

**SQUARE AND FOLK-DANCE FEDERATION OF WASHINGTON**  
**STANDING RULES**

**Guidelines for Standing Rules**

According to “Robert’s Rules of Order – 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 motion.
- C. A complete separate listing of standing rules is necessary for the convenience of officers, committee chairs and other members. It aids conduct of the 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 They may also be amended or rescinded by a 2/3 vote unless previous notice has been given; in which event only a majority vote is required.
- F. Standing rules are not By-Laws, but they have the force of By-Laws and will remain in force until rescinded.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.

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.

## LISTING OF STANDING RULES

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 presented to the State Council should be displayed at All State Council meetings. The State Vice President is custodian of the flag. (1/21/67)

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 31<sup>st</sup>. (09/22/13)

B. **DUE DATE**

The tax return is due by the 15<sup>th</sup> day of the 5<sup>th</sup> month after the accounting period ends, i.e. no later than the 15<sup>th</sup> 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 officers are:* (1/16/93)

Footnotes Treasurer  
Leadership Seminar 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 1<sup>st</sup> 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 as an On-Line Magazine sponsored by the State Federation. (3/2/19)
- B. News articles sent to Footnotes for publication should be typed on regular size typing paper. News items for the COUNCIL NEWS should have the most important news items written up first, in case it is necessary for the editor to cut in order to fit available space. Any cutting necessary will be done at the end of the news write-up. (9/20/86) Submitting articles by e-mail is acceptable. (3/2/19)
- C. The State Federation will subsidize Footnotes \$0.50 (fifty cents) per Federation member. (5/21/83)
- D. The Footnotes Editor will produce 2 copies of the monthly magazine (in hard copy) for the Heritage Center and 1 copy for the Historian. Spiral or Stapled binding is acceptable whichever is most convenient but should remain consistent for future monthly issues. (3/2/19)
- E. 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. (9/7/02)

7. HERITAGE CENTER

This is a committee consisting of eight (8) trustees and additional members at large, as needed. (1/19/85)

A. TRUSTEES:

Two members are to be selected each year by the XP's to serve a four-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:

Eight (8) Trustees and twelve 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. (1/15/95)

D. FUNDING:

The Heritage Fund shall be administered by the Heritage Center Treasurer as a separate Bank Account.

- 1) The Heritage Fund shall be administered by the Heritage Center Treasurer as a separate bank account.
- 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 The North Spokane Dance Center, 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. INVITATIONS FOR 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)

## **10. JOB RESUMES FOR STATE OFFICERS AND COMMITTEE CHAIRS**

- A. Job descriptions and duties are maintained in a loose-leaf notebook.
- B. Updating of the resume booklet rests with the XP's
- C. Officers and committee chairs are requested to provide input information to the XP chair in order to keep the booklets current. (1/16/93)

## **11. LEADERSHIP SEMINAR**

The following guidelines were established to form a permanent committee to perpetuate the Leadership Seminar:

- A. One (1) member is to be provided every other year for a two (2) year term from the XP's membership. This member shall be selected by the XP's.
- B. One (1) member selected by the incoming State President each year. This member's term shall be for a period of four (4) years.
- C. In the event that any member shall be unable to fulfill his/her full term, the current State President shall appoint a new member to complete the remaining term of that committee person, unless the vacancy is the appointee of the XP's, then they shall make the appointment.
- D. This five (5) member committee shall elect from its members:
  - 1. Chair
  - 2. Vice Chair
  - 3. Secretary/Treasurer/Registration Chair
  - 4. Facilities Chair
  - 5. Promotion/Publicity Chair
- E. The Chair shall automatically become the Director of Leadership and Education.
- F. Each expiring term shall be at the September State meeting.

- G. The prime responsibility of this committee shall be to plan, promote and develop the State Federation Leadership Seminar each year. (5/1705)
- H. A Seminar booklet shall be given free of charge to each family unit or single adult registered for the Seminar. (1/17176)
- 1. A Seminar booklet shall be given free of charge to the President of each Area Council for council use. (9/20/86)

## **12. MEMBERSHIP LISTS AND DUES**

Any federated club not having its membership list and dues into the Membership/Insurance Chair by the January state meeting will automatically be deleted from the rolls of the Square and Folk-Dance Federation of Washington. (1/19/91)

## **13. NOTIFICATION OF NEWLY ELECTED OFFICERS**

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, the results of the election so that it may appear in the May edition of FOOTNOTES. Any candidate for State office may have the result of the contest by simply inquiring of the State President or Nominating Committee Chair. (1/19/74)

## **14. 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.

- A. A President's Award plaque of modest cost to be presented with the pin when awarded. (9/20/86)

## **15. Privacy Policy**

This privacy policy describes the privacy practices of the Square & Folk Dance Federation of Washington and our website; <http://squaredance-wa.org>. 1/25/2020

## **16. 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)

## **17. REFUND OF MEMBERSHIP DUES**

Membership dues in the State Federation cannot be refunded. (7/10/82)

## **18. 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, jamborees and any open dance where dancers get together from different areas of the state. (1/21/61)

B. 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:

- a. The State Federation President shall, by June 30<sup>th</sup> 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)
  1. 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)
  2. Each local area council will choose a round dance person to be on the state committee to recommend dances to be chosen for the dance of the month. The area council is responsible for advising the name of the person representing its area so that the new Round committee. The term of office is September to September: however, the name of this person should be sent to the Coordinator, State President, and Secretary no later than June 30<sup>th</sup> in order for the committee to start functioning in time to select the first round-of-the-month for the November issue. The dance for November must be submitted to FOOTNOTES by about October 1<sup>st</sup> in order to get published in the November issue. This committee must therefore begin work in early September. (1/16/99)

