



# Standing Rules



# *Arkansas State Square Dance Federation*

## Log of Revisions and Amendments

Article & Section Revised	Author of Revision	Date
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# Arkansas State Square Dance Federation

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# *Arkansas State Square Dance Federation*

## **Standing Rules**

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### **ARTICLE I MEMBERSHIP**

1. All clubs associated with the ASSDF and whose dues are current as of October 15<sup>th</sup> 2016 and who have shown proof of insurance as stated in the BY-LAWS, will be considered members of the ASSDF so long as all dues are kept current as stated in Article II.
2. A club applying for membership in the ASSDF shall furnish the following:
  - A. A letter stating:
    - I. Name of club
    - II. Name of contact person
    - III. Type and Level of club
    - IV. Place, Night and Time of dance
  - B. A copy of club's organizational document.
  - C. A list of current members indicating club president and two (2) appointed delegates to ASSDF.
  - D. A check made payable to ASSDF for current dues.

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### **ARTICLE II DUES**

The dues of the ASSDF shall be determined by the Executive Board and presented to the Delegates for approval at a regular scheduled Delegates Meeting.

- A. The current dues of the ASSDF are twenty dollars (\$20.00) per year and are due and payable on or before the 1<sup>st</sup> of January as stated in the BY-LAWS.
- B. When a membership fee is collected, a serially numbered certificate evidencing the membership fee shall be issued.
- C. Non-payment of dues and/or proof of insurance will result in mail, telephone or email notification to the club president or contact person during the month of January.
- D. A final dues or proof of insurance notice will be mailed to the club president or contact person on February 1st informing the club that failure to pay dues and/or provide proof of insurance has resulted in the suspension of the club from the ASSDF and that the club name, information and reports are being omitted from the MODERN SQUARE until such time as dues have been paid and/or proof of insurance has been received.

**Dues must be paid to be eligible for insurance through the ASSDF.**

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## **ARTICLE III VOTING**

The voting rights of ASSDF members during Delegates Meetings are established in the BY-LAWS. However, these right and privileges are subject to conditions as outlined below:

- A. The voting rights of delegates for a club with past due membership and/or failure to provide proof of insurance shall be suspended after failure to respond to Final Dues Notice.
- B. Reinstatement of voting rights and privileges for a club removed from the ASSDF membership roster requires payment of current year dues.

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## **ARTICLE IV ELECTIONS**

The election of the ASSDF Executive Board Members is set forth in the BY-LAWS. In the event of a vacant office the Executive Board shall appoint a replacement to fill the term.

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## **ARTICLE V DUTIES**

### **Section 1 - Overview of the Organization**

The organization according to the BY-LAWS has been divided into two parts:

- Elected Executive Board
- Representatives and Operations Committees

NOTE: See Appendix I and II for Reporting Structure.

The **Elected Executive Board** is charged with running the day to day operations of the ASSDF and making decisions on matters affecting the ASSDF between Delegates Meetings. As elected board members they are the only ones with voting privileges. Each member of the Elected Executive Board is also responsible for assisting and mentoring one or more Chairman of the Operations Committee and representing them to the Executive Board.

The **Operations Committees** are tasked with accomplishing specific items within their area of operation.



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## **Section 2 - Elected Executive Officers**

The specific duties of Executive Officers are set forth in the By-Laws. Additional duties are:

