

# **PRACTICES & PROCEDURES**

## **OREGON FEDERATION OF SQUARE & ROUND DANCE CLUBS**

**LAST REVISION: 4 FEB 2024**

**PRACTICES AND PROCEDURES  
OF THE  
OREGON FEDERATION OF  
SQUARE AND ROUND DANCE CLUBS**

These practices and procedures do not constitute inflexible rules of conduct. They are set out for two purposes:

- (1) To fill in some items that probably should be included in the By-Laws, and
- (2) To simplify the work of officers and committees by establishing a method of doing business that can be referred to as a kind of guidepost.

Essentially, they are policy statements that can be revised at any time. When a motion is made that will affect the future of the Federation in an ongoing way, it should be added to the Practices and Procedures. The Parliamentarian is to update and distribute updated copies of the P&P at the September installation meeting.

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## **Section I -- PURPOSE**

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1 **THE PURPOSE OF THE OREGON FEDERATION OF SQUARE AND ROUND**  
2 **DANCE CLUBS**

3 “The encouragement and enjoyment of square dancing and its related activities.” So states the  
4 Constitution of the State Federation. This purpose is carried out by a body of officers, delegates  
5 representing ten geographical areas, and appointed committees at four<sup>1</sup> meetings per year hosted by  
6 various areas.

7 Some of the benefits derived by clubs and areas from these meetings by delegates and/or club member  
8 representation are:

- 9 1. Input from all areas relative to what constitutes successes and what constitutes failures in clubs.
- 10 2. Promotional materials and guidance for membership recruitment.
- 11 3. Better coordination of activities so as to reduce calendar conflicts between clubs.
- 12 4. Input from State Festival committees.
- 13 5. Educational material printed by USDA relative to square dancing nationwide, guidelines to club  
14 success, membership recruitment, maintaining membership, club structure, etc.

15 Some of the services provided by the Federation for its members are:

- 16 1. Publication of the Oregon Federation News, a monthly publication for members to better inform all  
17 square dancers of state-wide events and other news items of interest to dancers.
- 18 2. Liability insurance and individual accident insurance may be purchased through the Federation  
19 master policy by all clubs, callers and square dancers at a premium considerably less than if  
20 purchased singly by club or individual.
- 21 3. Coordination of the daily square dance activities at the State Fair in Salem, the purpose of which is  
22 to interest and introduce non-dancers to clubs in their local area for dance instruction.
- 23 4. An annual Benefit Dance.<sup>2</sup> For many years, the Benefit Dance supported Fairview State Hospital in  
24 Salem and resulted in the completion of a chapel and the purchase of two wheelchair vans for its  
25 residents.
- 26 5. Research and assistance to clubs and areas relative to technicalities on tax issues regarding:  
27 a) Non-profit and tax-exempt status<sup>3</sup>  
28 b) Caller/club employer/employee relationships
- 29 6. Support of Callerlab, Roundalab, and Oregon Round Dance Teachers Association standardization of  
30 square and round dance basics and Round of the Month programming. The Callerlab square dance  
31 program is the official square dance program of the Oregon Federation.<sup>4</sup>
- 32 7. To bring into being such things as the establishment of square dancing as our National Folk dance;  
33 discouraging television and radio advertising that discolors the image of square dancing and square  
34 dancers, and persuading or dissuading events or activities that would affect the square dance image  
35 as a whole.
- 36 8. To bring about a bonding of its members in square dance ethics, standardization of square and  
37 round dance movements and a communiqué of square dance clubs.
- 38 9. Financial grants as available funds allow.

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<sup>1</sup> Revised: 07/21/2013

<sup>2</sup> Revised: 05/18/1997, 05/20/2012

<sup>3</sup> Revised: 05/15/2011

<sup>4</sup> Adopted: 09/20/1998

- 1 10. State directories, printed annually listing callers and cuers<sup>5</sup> for clubs; club, area and state officers;  
2 and when and where they dance.
- 3 11. A listing of all clubs and their dance locations in the state to promote out of state visitations, in the  
4 monthly online Oregon Federation News.
- 5 12. A state history collection -- old records for research by clubs.
- 6 13. Annual Mid-Winter and Summer Festivals.

7

8 This information is prepared and maintained by members of the Oregon Federation of Square and  
9 Round Dance Clubs. For further information, please contact the President of the Oregon Federation of  
10 Square and Round Dance Clubs.

11

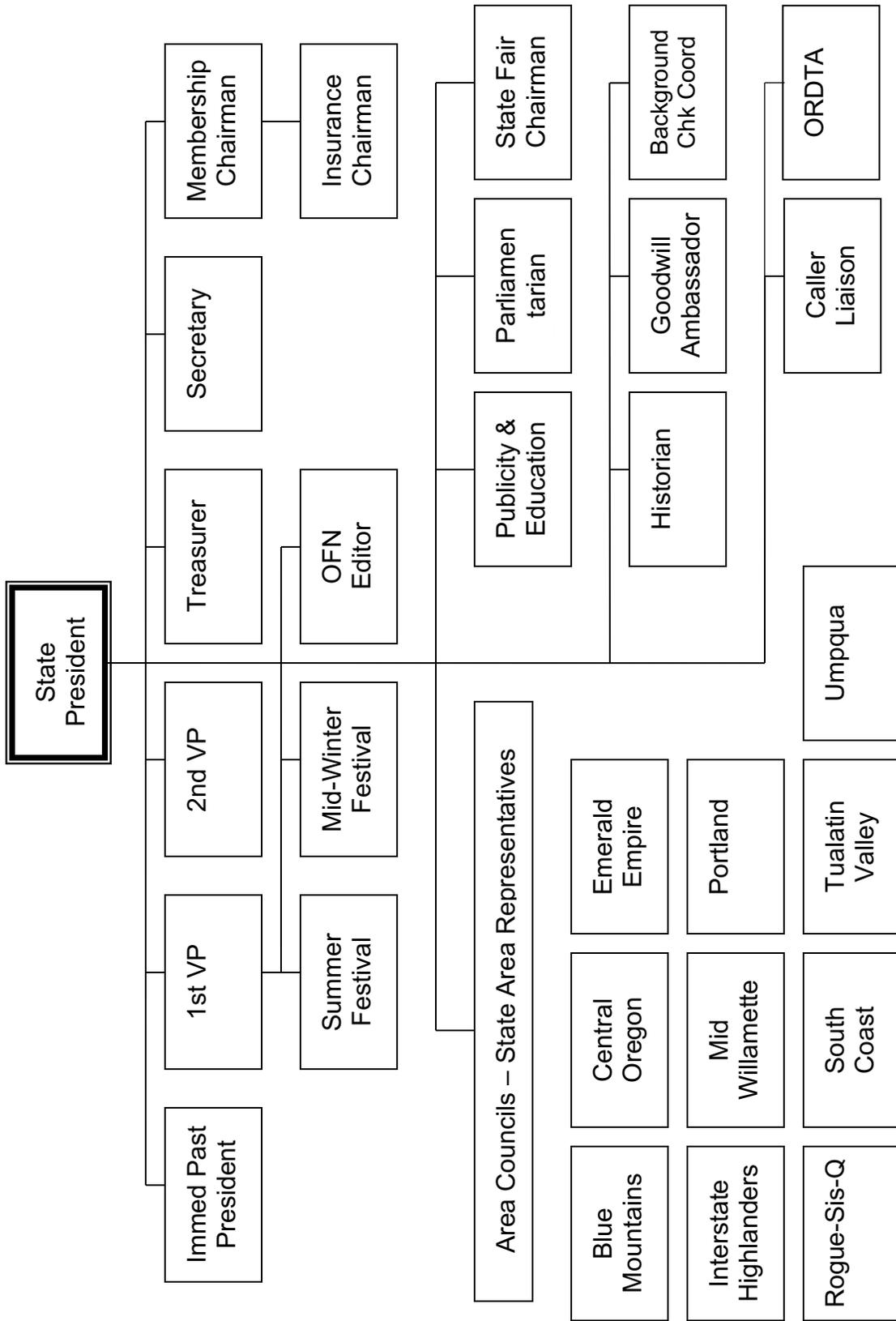
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<sup>5</sup> Revised 11/21/93

# Oregon Federation of Square and Round Dance Clubs

## Executive Board and Appointed Positions



**RECORDS RETENTION SCHEDULE<sup>6</sup>**

Many facets of the administrative operation of the Federation generate records of various kinds. Some of them are on paper, some of them on computer media such as floppy disks and CDs. As time goes on, the volume of material becomes considerable. In order to alleviate this situation, the Federation has adopted a schedule outlining the time periods for which various kinds of records should be retained.

This section contains a description of the recommended retention for various kinds of records, listed by the office or committee that generates them.

Office/Committee	Type of data	Retention period
PRESIDENT	General Business	2 years
1ST VICE PRESIDENT	General Business	2 years
	Oregon Federation News Board	See below
	Festival Advisory Committee	See below
	Grand Fund Committee	See below
2ND VICE PRESIDENT	General Business	2 years
	State Directory	1 year after publication
SECRETARY <sup>7</sup>	Minutes	Indefinite
	General Business	2 years
TREASURER	General Business	7 years
	OFSRDC IRS Information	Indefinite
	Tax Records	7 years
	Area/Club Constitution/Bylaws	Indefinite
	Area/Club IRS status	Indefinite
	Financial Advisory Committee	Indefinite
MEMBERSHIP CHAIRMAN	Area Membership Forms	4 years
	Club Membership Forms	4 years
PAST PRESIDENT	Nominating Committee	See below
	Benefit Dance Records	See below
PARLIAMENTARIAN	Practices & Procedures	Keep current copy until updated by vote of the Federation
HISTORIAN	Historians Records	Indefinite
PUBLICITY/EDUCATION	General Business	2 years
FINANCIAL ADVISORY COMM.	NSDC Profits – Square Dance Promotion Fund	Keep records until funds are spent
NOMINATING COMMITTEE	Ballots and nominating forms	Keep until motion to destroy

<sup>6</sup> Adopted: 11/96

<sup>7</sup> Revised: 05/19/2013

ROUND DANCE SCREENING	List of past Rounds of the Month	Indefinite
INSURANCE COMMITTEE	Area/Club forms and rosters Claim information	4 years 2 years after claim is settled
FESTIVAL ADVISORY COMM.	General Business	2 years
STATE FAIR COMMITTEE	General Business Trailer Use Agreements	2 years 4 years (for insurance claims)
BENEFIT DANCE COMMITTEE	General Business Fairview Dance Notebook(s)	2 years To historian after 1998
GRANT FUND COMMITTEE	General Business	2 years after grant completed
RANDALL AWARD COMM.	List of recipients	Indefinite
OREGON FEDERATION NEWS ADVISORY BOARD	General Business	2 years
YOUTH ACTIVITIES COORD.	General Business Scholarship Applications	2 years 2 years
MUSIC LICENSING COORDINATOR	Festival reports and correspondence	7 years (Federal copyright requirements)
BACKGROUND CHECK COORDONATOR	Past background check reports	2 years

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## **Section II -- AREA ACTIVITIES**

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1 **AREA COUNCIL ACTIVITIES**

2 In general, Area Councils shall be allowed the greatest latitude of action provided that no action is in  
3 conflict with Federation regulations or policy. Area Councils may set up their own regulations and  
4 activities, conduct business, sponsor dances or other social events and retain or spend Area Council  
5 revenues. The Federation and Area Councils shall cooperate to the fullest extent and may co-sponsor  
6 any activity they desire on any agreed on basis. It is suggested that each Council send a copy of their  
7 Area Council General Meeting minutes to the current State President and 1st Vice President.

