

SOUTH CAROLINA SQUARE AND ROUND DANCE FEDERATION

CONSTITUTION

ARTICLE I: NAME

The name of this organization shall be “South Carolina Square and Round Dance Federation”.

ARTICLE II: PURPOSE

- Section 1: The Federation shall be a non-profit organization which was granted Recognition of Exemption of Federal Income Tax under Section 501 (C) (4) of the Internal Revenue Code on October 30, 1990.
- Section 2: Atlanta, Georgia Internal Revenue Service issued an Employer Identification Number 57-0792968 to the Federation on March 9, 1985.
- Section 3: The Federation shall maintain an attitude which is non-sectarian, non-partisan, non-sectional and non-racial.
- Section 4: The general nature and object of the Federation shall be as follows:
- To promote Western Square Dancing and Round Dancing throughout the State of South Carolina;
 - To promote the formation of Square and Round Dance Clubs;
 - To serve as clearing house for information among all dance groups and as an instrument of liaison with square and round dancers everywhere;
 - To provide a source of information and instruction for dance groups throughout the state of South Carolina and to otherwise seek to improve and better square and round dancing as a source of pleasure, recreation, physical and mental health, and well-being;
 - To bring about the spirit of cooperation among the callers, cuers, line dance instructors, teachers, and dancers of the state and elsewhere in the world;
 - To co-sponsor, with the South Carolina Callers Association, annually, the South Carolina Square and Round Dance Convention.

ARTICLE III: MEMBERSHIP

- Section 1: Members of the Federation shall consist of the participating square and round dance clubs of South Carolina. Any square and round dance club within the state of South Carolina may be invited to join the South Carolina Square and Round Dance Federation.
- Section 2: Each square and rounds dance club shall have a Representative, which make up the Executive Board.
- Section 3: Each square and round dance club shall have their own insurance equal to the Federation’s United Square Dancers of America (USDA) or obtain the same.

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ARTICLE IV: OFFICERS

- Section 1: The Officers shall consist of a Chairman, Vice Chairman, Secretary and Treasurer. These shall be elected by the Executive Board.
- Section 2: The office of Chairman, Vice Chairman, Secretary and Treasurer shall be filled by a member in good standing of a participating Federation club and may serve as a couple or individual.
- Section 3: No officer shall serve more than two (2) successive terms. Terms of office shall begin at the Federation meeting held at the South Carolina Square and Round Dance Convention.
- Section 4: Callers/cuers or their spouses cannot be an officer of the Federation.

ARTICLE V: AREA REPRESENTATIVES

The state has been divided into three (3) areas, which are Low Country, Midland and Piedmont. Two Area Representatives are appointed by the Chairman from each area. Area Representatives will decide how their area will be divided and what clubs will be in their respective area.

ARTICLE VI: CHAIRMAN'S COMMITTEE

There shall be a Chairman's Committee consisting of the four Federation Officers, the immediate Past Chairman, two Area Representatives from each area of the State, one Representative from the Singles, one Representative of Round Dancing, one Representative from each club and such other person(s) as the Chairman shall appoint.

All members of the Chairman's Committee shall be filled by a member in good standing of a participating Federation club and may serve as a couple or an individual.

ARTICLE VII: CHAPLAIN

The Chairman may appoint individuals to serve as Federation Chaplain and Assistant Federation Chaplain. The Federation Chaplain/Assistant Chaplain may give the invocation at the State Convention Opening Ceremony and Federation Executive Business Meetings.

ARTICLE VIII: INFORMATION TECHNOLOGY (IT)

The Federation Chairman shall nominate the Chair of the IT committee who shall be voted on by the Executive Board. The IT Chairman shall maintain the South Carolina Square and Round Dance Federation website.

ARTICLE IX: EXECUTIVE COMMITTEE

The Executive Committee consists of all Federation Officers, Federation Committee Chairman, Area Representatives and Club Federation Representatives and should be present for the Executive Board Meeting.

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CONSTITUTION

ARTICLE X: VOTING ON CONSTITUTION

The Constitution of the South Carolina Square and Round Dance Federation may be amended by a two-thirds vote of the Federation Representatives present at any meeting of the Executive Board, provided the proposed amendments have been submitted to the Representatives in writing not less than thirty (30) days previously.

