online system will

accept its Form 990-N submissions. Once an IRS representative joins your long-on-hold call, s/he will request information about the club. Respond emphasizing the club's dance education purpose. It will then still be a few months before the IRS system will accept a Form 990-N from the club.

The Form 990-N is very simple, and should be submitted by the 15th day of the 5th month following the club's fiscal year. If a club (or any exempt entity) fails for three consecutive years

to submit such a required form, its tax exemption is revoked. If a club's exemption has been revoked, it might be able to reinstate it using Form 1023-EZ, or it might simply dissolve and its dancers form a new club. An IRS website lets the public access all Form 990-N filings by any exempt organization and learn if its exemption has been revoked. <https://apps.irs.gov/app/eos/>
Reporting Compensation. Beginning in 2026, the law changed for reporting payments made to non-employees, such as callers and cuers. Now, if a club paid such a person \$2,000 or more in a calendar year, the club is required to provide them and the IRS a Form 1099-NEC by the following January 31st reporting the amount paid. That threshold amount will be adjusted annually for inflation. The club may file a required Form 1099-NEC on paper unless filing 10 or more 1099 information forms, in which case they must file them electronically.

<https://www.irs.gov/instructions/i1099mec>. Paper submissions must be accompanied by a Form 1096. <https://www.irs.gov/businesses/small-businesses-self-employed/reporting-payments-to-independent-contractors>

Non-employee contractors (e.g., callers and cuers) must provide their IRS tax number (Social Security number) to the club or else that club must apply backup withholding at a 24% rate.

<https://www.irs.gov/newsroom/what-businesses-need-to-know-about-reporting-nonemployee-compensation-and-backup-withholding-to-the-irs>

Washington State Taxes. Our state's laws direct the Dept. of Revenue (DOR) to collect sales taxes, business and occupation (B&O) taxes, and other taxes. Those laws can be looked up easily at <https://leg.wa.gov/state-laws-and-rules/> if you have a citation to a section of the Revised Code of Washington (RCW) or the Washington Administrative Code (WAC). The rules of the DOR are codified in the WAC.

Admission charges for square/round dances are not subject to sales taxes. In 2015, the legislature repealed a provision in RCW 82.04.050 that would have defined such charges as retail sales subject to that tax, as the DOR previously had asserted. Accordingly, the DOR in 2018 amended its rule, WAC 458-20-183, to no longer state that "charges for the opportunity to dance" were retail sales subject to the sales tax. And the DOR website now states clearly, "Generally, charges for dance classes, competitions, or the opportunity to dance are subject to business and occupation (B&O) tax under the Service and Other Activities classification. Retail sales tax does not apply." <https://dor.wa.gov/education/industry-guides/recreational-and-fitness-services/dancing>

Though the B&O tax technically may apply to a club's revenue from such admission charges, it arguably is exempt as fundraising activity revenue, described below. And even if not exempt, a club normally need not file returns and remit B&O taxes if (a) it engages in no activity for which it is not required to collect and remit sales taxes, and (b) its non-exempt income in a year is less than \$125,000 (increasing to \$250,000 by 2026 legislation). RCW 82.32.030, WAC 458-20-101.

There is a broad exemption from both sales taxes and B&O taxes for fundraising activities by a nonprofit organization, provided it is not "the operation of a regular place of business in which sales are made during regular hours." RCW 82.04.3651, RCW 82.08.02573, WAC 458-20-169(5)(g).

And a square/round dance club is not even required to register with the DOR (thereby obtaining a business license) if (a) its non-exempt B&O taxable income is less than \$12,000 per year and (b) it engages in no activity for which it is required to collect and remit sales taxes. RCW 82.32.030, WAC 458-20-101.

Local City and County Taxes. Club leaders might check with their city or county officials to learn if any local licenses or taxes are required. In 2019 after Rainier Council hosted the “Rainier Rendezvous” state festival at Puyallup’s fairgrounds, a city clerk sought to collect from Rainier Council a city tax of 5% on the admission charges for the event. Fortunately, the city provided an exemption for 501(c)(3) entities, so Rainier Council produced its recent 501(c)(3) IRS Determination Letter and avoided that tax.