8 Each Area Council will appoint a Round Dance Coordinator to work with the Round Dance Screening  
9 Committee regarding selection of the Round of the Month. For additional information, see  
10 “Requirements for Selecting the Round of the Month”. See Section VII, pages 6.

11 Each Area Council shall have copies of the Constitution, By-Laws and Practices and Procedures of the  
12 Oregon Federation of Square and Round Dance Clubs. One copy of each is to be given to the incoming  
13 Delegates by the State Parliamentarian at the September installation meeting and one copy each to be  
14 mailed by the Secretary<sup>8</sup> to the Council Presidents. It is the responsibility of the Membership  
15 Chairman to see that any club accepted into the Federation receives a copy of the Oregon State  
16 Federation Constitution, By-Laws and Practices and Procedures.

17 <sup>9</sup>

18 Area Councils are a business, and like clubs, must be incorporated and should consider filing for tax-  
19 exempt status.<sup>10</sup>

20 The Federation’s Constitution states that an Area Council is composed of members elected from its  
21 member clubs. Because of that, an Area Council with no clubs will not be able to seat a delegate at  
22 Federation Executive Board meetings, nor vote on items of Federation business.<sup>11</sup>

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<sup>8</sup> Revised: 05-19-2013

<sup>9</sup> Added: 09-15-2007, Deleted 01-25-2015

<sup>10</sup> Added: 05-15-2011

<sup>11</sup> Added: 05-15-2011

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## Section III -- MEMBERSHIP

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1 **ADMISSION OF A NEW CLUB**

2 All square, round, and clogging dance clubs are invited to become members of the Oregon Federation  
3 of Square and Round Dance Clubs.

4 **BENEFITS:**

- 5 1. Eligibility for low-cost club liability insurance and accident and medical payment insurance for  
6 club members.
- 7 2. Advice and assistance for club development, leadership training, new dancer classes, caller and  
8 cuer contacts, and dance ideas.
- 9 3. Advertise your dances and get statewide club news through the monthly "Oregon Federation News"  
10 magazine.
- 11 4. Join more than 70 other local clubs in 10 Area Councils to give square dancing a strong voice in  
12 Oregon. It is the official State Dance.

13 **HOW TO BEGIN:**

- 14 1. Membership in the Oregon Federation of Square and Round Dance Clubs is open to any organized  
15 nonprofit square dance club, round dance club, contra club, callers/cuers association or clogging  
16 club<sup>12</sup> with duly elected officers. A membership application is available.
- 17 2. The annual State Membership Dues for clubs and councils (renewed by July 1st each year) is  
18 \$20.00. <sup>13</sup> Each club must have liability insurance coverage, which is available through the State  
19 Federation.
- 20 3. A club applying for membership must be incorporated as a non-profit mutual benefit corporation in  
21 the state of Oregon, or the equivalent status in an adjoining state. A club must also obtain an IRS  
22 Employer ID number (EIN). This is free. A club should strongly consider filing for IRS tax-exempt  
23 status as a 501(c)(7) social club.<sup>14</sup>
- 24 4. Interested clubs should apply through the Area Council covering their part of the state. Before you  
25 apply for membership through an Area Council, a club should have the following information and  
26 copies thereof:
- 27 a) Club Constitution and By-Laws
- 28 b) Certificate of Incorporation
- 29 c) Federal Tax ID Number<sup>15</sup>

30 Then, the clubs must meet the requirements of the Area Council (which may include minimum  
31 size and time of existence restrictions) and agree to comply with the State Constitution and By-  
32 Laws. An application form is to be completed in triplicate and forwarded to the Area Council with  
33 appropriate dues and fees.

- 34 5. After an Area Council votes to approve the application of a new club, the Council President signs  
35 the form and three (3) copies are to be sent to the State Membership Chairman along with club  
36 payments. The Membership Chairman reviews and submits it to a State Board meeting for  
37 approval. Meetings are in January, May, June/July and September. When the application is voted  
38 on and accepted by the State Executive Board, the membership becomes effective the date the State  
39 Insurance Chairman receives a club roster and payment for club insurance, or proof that the club is  
40 adequately insured as provided for in section VII of the Practices and Procedures.<sup>16</sup>

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<sup>13</sup> Revised 01/25/2015

<sup>14</sup> Added: 05/15/2011

<sup>15</sup> Revised: 05/15/2011

<sup>16</sup> Revised: 01/29/95

- 1 6. Clubs may apply for membership at any time; however, all information to be printed in the annual  
2 State Directory must be collected at the Area Council level by June 1st and forwarded to the State  
3 Membership Chairman by Summer Festival or by July 1<sup>st</sup>, whichever is earlier. Records are  
4 maintained and information is distributed to others for the State Directory, Oregon Federation  
5 News, etc.
- 6 7. Membership information is available from Area Council officers, and some areas may have a  
7 specific person assigned to membership activities. The State Membership Chairman is one of  
8 seven elected Federation Officers and stands ready to help Area Councils and Clubs regarding  
9 membership matters.
- 10 8. Failure to pay annual dues within one (1) month of the due date may be considered cause for  
11 forfeiture of membership by any member club or group.<sup>17</sup>
  - 12 a) Membership Chairman shall notify delinquent club's President by certified mail that they have  
13 thirty (30) days from the date of the letter to pay annual dues.
  - 14 b) If no response is received within thirty (30) days, Membership Chairman shall send another  
15 certified letter to the delinquent club's President notifying them they have thirty (30) days in  
16 which to comply.
  - 17 c) If no response to the second request is received within thirty (30) days, the Executive Board  
18 shall act upon the delinquent member club or group's status at its next scheduled meeting.

19 AREA COUNCIL MEMBERSHIP:<sup>18</sup>

- 20 1. Each club needs to select and join a primary Area Council. The primary area council is the one  
21 through which the club's insurance premium will be paid, Federation dues will be paid, and  
22 monthly OFN news article will appear.
  - 23 2. Regardless of the number of Area Councils it joins, a club has only one membership in the  
24 Federation. Specifically, each member club is entitled to exactly one "club news" article in the OFN  
25 each month, exactly one listing in the Annual State Directory, exactly one share of any funds that  
26 might be distributed to the clubs, and exactly one vote in any Federation-wide election, including  
27 the annual election of officers.
- 28

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<sup>17</sup> Revised 11/21/93

<sup>18</sup> Added: 09/19/04

1 **Application for Membership Form**

2 PLEASE TYPE OR PRINT

3 Application for Membership in the  
4 OREGON FEDERATION OF SQUARE AND ROUND DANCE CLUBS

5 Date \_\_\_\_\_

6 Tax Identification Number \_\_\_\_\_

7 Club \_\_\_\_\_

8 desires to become a member of the OREGON FEDERATION OF SQUARE AND ROUND DANCE CLUBS  
9 and hereby makes application for membership. We agree to abide by the CONSTITUTION and BY-  
10 LAWS (and amendments thereto) of the FEDERATION and to its Rules and Regulations.

11 We are attaching the documents as outlined below.

12 We understand all information requested is to be sent to our area council for approval and forwarding  
13 to the State Membership Chairman and Financial Advisor.

14 We are attaching payment in the amount of \$ \_\_\_\_\_ to cover ONE YEAR'S DUES of \$ \_\_\_\_\_ for the  
15 FEDERATION'S fiscal year beginning September 1, \_\_\_\_\_.

16 Signed:

17 (Club President) (Mailing Address)

18 Signed:

19 (Club Secretary) (Mailing Address)

20 Approved:

21 (Area Council President) (Area Council)

22

23

Number of documents for:	Area Council	Membership Chairman	Financial Advisor
Application for Membership	1	2	1
Club directory information	1	2	0
Tax exempt letter (if exempt)	1	1	1
Certificate of Incorporation	1	1	1

24

1 **ADMISSION OF A NEW COUNCIL**

2 The addition of a new council to the Federation is a rare and significant event. Because such an action  
3 automatically creates another vote in the executive board, such an action should be thoroughly thought  
4 out and well justified. All such admissions need to be approved by the executive board.

5 The addition of a new council will likely happen in one of two ways. Either an existing council will  
6 divide into two separate councils, or a set of clubs from outside the existing geographical divisions will  
7 wish to join as a group. The two situations will be covered separately.

8 **SPLITTING A COUNCIL**

9 Splitting an existing council into two councils is an action that might be undertaken when any single  
10 council grows too large to be comfortably managed. Because this action automatically creates another  
11 vote in the executive board, it needs to be approved by the executive board. In this case, all the clubs  
12 in the council to be split must be members in good standing of the Federation, with dues and insurance  
13 up to date.

14 The new council in this case will be familiar with the practices of the Federation. Thus, they should be  
15 added to the rotation for State Meetings and Round of the Month.

16 Following are the steps to be taken:

- 17 1. The council to be split should present its intent to split at a State Meeting in the form of a motion.  
18 This motion must be approved by a majority of the executive board before further action is taken.
- 19 2. Choose a name.
- 20 3. Write a constitution and by-laws for the new council, based on the corresponding documents from  
21 the existing council.
- 22 4. Elect officers.
- 23 5. Apply for non-profit incorporation with the Oregon Secretary of State's office, or with the  
24 corresponding office in an adjoining state.
- 25 6. Apply for a federal tax ID number with the Internal Revenue Service.
- 26 7. Divide the clubs from the original council. Unless other circumstances dictate, a geographic split is  
27 usually the most convenient.
- 28 8. Submit two copies of the constitution, by-laws and incorporation papers to the Membership  
29 Chairman, along with a list of how the clubs will be divided between the old council and the new  
30 council.

31 The State Initiation Fee for new councils is \$2.00 and the annual State Membership Dues is \$20.00.

32 When the Membership Chairman determines that all paperwork is submitted and in order, and  
33 announces so at a State Meeting, the council becomes part of the Federation and the delegate from that  
34 council is seated as a voting member of the executive board.

35 **ADDING A GROUP OF EXISTING CLUBS**

36 Adding a group of existing clubs as a new council might be done when a group of clubs, not currently  
37 members of the Federation, exists in a region not adequately covered geographically by our existing  
38 councils. The Membership Chairman will need to be directly and actively involved with the nascent  
39 council to ensure that the new council officers as well as the existing clubs fully and completely  
40 understand the procedures to be followed in admitting them to the Federation.

41 Because the new council in this case might need some time to be comfortable with the Federation's  
42 practices, a waiting period of at least one year should elapse before the council is included in the  
43 rotation for State Meetings.