SOUTH CAROLINA SQUARE AND ROUND DANCE FEDERATION

BYLAWS

ARTICLE I: MEMBERSHIP

- Section 1: Membership in the Federation is limited to those clubs who are in good standing as determined by the Federation Executive Board.
- Section 2: Membership of a new club is submitted by a member of the Chairman's Committee who will recommend and present the club for acceptance to the Executive Board after visiting the club to be sure they conform to the modern Western Style of Square Dancing and/or Round Dancing.
- Section 3: The Federation will maintain a membership affiliation with the United States Dancers of America (USDA) and make available economical dancer accident and group liability insurance to member clubs of the Federation at a rate developed by USDA.

ARTICLE II: MEETINGS

- Section 1: Roberts Rules of Order will govern all business meetings.
- Section 2: The South Carolina Square and Round Dance Convention will be held each year at a date and location designated by the Convention Committee.
- Section 3: The remainder of the meetings for the year shall be held each fifth Saturday at a place determined by the host club with the approval of the Federation Officers.
- Section 4: Should a fifth Saturday occur in the same month as the South Carolina Square and Round Dance Convention, that Federation meeting and dance will be cancelled.
- Section 5: Member clubs that do not have a Representative at three (3) consecutive meetings of the Executive Board will be dropped following the third meeting absence to the bottom of the rotation list for hosting a Federation Dance and will remain in that sequence.

ARTICLE III: DANCES

- Section 1: The Federation and the South Carolina Callers Association will host the dance known as the South Carolina Square and Round Dance Convention jointly.
- Section 2: The dance held on the fifth Saturday will be known as the Federation Dance and will be hosted by a member club. All proceeds will go to the host club to compensate for their expenses.
- Section 3: A host club will be decided by following the sequence of the member clubs established by the Federation. As each new club joins the Federation, they will be added to the bottom of the list and remain in that sequence.

SOUTH CAROLINA SQUARE AND ROUND DANCE FEDERATION

BYLAWS

ARTICLE III: DANCES (cont.)

- Section 4: Any member club who schedules a dance during the South Carolina Square and Round Dance Convention weekend or during a Federation Dance will be dropped to the bottom of the rotation list for hosting a Federation Dance and remain in that sequence unless excused by the Executive Board.
- Section 5: The South Carolina Square and Round Dance Convention and the Federation Dances will be programmed by the South Carolina Callers Association and will be called by members of the South Carolina Callers Association and guest callers as approved by the South Carolina Callers Association.
- Section 6: Members of the South Carolina Callers Association and their spouses will be admitted free to all Federation Dances. Federations Officers, the Chairman's Committee and all other dancers will be admitted at the fee agreed to by the host club.

ARTICLE IV: DUES

- Section 1: Membership dues to the Federation will be set by a two-thirds majority vote of the Representatives present at the Executive Board Meeting. The dues will cover the cost of any items deemed necessary to the operation of the Federation.
- Section 2: Federation clubs will submit dues and a current roster of officers and members at the beginning of the calendar year. Any club with delinquent dues after the South Carolina Square and Round Dance Convention will be dropped from the Federation roll. Before a club can be reinstated, it will be necessary to pay the delinquent dues and then the club will be added to the bottom of the rotation list for hosting a Federation Dance and remain in that sequence.

ARTICLE V: INSURANCE

- Section 1: The Federation requires each member club when joining the Federation and/or annually renewing liability insurance either through the Federation obtained via USDA or an equivalent or better liability policy.
- Section 2: Each Host Club for a Federation Dance or a special dance away from their usual location must notify the Insurance Chairman 45 days prior to the dance of the event to be happening to obtain a special insurance policy through the Federation obtained via USDA or an equivalent or better liability policy.

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BYLAWS

ARTICLE VI: DUTIES OF THE OFFICERS

- Section 1: The Chairman shall act as the presiding officer of the Executive Board and the Chairman's Committee and coordinate all Federation Business.
- a. The Chairman is an Ex-officio member of all committees but never of the Nominating Committee, or Hall of Fame Commission. The Chairman organizes, delegates, and supervises but does not interfere and is always impartial. The Commission is also responsible for the Distinguished Service Award.
 - b. The Chairman has the authority to negotiate and sign such contracts on the behalf of the Federation, provided the terms of such contract have been brought before the Executive Board and have been approved.
- Section 2: The Vice Chairman shall assume the duties of the Chairman in his/her absence and carry out other duties as the Chairman may direct. He/she shall be responsible for the annual audit of the Treasurer account ledgers for the Federation. If, for any reason, the Chairman is unable to complete his/her term of office, the Vice Chairman will assume this office.
- Section 3: The Secretary will be responsible for keeping accurate records of the business of the Federation and for sending proper notices of all meetings to those who should receive them. The Secretary shall also perform other duties referred to him/her by the Chairman.
- Section 4: The Treasurer shall receive and hold all funds of the Federation, shall disburse as determined and present a financial report at each meeting of the Executive Board. The Treasurer shall maintain a proper account ledger of the receipts and disbursements and perform other duties referred to him/her by the Chairman.
- Section 5: Should any Officer, except the Chairman, become unable to continue to hold their office, the Executive Board shall fill the vacancy in an election for the unexpired term of that office.