50/50 or SPLIT THE POT

This information is from 1996;
use as a guideline only!

1. There are several different rules (5 different cases with specific rules) that apply to ***non-profit groups (NPG)*** holding 50/50 split the pot functions.
2. If the NPG is selling tickets to the general public, a license is required.
3. If the NPG is selling tickets to its members at a club function, with no more than 25% of those purchasing tickets being guests, a license is not required.
4. However, there are some things the clubs must do. These are listed below:
 - a. Post a sign that states the club will have a 50/50 split the pot.
 - b. The sign must state the minimum winnings, how about \$0.50?
 - c. Keep the winning ticket with the winners name.
 - d. Keep a record of the amount of money the club made on each drawing, which is also $\frac{1}{2}$ the number of tickets sold.
 - e. These records must be maintained for one year.

SQUARE DANCE CODE OF ETHICS

1. **COURTESY** - As a square dancer I respect other dancers and callers and treat everyone with courtesy.
2. **FRIENDLINESS** - I go beyond the matter of form because those who participate in this activity with me are all my friends.
3. **LOYALTY** - I support my own club in all activities because it means that the continuance of square dancing depends on my personal loyalty.
4. **CLEANLINESS** - I do not wish to offend anyone. I am very particular of my personal habits, breath and cleanliness.
5. **ABSTINENCE** - Many Square Dances are held in public facilities where liquor is forbidden and their continued availability is dependent upon a favorable public image of square dancers. The coordination required for following the calls is impaired by drinking and close contact in a square with one who has consumed alcoholic beverages may be offensive. Therefore, I recognize the validity of the efforts to maintain a separation of square dancing from drinking, and will refrain from its use before and during the dances I attend.

SO YOU WANT TO BID FOR A STATE FESTIVAL

The following are a few of the items that should be considered when a Council decides to bid for a State Festival.

1. FACILITIES REQUIREMENTS

Number and size of dancing area needed to support the various types and levels of dancing that you intend to offer. For Square dancing, you can estimate how many squares you can get into an area if you use the formula of 120 square feet per square. If stands have to be pulled out for people watching, be sure to subtract the footage you will lose. In addition to Round Dancing and the Squares with its different levels, you must consider Clogging, Contra, Solo, Teens, and possibly New Dancers being scheduled into separate halls.

Commercial booths, Pageant, Sewing Clinic, and Showcase of Ideas requirements also deserve space consideration.

2. PARKING REQUIREMENTS

Parking for recreational vehicles and costs associated with such parking - possibly as many as 300 may request this privilege. Parking for about 1,000 dancer cars should also be considered.

3. CONFLICTING CONVENTIONS

Check with the Business and Convention Bureau of your area to see if other Conventions, etc, are planned for that same weekend. This can affect availability of Hotel-Motel rooms.

4. TRANSPORTATION

If the facilities you plan to utilize are widely separated, how are dancers supposed to flow from one area to another?

5. PROJECTED DATES

Would the proposed facilities be available the dates you are going to propose for the Festival?

6. LOCAL SUPPORT

Contact the Business and Convention Bureau, the Visitors Bureau, and/or the County and City Executives for their support.

7. COUNCIL AND DANCER SUPPORT

For a Festival to be successful, all of the clubs and dancers in the Council must provide support - not only as registrants, but also as volunteer workers. It requires lots of people and committees to make it a "GO".

State Festival bid continued.

8. BID CHAIRPERSON

The Council should appoint an individual or a couple to be responsible for preparation and presentation of the "bid". The bid will be made at the January State Federation Meeting, up to five and one-half (5 ½) consecutive years prior to the Festival date you are asking for. You may put on a program to favorably impress those who have voting power as to your abilities to put on a State Festival.

NOTE: - DO NOT SIGN ANY BINDING CONTRACTS FOR FACILITIES OR MOTEL ACCOMODATIONS UNTIL SUCH TIME AS THE FESTIVAL HAS BEEN AWARDED TO YOUR COUNCIL.