44 Following are the steps to be taken:

- 1 1. Choose a name.
- 2 2. Write a constitution and by-laws.
- 3 3. Elect officers.
- 4 4. Apply for non-profit incorporation with the Oregon Secretary of State's office, or with the  
5 corresponding office in an adjoining state.
- 6 5. Apply for a federal tax ID number with the Internal Revenue Service.
- 7 6. Have each of the clubs that are to be part of the new council follow the Federation guidelines for  
8 applying for membership. This includes obtaining copies of the constitution and by-laws, proof of  
9 incorporation, proof of non-profit status, federal tax ID, and either proof of liability insurance or  
10 paperwork and premiums to apply for liability coverage through the Federation.
- 11 7. Submit two copies of the council constitution, by-laws and incorporation papers to the  
12 Membership Chairman, along with the required information packets for each of the new member  
13 clubs.

14 The State Initiation Fee for new councils is \$2.00 and the annual State Membership Dues is \$20.00.  
15 The Initiation Fee and Membership Dues for new clubs are described elsewhere in the Practices &  
16 Procedures.

17 When the Membership Chairman determines that all paperwork has been submitted and is in order,  
18 he/she announces so at a State Meeting and moves that the council and clubs be accepted. Once that  
19 motion is approved, the council becomes a part of the Federation and the delegate from that council is  
20 seated as a voting member of the executive board.

1 **OREGON ROUND DANCE TEACHER'S ASSOCIATION**

2 The Oregon Round Dance Teacher's Association (ORDTA) is a non-area member of the Federation. The  
3 ORDTA Chairperson is accorded a place with the other appointed officers and is afforded the  
4 opportunity to make a report at State Federation meetings. ORDTA does not have a vote at State  
5 Federation meetings.  
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## **Section IV -- STATE MEETINGS**

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## 1 **HELPFUL SUGGESTIONS FOR AREAS HOSTING STATE MEETINGS**

2 (Area's turn comes in rotational order)

- 3 1. Announce date and place at prior State meeting. Avoid fifth Friday/Saturday weekends.
- 4 2. For the September meeting only there needs to be a location for the Officers and Delegates  
5 Educational Meeting.<sup>19</sup>
- 6 3. The usual schedule:
  - 7 a) Host area may provide a dinner prior to the dance on Saturday night. Expect at least 30 to 50  
8 attendees, and possibly more at the September meeting. An inexpensive way is to have Area  
9 Council provide the meat course with Area members bringing salads and desserts. At their  
10 discretion, the hosting area is allowed to ask for a dinner donation to help defray costs of  
11 hosting the state meeting.<sup>20</sup>
  - 12 b) Dance on Saturday night. Introductions are in order at the dance of all State officers attending;  
13 also your Area officers.
  - 14 c) Separate meetings for the officers and the delegates will be held on Saturday before the state  
15 meeting.<sup>21</sup> The host area provides rooms for these meetings. The host Area Delegate is  
16 Chairperson of the Delegate meeting.
  - 17 d) The general meeting is at 9:00 am on Sunday, 9:30 for Festival meetings.<sup>22</sup> Tables will be  
18 needed to seat the 7 elected officers and 10 delegates, as shown on the next page. The  
19 Parliamentarian will be seated to the immediate right of the President. Tables should be placed  
20 in a "U" shape facing a seating area for at least 50 people. Separate tables at the end of the "U"  
21 shaped tables will provide seating for 8 appointed officers and 8 committee chairs. A total of  
22 33 chairs will be needed. The meeting is open and all are urged to attend from the host area.  
23 The Federation will provide the sound system and microphones.<sup>23</sup> An ideal arrangement is 3  
24 mikes for the front tables and a standing mike for audience participation.
  - 25 e) Coffee break is after unfinished business.<sup>24</sup> The host area provides small snack at that time.
- 26 4. Place an ad in the OFN by the 1st of the two months prior to the meeting.
- 27 5. Mail notices of the meeting and a map (if necessary) to all officers and delegates at least six weeks  
28 in advance of the meeting. Notices should be sent to outgoing and incoming officers and delegates  
29 prior to the September meeting. Secretary<sup>25</sup> furnishes a list of names and addresses of officers,  
30 delegates, festival chairpersons and other persons to be notified of the meeting.
- 31 6. Notice should include recommendations for several motels and R.V. accommodations convenient  
32 to the meeting and dance locations.
- 33 7. The Area Delegate of the area hosting the state meeting is the person(s) responsible for all activities  
34 required to host a state meeting. Dates for the meetings, other than those scheduled at the Mid-  
35 Winter Festival and the State Summer Festival, require approval by the State Federation President.  
36 At the September meeting, the dates for the next three non-festival meetings will be announced.<sup>26</sup>
- 37 8. All Federation meetings are open to all Federation club members.<sup>27</sup>

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<sup>19</sup> Revised: 11/21/93

<sup>20</sup> Adopted: 07/10/94, Revised: 07/21/2012

<sup>21</sup> Revised: 1995

<sup>22</sup> Revised: 1995, 07/21/2013

<sup>23</sup> Revised: 09/26/93

<sup>24</sup> Revised: 07/21/2012

<sup>25</sup> Revised: 05/19/2013

<sup>26</sup> Adopted 7/16/95

<sup>27</sup> Added: 05/15/2011

1 **SUGGESTED SEATING LAYOUT FOR STATE MEETINGS**

2 As shown above, the table layout for a state meeting should include tables in a U-shape. The front  
3 tables should have room for 7 seats. Each arm of the U should have room for 14 seats.

4 The suggested layout, which aligns fairly closely with the usual order in meeting agendas, is as follows:

5

Past President	2nd Vice President	1st Vice President	<b>President</b>	Parliamen- tarian	Secretary <sup>28</sup>	Treasurer
Membership						Portland
Mid-Willamette						Rogue-Sis-Q
Interstate Highlanders						South Coast
Emerald Empire						Tualatin Valley
Central Oregon						Umpqua
Blue Mountains					Education & Publicity Advisor	
Insurance Chairman						Historian
Music Licensing						OFN
Youth Advisor					Current Mid-Winter Festival Chairman	
ORDTA					Current Summer Festival Chairman	
Round Dance					Next Mid-Winter Festival Chairman	
Caller Liaison						
Background Check Coord <sup>29</sup>					Next Summer Festival Chairman	
Webmaster						

6

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<sup>28</sup> Revised: 05/19/2013

<sup>29</sup> Adopted: 09/17/2017

1 **STATE EXECUTIVE BOARD MEETING & ROTATION CHART**

2 The State Executive Board meetings will be held in accordance with the By-Laws, Article 6. The non-  
3 festival meetings will be May and September<sup>30</sup>. Special consideration is to be given to rotating  
4 weekends through the months and to Council and State activities, i.e. 5th Saturday dances. Because of  
5 additional expenses, the September meeting should be centrally located.

6 At each meeting, the President should announce the location of the next 4 meetings.

7 **ROTATION CHART**

8 Suggested State meeting hosting sequence, taking into consideration a geographical location for the  
9 September meeting in order to cut mileage and motel expenses since this meeting is attended by both  
10 new and retiring officers.

	<b>MAY</b>	<b>SEPTEMBER</b>
11 2018	South Coast	Mid-Willamette Area
12 2019	Rogue-Sis-Q	Portland Area
13 2020	Interstate Highlanders	Tualatin Valley
14 2021	Central Oregon	Mid-Willamette Area
15 2022	Blue Mountains	Portland Area
16 2023	Umpqua	Emerald Empire
17 2024	South Coast	Tualatin Valley
18 2025	Rogue-Sis-Q	Mid-Willamette Area
19 2026	Interstate Highlanders	Portland Area
20 2027	Central Oregon	Tualatin Valley
21 2028	Blue Mountains	Mid-Willamette Area
22 2029	Umpqua	Portland Area
23 2030	South Coast	Emerald Empire
24 2031	Rogue-Sis-Q	Tualatin Valley
25 2032	Interstate Highlanders	Mid-Willamette Area

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<sup>30</sup> Revised: 07/21/2013

1 **PRE-MEETINGS**

2 Two (2) separate and distinct meetings will be held on the Saturday afternoon<sup>31</sup> prior to all State  
3 meetings, including the festival meetings. Copies of the general meeting agenda will be available at  
4 both meetings. The State President will preside over the Officers' meeting, and the Host Area Delegate  
5 will preside over the Delegate's meeting. Both Chairpersons shall make reports of their meetings at the  
6 proper time to assure the smoothest, shortest meeting possible.

OFFICERS' MEETING

7 The officer's meeting can consider reports from officers on agenda matters, debate agenda items, or  
8 discuss other items of interest in a less formal setting than the general meeting.

9 DELEGATES' MEETING

10 The delegate's meeting can discuss important matters from the agenda or discuss items from various  
11 areas not on agenda in a less formal setting than the general meeting. The Hosting Area's Delegate will  
12 be the spokesperson for the Delegates and will present any non-agenda items to the Executive Board.

13 SOCIAL EVENTS

14 The Hosting Area's Delegate and other representatives from the Hosting Area expend their time and  
15 resources preparing for and hosting a dance and optionally a dinner for the Officers and Delegates.  
16 These events provide an opportunity for Officers and Delegates to meet in a social environment, and to  
17 give the dancers of Oregon a chance to meet the people of the Federation, and to see how things  
18 operate. All board members should feel an obligation to attend these social events. If an Officer or  
19 Delegate is unable to attend the Saturday events, he or she should notify the Hosting Area Delegate two  
20 weeks prior to the meeting to allow them to plan for the dinner.

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<sup>31</sup> Revised 5/7/95

1 **GENERAL MEETING – ORDER OF BUSINESS**

- 2 1. The President shall call the meeting to order at the designated time and place.
- 3 2. The 1st Vice President leads the flag salute.
- 4 3. The Past President leads the invocation.
- 5 4. A roll call of Officers and Delegates shall be made by the Secretary<sup>32</sup>.
- 6 5. The minutes of the previous meeting shall be approved as posted or amended and approved.
- 7 6. The President shall call for the reports of all officers and standing committees. Only  
8 communications of general importance shall be presented at this time.
- 9 7. Old business shall be discussed in the order it was in the minutes, including reports of special  
10 committees.
- 11 8. New business shall be introduced as follows: Correspondence, by Officers, by Standing  
12 Committees, by Delegates.
- 13 9. At the Installation meeting, the installation of officers will be the last item of old business.
- 14 10. The President shall call for reports of all delegates.<sup>33</sup> Area Delegates should make references to  
15 their Area business during their short overview oral report, and have full details in their written  
16 report handed in to the Secretary before the General Meeting.
- 17 11. When all old and new business has been disposed of by vote, by motion to table, or by referral to  
18 committee, the meeting shall be adjourned.

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<sup>32</sup> Revised: 05/15/2013

<sup>33</sup> Revised: 01/26/92

# 1 **GUIDELINES FOR REMOTE MEETINGS<sup>34</sup>**

## 2 **PURPOSE**

3 The purpose of this procedure is to provide guidance for conducting an Oregon Federation meeting  
4 through the use of electronic media, such as email, teleconferencing or videoconferencing hereinafter  
5 referred to as Remote meetings. Remote meetings may be used when circumstances will prevent the  
6 convening of a regularly scheduled meeting and no option exists to reschedule the meeting within a  
7 reasonable timeframe. Executive meetings may also be conducted remotely at the discretion of the  
8 President. Additionally, individual members who may not be able to attend the regular meeting in  
9 person may have the option to attend the meeting remotely.