### **A. President**

1. Review and be well acquainted with the ASSDF Bylaws and Standing Rules as well as Robert's Rules of Order, Newly Revised.
2. Coordinate with the Vice President on all discussions and actions taken in order for the Vice President to be aware of all decisions and matters of the ASSDF.
3. Schedule meetings as required in the Bylaws and provide at least 30 days of notice.
4. Establish a committee to coordinate and manage the January New Year's Free Dance and Transition Meeting as well as the May Delegates Meeting.
5. Require reports from Executive Officers and Operations Committee Chairman to be turned in 14 days prior to meetings with a copy to be given to the Secretary.
6. Preside at all ASSDF meetings (see Appendix III Conducting a Meeting).
7. Solicit ideas and information from Caller and Cuer Representatives on various topics and issues affecting the Arkansas Dancer Community.
8. Advise and work directly with the Social Media Chairman in the performance of their duties.
9. Safeguard a copy of the editable Bylaws and Standing Rules as backup to the official copy held by the Secretary.
10. Review, assist in negotiating and sign all contracts for upcoming Fall Dance and all ASSDF events. Items of concern include but are not limited to:
  - a) Insurance arrangements for event (use USDA Insurance Chairman).
  - b) Notify **BMI** of the city and facility of the upcoming event and obtain a new performance/facilities license.
  - c) Notify **ASCAP** of city & facility for the upcoming event. (since 1996 no fee or further licensing was required).
11. Coordinate with Treasurer and Modern Square Editor in establishing a budget for the fiscal year and present it to the Executive Board for approval.
12. Review actual to budget expenditures with the Treasurer at least quarterly and take action as necessary.
13. Appoint an Audit Committee of at least two (2) members to audit the Treasurer's records and the Insurance Chairman's records. The audit is to be presented at the January Transition Meeting.
14. Maintain **PRESIDENT'S NOTEBOOK** on year's events/minutes/information.
15. Create/maintain a **PRESIDENT'S PROCEDURES BOOK** which should contain the process and procedures used to facilitate the fulfillment of the position's duties.
16. Pass on to incoming President the **NOTEBOOK** and **PROCEDURE BOOK**.
17. Attend Subscription Dances.



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## **B. Vice President**

1. Review and be well acquainted with the ASSDF Bylaws and Standing Rules as well as Robert's Rules of Order, Newly Revised.
2. Preside at all ASSDF meetings in the absence of the President. (see Appendix III Conducting a Meeting).
3. Provide reports to the President and Secretary 14 days prior to all meetings.
4. Coordinate with the President on all discussions and actions taken by the President in order to be aware of all decisions and matters of the ASSDF.
5. Advise and work directly with the Publicity/Advertising Chairman and the USDA Delegate in the performance of their duties.
6. Create/maintain a VICE PRESIDENT'S PROCEDURES BOOK which should contain the process and procedures used to facilitate the fulfillment of the position's duties.
7. Pass on to incoming Vice President the VICE PRESIDENT PROCEDURE BOOK
8. Attend Subscription Dances

## **C. Secretary**

1. Review and be well acquainted with the ASSDF Bylaws and Standing Rules as well as Robert's Rules of Order, Newly Revised.
2. Provide reports to the President 14 days prior to all meetings.
3. Record minutes of all ASSDF meetings.
4. Read minutes of last business meeting at all ASSDF meetings.
5. Distribute copy of minutes to all Executive Board Members and all Operations Chairman within 7 days of meetings.
6. Receive Executive Board and Chairman reports from the President prior to all business meetings.
7. Maintain all records of minutes, reports, and legal paperwork of the ASSDF.
8. Safeguard and maintain the official digital editable copy of the Bylaws and the Standing Rules.
9. Advise and work directly with the Archive Chairman in the performance of their duties.
10. Create/maintain a SECRETARY'S PROCEDURES BOOK which should contain the process and procedures used to facilitate the fulfillment of the position's duties.
11. Pass on to incoming Vice President the SECRETARY'S PROCEDURES BOOK.
12. Attend Subscription Dances.



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## **D. Treasurer**

1. Review and be well acquainted with the ASSDF Bylaws and Standing Rules as well as Robert's Rules of Order, Newly Revised.
2. Provide reports to the President and Secretary 14 days prior to all meetings.
3. Receive and deposit all moneys of the ASSDF as well as maintain records of all financial transactions in a businesslike manner.
4. Submit all financial records for audit as required.
5. Work with the President and Modern Square Editor in preparing a yearly budget.
6. Review at least quarterly the budget to actual expenditures and submit a report to the President.
7. Prepare written financial reports and coordinate the filing of any necessary tax returns.
8. Give financial report at all ASSDF business meetings.
9. Mail dues and proof of insurance notices to the club president or contact person by December 1st of each year indicating that they must be paid by January 1st.
10. Contact during the month of January (phone or email) clubs that have not paid dues or submitted proof of insurance.
11. Mail final dues notices by February 1st. (see Article II of the Standing Rules) to those clubs that have not paid dues or submitted proof on insurance.
12. Forward any changes in club membership to the Editor of the Modern Square.
13. Coordinate with the Circulation Chairman regarding renewed and new subscribers of the *MODERN SQUARE* and the monthly transfer of the subscriber list to the Editor.
14. Coordinate with the *MODERN SQUARE* Editor on methods to be used to insure timely payment of advertising.
15. Advise and work directly with the Insurance Chairman and Circulation Chairman in the performance of their duties.
16. Create/maintain a TREASURER'S PROCEDURES BOOK which should contain the process and procedures used to facilitate the fulfillment of the position's duties.
17. Pass on to incoming Treasurer the TREASURER'S PROCEDURES BOOK.
18. Attend Subscription Dances.

