



## **Rules of Order of the Houston Square & Round Dance Council**

(These Rules of Order supersede all other Rules of Order of the Houston Square & Round Dance Council. [Council] until revised.)

### **SECTION I – LOGO/PUBLICATIONS**

A. The official logo of the Council is as pictured here:

Rocket: Dark Blue

Background: Red

All outlining of Rocket, Dome, Smoke and Lettering: White

B. The Official publication of the Council shall be the "Where 'N When".

### **SECTION II – MEMBER CLUB FEES, ROSTER AND FEDERAL I.D. NUMBER**

Effective January 1, 2002, each member club, by the first of January each year and each club joining the Council upon becoming a member must:

- A. Pay its annual membership fee of twenty-five (\$25.00).
- B. Provide in writing the Federal I.D. number assigned to the club by the I.R.S.
- C. Submit a roster of current membership.

All of the above are to be sent to the Secretary of the Council where it will be recorded and disseminated to the other members of the Elected Board for action. Failure to provide this information in a timely manner will cause the member club to cease being a member of the Houston Square & Round Dance Council. To become a member again, the club must reapply.

Effective July 1, 2007, the TSFSRD Membership Dues and insurance are due July 1.

- 1) A TSFSRD Membership Co-ordinator, has been appointed in order to address the computer requirements of generating the Membership roster in an expeditious manner. The responsibilities of this position will be to facilitate the building of the combined roster and provide TSFSRD, the HSRDC Elected Board, and the HSRDC Insurance Director with an electronic list and updates quarterly. This position will also provide verification to the HSRDC Treasurer with regards to official club counts.
- 2) HSRDC Insurance Director will no longer be compiling a list of club members, a list will be provided by the TSFSRD Membership Coordinator. All insurance claims and

Certificate of Insurance needs will continue to be addressed through the Insurance Director.

- 3) HSRDC Treasurer will receive a summary sheet from the clubs along with the Membership Dues. The counts will be verified with the TSFSRD Membership Coordinator prior to funds being sent to TSFSRD.

Requirements are as follows:

- 1) All club rosters submitted electronically to TSFSRD Membership Coordinator by \_\_\_\_\_
  - a) Rosters need to be in either Excel format or text format
    1. If using excel place each element of data in its own box/cell
    2. If using text format place a comma between each element of data (ie: Brown,Charlie, 281-678-1234,Frontier Squares)
  - b) Information should include last name, first name, phone number, and club name
  - c) Place a single '\*' asterisk in front of last name if this is not the primary club
  - d) Each individual must be listed on his or her own line (ie: husband and wife on 2 separate lines)
- 2) Send TSFSRD Membership Dues along with Insurance and attached Summary Sheet to HSRDC Treasurer by \_\_\_\_\_

Please Note: No additional money will be required for new members added to your rosters until the beginning of the following fiscal year (July 1).

### **SECTION III – DISTRICTS**

- A. Each district shall consist of not less than two (2) or more than five (5) member organizations. The number of districts is to remain flexible and may increase or decrease at the discretion of the Executive Board.
- B. The districts should not be governed by geographical boundaries, but by the close proximity of the meeting place of each organization within each district.

### **SECTION IV – DISTRICT DIRECTORS**

- A. District Directors shall be members in good standing and maintain such membership with a Council member organization in their district.
- B. District Directors shall be elected by voting delegates of that district for a term one (1) year, beginning January 1. The election shall be held at the regular third quarterly meeting each year.
- C. After being found in violation of Council By-Laws or Rules of Order, District Directors may be removed by two-thirds (2/3) vote of the voting delegates of that district.
- D. Any District Director office that should become vacated by reason of resignation or otherwise shall be filled by a majority vote of the member clubs and ratified by the majority of the voting delegates of that district.

E. The District Directors shall:

1. Distribute Council newsletters to each of the member organizations in their district on the first dance night after receipt.
2. Help coordinate the distribution of educational and other material to their respective member organizations.
3. Assist their member organizations in maintaining current Club Information Sheets with the Council Secretary.
4. Make an effort to attend all graduations and anniversaries of member organizations in their districts.
5. Attend and support all Council sponsored activities.
6. Perform other duties as delegated by the President.

**SECTION V – PAST PRESIDENTS (disbanded in 1998)**

A. The Past Presidents shall:

1. Form a committee and select a chairman and secretary to coincide with the Council fiscal year.
2. Assist the Executive Board through their past experience and knowledge.
3. Organize educational programs for the Council.
4. Be responsible for the Leadership Seminar and Dance.

**SECTION VI - APPOINTED DIRECTORS**

The Council President shall appoint the following Directors for a period of one (1) year to correspond with the Council fiscal year:

A. The Director of Education shall:

1. Be responsible for maintaining a sufficient supply of materials from both the TSFSRD Education and Promotion Directors.
2. Coordinate the delivery of such materials to member organizations.
3. Prepare material for new graduates.
4. Display material at Council functions.

B. The Director of Friendship shall administer the friendship visitation program.

1. GOALS: The goals of this program are to promote visitations, assist clubs financially, dance to different callers, meet new friends, renew old friendships, and have fun.
2. Club dancers must attend twenty (20) different clubs for their first card.
3. A club representative must sign your card when you visit said club.
4. Signatures must be on this card only, and card is not transferable from one to another.