## 10 **MEETING STRUCTURE**

11 In 2017 the State of Oregon enacted ORS 192.670, "Meetings by means of telephone or electronic  
12 communication", which authorizes the use of remote meetings.

13 All those who participate in a Remote Meeting shall adhere to the guidelines outlined in this section.

14 Motions made at the meeting must receive a majority vote from the eligible voting members present at  
15 the meeting in order to pass.

16 An action passed in the Remote Meetings carry the same value as an action passed at a regular meeting  
17 of the Oregon Federation and is to be implemented in the same manner.

## 18 **PROCEDURE & RESPONSIBILITIES**

### 19 **President:**

20 The President's responsibilities with respect to conducting a remote meeting shall be the same as with  
21 a regularly held meeting.

22 In addition, the President shall exercise the option to hold an executive meeting remotely when it is not  
23 possible or timely to wait until the regularly scheduled meeting. Issues of a non-controversial nature or  
24 actions where a unanimous vote is expected would be a reason for a meeting of this type.

25 If an email meeting is used, the president begins the meeting by stating the motion, the second and  
26 begins the discussion phase. One week (7 days) will be allowed for discussion. If during that time, the  
27 responses received do not constitute a quorum of the executive board, then the motion will fail. The  
28 Issue then can be taken up at the next regularly scheduled meeting if desired.

29 Appoint a host to manage the technical portion of the remote meeting.

### 30 **Secretary:**

31 The Secretary's responsibilities with respect to conducting a Remote Meeting shall be the same as with  
32 a regularly held meeting. In addition, the Secretary shall:

- 33 1. Request Reports from the Officers and Delegates prior to the meeting.
- 34 2. Compile all submitted reports into one document to be sent to the Oregon Federation Officers  
35 and Board for review at least one (1) week prior to the scheduled Remote Meeting.
- 36 3. Track the voting and maintain the official record of the votes of each Board member.
- 37 4. Submit for approval the minutes of all actions taken by the email meeting and have on hand at  
38 the meeting an accounting by member of all votes taken.
- 39 5. Request items of new business for the agenda prior to the meeting to the extent possible.
- 40 6. Forward to the Website Chair for publication on the Oregon federation website the approved  
41 minutes of the Electronic Board Meeting.
- 42 7. Topics Discussed: Discussions concerning the motions and discussions not resulting in  
43 motions will not be included in the minutes.

### 44 **Officers and Delegates:**

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<sup>34</sup> Added 09/20/2020

1 The Officers and Delegates responsibilities with respect to conducting a remote meeting shall be the  
2 same as with a regularly held meeting. In addition, the Officers and Delegates shall prepare and submit  
3 their reports to the Secretary upon request. Reports submitted by the Officers and Delegates will not be  
4 read in their entirety during the meeting, however highlights may be noted by the President with a  
5 request for questions & comments from those in attendance.

## 6 **GUIDELINES**

7 The methods of conducting a remote meeting may be by email, teleconferencing or by  
8 videoconferencing.

9 A remote meeting may be held for the entire Federation Board, the Executive Board consisting of the  
10 Officers and delegates, the elected Officers only or as a method for individuals of the board to attend a  
11 regularly scheduled meeting when they are not able to be there in person.

## 12 **RULES OF CONDUCT**

### 13 **Host**

14 The meeting Host as appointed by the President will be responsible for establishing contact for the  
15 participants notifying them of the meeting and to provide contact information for attending the  
16 meeting. Establish connections for remote participants during a regular meeting.

### 17 **President**

18 The President has the role as facilitator.

19 The President has control over who speaks and when they speak. Please wait to be recognized by the  
20 president before speaking.

21 Ask for thoughts from participants who are being silent.

### 22 **Participants**

23 A meeting participant has the responsibility of logging in to the meeting in a timely manner prior to the  
24 beginning of the meeting so as to prevent a delay in the meeting.

25 Test your equipment; internet, camera, microphone beforehand. If you are unfamiliar with how to do  
26 this, the host will be able to help (before the meeting).

27 Plan to be present for the entire meeting. If you cannot do this, then notify the host beforehand.

### 28 **During Audio or Video Meetings:**

29 Meeting Participants shall conduct themselves as they would during a face to face meeting. Identify  
30 yourself when speaking, to facilitate the preparation of the minutes by the Secretary.

31 Mute your device when not speaking so as to minimize distractions that may disrupt the meeting.

32 Use the chat function to ask a question or to discuss with another participant. The facilitator will  
33 monitor questions and present them to the president for discussion.

### 34 **During Video meetings:**

35 Stay focused, remember everyone can see you.

36 Please consider your appearance. Dress as you would for a regular meeting.

37 Consider what will be viewed behind you.

1 **REIMBURSEMENT OF LODGING/MILEAGE EXPENSE**

- 2 1. None of the officers of the State Federation are reimbursed for the duties they perform. However,  
3 they are to receive \$.60 per mile one-way and \$40.00 toward the actual cost of one night's motel or  
4 R.V. lodging for Executive Board members, Area Delegates, Appointed Officers, Committee Chairs,  
5 and Goodwill Ambassadors. One travel and lodging reimbursement is allowed per couple, per  
6 Executive Board meeting. It should be noted that even though couples may be serving the  
7 Federation in different positions of responsibility, only one travel and lodging reimbursement will  
8 be allowed per household. Various members sharing a vehicle for transportation to a non-festival  
9 Federation meeting shall only be allowed one mileage reimbursement. That is, six members riding  
10 together in a van shall only be authorized one mileage reimbursement. Various members sharing a  
11 room at a non-festival Federation meeting shall be allowed one \$40 reimbursement plus the charge  
12 for additional people in the room. That is, if two members share one room, with no extra charge by  
13 the motel, then only one lodging reimbursement will be authorized. However, if three members  
14 share one room and the motel assesses a charge in excess of the normal room rate for the third  
15 person, one lodging reimbursement plus the excess fee shall be allowed.<sup>35</sup>
- 16 2. Expense reimbursement forms are available on the OFSRDC website, squaredance.gen.or.us, and  
17 should be turned in to the Treasurer<sup>36</sup> by the Saturday evening before the State Meetings.<sup>37</sup>
- 18 3. There will be no reimbursement for State meetings held in conjunction with the State Festivals.
- 19 4. Meetings held within 25 miles of home are not reimbursed.
- 20 5. Appointed Officers, Standing and Temporary Committee Chairmen, and Goodwill Ambassadors<sup>38</sup>  
21 are allowed the same reimbursement as funds are available. This includes OFN Editor, Historian,  
22 Parliamentarian, Publicity and Education Chairperson<sup>39</sup>, current Mid-Winter and Summer Festival  
23 Chairpersons, State Fair Chairperson, Insurance Chairperson, Youth Activities Coordinator, Music  
24 Licensing Coordinator, Round Dance Screening Chairperson, ORDTA Chairperson, Caller Liaison<sup>40</sup>,  
25 Webmaster<sup>41</sup>, Background Check Chairperson<sup>42</sup>. Refer to Expense Claim Form.

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<sup>35</sup> Revised: 11/20/2005, 09/18/2011, 05/20/2012

<sup>36</sup> Revised: 05/15/2016

<sup>37</sup> Added: 01/30/2000, Revised: 07/18/2010

<sup>38</sup> Added: 07/16/2006

<sup>39</sup> Revised: 05/19/2013

<sup>40</sup> Revised: 09/17/2017

<sup>41</sup> Added: 07/20/2008

<sup>42</sup> Added: 09/17/2017

1 **Expense Claim Form**

2 **OREGON FEDERATION OF**  
 3 **SQUARE AND ROUND DANCE CLUBS**  
 4 **EXPENSE CLAIM**

5 -----

Approved by	
Date	
Check#	
Date paid	

6 DATE \_\_\_\_\_

LODGING ALLOWANCE (\$40.00)	\$
TRAVEL MILES – One way @60 cents per mile	\$
OTHER EXPENSE ***	\$
	\$
	\$
	\$
	\$
	\$
	\$
<b>TOTAL</b>	<b>\$</b>

7 \*\*\* Please attach sales slips, copies of bills, etc.

NAME
OFFICE HELD
AREA

8 If substitute, please indicate person you are representing.

9 Lodging and mileage are not reimbursed for Festival meetings, nor for any meeting held within 25 miles  
 10 (one way) of your home.

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**Section V -- ELECTED OFFICERS**

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1 **NOMINATIONS OF POTENTIAL CANDIDATES**

- 2 1. Persons desiring to become elected officers of the Federation are to fill out the Officer Nomination  
3 Form indicating name, occupation, past offices held, office(s) desired, etc. These forms are to be  
4 submitted through the Area Councils to the State Nominating Committee with a picture attached.<sup>43</sup>
- 5 2. Nominated persons (By-Laws, Article 7) must be members of a Federated club.
- 6 3. All offices in the Oregon Federation of Square and Round Dance Clubs will be held by one person.  
7 If that person has a spouse or significant other, they may share the title and work but not the  
8 office.<sup>44</sup>
- 9 4. The State Nominating Committee is to review the applications that have been submitted. If  
10 sufficient applications have not been received to provide at least two candidates for the elected  
11 office of 1st Vice President, 2nd Vice President, Secretary<sup>45</sup>, and Membership Chairman, the  
12 committee will obtain other nominees by asking persons whom they know to be interested and  
13 capable officer candidates. The offices of 2<sup>nd</sup> Vice President, Secretary, Treasurer, and Membership  
14 Chairman are to be elected biennially; 2<sup>nd</sup> Vice President and Treasurer will be elected in odd-  
15 numbered years, and Secretary and Membership Chairman will be elected in even-numbered  
16 years.<sup>46</sup> The Nominating Committee presents their slate of candidates for elected offices at the Mid-  
17 Winter Festival Nominating Committee meeting.
- 18 5. There will be an opportunity for nominations from the floor at the Mid-Winter Festival Federation  
19 meeting. If there are nominations from the floor, the nominees must have their application filled  
20 out in proper order, with picture attached,<sup>47</sup> stating their qualifications, and filed by February 1st.<sup>48</sup>
- 21 6. For additional information regarding officer nominations, see **NOMINATING COMMITTEE** duties.
- 22 7. The election of officers is covered in Article 7 of the By-Laws.

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<sup>43</sup> Adopted: 11/11/90

<sup>44</sup> Revised: 05/17/92

<sup>45</sup> Revised: 05/19/2013

<sup>46</sup> Revised: 01/30/94, 09/18/2022

<sup>47</sup> Adopted: 11/11/90

<sup>48</sup> Revised: 01/30/94

1 **OFFICER NOMINATION FORM**

2 **OREGON FEDERATION OF SQUARE AND ROUND DANCE CLUBS**

3 (To be used by Clubs and Areas for the purpose of nominating a candidate for an office to the Oregon  
4 Federation.)