## **E. MODERN SQUARE Editor**

1. Review and be well acquainted with the ASSDF Bylaws and Standing Rules as well as Robert's Rules of Order, Newly Revised.
2. Provide reports to the President and Secretary 14 days prior to all meetings.
3. Will appoint members to assist with the editing process as needed and with the approval of the President





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4. Prepare and forward to the printer the *MODERN SQUARE* on a monthly basis as well as the necessary Postal Records Information.
5. Prepare and distribute the *MODERN SQUARE E-edition* on a monthly basis.
6. Once notified on February 1<sup>st</sup> of all clubs that are active and up-to-date, contact those clubs to verify that ALL information listed in the *MODERN SQUARE* is correct and delete information from clubs that are currently suspended. Update as Treasurer notifies Editor of changes to membership.
7. Coordinate with the President and Treasurer in establishing a budget for the fiscal year.
8. Coordinate with the Circulation Chairman and Treasurer regarding the monthly transfer of the subscriber list needed for distribution of the *E-edition* of the *MODERN SQUARE*.
9. Coordinate with the Treasurer on methods to be used to insure timely payment of advertising.
10. Create/maintain an EDITOR'S PROCEDURES BOOK which should contain the process and procedures used to facilitate the fulfillment of the position's duties.
11. Pass on to the incoming Editor the EDITOR'S PROCEDURES BOOK.
12. Attend Subscription Dances.

## **F. Immediate Past President**

1. Review and be well acquainted with the ASSDF Bylaws and Standing Rules as well as Robert's Rules of Order, Newly Revised.
2. Serve as an advisor to the Executive Board.
3. Provide reports to the President and Secretary 14 days prior to all meetings.
4. Function in the role of Parliamentarian at all ASSDF meetings acting as a non-interventionist and assisting the President in **maintaining order and adhering to time schedules.**
5. Shall present a slate of nominees for consideration and vote at the Delegates Meeting in October.
6. Advise and work directly with the Fall Festival Chairman in the performance of their duties.
7. Create/maintain PAST PRESIDENT'S PROCEDURES BOOK which should contain the process and procedures used to facilitate the fulfillment of the position's duties.
8. Pass on to incoming Past President the PAST PRESIDENT'S PROCEDURES BOOK.
9. Attend Subscription Dances.



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## **Section 3 - Representatives**

### **A. Caller Representative**

1. Act as a Representative for the Arkansas Callers to the President of the ASSDF.
2. Present Caller information, perspective and ideas on various topics and issues affecting the Arkansas Dancer Community.
3. Assist in building the dancer base in Arkansas.
4. Attend the January Transition Meeting and call at the ASSDF January New Year's Dance.
5. Attend ASSDF meetings as requested by the President.

### **B. Cuer Representative**

1. Act as a Representative for the Arkansas Cuers and Round Dancers to the President of the ASSDF.
2. Present Cuer and Round Dancing information, perspective and ideas on various topics and issues affecting the Arkansas Dancer Community.
3. Assist in building the dancer base in Arkansas.
4. Attend the January Transition Meeting and call at the ASSDF January New Year's Dance.
5. Attend ASSDF meetings as requested by the President.