ARTICLE VII: EXECUTIVE BOARD (Federation Representatives)

- Section 1: The Executive Board consists of one Representative from each member club of the Federation. The Chairman will be the presiding officer.
- Section 2: This Representative shall be selected by the individual member clubs to serve at least a two (2) year term, with the term of office beginning on January 1st of each year.
- Section 3: The Representative may be a couple or an individual member of the club.

SOUTH CAROLINA SQUARE AND ROUND DANCE FEDERATION

BYLAWS

ARTICLE VII: EXECUTIVE BOARD (Federation Representatives)(cont.)

Section 4: The Representative shall be able to cast one vote to show the will of the majority of the club members. The Chairman can use roll vote for the major issues as deemed necessary. Federation Officers, other than those representing a member club, have no vote; except the Chairman may break a tie.

ARTICLE VIII: COMMITTEE CHAIRMAN

Section 1: The Chairman shall appoint all such committees as deemed necessary in the interest of the Federation.

Section 2: Each Committee Chairman will submit information for the assigned committee to the Chairman's Committee, which in turn will review such matters to be presented to the Executive Board with recommendations.

Section 3: The Chairman shall appoint a Nominating Committee consisting of three (3) members, none of whom shall be a present officer of the Federation.

- a. A slate of Officers shall be presented at the last regular meeting before the Convention by the Nominating Committee.
- b. Elections shall be held at the Convention Meeting at which time open nominations will be received from the floor. Persons making nominations from the floor must have secured the consent of the person(s) being nominated and have the nominee's assurance they will serve if elected.
- c. Outgoing officers will assist the incoming officers with any and all information pertaining to their position.

ARTICLE IX: ADDENDUM

Section 1: The addenda being referred and provided with the By-Laws are supplementary material on Federation activities. These are official documents of the Federation and copies are available from the Federation Secretary.

Section 2: Addendum A provides information to those member clubs who are scheduled to host a Federation Dance on a fifth Saturday. Addendum B is reserved for a later Addendum. Addendum C provides contract information for the Chairman for the South Carolina Square and Round Dance Convention. Addendum D provides information for the Hall of Fame Commission.

Section 3: As the salient points of these addenda are included in the Constitution and By-Laws, the Executive Board can change the general context of these three (3) documents without Amendments being required.

SOUTH CAROLINA SQUARE AND ROUND DANCE FEDERATION

BYLAWS

ARTICLE IX: ADDENDUM (cont.)

Section 4: The addenda being referenced:

Addendum A: HOW TO HOST FEDERATION DANCE

Addendum B: RESERVED

Addendum C: SOUTH CAROLINA SQUARE AND ROUND DANCE
CONVENTION CONTRACTS

Addendum D: HALL OF FAME COMMISSION

ARTICLE X: DISSOLUTION

If the Square and Round Dance Federation were to dissolve, assets remaining after payment of all debts and liabilities shall be distributed to a non-profit organization as determined by the Executive Board.

ARTICLE XI: AMENDMENTS

Section 1: The By-Laws of the South Carolina Square and Round Dance Federation may be amended by a two-thirds majority vote of the Representatives present at any meeting of the Executive Board, provided the proposed amendment has been submitted to the Executive Board in writing not less than thirty (30) days previously.

Section 2: A list of the approved amendments to the Constitution and By-Laws and their date of approval are to be maintained by the Federation Secretary.

This copy of the Constitution and By-Laws of the South Carolina Square and Round Dance Federation is current with all amendments approved by the Executive Board, as incorporated in the appropriate Articles and sections as dated below and superseded as other Constitution, By-Laws, Sections and Articles.

ADDENDUM A TO THE CONSTITUTION AND BY-LAWS
SOUTH CAROLINA SQUARE AND ROUND DANCE FEDERATION

HOW TO HOST A FEDERATION DANCE

Section 1: PLANNING

During the last Federation dance of the year, the Federation will announce the clubs scheduled to host the next two years Federation Dances as listed on the roster and receive their confirmation. They will receive a copy of the addendum at that time.

The Officers of the Federation and the Callers Association will meet with the host club immediately after the Executive Board Meeting, if they wish, to answer any questions or conflicts the club may have.