5 Name of Area \_\_\_\_\_

6 Approved By: \_\_\_\_\_ Title: \_\_\_\_\_

7 Address: \_\_\_\_\_ Phone: \_\_\_\_\_

8 HISTORY OF NOMINEE

9 Name of Nominee \_\_\_\_\_ Spouse \_\_\_\_\_

10 Address \_\_\_\_\_ Phone \_\_\_\_\_

11 Member \_\_\_\_\_ Square, Round or Clogging Club

12 Danced \_\_\_\_\_ years; Caller? \_\_\_\_\_ Cuer? \_\_\_\_\_

13 Square Dance teacher? \_\_\_\_\_ Round Dance teacher? \_\_\_\_\_

14 For the nominee, which offices have been held, and for how long?

15 Club: \_\_\_\_\_

16 Area: \_\_\_\_\_

17 State: \_\_\_\_\_

18 Relevant Education/Training: \_\_\_\_\_

19 \_\_\_\_\_

20 Occupation: Nominee: \_\_\_\_\_

21 Spouse \_\_\_\_\_

22 Attended: Area Council Meetings: Yes \_\_\_ No \_\_\_ ; Federation Meetings: Yes \_\_\_ No \_\_\_

23 Free to travel on weekends: Yes \_\_\_ No \_\_\_

24 The Nominee would be willing to be nominated for the following Oregon Federation elected offices  
25 (indicate order of preference):

26 \_\_\_\_\_ 1st Vice President (Pres elect) \_\_\_\_\_ Treasurer

27 \_\_\_\_\_ 2nd Vice President \_\_\_\_\_ Membership Chairman

28 \_\_\_\_\_ Secretary

29 For the nominee's partner, which offices have been held, and for how long?

30 Club: \_\_\_\_\_

31 Area: \_\_\_\_\_

32 State: \_\_\_\_\_

33 Signature of Nominee appearing below signifies his/her approval to accept a nomination of the office  
34 indicated above in the OREGON FEDERATION OF SQUARE AND ROUND DANCE CLUBS, with full  
35 understanding that, should they win the nomination and their name appears on the original ballot, they  
36 have hereby agreed to accept full responsibility of this office to the best of their ability.

37 Signed \_\_\_\_\_ Date \_\_\_\_\_

38 **Please supply a digital photo for use in the OFN and State Directory.**

1 **ELECTED OFFICER AND DELEGATE DUTIES**

- 2 1. Elected Officers are elected per Article 7 of the By-Laws. They are elected for a term of two years,  
3 with the exception of the 1st Vice President.<sup>49</sup> Elected Officers and Delegates<sup>50</sup> are the only  
4 members that have a vote. They shall prepare a detailed written report for each State meeting.<sup>51</sup>
- 5 2. Elected Officers and Delegates<sup>52</sup> shall inform the Treasurer and President of all activities and  
6 meetings concerning Federation funds.
- 7 3. All elected Officers and Delegates<sup>53</sup> shall retain membership in a Federated club throughout their  
8 terms of office.
- 9 4. It is Federation policy to hold four (4) Executive Board meetings per year (two (2) at Festivals and  
10 two (2)<sup>54</sup> regular meetings) in different locations, in order to allow square dancers to see the Board  
11 in action. Thus, the Officers and Delegates<sup>55</sup> must be fully conscious of the fact that it is at these  
12 meetings that the Federation is sold to its members. Spectators should leave with the feeling that  
13 the Federation is capable, efficient, and worthwhile. To accomplish this goal, the Federation must  
14 conduct Professional, well-organized, rapid-moving meetings.
- 15 5. The following pages contain additional information concerning the duties of the various elected  
16 Officers and Delegates.
- 17 6. Each newly elected Officer and Area Delegate should contact their predecessor (if applicable)  
18 between election and installation to learn about the particulars of their respective positions.<sup>56</sup>

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<sup>49</sup> Revised: 09/18/2022

<sup>50</sup> Revised: Sept 23, 1990

<sup>51</sup> Deleted: 5/20/2012

<sup>52</sup> Revised: Sept 23, 1990

<sup>53</sup> Revised: Sept 23, 1990

<sup>54</sup> Revised: 07/21/2013

<sup>55</sup> Revised: Sept 23, 1990

<sup>56</sup> Added: 07/18/2010

1 **The PRESIDENT**

2 (Term: 1 year)

- 3 1. Calls for regular and special meetings of the State Executive Board
- 4 2. Acts as an ex-officio member of all committees, see that these committees function and cooperate  
5 with their respective chairpersons and call for committee reports at State meetings.
- 6 3. Ensures that committees are appointed with clear delegation of powers. They should be either  
7 *investigative* (appointed to determine and present to the Board all facts and make a clear  
8 recommendation) or *executive* (authorized to take action on behalf of the Federation within the  
9 limits of their authority).
- 10 4. Appoints investigative committees to look into new business of importance that comes up between  
11 meetings in order that such new business should not come before the Board without facts or  
12 recommendation.
- 13 5. Schools officers and delegates to make motions that are truly comprehensive, covering as far as  
14 practicable the whole action needed to complete the business toward which they are directed.
- 15 6. Sees to it that Standing and Temporary Committees are checked on and notified prior to meetings  
16 so that reports are ready for presentation at the time of the meeting.
- 17 7. Works with and advises all important committees, particularly the Festival and Nominating  
18 Committees, as the cooperation and loyalty of Area Councils depends on their actions.
- 19 8. Sees that all elections are held according to the Constitution and By-Laws.
- 20 9. Writes each month the "President's Corner" for the Oregon Federation News, to reach the OFN  
21 Editor by the designated deadline.
- 22 10. Sets the agenda for the State Federation meetings.
- 23 11. In the event an office of the Federation becomes vacant prior to its regular term ending, the  
24 President, after approval by a majority of the Executive Board, shall appoint a person to fill the  
25 vacancy for the balance of the term.
- 26 12. Arranges for the installation of all incoming officers (utilizing individuals, council, club,  
27 combination thereof, etc.).
- 28 13. Appoints a representative couple<sup>57</sup> to attend the USDA annual meeting in June. These could be  
29 dancers who are planning to attend the current year's National Square Dance Convention. There  
30 will be no expense reimbursement for these representatives. The President shall notify USDA of  
31 the representative's name on the form provided. The President may call for a report from the  
32 appointed representative at the September State Meeting.<sup>58</sup>
- 33 14. Appoints a background check committee and monitors the reports. If there are red flags on a  
34 report, the President will meet with the requestor and the Background Check Coordinator to  
35 discuss the issues in confidence. See the "Background Check Coordinator" in section VII for the  
36 definition of "red flags". The President will have access to run and monitor reports as a second  
37 administrator with a separate password.<sup>59</sup>
- 38 15. <sup>60</sup>
- 39 16. Ensures that each committee includes at least one Area Delegate.

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<sup>57</sup> Revised: 01/27/2013

<sup>58</sup> Adopted: 09/26/93

<sup>59</sup> Adopted: 09/17/2017

<sup>60</sup> Adopted: 07/16/95, repealed 05/19/2013

1 **The 1st VICE-PRESIDENT/PRESIDENT ELECT**

2 (Term: 1 year 1st Vice, 1 year President, 1 year Past President)

- 3 1. Is responsible for the State Federation banner, U.S. flag, and Oregon State flag, and displays them  
4 at all Executive Board meetings and other Federation-sponsored activities. The 1st Vice President  
5 is also responsible for the Canadian flag, which is available for loan to any Festival Chairman who  
6 requests its use, as long as it is returned to the 1st Vice President at the conclusion of the festival.
- 7 2. Serves as State Festival liaison and is Chairperson of the Festival Advisory Committee.
- 8 3. Is Chairperson of the OFN Advisory Committee.
- 9 4. Is a member of the Grant Fund Committee.
- 10 5. Assists the President in coordinating the legislative activities of the State Federation.
- 11 6. In June, as President Elect, shall find two persons or couples to serve on the nominating committee,  
12 and submit their name(s) to the current President (committee chair) and 2nd Vice President (for  
13 directory). At least one of the persons must be an Area Delegate.
- 14 7. As President Elect, in cooperation with other elected officers and standing committee chairmen,  
15 prepares a statement of goals, and a budget to show how monies are to be raised and spent. The  
16 goals and budget will be prepared and submitted for review to the Executive Board at the Summer  
17 Festival meeting preceding his/her installation as President and resubmitted for acceptance at the  
18 Installation meeting.
- 19 8. The budget for the upcoming year shall be based on income from the Summer Festival of the  
20 preceding year and Mid-Winter Festival of the current year, and the interest earned from July 2 of  
21 the preceding year through July 1 of the current year.<sup>61</sup> For example, the budget for the '08-'09  
22 square dance year shall be based on income from the '07 Summer Festival, the '08 Mid-Winter  
23 Festival, and the interest from July 2, '07, through July 1, '08.
- 24 9. Schedule a joint meeting between the incoming and outgoing Executive Boards. Last year's  
25 Executive Board will present an overview of the last year and discuss any unfinished business  
26 bringing the new board up to date. It is recommended that this meeting be held at Summer  
27 Festival. The meeting could be held Saturday afternoon.<sup>62</sup>

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<sup>61</sup> Adopted: 01/31/1999

<sup>62</sup> Revised: 08/02/1992, Revised: 07/18/2010

1 ***The 2nd VICE PRESIDENT***

2 (Term: 2 years, elected in odd-numbered years)<sup>63</sup>

3 The 2nd Vice President's primary responsibility is assembly and publication of the State Directory.

4 The 2nd Vice President will be responsible for the State Federation's sound equipment. He/she will  
5 insure the equipment is present at all state meetings.<sup>64</sup>

6 The duties of the 2nd Vice President throughout the year are as follows:

7 MAY State Meeting: Elected by vote of clubs.

8 JUNE: Find one person or couple to serve on nominating committee and submits name(s) to current  
9 President (committee chair) and current 2nd Vice President (for Directory).

10 Summer Festival State Meeting: Attend meeting of newly elected officers (for information).

11 AUGUST:

12 SEPTEMBER State Meeting: Installation of new officers.

13 OCTOBER: Start contacting printers with a copy of the current directory to get bids, in order to report  
14 the estimated cost of next year's directory at the subsequent state meeting.

15 NOVEMBER:<sup>65</sup>

16 DECEMBER:

17 JANUARY: Attend Mid-Winter Festival and State Meeting.

18 FEBRUARY:

19 MARCH:

20 APRIL:

21 MAY State Meeting: Distribute memorandum to Area Delegates requesting number of directories for  
22 each Area and the approximate cost per each.<sup>66</sup>

23 JUNE:

24 Summer Festival State Meeting: Attend Summer Festival and State Meeting<sup>67</sup>.

- 25 • Receive number of directories ordered from each area. Also add in directories for State  
26 Officers, Committee Chairs, Goodwill Ambassadors, etc.
- 27 • Receive forms from Membership Chairperson showing Area and Club Officers, and ORDTA  
28 information.
- 29 • Collect flyers and lists of Committee Chairs for upcoming Mid-Winter and Summer Festivals.
- 30 • Collect information from President Elect on Appointed Officers, Committee Chairs, Goodwill  
31 Ambassadors, Nominating Committee, etc.
- 32 • Collect photos from OFN Editors or Secretary or individuals as necessary for all Officers and  
33 Committee Chairs.

34 JULY: Meet with printer for special instructions. Get their timeline for submitting cover copy, photos,  
35 and directory data so the finished directories can be ready for distribution at the September State  
36 Meeting.