## **Section 4 - Operations Committee**

### **A. Social Media & Web Committee**

The Social Media/Web Committee is tasked with developing, coordinating, improving and maintaining the ASSDF and clubs presence on the internet. The Chairman will:

1. Review and be well acquainted with the ASSDF Bylaws and Standing Rules as well as Robert's Rules of Order, Newly Revised.
2. Report to the President.
3. Provide reports to the President and Secretary 14 days prior to all meetings.
4. Will appoint members to the committee as needed and with the approval of the President.
5. Maintain Website.
6. Present to the President new ways of increasing the presence of the ASSDF on the internet.
7. Create/maintain a SOCIAL MEDIA/WEB PROCEDURES BOOK which should contain the process and procedures used to facilitate the fulfillment of the position's duties.
8. Pass on to the incoming Social Media/Web Chairman the SOCIAL MEDIA/WEB PROCEDURES BOOK



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## 9. Attend Subscription Dances

### **B. Publicity & Advertising Committee**

The Publicity & Advertising Committee is tasked with coordinating advertising and publicity efforts between the ASSDF and member clubs. At the same time it is also to develop new methods of presenting the ASSDF message to our existing Dancer Community and to the potential dancers in Arkansas. The Chairman will:

1. Review and be well acquainted with the ASSDF Bylaws and Standing Rules as well as Robert's Rules of Order, Newly Revised.
2. Report to the Vice President.
3. Provide reports to the President, Vice President and Secretary 14 days prior to all meetings.
4. Will appoint members to the committee as needed and with the approval of the Vice President.
5. Solicit advertising (member and commercial) for placement in the *MODERN SQUARE*.
6. Contact clubs and arrange for *MODERN SQUARE* Subscription Dances being sure to:
  - a) publicize the event in the Modern Square
  - b) coordinate with ASSDF officers to schedule their attendance
  - c) take subscriptions at the dance
  - d) encourage subscribers to provide email addresses
  - e) forward one copy of subscription form to the Circulation Chairman and one copy along with proceeds to the Treasurer
7. Contact monthly those whose subscriptions to the *MODERN SQUARE* will be expiring in the next three months urging them to renew. List to be provided monthly by the Circulation Chairman.
8. Appoint an individual who is attending the upcoming National Square Dance Convention to transport, setup, maintain, take down and return the ASSDF Showcase of Ideas.
9. Assist this individual with soliciting brochures and gift donations from the State of Arkansas (for example - State Maps, Park Guides, Tour Guides, Camping Guides, rice sample packets, corporate "trinkets", etc.) to be placed on the display.
10. Create/maintain a PUBLICITY & ADVERTISING PROCEDURES BOOK which should contain the process and procedures used to facilitate the fulfillment of the position's duties.
11. Pass on to the incoming Publicity & Advertising Chairman the PUBLICITY & ADVERTISING PROCEDURES BOOK.
12. Attend Subscription Dances



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## **C. USDA Delegate**

The USDA Delegate is tasked with representing the ASSDF and its interests at United Square Dancers of America INC. (USDA) meeting held in June each year.

The delegate will:

1. Review and be well acquainted with the ASSDF Bylaws and Standing Rules as well as Robert's Rules of Order, Newly Revised.
2. Report to the Vice President.
3. Report back to the Executive Board with information obtained at the USDA meetings.
4. Create/maintain a USDA DELGATE PROCEDURES BOOK which should contain the process and procedures used to facilitate the fulfillment of the position's duties.
5. Pass on to the incoming USDA Delegate the USDA DELGATE PROCEDURES BOOK.
6. Attend Subscription Dances.

## **D. Archive Committee**

The Archive Committee is tasked with maintaining the history of the ASSDF. The Chairman will:

1. Review and be well acquainted with the ASSDF Bylaws and Standing Rules as well as Robert's Rules of Order, Newly Revised.
2. Report to the Secretary.
3. Provide reports to the President and Secretary 14 days prior to all meetings.
4. Will appoint members to the committee as needed and with the approval of the Secretary.
5. Maintain existing historical records.
6. Collect Modern Square issues, pictures, fliers and documents and archive them in a suitable fashion (digital or hard copy) so that they can be presented upon request to the Arkansas Dancer Community.
7. Create/maintain an ARCHIVE PROCEDURES BOOK which should contain the process and procedures used to facilitate the fulfillment of the position's duties.
8. Pass on to the incoming Archive Chairman the SOCIAL MEDIA/WEB PROCEDURES BOOK
9. Attend Subscription Dances

## **E. Insurance Committee**

The Insurance Committee is tasked with maintaining the history of the ASSDF. The Chairman will:

1. Review and be well acquainted with the ASSDF Bylaws and Standing Rules as well as Robert's Rules of Order, Newly Revised.
2. Report to the Treasurer.