STATE FESTIVAL PLANNING

1. PURPOSE

To provide some ideas for use in planning, and organizing the functional activities for a State Festival. Some of the information has been used in past State Festival Operations.

2. ORGANIZATION

Upon the award of a State Festival, the Council so honored shall appoint a General Chairman. If desired, this position may be shared by more than one couple or individuals. The ones selected should have considerable management skills and possess the ability to get along with people. It must be remembered that the dancers with whom you will be working are all volunteers.

A thought towards control and management might be an organization with a General Chairman, then a level of Chairmen who will appropriate committees headed by Directors under them. Secretaries should report to the General Chairman (Sample of Organizational Chart is included).

The General Chairman should have the flexibility (and authority) to make the selection of all people reporting directly to him/her, and should be consulted prior to the appointment of Directors for the next level down in the organization.

The following activities or committees should be considered when planning the festival:

Registration	Badge Dances	First Aid
Housing	Solo Activities	Wagon Master/Parking
Promotion	After Parties	Visitation
Publicity	Sewing Clinic	Caller Hauler
Program Book	Showcase of Ideas	Pageant
Treasurer	Teen Activities	Square Dancing
Historian	Sound	Round Dancing
Concessionaire Booths	Security	Teen Dancing
Decorations	Facilities	Contra Dancing
Food Stands	Signs	Clogging
Lost & Found	Ways & Means	Hospitality
Exhibition Groups	Secretaries	Grand March

NOTE: Depending on the availability of volunteers, some committees may be combined i.e. Signs & Decorations; Promotion/Publicity & Visitation; Security & First Aid; etc. It is recommended that as many Council Dancers as possible be involved.

3. MAILING ADDRESS

The appropriate Chairman should make arrangements for a Post Office Box, so Festival mail will be safeguarded. The General Chairman should assist in the selection of the key distribution for the P.O. Box.

4. EXPENSES

The expenses for the State Federation Festival Coordinator – to attend your Festival Committee meetings are the responsibility of the Festival. The expenses for the Festival Chairman to attend the State Federation Meetings (unless he/she is the State Federation Vice President), and others of the Committee (as designated by the Committee) to attend the State Federation Meetings to report on the Festival, are part of the Festival expenses and not the responsibility of the State Federation.

5. COMMITTEES

It must be emphasized that working together with other committees is necessary to accomplish the goal of a successful festival.

6. SECRETARIES

The appointment of both a Recording and a Corresponding Secretary has been successful with some Festival Committees in the past. This is another activity that can be combined if so desired.

7. TREASURER

Controls all Festival funds. Prepares Festival Budget from the information provided by **ALL** committees. Revises the budget periodically. Receipts by transmittal form to appropriate committee head, for all cash received. Opens a (Non-Profit) checking account. Does the banking, and disbursement of funds by check as approved by the General Chairman and the Festival Committees, or those so designated. Periodically submits reports to the committee of financial status. Prepares formal financial statement at the completion of the Festival and requests an Audit by the State Federation Audit Chairperson.

8. CONCESSIONAIRE BOOTHS (VENDOR BOOTHS)

This person must work with the Facilities Director and prepare outlines of space available for booths. Concessionaires should be contacted, contracts prepared and signed and note the date that rental space payment is due. In the past it has been found convenient to contact the concessionaires at the Festival immediately preceding yours. This committee is the liaison between the concessionaires and the Festival Committee.

9. WAYS AND MEANS

Depending on your Council Treasury, you may not need this committee. If needed, this committee will use various methods to raise monies to support the needs of the Festival Committee until such time as you are authorized by the State Federation By-Laws to accept registrations for your State Festival.

10. PROGRAM BOOK

Think about setting up a "Flow Chart" with cut off dates for completion of the different State Festival Planning continued aspects of the book. Pictures, advertising, printing bids, Badge Dances, dance programs, resumes on featured callers/cuers, contact with the other State Federation Councils and clubs for ads etc. All these must be taken into consideration for the flow chart. Deadlines are important and must be set and met.