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<sup>63</sup> Revised: 11/21/93, 09/18/2022

<sup>64</sup> Revised: 5/9/93

<sup>65</sup> Revised: 07/21/2013

<sup>66</sup> Revised: 10/10/99

<sup>67</sup> Revised: 09/20/2020

- 1           • Type directory using previous year's file, in Arial 12 point. It is set up for digital printing, so  
2           the text just needs to be changed.

3   Thirty days prior to pick up date: deliver the directory file to the printer.

4   Thirty days prior to September meeting: Send out a memorandum to the Area Delegates stating how  
5   many directories were ordered by their Area, the cost per each, and the amount due, and request that a  
6   check payable to the Oregon Federation of Square and Round Dance Clubs be brought to the September  
7   State Meeting.

8   SEPTEMBER: Pick up directories from printer, along with originals and photos. Repackage directories  
9   for each Area, State Officers, Committee Chairs, Goodwill Ambassadors, etc.

10 SEPTEMBER State Meeting: Distribute directories to Area, Officers, Committee Chairs, Goodwill  
11 Ambassadors, etc.

- 12           • Return photos to Officers and Committee Chairs.
- 13           • Receive checks from Areas for directories and turn over checks to Treasurer.
- 14           • Thank all for assistance in Directory project.
- 15           • Note that any Directory updates are to be submitted to Area Delegate or any State Officer.  
16           Updates will be announced at State Meetings and published in the OFN.
- 17           • Turn over 2nd Vice President materials to the incoming 2nd Vice President.

1 **The TREASURER**

2 (Term: 2 years, elected in odd-numbered years)<sup>68</sup>

- 3 1. (deleted)<sup>69</sup>
- 4 2. Shall collect and be custodian of all funds of the Federation and the Oregon Federation News.
- 5 3. Pays all bills for both organizations and keeps an accurate account of all monies received and  
6 disbursed.
- 7 4. The Treasurer, President, 1st Vice President, and Past President are the only officers allowed to  
8 sign the checks. The Insurance Chairman has a separate checking account for insurance business,  
9 since that account is so active. The Insurance Chairman is authorized to sign the checks for this  
10 account. The Treasurer must be apprised of all activity on this account.<sup>70</sup>
- 11 5. Ensures that there will be no pre-signed checks.<sup>71</sup>
- 12 6. Ensures that all vouchers and expenditures in excess of \$200<sup>72</sup> are pre-approved. Except in  
13 emergency situations involving payments of \$200 or less, the Treasurer issues no checks except  
14 those authorized by
- 15 • a specific item of an approved Federation budget,
  - 16 • a specific article of the Federation's By-Laws,
  - 17 • a specific provision of the Practices & Procedures,
  - 18 • the approval of the Federation by vote, or
  - 19 • written approval of two or more executive officers of the Federation.<sup>73</sup>
- 20 7. In event of an emergency expense, ensures the President polls the Federation Board for approval.<sup>74</sup>
- 21 8. Furnishes a financial statement at each State Meeting.
- 22 9. Furnishes the incoming Treasurer with a final accounting, including a final bank statement, within  
23 a reasonable time after leaving office.
- 24 10. Performs all other duties devolving upon the office Treasurer.
- 25 11. All transactions are to be kept in a set of records specified by the Federation.
- 26 12. Throughout the year, the Treasurer assists Budget and other committees with cost and expense  
27 information, as needed.

28 **SEPTEMBER:**

- 29 1. Prepare Treasurer's report for fiscal year ended August 31st.
- 30 2. Obtain new signature cards as required for Oregon Federation bank accounts. Obtain incoming and  
31 outgoing officer's signatures as required. Authorized signatures are President, 1st Vice President,  
32 Treasurer and Immediate Past President.<sup>75</sup> These officers **must be** bonded. Oregon Federation  
33 checks may be signed by two<sup>76</sup> of the authorized signers. Checks on the insurance account may be  
34 signed by the Insurance Chairman.<sup>77</sup>

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<sup>68</sup> Revised: 01/30/94, deleted: 01/30/00

<sup>69</sup> Revised: 09/18/94

<sup>70</sup> Revised: 09/16/01, 05/15/16, 01/30/22

<sup>71</sup> Revised: 09/18/94

<sup>72</sup> Revised: 05/15/16

<sup>73</sup> Revised: 09/18/94, 05/15/16

<sup>74</sup> Revised: 09/18/94

<sup>75</sup> Revised: 05/02

<sup>76</sup> Revised: 09/18/94

<sup>77</sup> Revised: 05/15/16.

- 1 3. Turn previous records (Sept. 1 – Aug. 31), books, papers, bank statements, invoices, etc., over to an  
2 independent reviewer as appointed by President for review<sup>78</sup> and reporting of financial condition to  
3 President and Executive Board. Treasurer prepares tax returns.
- 4 4. Receive books and records from outgoing Treasurer.
- 5 5. Attend State meeting and report status of income and expense to Executive Board (32 copies).
- 6 6. Pay authorized expenses to officers and delegates as required.
- 7 7. Treasurer's kit should include expense claim forms (32), calculator, stapler, two extra ball-point  
8 pens, note pad, current Federation directory, extra staples, paper clips, roll of scotch tape and a  
9 calendar.
- 10 8. Record Oregon Federation income and expenses for the month.
- 11 9. Coordinate income and expenses of Oregon Federation News with OFN Chairperson.
- 12 OCTOBER:
- 13 1. Record Oregon Federation income and expenses for the month.
- 14 2. Coordinate income and expenses of Oregon Federation News with OFN Chairperson.
- 15 NOVEMBER:
- 16 1. Prepare Treasurer's report for two months ended October 31st.
- 17 2. Record Oregon Federation income and expenses for the month.
- 18 3. Pay authorized expenses to officers and delegates as required.
- 19 4. Coordinate income and expenses of Oregon Federation News with OFN Chairperson.
- 20 DECEMBER:
- 21 1. Record Oregon Federation income and expenses for the month.
- 22 2. Receive and coordinate club premium payments from Insurance Chairperson.<sup>79</sup>
- 23 3. Coordinate income and expenses of Oregon Federation News with OFN Chairperson.
- 24 4. Pay dues to United Square Dancers of America.
- 25 JANUARY:
- 26 1. Prepare Treasurer's report for four months ended December 31st.
- 27 2. Record Oregon Federation income and expenses for the month.
- 28 3. Attend Oregon Mid-Winter Festival.
- 29 4. Attend State meeting and report status of income and expenses to Executive Board (32 copies).
- 30 5. Pay authorized expenses to officers and delegates as required. (Oregon Federation policy: No  
31 mileage or motel allowances paid to attend Festivals.)
- 32 6. Coordinate income and expenses of Oregon Federation News with OFN Chairperson.
- 33 FEBRUARY/MARCH:
- 34 1. Record Oregon Federation income and expenses for the month.
- 35 2. Coordinate income and expenses of Oregon Federation News with OFN Chairperson.
- 36 APRIL:

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<sup>78</sup> Revised: 09/18/2022

<sup>79</sup> Revised: 05/06/2001

- 1 1. Record Oregon Federation income and expenses for the month.
- 2 2. Prepare Treasurer's report for seven months ended March 31st.
- 3 3. Coordinate income and expenses of Oregon Federation News with OFN Chairperson.
- 4 MAY:
- 5 1. Record Oregon Federation income and expenses for the month.
- 6 2. Attend State meeting and report status of income and expenses to Executive Board (30 copies).
- 7 3. Pay authorized expenses to officers and delegates as required.
- 8 4. Coordinate Income and expenses of Oregon Federation News with OFN Chairperson.
- 9 JUNE:
- 10 1. Prepare Treasurer's report for nine months ended May 31st.
- 11 2. Record Oregon Federation income and expenses for the month.
- 12 3. Attend Oregon Summer Festival (June or July).
- 13 4. Attend State meeting and report status of income and expenses to Executive Board (30 copies)
- 14 (June or July).
- 15 5. Pay authorized expenses to officers and delegates as required. (Oregon Federation policy: no
- 16 mileage or motel allowances paid to attend Festivals.) (June or July.)
- 17 6. Coordinate income and expenses of Oregon Federation News with OFN Chairperson.
- 18 JULY:
- 19 1. Record Oregon Federation income and expenses for the month.
- 20 2. Coordinate income and expenses of Oregon Federation News with OFN Chairperson.
- 21 3. See #3, #4, #5 under June.
- 22 AUGUST:
- 23 1. Record Oregon Federation income and expenses for the month.
- 24 2. Review books and records in preparation for end of fiscal year August 31st.
- 25 3. Coordinate income and expenses of Oregon Federation News with OFN Chairperson.

## FUNDS AND BUDGET ACCOUNT DESCRIPTIONS

The financial reports of the Oregon Federation consist of two different entities: funds and budget accounts. The cash in the Federation bank accounts is divided into a set of ***funds***. These funds are simply pots of money designated for specific purposes. Before the money in the funds can be spent, however, the expenditure must be assigned to a ***budget account***. Budget accounts are a way for the Federation to plan its income and expenditures for the coming year, and to track the income expenses from the previous year. Each scheduled income and expenditure in each budget account must come from a designated fund.

The funds are:

1. General Fund
2. Special Project
3. Insurance
4. OFN

- 1 5. Charity<sup>80</sup>
- 2 6. Youth
- 3 7. Youth Scholarship
- 4 8. Midwinter Festival Loan Fund
- 5 9. Summer Festival Loan Fund

6 The budget accounts are divided by fund.

7 General Fund Income Accounts:

- 8 1. DUES: Includes council and club membership dues to belong to the Oregon Federation.
- 9 2. DIRECTORY SALES: Includes proceeds from sales of State directories to Area Councils.
- 10 3. FESTIVAL INCOME: Includes the Federation's half of the net income from Mid-Winter and
- 11 Summer Festivals.
- 12 4. FESTIVAL ASSESSMENT: Includes an assessment of \$0.50 per person attending Summer
- 13 Festivals and Mid-Winter Festivals, assessed prior to the 50/50 profit split. This is a cost to the
- 14 Festival that is returned to the Federation for the Youth Scholarship Fund.<sup>81</sup>
- 15 5. MISCELLANEOUS INCOME: Includes any unclassified income.
- 16 6. INTEREST: Includes interest income from Oregon Federation checking, savings, money
- 17 market, and certificate of deposit bank accounts.
- 18 7. TOTAL INCOME: Summarizes all the above income for the current accounting period.

19 General Fund Expense Accounts:

- 20 1. SUPPLIES: Includes general office supplies for operation of the Federation.
- 21 2. POSTAGE: Includes postage expense for operation of the Federation, not including postage for
- 22 mailing the OFN.
- 23 3. PRINTING: Includes printing expense for stationery, brochures, and so on, for operation of the
- 24 Federation.
- 25 4. TELEPHONE: Includes telephone expenses for coordination and operation of the Federation.
- 26 5. MOTEL: Includes the \$40.00 lodging allowance<sup>82</sup> for delegates, officers, committee chairs, and
- 27 goodwill ambassadors attending non-festival Federation meetings.
- 28 6. MILEAGE: Includes the \$0.60 per mile<sup>83</sup> one-way mileage allowance for delegates, officers,
- 29 committee chairs and goodwill ambassadors attending non-festival Federation meetings who
- 30 have traveled more than 25 miles.
- 31 7. DIRECTORY PRINTING: Includes costs for producing the State Federation directories.
- 32 8. MISCELLANEOUS: Includes provisions for unexpected items associated with operation of the
- 33 Federation.