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3. Provide reports to the President, Treasurer and Secretary 14 days prior to all meetings.
4. Will appoint members to the committee as needed and with the approval of the Treasurer.
5. Will maintain a bank account under the name of Arkansas State Square Dance Federation, Inc. (ASSDF) for the purpose of depositing and dispersing all insurance related funds.
6. Promote and provide information to ASSDF member clubs regarding the Insurance Program.
7. Follow all USDA Insurance requirements for the establishment of and the maintenance of insurance for ASSDF clubs.
8. Maintain all financial and pertinent records for the Insurance Program.
19. Submit all financial records for audit as required.
9. Create/maintain an INSURANCE PROCEDURES BOOK which should contain the process and procedures used to facilitate the fulfillment of the position's duties.
10. Pass on to the incoming Insurance Chairman the INSURANCE PROCEDURES BOOK
11. Attend Subscription Dances

## **F. Circulation Committee**

The Circulation Committee is tasked with maintaining the Modern Square subscription list. The Chairman will:

1. Review and be well acquainted with the ASSDF Bylaws and Standing Rules as well as Robert's Rules of Order, Newly Revised.
2. Report to the Treasurer.
3. Provide reports to the President, Treasurer and Secretary 14 days prior to all meetings.
4. Will appoint members to the committee as needed and with the approval of the Treasurer.
5. Maintain the subscriber list by entering information on new and renewing subscribers as provided by the Publicity/Advertising Chairman.
6. Send subscriber list monthly to the printer.
7. Provide *MODERN SQUARE* Editor with subscriber list containing names and email addresses of subscribers in last name alphabetical order.
8. Forward monthly to the Publicity/Advertising Chairman a list of subscribers whose subscriptions will be ending in the next three months.
9. Complete and submit as required by the U.S. Postal Service, to the Post Office issuing the Second Class Permit, PS Form 3526, (Statement of Ownership, Management, and Circulation) on or about October 1st each year.



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10. Submit the completed PS Form 3526 to the MODERN SQUARE Editor for publication in the MODERN SQUARE no later than the December issue each year.
11. Create/maintain a CIRCULATION PROCEDURES BOOK which should contain the process and procedures used to facilitate the fulfillment of the position's duties.
12. Pass on to the incoming Circulation Chairman the CIRCULATION PROCEDURES BOOK
13. Attend Subscription Dances

## **G. Fall Festival Committee**

The Fall Festival Committee is tasked with the organization and management of the Fall Festival. The Chairman will:

1. Review and be well acquainted with the ASSDF Bylaws and Standing Rules as well as Robert's Rules of Order, Newly Revised.
2. Report to the Immediate Past President.
3. Provide reports to the President, Immediate Past President and Secretary 14 days prior to all meetings.
4. Will appoint members to the committee as needed and with the approval of the Immediate Past President.
5. Create/maintain a FALL FESTIVAL PROCEDURES & STATISTICS BOOK which should contain the process and procedures used to facilitate the fulfillment of the position's duties and the statistics from the event (ex. Number of dancers in attendance each night and the clubs they are with, Callers/Cuers in attendance, funds generated and how, etc.)
6. Pass on to the incoming Circulation Chairman the FALL FESTIVAL PROCEDURES & STATISTICS BOOK
7. Attend Subscription Dances

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## **ARTICLE VI MEETINGS**

### **A. Bylaw Required:**

The Bylaws call for two Delegates Meetings (May and October) as well as three full meetings of the Executive Board with the Operating Committee Chairmen in attendance (January Transition Meeting, prior to the May Delegates Meeting, and prior to the Fall Festival in October). All five of these meetings require 30 days of notice with the dates and times published in the *MODERN SQUARE*. They are to be conducted as open meetings.