11. HISTORIAN

Prepare history covering all phases of activities of the Festival from preparing the bid to the completion of the Festival. History should include input from all committees. A minimum of four copies of the history are needed. One to be retained by the Host Council and three to be presented to the State Federation for the Heritage Center. These copies may be **LOANED** to Councils that have been awarded a State Festival.

State Festival Planning continued - Pg. 3

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12. REGISTRATION

Design a sample registration form for approval by the Festival Committee. Upon approval, have sufficient quantities printed and ready for distribution to all Councils and Clubs in the State Federation – as of when you are authorized by State Federation By-Laws to begin registration. Distribution to adjoining states and British Columbia may also be made at that time. Featured Callers/Cuers also like to have registration forms to distribute.

A control system is recommended where registrations are logged in a control ledger. Use transmittal letters to turn all funds received (and from whom) over to the Festival Treasurer. Using transmittal forms, you can keep the Wagon Master, Housing and Program Book Directors informed of pre-registration requests for their services or products. Should work closely with Promotion, Publicity, or Visitation Directors etc. for assistance in coordination of registration forms. Makes reports at Festival Committee and State Federation Meetings on the status of pre-registration.

13. HOUSING

Obtain from area Motels a written confirmation for blocks of rooms, and the rates that will be charged. This information must also be provided to the Registration Director so the information may be placed on the back side of the Registration form. Have a deadline of two to three weeks prior to the Festival that unfilled rooms will be turned back to the motel. **DO NOT SIGN ANY PAPERS GUARANTEEING THAT BLOCKED ROOMS WILL BE USED.**

NOTE: Some Festivals have provided the necessary information about motels on the pre-registration form and then make it the dancers responsibility to make their own reservations. Another method: From the motel selection designated on the pre-registration form, the dancers name, address, etc., have been sent to the motel selected. The motel then contacts the dancer by letter for the completion of the housing obligation.

14. PROMOTION-PUBLICITY-VISITATION

Using Council dances, square dance publication, direct mailing of registration forms to Councils and clubs, flyers, visitations etc.; promote the Festival throughout Washington, Oregon, Idaho and British Columbia.

15. FOOD STANDS

Some consideration should be given to have snacks, soft drinks, etc., available at one or more sites on the Festival grounds so the dancers may get something to eat – without having to leave the grounds. Some of the school clubs have undertaken this project at past festivals.

16. FACILITIES

The contact between the Festival Committee and the establishment or establishments whose facilities are to be used for the festival, must work closely with all chairmen and directors to insure that sufficient space is contracted for, and that it will meet the needs of the Festival. You are better off by originally having excess space (with terms in the contract for credit for space not used), than having to try and get additional space after the contracts have been completed. This Director should also handle the consolidated requests for table and chair needs, shower facilities, garbage disposal, clean up, etc.

17. WAGON MASTER/PARKING

Should work with the Facilities Director to acquire maps of available parking spaces. R.V. parking should be as near restrooms and shower facilities (if available) as possible. Wagon master should make plans to handle about 300 recreational vehicles. This can increase or decrease depending on the motel availability in the immediate area. Parking space for 800 to 1,000 cars should also be taken into consideration. You will require the assistance of several dancers to meet the needs of this committee during the Festival.

18. FIRST AID

The director of this committee, working with the Boy Scouts and/or the Red Cross, can usually get enough volunteers to man the First Aid Facility during the Festival.

19. SIGNS

Lots of signs are normally required so that the dancers can find their way around. The Signs Director should establish a deadline of about December 31st (preceding the Festival) for all sign requests. This will minimize last minute emergency work and make for a smoother flow of the workload. Requests should include size, wording and letter size desired.

20. DECORATIONS

Working with the Facilities Director, find out what type of attachments may be made to the walls, etc. of the buildings and rooms that are to be used. This will assist in the planning of what you can accomplish in the line of decorations, such as the method of hanging Council and Club Banners, etc.

21. SECURITY

Responsible for the security of the facilities being used, the security of the sound equipment placed in these facilities, and perhaps the concessionaire's booths. Security is also the keeper of the keys. Members of the Security Committee may also make rounds through the parking areas and the buildings during the festival to insure that RV's., vehicles and buildings are not being damaged. Some festivals have hired off-duty police to assist in this matter.