A club does not have to host a Federation dance when their name works to the top of the roster. They may cancel, allowing the club next in line to host the dance, or they may co-host with another willing club on the roster or an designated by the Chairman.

At the Federation dance prior to the host club dance, the Federation Representative of the host club will be called upon during the Federation Executive Board meeting to announce the dance and answer any questions (such as places to eat and sleep. Etc.).

The host club has to have equal to USDA insurance to host a Federation dance. If you are covered by the Federation USDA policy, provide the Federation Insurance Chairman with a request for coverage at your new dance location. This should be done approximately 45 days prior to the dance. If your hall requests a Certificate of Coverage, allow a minimum of 45 days for this certificate to be provided.

Section 2: BUILDING

The building must have adequate dance space, bathroom facilities, water fountains or coolers and designated areas for meeting as shown in Recommended Schedule of Activities.

There should be three areas assigned for meetings. Room A should accommodate up to 12 people, Room B up to 26 people and Room C to be used as the main dance floor, with chairs provided. The host club will display posters to designate these rooms.

Clubs hosting dances during the months of April through October when cooling is necessary, will provide a building that is comfortably air conditioned or cooled.

Appropriate posters should be displayed on street corners to help locate and provide directions to the dance building, especially if sundown will occur prior to the dance.

Should your building have two rooms adequate for dancing, this is accepted. Both rooms may be programmed with Mainstream, one with Round and one with Plus tips, (the second hall may be Plus, with the agreement of the South Carolina Callers Association).

ADDENDUM A TO THE CONSTITUTION AND BY-LAWS
SOUTH CAROLINA SQUARE AND ROUND DANCE FEDERATION

HOW TO HOST A FEDERATION DANCE

Section 3: DANCE FEE

Ribbons or tickets are not necessary for this dance and advanced sales are not made. All donations are collected at the door. Arrangements for this should be set up by 12:00 p.m. by the host club. Dancers come and go, therefore a method should be set up to keep track of those who have paid. Usually this is a special small sticker that can be attached to the badge or a small token that can be pinned to a shirt or blouse.

The donation per dancer for the Federation dance will be a fee agreed to by the host club and the Federation Chairman. All proceeds go to the host club to defray their expenses for hosting the dance. The SC Square and Round Dance Federation will donate \$100 to the hosting club to help with expenses.

The word donation is to be used on the flyer and at your sign-in table when discussing fees. The host club is a non-profit organization and is receiving this fee as a donation.

Members of the South Carolina Callers Association and their spouses will be admitted free to all Federation dances, with the exception of the South Carolina Square and Round Dance Convention. Federation Officers, the Chairman's Committee and all other dancers will be admitted at a fee agreed to by the host club, with the exception of the South Carolina Square and Round Dance Convention.

There should be no charge for those attending the afternoon Committee meetings.

It is suggested that a yellow ribbon (1 inch wide) be provided for the "solo" dancers.

Section 4: DANCE PROGRAM

The Host Caller/Cuer or any Caller/Cuer programmed to call or cue at any Federation Dance (including the South Carolina Square and Round Dance Convention) must be in good standing with the SCCA or be specifically invited to call or cue by the President of the SCCA. If the club Caller/Cuer of the host club is not a member of the SCCA, the President of the SCCA shall act as Host Caller/Cuer but may invite the Club Caller/Cuer to call/cue a tip at the Federation Dance.

The Federation Dance held between 7:30 – 10:30 p.m. will be programmed by the South Carolina Callers Association.

The afternoon dance will be held from 12:30 – 2:30 p.m. and will include squares, rounds, lines and announced plus, if the appropriate personnel are present.

ADDENDUM A TO THE CONSTITUTION AND BY-LAWS
SOUTH CAROLINA SQUARE AND ROUND DANCE FEDERATION

HOW TO HOST A FEDERATION DANCE

Section 5: ACTIVITY

The Recommended Schedule of Activities to be printed on the front of the flyer is:

12:30 – 1:30 p.m.	Callers and Federation Officers Meeting
12:30 - 2:30 p.m.	Afternoon Dance
1:30 – 2:30 p.m.	Federation Chairman’s Committee Meeting
1:30 – 2:30 p.m.	Caller’s Executive Meeting
2:30 – 3:00 p.m.	Education Meeting
2:30 – 3:30 p.m.	Callers Association Members Meeting
3:30 – 4:30 p.m.	SC Round Dance Instructors Meeting
3:00 – 4:30 p.m.	Executive Board (Federation Representatives) Meeting
3:30 – 4:30 p.m.	SCX Line Dance Leaders Meeting
6:30 – 7:00 p.m.	Request Rounds
7:15	Grand March
7:30 – 10:00 p.m.	Federation Dance

Refreshments are provided by the Host Club in whatever manner desired by the Host Club. A table should be provided to hold flyers brought by various clubs to announce their special dances.