# *Arkansas State Square Dance Federation*

## **Special Executive Board:**

In addition to meetings specifically called for by the Bylaws, the President may call Special Executive Board Meetings as necessary to accomplish the business of the ASSDF. These Special Board Meetings can include all Chairmen of the Operations Committees, specific Chairmen, or none as determined by the President. Board Meetings can be held in person, conference call or through the internet as the President deems necessary so long as quorum rules are followed.

The minutes of all meetings (Special Executive Board Meetings, full Board and Operations Committee Meetings and Delegates Meetings) must be recorded, presented at the next public meeting and published in the E-edition of the *MODERN SQUARE*.

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## **ARTICLE VII FUNDS**

- A. The funds of the ASSDF shall be placed in a depository bank as directed by the By-Laws and Articles of Incorporation.
- B. Primary fund raisers (1) Fall Dance (2) Special Projects
- C. No funds of the ASSDF shall be spent for entertaining guests, working committees, ASSDF Executive Board Members or Operations Committee Chairmen.
- D. Any bona fide expense of meetings, postage, stationary, printing, supplies and Fall Dance expenses shall be paid by the ASSDF funds.
- E. The expense of the featured Caller and Cuer shall be paid by ASSDF funds.

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## **ARTICLE VIII REGISTRY OF ORGANIZATIONS**

The Registry of Organizations includes those organizations formed to promote the purpose of the ASSDF as stated in the ARTICLES OF INCORPORATION and BYLAWS. These organizations may apply for membership in the ASSDF and have rights and privileges as outlined in the By-Laws.

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## **ARTICLE IX AMENDMENTS**

These Standing Rules may be amended by a majority vote of the Executive Board.



# *Arkansas State Square Dance Federation*

## **Appendix I**

### **Executive Board**

**President**

**Vice President**

**Secretary**

**Treasurer**

**Modern Square Editor**

**Immediate Past President (Parliamentarian)**

(The position of immediate past president is automatic upon completion of elected term of office)