34 Special Project Expense Accounts:

- 35 1. SHOWCASE OF IDEAS: Includes expenses for flyers, photos, etc., for showcasing Oregon
- 36 square dancing and activities of the Oregon Federation at National Square Dance Conventions.

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<sup>80</sup> Added 05/16/2016

<sup>81</sup> Revised 09/21/2003, 07/20/2008

<sup>82</sup> Revised 09/18/2011

<sup>83</sup> Revised 11/20/2005, 09/18/2011

- 1       2. STATE FAIR DANCE: Includes expenses required to provide an Oregon square dance presence  
2       at the Oregon State Fair. Square dancing is Oregon's official state dance.
- 3       3. TRAILER IMPROVEMENTS:<sup>84</sup>
- 4       4. FESTIVAL ADVISORY BOARD: Includes expenses for advisors to visit Area Councils with  
5       assistance and advice toward bidding for Summer Festivals. The advice is valuable in  
6       establishing Summer Festivals throughout Oregon among the various Area Councils.
- 7       5. LEADERSHIP SEMINAR: Includes expenses for establishing and conducting seminars to  
8       improve and inform square dance leaders, officers and delegates in the execution of square  
9       dance business.
- 10      6. FINANCIAL: Includes expenses for assistance to square dance organizations in obtaining  
11      Oregon non-profit registration and/or IRS tax exemption and TIN (Taxpayer Identification  
12      Numbers). Primarily consists of copies, phone calls, and postage.
- 13      7. ADVERTISING: Includes expenses for advertising Federation activities and special functions.
- 14      8. HISTORIAN: Includes expenses for retention of Oregon Federation history in the form of  
15      copies, binding volumes of OFNs, photo albums of square dance festivals, area council, club  
16      and special activities such as the Benefit Dance.
- 17      9. SQUARE DANCE ENHANCEMENT: Includes expenses for reimbursing Area Councils for  
18      square dance enhancement activities. Equal allocations are available to all Area Councils.  
19      Procedures for applying for these funds are contained elsewhere in this document.

20 Insurance Income Accounts:

- 21      1. ADMINISTRATIVE FUND: Includes an assessment of \$0.10 per insured dancer, collected at  
22      the time of insurance renewal with United Square Dancers of America, to provide funds to  
23      defray the costs of administering the square dancer insurance program by the Federation.
- 24      2. CLUB PREMIUMS: Includes premiums paid by Clubs for their dancers through Area Councils  
25      to the Federation, to be forwarded to USDA.

26 Insurance Expense Accounts:

- 27      1. OFFICERS BOND: Includes costs of bonding Federation Treasurer, President and 1st Vice  
28      President as authorized check signers.
- 29      2. PREMIUMS PAID: Includes insurance premiums paid by the Federation to USDA (United  
30      Square Dancers of America) for Federated dancers.
- 31      3. ADMINISTRATIVE FUND: Includes expenditures required to administer the Federation  
32      insurance program.
- 33      4. USDA MEMBERSHIP: Includes membership cost for the Federation to belong to USDA (United  
34      Square Dancers of America), our insurance agent/broker. The Federation Insurance Chairman  
35      is our sole contact person with the USDA.
- 36      5. CLUB/AREA ADJUSTMENTS: Includes necessary adjustments to club/area premiums to insure  
37      that adequate payment and coverage are met, and to correct overpayment by club./area by  
38      refund where necessary.

39 Oregon Federation News Income Accounts:

- 40      1. WHERE AND WHEN: Includes fees from Area Councils and Clubs to have their dance  
41      schedules and locations published in the Where & When column in the OFN.
- 42      2. ADVERTISING: Includes fees for advertisements for Festivals, Area Council and Club dances,  
43      lessons, and other activities, and general advertising in the OFN.

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<sup>84</sup> Deleted: 07/31/2016

- 1           3. MISCELLANEOUS: Includes other unclassified items of income related to the OFN.
- 2 Oregon Federation News Expense Accounts:
- 3           1. SUPPLIES: Includes office and computer supplies required for publication of the OFN.
- 4           2. SOFTWARE: Includes costs of computer software programs and services necessary to
- 5           publication of the OFN.
- 6           3. PHOTOGRAPHY: Includes necessary photographic costs incident to publication of the OFN.
- 7           4. MISCELLANEOUS: Includes unclassified expenses of a minor but necessary nature for the
- 8           publication of the OFN.
- 9 Charity Income Accounts:
- 10          1. BENEFIT DANCE INCOME: Includes income from any event organized specifically to raise
- 11          money for charitable contribution.
- 12          2. ODOT INCOME: Includes revenue received from the Department of Motor Vehicles for
- 13          specialty license plate renewals.
- 14          3. MISCELLANEOUS: Includes any funds designated by the Federation as earmarked for
- 15          charitable contributions.
- 16 Charity Expense Accounts:
- 17          1. CHARITY – DONATIONS: Includes donations made to any charitable organization such as
- 18          Oregon Food Bank.
- 19 Youth Income Accounts:
- 20          1. YOUTH FUND MID-WINTER: Includes \$0.50 per paid dancer at Mid-Winter Festival.
- 21          2. YOUTH SUMMER FESTIVAL: Includes \$0.50 per paid dancer at Summer Festivals.
- 22          3. MISCELLANEOUS: Includes income from events specifically organized as fund raiser events
- 23          for youth activities.
- 24 Youth Expense Accounts:
- 25          1. YOUTH DANCE HELP: Includes expenses paid to assist youth to attend square dancing events.
- 26          2. MISCELLANEOUS: Includes expenses paid to promote square dancing among youths.
- 27 Youth Scholarship Income Accounts:
- 28          1. MISCELLANEOUS: Includes income from Youth Scholarship Benefit Dances, and other income
- 29          directly earmarked for youth scholarships as well as funds transferred from the General Fund
- 30          not to exceed \$1,000 annually.<sup>85</sup>
- 31 Youth Scholarship Expense Accounts:
- 32          1. MISCELLANEOUS: Includes expenses directly related to providing scholarship funds to high
- 33          school graduating seniors and college freshmen.
- 34 Mid-Winter Loan Income Account:
- 35          1. ACCOUNTS RECEIVABLE – MID-WINTER: Includes payment received for Mid-Winter loan.
- 36 Mid-Winter Loan Expense Account:
- 37          1. ACCOUNTS PAYABLE – MID-WINTER: Includes pay-out of loan funds for Mid-Winter.
- 38 Summer Festival Loan Income Account:

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<sup>85</sup> Revised: 05/07/2017

1           1. ACCOUNTS RECEIVABLE – SUMMER FESTIVAL: Includes payment received for Summer  
2           Festival loan.

3 Summer Festival Loan Expense Account:

4           2. ACCOUNTS PAYABLE – SUMMER FESTIVAL: Includes pay-out of loan funds for Summer  
5           Festival.

6 The Treasurer is authorized to transfer money from one fund to another in sufficient amounts to ensure  
7 a reasonable balance is maintained in all required funds. The Treasurer is authorized to transfer  
8 money from one bank account to another in sufficient amounts to ensure that the balance in the  
9 operating accounts remains sufficient to cover anticipated expenditures but not excessive to the point  
10 of losing out of reasonable interest revenue.

11

1 **The SECRETARY<sup>86</sup>**

2 (Term: 2 years, elected in even-numbered years)<sup>87</sup>

- 3 1. Transcribes the minutes of the Executive Board and special meetings. Emails them to the President  
4 and Parliamentarian for editing. Upon receiving edited minutes from the President, makes  
5 necessary corrections and changes. Condenses the minutes to website minutes by removing  
6 financial information, motion discussions, and unnecessary comments. Emails complete minutes  
7 and website minutes to the President. Emails website minutes to the Webmaster for posting on the  
8 website. This is to be accomplished three (3) weeks following the State meeting. The original copy  
9 shall be kept in the Secretary's records. Only one copy of the website minutes will be mailed to  
10 those individuals without email. Copy of the complete minutes will be provided on request.<sup>88</sup>
- 11 2. Studies the minutes of past meetings in order to be of maximum help to the State President when  
12 references to the minutes are made.
- 13 3. Calls roll at the State meetings of the Officers, Area Delegates and Active Goodwill Ambassadors.
- 14 4. Officers, Delegates and Active Goodwill Ambassador email addresses are on file in the Secretary's  
15 notebook under OFSRDC Email/Mail Addresses.<sup>89</sup>
- 16 5. Provides updates to the three motion books: one maintained by the President, one maintained by  
17 the Secretary, and one maintained by the Parliamentarian. These books will contain all motions  
18 that have been passed at State Meetings, in order to expedite access to passed motions.<sup>90</sup>
- 19 6. Requests a copy of State Meeting reports from all Officers, Delegates and Active Goodwill  
20 Ambassadors two weeks prior to the State Meeting. Reads reports of all absent members at the  
21 State Meeting, when requested by the President.
- 22 7. Provides to the Treasurer by June 1 a letter for the bank identifying the newly elected officers of the  
23 Oregon Federation of Square and Round Dance Clubs.<sup>91</sup>
- 24 8. About 8 weeks prior to each State Meeting, sends information to host Area Delegate regarding  
25 arrangements for meeting. The original copy of "Helpful Suggestions for areas hosting State  
26 Meetings" is filed in the front of the Secretary's book. Copies can be made and sent to Areas. A  
27 complete list of officers, delegates, chairpersons, and ambassadors who are to receive information,  
28 i.e. location, time, etc., is filed there also and should be copied for Host Areas. Send a thank-you  
29 note to Host Area after State meetings and State Festivals.
- 30 9. Is responsible for and sets up name cards at every State meeting.
- 31 10. Handles special correspondence as it comes up.<sup>92</sup>
- 32 11. Keeps a record of expenses during the year for budget in June/July.
- 33 12. Acts as Sunshine person and provide cards, flowers, etc., to the members of the Oregon Federation  
34 for an illness or death in the immediate family.<sup>93</sup>

35 **MID-WINTER FESTIVAL MEETING:**

- 36 1. Nominating Committee meets. The OFN Editor will obtain ballot information for inclusion in the  
37 March OFN. The Editor will then create an officer candidate sheet and have it available mid-  
38 February.