22. SOUND

Responsible for the sound equipment needed to provide support for scheduled programs, its installation and the coverage. Equipment may be contracted from council callers or from a commercial organization. In the past both methods have been used successfully. Insurance Rider must be obtained for Sound Equipment from State M & I Chairman.

23. LOST AND FOUND

Usually placed near the registration area; Could also be placed with Security.

24. CALLER HAULER

When using out of state or national callers, someone has to pick them up, get them to the right hall and back again to motel and airport. Some festivals have assigned a dancer couple to each out of state caller for this purpose. Makes for a smoother operation.

25. DANCE PROGRAM

The trend favors having a director for each of the following dance programs: Squares, Rounds, Youth, Clogging and Contra. Each of these directors work closely with (and under the direction of the Dance Program Chairman) to prepare the dance program schedule. Depending on hall availability, scheduling lesser attended activities at different time frames has been acceptable and successful.

26. PAGEANT AND EXHIBITIONS

Pageants are always scheduled for Saturday morning and should be the only thing scheduled for that time. Consideration should be given to keeping the Concessionaire Booths closed during the Pageant. Exhibition Groups usually can be scheduled into the Pageant program (for the enjoyment of all) and this will not decrease the dancing time of the Festival dancers during their dancing times.

27. BADGE DANCES

These can be set up at unusual places of interest that you have in your area. If possible, keep within 10 miles' distance and you should get participation. Consideration can be given to having one on Friday afternoon and another on Saturday afternoon at another location.

28. SOLOS ACTIVITIES

There are quite a number of Solo Dancers in our activity. Consideration should be given to a distinctive "SOLO" ribbon for easy recognition; and possibly some type of special social get together

29. TEEN ACTIVITIES

In addition to the Teen Dances, consideration should be made for a Teen-After-Party. This can be swimming, roller skating, or maybe a dance with a "DJ" & top 20 tunes.

30. AFTER PARTIES

In addition to the Solo and Teen after-parties, arrangements can be made to have the following years Festival Committees put on an After-Party on Saturday night at your largest hall. For the Friday night after party, consider the Festival Committee in charge of the Festival two years in the future. Consideration should also be given for after parties for the different types and levels of dance at the other halls that are available.

31. **GRAND MARCH**

Normally scheduled as the first order of dance for Saturday Night. A 7:00 start of the march seems to work quite well, with dances to start at all halls at about 7:15pm.

32. **SHOWCASE OF IDEAS**

Need space with tables where Councils and Clubs can display ideas they have used to attract students and keep dancers interested and informed.

33. **SEWING CLINIC**

With a little imagination, this committee can really put on a program. Not only in the display of Square Dance Attire, but also in classes on sewing techniques. Check into the Washington State Extension service for sewing instructors. There are a number of dancers that are quite good seamstresses that sew for other dancers that are willing to do demonstrations. Lots of cardboard cutout patterns for sleeves, blouses, skirts, shirts, etc. are needed as well as lots of rolls of paper so that the dancers may copy patterns. There have been a number of excellent Sewing Clinics at past festivals.

34. **HOSPITALITY**

Possibly near registration area, set up a Hospitality section that can answer questions. Have brochures on restaurants, points of interest, maps of the area, location of halls, levels of dance, etc. To be hospitable, you do not have to serve coffee and donuts/cookies, but that would be a nice touch.

All of the foregoing is presented not to tell you how to run your Festival, but to assist you with ideas that you may wish to consider when organizing your Festival and its Committees. Be sure and read the State Federation By-Laws and Standing Rules as they do contain information that you must comply with.

*Best of luck, and we know it will be a good festival because **YOU** are involved.*

STATE MEETING HINTS AND SUGGESTIONS

So your Council would like to host a State Meeting?

Bidding takes place during the fall, winter or spring State Meetings for Councils wanting to host a meeting during the next 2-year period.

The Convention & Visitors Bureau in your city will have information and dates about other conventions or meetings that are scheduled. This information will help you to choose the best weekend to bid for. The Council may select a weekend based on this information, or may let the State Federation select the date – if more than one weekend is available.