5. One card must be completed before starting another card.
6. When complete, return your card to the Friendship Director. First twenty (20) signatures - Friendship Badge and "20" dangle will be awarded.
7. Each succeeding card submitted with twenty (20) acknowledged visitations, from at least ten (10) different clubs, will be awarded a dangle in increments of twenty (20) with a bar for 100, 200, and 300, etc.
8. Attend HSRDC meetings to receive appropriate dangle plus new card, or to receive a new badge or bar. **NO DANGLES OR BARS WILL BE MAILED.**
9. Be recognized in the HSRDC Newsletter.
10. **ALL PARTICIPANTS OF THIS PROGRAM MUST BE A MEMBER OF AN HSRDC CLUB!**
11. This program honors all dancers sponsored by an organized club.

C. The Historian shall:

1. Maintain a written history of the Council to be made available at Council functions.
2. Maintain a written history of the Council member organizations to be made available at Council functions.

D. The Director of Hospitality shall:

1. Enlist the help of member organizations to prepare beverages at regular Council functions.

E. The Director of Insurance shall:

1. Administer the Insurance program and notify the member organizations of this program.
2. Obtain and maintain a surety bond on the Elected Officers of the Council.
3. Obtain other insurance as required by the Council.

F. The Newsletter Editor shall:

1. Be responsible for the monthly publication of the Council newsletter.
2. Accumulate all information and advertisements.
3. Verify payment of advertisements prior to publication.
4. Maintain a list for mailing of the newsletter to other associations, TSFSRD meetings and functions, and National Square & Round Dance Conventions where feasible.

G. The Photographer shall:

1. Take pictures at Council functions.
2. Take pictures of Council officers in attendance at other functions, including TSFSRD meetings and functions, and National Square & Round Dance Conventions where feasible.

H. The Parliamentarian shall:

1. Perform the duties as outlined in Roberts Rules of Order as revised.
2. Be familiar with the By-Laws and Rules of Order of the Council.

I. The Directors-at-Large shall:

1. Perform the duties of a District Director who is temporarily unable to fulfill his duties, normally for a period not to exceed six (6) weeks.

J. The Publicity Chairman shall:

1. Be an active square dancer with knowledge of clubs in the Council.
2. Attend as many Council functions as possible and have a sincere desire to promote square dancing.

K. The Teen Coordinator shall:

1. Be active in a Council member club and be interested in working with and counseling youth square dance groups in the Council for the purpose of promoting participation by youth in square dancing.
2. Promote square dancing for youth of the area by working through local organizations such as church and school groups, etc. for the purpose of promoting square dancing.

L. The Web Master shall:

1. Shall maintain the Council website and make updates at least once a month in accordance with web site guidelines.
2. Shall work with the Publicity Director, Newsletter Editor, and Executive Board to promote Council and member club activities and square and round dancing.
3. Shall be an active dancer of a member club with knowledge of clubs in the Council.

## **SECTION VII - DISCRETIONARY APPOINTED OFFICERS**

The Council President may appoint any discretionary Directors as deemed necessary for a period of (1) year to correspond with the Council fiscal year.

## **SECTION VIII – HOEDOWN and SPECIAL DANCES**

- A. The Council shall conduct and sponsor the Houston Hoedown, the New Dancers' Jamboree, Trade and Buy, Teen Scholarship Dance, and other special dances to promote and perpetuate the art of American Folk Dancing and to further fellowship between member organizations.

- B. All revenues and proceeds derived from such Council activities shall be used exclusively to defray expenses of present and future Council activities along with incidental overhead expenses in the operation of the Council.
- C. All member organizations agree the term “Hoedown” shall be used only in conjunction with Council sponsored activities.
- D. The annual HSRDC Event shall be called, ”The Houston Hoedown”.
- E. The Hoedown shall be held any weekend in the month of October each year.
- D. There shall be a standing committee to be known as the "Hoedown Committee". The committee shall consist of the First Vice-President, Second Vice-President, Treasurer and Secretary. The purpose of this committee will be to plan future Hoedowns and make its recommendations to the Council.

## **SECTION IX – AWARDS**

- A. The Council shall present an award entitled "Dancer of the Year" at the annual Hoedown. This award shall be decided by the Executive Board, District Directors, and past recipients, who are active members with an HSRDC Club each person having one (1) vote. See Policies and Procedures Manual for more details.
- B. The purpose of the "Dancer of the Year" award is to acknowledge contributions of service to the community for promoting the art of American Folk Dancing.
- C. Executive Board members shall not be eligible for this award while serving on the Executive Board.
- D. The Council shall present an award entitled “Caller/Cuer of the Year” at the annual Hoedown. Nominations will be taken from any member of a group belonging to HSRDC. This award shall be decided by the Executive Board, District Directors and past recipients who are active members with an HSRDC group. This award may be received more than one time. See Policies and Procedures Manual for more details.

## **SECTION X – AMENDMENTS TO RULES OF ORDER**

These Rules of Order may be amended at any regular meeting of the Council by majority vote of the attending delegates.