### **Operations Committee**

**Caller Representative**

**Cuer Representative**

**Social Media/Web Chairman**

**Publicity/Advertising Chairman**

**USDA Delegate**

**Archive Chairman**

**Insurance Chairman**

**Circulation Chairman**

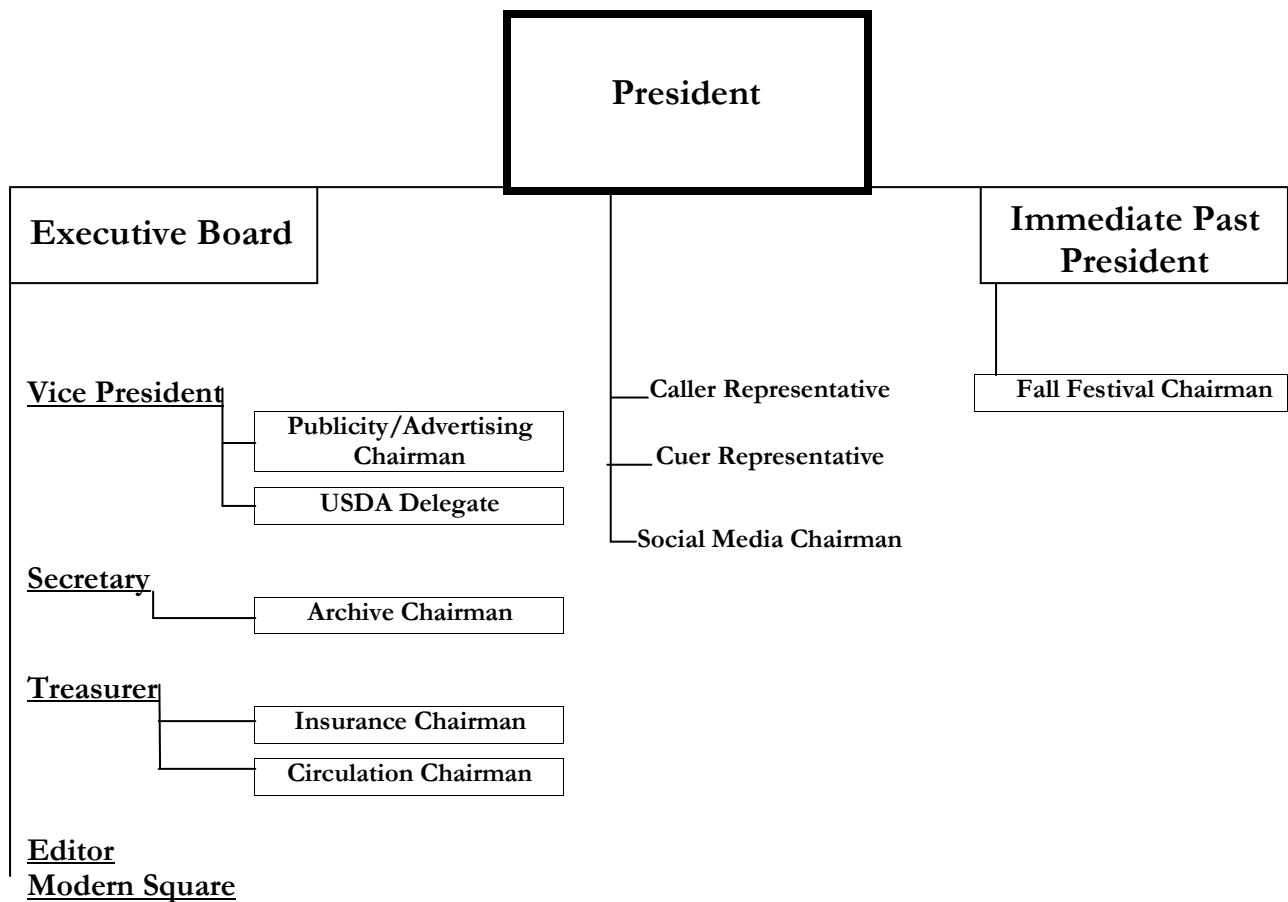
**Fall Festival Chairman**





# Appendix II

## REPORTING and SUPPORTING STRUCTURE





# Appendix III

## Conducting a Meeting

### **Meeting Preparations:**

- 1) Review minutes of last business meeting for unfinished business and determine what new business needs to be conducted.

### **Conducting Meeting:**

- 1) Call Meeting to order.
- 2) Invocation.
- 3) Introduce guests.
- 4) Reading of last business meeting minutes.
  - a) Ask for corrections to Minutes
  - b) After corrections. (Call for a vote to accept corrections)
  - c) No corrections. (Minutes stand approved as read.)
- 1) Treasurer's Report
  - a) Corrections to Treasurer's report?
  - b) After correction. (Treasurer's report is corrected and Filed for Audit)
  - c) No corrections. (Treasurer's report is Filed for Audit)
- 2) Executive Officers Reports:
  - a) 1 st Vice President
  - b) Secretary.
  - c) Treasurer.
  - d) Modern Square Editor
  - e) Immediate Past President
- 3) Operations Committee Reports:
  - a) Caller Representative
  - b) Cuer Representative



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- c) Social Media/Web Chairman
  - d) Publicity/Advertising Chairman
  - e) USDA Delegate
  - f) Archive Chairman
  - g) Insurance Chairman.
  - h) Circulation Chairman
  - i) Fall Festival Chairman
- 4) Open Old business:
- a) Present Old Business.
  - b) Motion & Second from floor.
  - c) Discussion/Table.
  - d) Vote, All in favor, AYE: All Opposed, NAY.
  - e) Motion carry/not carry.
  - f) Appoint committee if needed.
- 5) New Business:
- a. Present new business.
  - b. Motion & Second from floor.
  - c. Discussion/Table.
  - d. Vote, All in favor, AYE: All opposed, NAY
  - e. Motion carry/not carry.
  - f. Appoint committee if needed.
- 6) Request new business from the floor.
- a. Motion & Second from floor.
  - b. Discussion/Table.
  - c. Vote, All in favor; AYE: All opposed, NAY.
  - d. Motion carry/not carry.
  - e. Appoint committee if needed.
- 7) Adjourn meeting.



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