## **19. 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)

## **20. 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 jamboree or special dance upon request direct to the State Vice President, who is its custodian. (9/15/56)

**21. STATE DIRECTORY**

- A. The Corresponding Secretary has the option to use the previous printing company for the printing of the State Directory. If the Corresponding Secretary decides to use another company, then at least two (2) bids must be obtained for the printing of the State Directory prior to the printing. 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. (3/2/19)
- B. A complimentary State Directory will be provided to all elected officers, standing committee chairman, and special committee chairmen and area delegates. (9/16/17) 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. (9/22/12) and (12/04/18) Extra copies shall be available at a cost of \$5.00 plus postage. (5/14/16).
- 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. (1/05/95)
- E. Callers and teachers of Federated clubs 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 contracted caller/cuer for a federated club. (9/22/12)
- F. The directory will list each Club with the officers under their designated Council, in alphabetical listing, and in a list of clubs by city. (9/22/12)
- G. 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/Promotion. (9/22/12)

**22. STATE FESTIVALS**

- A. Bidding for a State Festival shall take place in January at the State Council meeting, up to five and one-half (5 - 1/2) consecutive years prior to the time the festival is to take place. (1/5/95)
- B. Voting on bids for State Festivals shall be done by written ballot if more than one bid is received. (11/6/93)
- C. The Area Council hosting the State Festival selects its callers and/or cuers. (1/16/93)
- D. The Almon Parker Cup, Harry MacGregor Award, and the Bob McNutt 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) the State Council. (5/19/79)



- E. Registrations for future State Festivals may be sold five and one-half years prior to the Festival taking place as soon as a site selection has been secured with a contract (5/20/17).
- F. The date of the festival is to be selected by the host Area Council with the approval of the State Council. (5/19/79)
- G. The State Festival Committee shall have the State Festival records audited prior to the Festival final report to the State Federation. (1/16/93)
- I. 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)
- J. State Festival Badges:
  - 1. These badges are to be made available to Festival Committees on consignment, and the State Federation is to be reimbursed \$3.00 for badges sold. This is to be a Festival expense item. (9/24/16)
  - 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 2020 State Festival will be cancelled in lieu of the 69<sup>th</sup> National Convention being held in Spokane. (5/14/16)
- K. Any advance funding must first be requested from and provided to the extent possible, by the sponsoring Area Council. If additional advance funding is necessary, it can be requested from the Square and Folk-Dance Federation of Washington, and the Federation can provide such funding, if the Federation governing body approves. These advances will be repaid to the sponsoring Area Council and the Federation in proportion to the advance from each; the repayments coming from the Gross income of the Festival. The Treasurer of the Federation will have oversight authority and responsibility regarding any funds advanced by the Federation. (5/20/11)
- L. Special notice should be made to refer to Standing rule # 19. (3/2/19)

### **23. STATE MEETINGS**

- 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. (1/13/90)
- B. Voting on bids for State meetings shall be done by written ballot if more than one bid is received. (9/23/89)

### **24. 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)

### **25. 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 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)

### **26. TRAVEL AND LODGING EXPENSE**

- A. Travel and lodging expense allowed to those persons enumerated in Article XI of the bylaws for attending State Council meetings is as follows:
  - 1. **\$ .15** (fifteen cents) per mile for Travel Allowance. (10/10/2020)
  - 2. **\$ 35** (thirty five dollars) a night for lodging, regardless of what type of lodging is used. (10/10/2020)
  - 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 **\$500.00** 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. (1/25/2020)

- C. The State Federation Seminar Committee is authorized to reimburse its members not covered under any other reimbursement, using the prevailing State rates for attending its meetings, which fall during the weekends of the State meetings. (5/13/78)
- D. The Heritage Center is authorized to reimburse trustees for mileage only, if not covered by any other reimbursement, using the prevailing State rates for attending the Heritage Center business meetings. (1/19/91)
- E. 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)

**27. YOUTH SCHOLARSHIP PROGRAM**

- A. The State Federation shall establish and provide funding for a Youth Scholarship Program. This scholarship will be called the "Youth Scholarship Fund." (5/11/19)
- B. The Square and Folk-Dance Federation of Washington (dependent upon its financial condition) and donors from the Clubs shall provide the financial support needed 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 \$1,000 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. (5/19/18)
- C. Should the Youth Clubs of the State of Washington proceed with developing a Youth Council, the position of Youth Coordinator would be selected by the membership of the Youth Council. The Youth Coordinator would represent the Youth Council and have parallel responsibilities and voting privileges as the Area Council State Delegate position. (5/19/18)

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## Historical Listing of Parliamentarians

Term	Name
1994-1995	Donald Congrove
1995-1996	Bob Perkins
1996-1997	Betty Archer
1997-1998	Scott Marriner
1998-1999	Donald Congrove
1999-2000	Paul Ogg
2000-2001	Donald Congrove
2001-2003	Scott Marriner
2003-2004	Paul Ogg
2004-2006	Roger Barnes
2006-2007	Paul Ogg
2007-2009	Jim Knight
2009-2012	Su Evans
2012-2013	Roger Barnes
2013-2017	Paul Ogg
2017-2020	Roger Barnes
2020 -2021	Paul Ogg