Host clubs can also invite vendors that sell western wear if space is available and is allowed in the building hosting the Federation dance. (Check with the building management)

Section 6: ADVERTISING

The standard Federation flyer will be used to advertise the dance. The flyer will be identified by the SC logo with “SC Square and Round Dance Federation Dance”. A sample copy is included with this addendum.

The front of the flyer will display the host club, host caller, host round dance cuer, the host line dance leader, dance location, date and donation for the dance. The reverse side of the flyer should have a map showing how to get to the dance. A list of available motels and restaurants in the immediate area should be made under the map.

It is recommended that the flyer for your Federation Dance be included in the issue of the Carolina Caller for that month. It will be necessary to provide s flyer, printed on both sides, to the Caller by email for insertion prior to the first of the month preceding your dance. The insertion cost is printed on the last page of the Carolina Caller.

Provide by email a copy of the flyer to the Federation Secretary and to thr South Carolina Callers Association Secretary prior to the next Federation dance so it can be included with their next set of minutes.

Provide, as needed flyers to each Federation Representative of each club at the Federation Dance just prior to yours for distribution at various halls. The better the distribution, the better the attendance.

(RESERVED FOR A LATER ADDENDUM)
ADDENDUM B TO THE CONSTITUTION AND BY-LAWS

ADDENDUM C TO THE CONSTITUTION AND BY-LAWS
SOUTH CAROLINA SQUARE AND ROUND DANCE FEDERATION
CONVENTION CONTRACTS

ADDENDUM D TO THE CONSTITUTION AND BY-LAWS
SOUTH CAROLINA SQUARE AND ROUND DANCE FEDERATION

HALL OF FAME COMMISSION

- Section 1: The Hall of Fame was established in 1980 to recognize and honor dancers, callers or cuers; living or deceased; who have contributed to their clubs, the Federation, other dance organizations; and square and round dancing through faithful and dedicated services and outstanding leadership.
- Section 2: The Hall of Fame commission is formed of four (4) positions on the committee. These positions may be a single member or a couple. Any member appointed must be a member of a club belonging to the Federation and be a member in good standing of their club. Should the club leave the Federation for any reason, the member must join another federated club, or the Chairman must make a re-appointment.
- While callers, cuers, round dance leaders or any other dance leader may receive the Hall of Fame Award or the Distinguished Service Award, they may not serve on the committee.
- Having received the Hall of Fame Award does not preclude the member from receiving the Distinguished Service Award (or vice versa). However, a second nomination must be completed for whichever award.
- Section 3: Members of the committee are appointed by the Federation Chairman for a term of four (4) years. As each Hall of Fame Chairman completes his duties, the next commission member moves up to take the Chairman's position.
- Section 4: ONLY THE NAME OF THE Hall of Fame Chairman is disclosed. The Chairman will make general reports and receive the nominations and maintain a permanent file of all nominations to be considered each year.
- Section 5: Nominations must be received no later than 90 days prior to the State Convention in order for the Commission to make a selection and have a plaque made.
- Section 6: The nominee must have a significant effect statewide as a caller, cuer, dancer, teacher or organizer and given much time and unselfish labor to square and round dancing.

ADDENDUM D TO THE CONSTITUTION AND BY-LAWS
SOUTH CAROLINA SQUARE AND ROUND DANCE FEDERATION
HALL OF FAME COMMISSION

Section 7: Nominations must be made in writing and mailed or given to the Hall of Fame Chairman. This address will appear in the Carolina Caller. The following information on the nominee should be included, if appropriate:

- A. Number of years dancing or calling/cueing.
- B. Number of years as Federation Representative.
- C. Years served on Federation/Callers Association Committees.
- D. Offices held at State Level.
- E. Offices and other committees held at Club Level.
- F. Other contributions to Square/Round Dancing in the State.
- G. Any other personal information worthy for information can and should be submitted with the form
- H. A picture for identification. (optional)

Section 8: The selection will be based upon a point system and evaluation of contributions to square and round dancing.

Section 9: When a nominee has been selected, the Hall of Fame Chairman will arrange to have a Hall of Fame plaque made and make the presentation during the opening ceremonies on Saturday at the State Convention. The person making the nominations will be notified so a family member may be invited to attend.