Your Councils approval is necessary **before** a bid is presented to the State Federation. Upon Council approval, a letter of invitation is sent to the State Federation Corresponding Secretary.

Let us assume your Council was awarded the privilege of hosting a State Meeting. Your planning and preparations now need to be accelerated.

1. A Chairman needs to be appointed.
2. Motels must be contacted and selected. If you ask, they may give a special rate for Square Dancers. If possible, block some rooms for a while.
3. Select a hall for Friday and Saturday night dances (15 to 20 square size).
4. Select a meeting place with enough room to seat 50 to 75 people, and a place to serve lunch (compliments of the host Council meeting).
5. At the fall and winter meetings an additional room that is acoustically isolated from the main meeting room and will seat 13 people is needed for the Nominating Committee. (Fall is for a short time, but winter is 2 to 4 hours).
6. A complimentary continental breakfast is much appreciated by the Attendees.
7. For the fall and spring meeting, you may need to book a private room in a restaurant ON Friday evening for the Heritage Center meeting. Best to check with the current Heritage Center Chairman as to their needs. Some meetings are now done by way of Zoom , so this may not be required
8. You may need to book a private room in a reasonable priced nearby restaurant where they can order off the menu (as they arrive – not all at once) on Saturday for a 7:00AM meeting. Each couple pays their own bill and some eat lighter than others. It would be helpful to check with the current XP Chairman on arrangements as some meetings are now held on Zoom prior to the general meeting.

9. You will need a room or area before the general meeting on Saturday for the State VP and Festival Committees to get together for a short meeting. Best to check with the current VP as to arrangements.
10. Check with the current State President to see if they need to have a meeting room or area set aside on Saturday morning before the general meeting for the State Officers.
12. Letters of invitation need to be emailed 7 to 8 weeks before the meeting. If available, it works well to have the information available at the meeting before yours. These letters are to contain (as a minimum):
 - a. Meeting dates and locations.
 - b. Friday and Saturday night dance location(s).
 - c. Motel information.
 - d. RV parking information and area maps showing the locations of all the above.
 - e. Continental breakfast time and times for all the meetings.These letters are to be sent to all:
 - a. State Officers
 - b. State Committee Chairpersons
 - c. Footnotes Editor and staff
 - d. All Festival Committees
 - e. Heritage Center Chair (they will forward on to their committee)
 - f. All Area Delegates
 - g. All Area Nominating Committeemen (fall and winter meetings only)
 - h. XP's Chair (they will forward on to active XP's)
13. Send an article/ad to Footnotes, for publication, containing all the pertinent information for the next State meeting. Preferably right after the previous meeting.
14. Dances are normally MC'd by the Host Council with State Callers and Cuers on the program.
15. Appoint someone to deliver a Welcome to the State meeting attendees, and someone to lead with the Invocation; the names of those persons should be sent to the standing State Federation president about two weeks prior in order for those names to be included in the agenda that is being written.

For the fall meeting, you need to ask the current State Corresponding Secretary for a list of the new State Officers, State Committees, new area delegates and new nominating people. For the winter and spring meetings, that information is in your State Directory.

The table setup for the meeting should include two tables put together for the President and 4 other officers, 2 long tables on each side to the front left and front right of the officers for the 12 Area Delegates (State has drop cloths for the tables). The PA system including microphones, cords and mixer will be provided by the State Federation. You only need to have a power source with an amplifier and speakers available. You will need a small table for the Recording Secretary's tape recorder (near the officer's table), a small table for the Parliamentarian, and about 4 other tables in the rear of the hall for the next Festival Committee, the State Scrapbooks, Footnotes materials and assorted flyers.

For the luncheon: be creative, but don't go overboard with food. Try to have 2 lines so everyone can be served rapidly or serve at each table. Try to devise an interesting theme to reflect the local industry and/or the talents of your Council.

Typically, MC's, Callers, and Cuers donate their time at these Friday and Saturday night dances. Typically, clubs donate the food for the luncheon, and one or two clubs (or more) prepare and serve the luncheon and do the clean-up. The Council or Council clubs may sponsor the Friday and Saturday night dances. Proceeds from these dances accrue to the host clubs or Council. Coffee, tea and other beverages are nice to have at the dances. Leftover food from the luncheon may be made available at the Saturday night dance. All officers and committee people pay for the dances, but typically are not asked to provide food for them.

RESTAURANT MEETINGS

Extra hints for any breakfast/dinner meeting on Friday evening or Saturday morning prior to the Federation meeting:

1. Confirm the reservation – **IMPORTANT.** Check with the restaurant about a week before the meeting, and then again the day before. (Restaurant personnel are well known for their lack of follow-thru with early reservations.)
2. Some XP's will be using their RV's and will park where you have made arrangements. If transportation could be provided for them, both to and from breakfast, it would be greatly appreciated.

Any restaurant meeting reservation needs to be confirmed over & over.

WHAT CONSTITUTES A FEDERATED CLUB
and
REQUIREMENTS TO JOIN A COUNCIL

A CLUB SHOULD HAVE:

1. At least one square of active dancers who have completed a course of square dance lessons – be it basic, mainstream plus or above - whatever the level the club plans on dancing. Round dance clubs do not have to have squares.
2. Have a place to dance, time, etc.
3. Have a caller, either regular or guest caller.
4. Should be able to accept guests that dance your level.
5. Must be a non-profit club.
6. No member should be a paid member.
7. Door admissions (donations) should be somewhat in line with the immediate locality.
8. If strictly a square dance club with no round dancing, the visitors should be informed. The same goes with round dance, contra, and clogging clubs.
9. Clubs should have a dance format similar to their local area.
10. Clubs should have and use a code of ethics that does not conflict with council or state.
11. A club that joins the council, and has been approved, is then approved by the State Federation. They should be well enough informed of procedures of both council and state.
12. If a club joins a council, it is their obligation to have two delegates attend all council meetings or appoint a temporary substitute, according to council by-laws.
13. All clubs should encourage members to run for offices of both council and the State Federation.
14. All clubs should vote at appointed times for council and state.
15. All clubs should have their club elections so they coincide with the council and state, so they can be published in the state directory.
16. All clubs should encourage 100% FOOTNOTES participation.
17. No club shall hold any dance activity on the nights of council planned activities – or if a state activity is hosted by your council.

18. Members should try to attend all such council and state activities. - (BE LOYAL).
19. Clubs should adhere to the dress code of council and state.
20. **New clubs must** join the State Insurance Program.
21. Clubs should read and study Council and State By-Laws and keep current with any changes.
22. The Council Delegate is the official liaison between club and council and they should report back to their club after each meeting.

WHAT YOUR STATE FEDERATION DOES FOR THE COUNCILS & CLUBS

Footnotes Magazine

State Directory

Insurance Program

Backing for State Festivals including assistance from a Festival Coordinator

Supplies State Festival badges for State Festivals

Supplies trophies and permanent trophies and badges for MacGregor, Parker & McNutt awards

Heritage Center

Reimburses State Nominating committee members at the same rates as State Officers & Committees

Minutes from State meetings sent to President & Area Delegate of each Council as well as the President of every member club in the Federation.

Ballots for any By-Law or Articles of Association changes mailed to all clubs

Certificate of Membership for each new club, along with welcome letter & copies of current State Federation By-Laws & standing rules.

BMI/ASCAP/SEASAC Information

State Historian keeps scrapbooks of pictures & flyers from all Councils in State.

Ballots for every member club to vote for State Officers

Publicity & Promotion where possible within State & at National Conventions

Youth Coordinator to help youth clubs

Youth Scholarship given at State Festival

Round dance of the month program

State web site

New club packets from Membership & Insurance Coordinator

Your Council President & Area Delegate have a copy of the State Job Description & Guidelines book. This book contains information on a number of things:

Federal Tax Exempt Status information

50/50 information

Non Profit information

Square Dance code of ethics

How to bid for a State Festival

State Festival planning

State Meeting hints & suggestions