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<sup>86</sup> Revised: 07/21/2013, 09/18/2022

<sup>87</sup> Revised: 11/21/1993

<sup>88</sup> Revised: 11/21/2010

<sup>89</sup> Revised: 11/21/2010

<sup>90</sup> Adopted: 01/29/1995; revised: 11/21/2010

<sup>91</sup> Adopted: 11/21/2010

<sup>92</sup> Revised: 01/26/92

<sup>93</sup> Revised: 09/26/93

1 BALLOTS: Prepare ballots during February. The Secretary<sup>94</sup> will mail the ballots along with a copy of  
2 the OFN officer candidate information pages to the clubs for voting.<sup>95</sup> This is very time consuming, but  
3 here is a method that works well:

- 4 1. You will need approximately 8 sheets of gummed address labels. Those not used can be put in the  
5 kit for next year.
- 6 2. Create a set of return address labels with your name and address. You will need twice as many as  
7 there are clubs.
- 8 3. Create a template for labels for all club secretaries. You will need to print two sets.
- 9 4. Print a copy of the labels from the template on plain paper. This will be your record to mark off the  
10 clubs as ballots are returned.
- 11 5. The outer envelope will have your return address label and the club secretary label. The inside  
12 envelope (return envelope with ballot) will have your label as the 'send to' and the club secretary  
13 label will be on the return address section.
- 14 6. Type a copy of the instructions with current information and print off enough copies for each club.
- 15 7. Fold the return envelope and put in the first envelope with a copy of the ballot, the candidate  
16 statements with pictures, and a letter of instruction. (See sample on next page.)
- 17 8. Mail the ballots to the clubs by the 1<sup>st</sup> of March.
- 18 9. DON'T OPEN BALLOTS. They will be opened and counted at the May State meeting.

19 APRIL:

- 20 1. Ballots will be returned to Secretary. Be sure to check off list as they come in. You will use the  
21 copy of the labels that you printed on plain paper. About the middle of the month, either email or  
22 call the club secretaries who have not mailed in their ballot. Follow up with the club President if  
23 you can't contact the Secretary to try to get as many ballots returns as possible.

24 MAY:

- 25 1. After election, send letters of congratulations to the winners and letters to losers thanking them for  
26 running. Arrange with the OFN Editor to send the digital pictures of the winners to the 2<sup>nd</sup> Vice  
27 President for the new directory.
- 28 2. Start collecting information for badges to be ordered for September meeting.
- 29 3. Order badges, have bill sent to the State Treasurer. If you don't have all the information, you can  
30 get it at the September State meeting.
- 31 4. Guidelines: Order President's bars with the dates, to be kept by the President. Officers pass their  
32 bars on to the next person; Delegates pass Delegate bar on; Delegate's badge has name of club and  
33 Area Council (first bar with club name and second bar with area Council is provided by State,<sup>96</sup> any  
34 other is paid by the person); Appointed chairpersons pass bars on (they can order bars with year if  
35 desired, they pay); Past Area Delegates will receive a PAD bar in September.<sup>97</sup> Summer and Winter  
36 Festival Chairpersons should also have State badges.

37 SEPTEMBER:

- 38 1. Have badges ready for this meeting. Get information from anyone missed. Advise new Area  
39 Delegates to have their Clubs send information when a Club Secretary changes. THIS IS MOST  
40 IMPORTANT. All mailings go to the Club Secretary.

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<sup>94</sup> Revised: 05/19/2013

<sup>95</sup> Revised: 01/26/92, 01/31/10

<sup>96</sup> Revised: 09/18/94

<sup>97</sup> Revised: 09/20/2020

- 1 2. Make a complete list of old and new officers, delegates, chairpersons and ambassadors for the
- 2 incoming Secretary at the end of your term.

1 **SAMPLE LETTER TO ACCOMPANY BALLOTS<sup>98</sup>**

2  
3 (On Oregon Federation letterhead)

4  
5  
6 March 1, \_\_\_\_\_

7  
8 Dear Club Secretary:

9 Enclosed is your club's official ballot for election of officers for the Oregon Federation of Square and  
10 Round Dance Clubs for the \_\_\_\_ - \_\_\_\_ term. Please follow these instructions closely so that your  
11 ballot will be counted.

- 12  
13 1. Vote for one (1) candidate for each office.  
14 2. Put the ballot into the enclosed self-addressed envelope for mailing, and seal it. Your club's  
15 name and return address are on this envelope. Please correct a wrong address. Your ballot will  
16 not count if it is not returned in this official envelope. Each club must mail in their own ballot.  
17 Your ballot will not count if there is more than one ballot per envelope.

18  
19 Pictures of the candidates, as published in the March Oregon Federation News, are enclosed. The votes  
20 will be counted and results announced at the State Meeting to be held on Sunday, May \_\_\_\_ in  
21 \_\_\_\_\_ with the \_\_\_\_\_ Council as hosts.

22 The Oregon Federation hopes that all clubs will vote and send the ballots back to me before **May 1,**  
23 \_\_\_\_\_

24  
25 If you have any questions, please contact me at \_\_\_\_ - \_\_\_\_ - \_\_\_\_.

26 Thanks and good luck,

27  
28  
29 \_\_\_\_\_  
30 Secretary<sup>99</sup>

31  
32 Enclosures

\_\_\_\_\_  
<sup>98</sup> Revised: 01/31/2010

<sup>99</sup> Revised: 05/19/2013

1 **The MEMBERSHIP CHAIRMAN<sup>100</sup>**

2 (Term: 2 years, elected in even-numbered years<sup>101</sup>)

- 3 1. Advises the State President on matters concerning census data of all Federation Clubs.
- 4 2. Keeps a complete and continually revised roll of the member clubs, and assists and advises the  
5 Area Councils in organization and maintenance of membership.
- 6 3. Collects the dues from the member clubs.
- 7 4. Keeps the Oregon Federated News posted on new member clubs joining the Federation.
- 8 5. Promotes new members where possible. Sees that any club accepted into the Federation receives  
9 notification that copies of the Oregon State Federation Constitution, By-Laws, Practices and  
10 Procedures are available online, and encourages them to make a copy of each.<sup>102</sup>
- 11 6. Maintains the forms used to collect directory information, and the OFSRDC application forms. The  
12 forms are also available online on the OFSRDC website. The Membership Chairman will inform  
13 the Webmaster when updates are necessary.<sup>103</sup>
- 14 7. Provides assistance to Areas on recruiting new members and/or establishing new clubs.
- 15 8. Is the focal point for Membership and Directory information. When filling out the Membership and  
16 Directory forms online, the information is automatically sent to the 2<sup>nd</sup> Vice President and the OFN  
17 Editor. Clubs and councils will send or give one copy of the paper form, with appropriate fees and  
18 dues, to their Area Delegate. The Delegate will deliver the forms, fees, and dues to the Membership  
19 Chairman.<sup>104</sup>
- 20 9. Maintains the State Badge Board. Transports the badge board to Mid-Winter and Summer Festivals  
21 and sets it up for display.
- 22 10. Sets up and maintains a file for notifying the club and council presidents of upcoming renewal of  
23 State Corporations Division Annual Report. Mails a letter or sends an email informing the  
24 organization that their renewal is coming up. Checks online to make sure that each club has  
25 followed through with their renewal, and if they have not, sends another reminder.<sup>105</sup>
- 26 11. Prepares a membership report at each Federation meeting.
- 27 12. Presents applications from new clubs to the Federation for approval.

28 **SEPTEMBER:**

- 29 1. Membership Chairman takes office.
- 30 2. Update the Badge Board. Contact the Area Delegate(s) if badges need to be replaced on the State  
31 Badge Board.
- 32 3. Order a Past President Badge for the Badge Board.

33 **JANUARY MID-WINTER FESTIVAL:**

- 34 1. Bring Badge Board and set up for display.

35 **APRIL:**

- 36 1. <sup>106</sup>

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<sup>100</sup> Section rewritten: 09/27/09

<sup>101</sup> Revised: 09/18/2022

<sup>102</sup> Revised: 07/21/2012

<sup>103</sup> Revised: 05/15/2011

<sup>104</sup> Revised: 05/15/2011, 07/21/2012

<sup>105</sup> Revised: 07/21/2012

<sup>106</sup> Deleted: 05/20/2012

- 1 2. Prepare membership letter and instructions and email to each Area Delegate. Membership packets  
2 are to include:<sup>107</sup>
- 3 a) A cover letter is to be provided for each club and Area Council giving specific instructions on  
4 filling out the form, the fees to be paid and how the forms are to be returned to the State  
5 Federation. Stress the necessity of returning a copy of the Federal Tax exempt code, which is a  
6 501(c) number: 3, 4 or 7.<sup>108</sup>
- 7 b) The clubs and councils will complete their directory information online on the Federation web  
8 site. The Webmaster will then forward the information to the Membership Chairman, 2<sup>nd</sup> Vice  
9 President, and OFN Editor.

10 MAY:

- 11 1. Distribute Directory Information forms to the Area Delegates in attendance if they haven't received  
12 them by email previously. The letter will include a reminder of the July 1 deadline for receipt of  
13 monies and completion of the Directory Information Forms online.

14 JUNE/JULY:

- 15 1. Coordinate with the 2<sup>nd</sup> Vice President and OFN Editor for any information needed from the  
16 Directory Information forms.<sup>109</sup> The Treasurer also receives a copy of the non-profit verification  
17 information. The Membership Chairman retains one copy of the Directory Information forms and  
18 the non-profit verification information.

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<sup>107</sup> Revised to May: 01/31/10

<sup>108</sup> Revised: 07/21/2012

<sup>109</sup> Revised: 07/21/2012

1 **SAMPLE COVER LETTER TO THE CLUBS**

2 (ON OREGON STATE FEDERATION LETTERHEAD)

3 May \_\_, \_\_\_\_ (insert the date of the May state meeting in the blanks)<sup>110</sup>

4 Dear Square Dance Club,

5 This instruction sheet will discuss the method of completing the Club Directory form online.  
6 These forms are to be filled out after your club has its election of officers. Using your computer, go  
7 online to [www.squaredance.gen.or.us](http://www.squaredance.gen.or.us). On the left is a listing for Membership Forms. Under that  
8 listing is one for Club Info. Choose that option and follow the instructions to complete the form.  
9 Please verify the accuracy of the information you enter.

10 The information your club provides will be used to create the State Directory and update the  
11 Where and When section of the Oregon Federation News (OFN). Remember that the Directory is  
12 printed and distributed in September and therefore, your information should reflect the officers that  
13 will be in effect at that time.

14 BE SURE TO INCLUDE YOUR TAX IDENTIFICATION NUMBER AND FILL OUT THE NON-  
15 PROFIT VERIFICATION INFORMATION on the online form.

16 The fees for the State are: Each club and council pays \$20.00 State dues<sup>111</sup>. Any council dues  
17 will be handled by your Area Council.<sup>112</sup>

18 Please make the check payable to OFSRDC. Send to your area delegate<sup>113</sup> by July 1.

19 Sincerely,

20  
21 Membership Chairman Name  
22 State Membership Chairman  
23 Address  
24 City, State Zip  
25 Phone  
26

---

<sup>110</sup> Revised: 01/31/2010

<sup>111</sup> Revised: 01/25/2015

<sup>112</sup> Revised: 11/22/2009

<sup>113</sup> Revised: 05/15/2011

1 **Club Information Form**

2 Tax ID# \_\_\_\_\_

3 **OREGON FEDERATION OF SQUARE AND ROUND DANCE CLUBS**  
4 **CLUB DIRECTORY INFORMATION<sup>114</sup>**

5 \_\_\_\_\_ AREA COUNCIL

6 CLUB NAME \_\_\_\_\_

7 CLUB TYPE: Square \_\_\_\_\_ Round \_\_\_\_\_ Callers/Cuers \_\_\_\_\_ Teen \_\_\_\_\_ Clogging \_\_\_\_\_

8 CLUB LEVEL: MS \_\_\_\_\_ Plus \_\_\_\_\_ A-1 \_\_\_\_\_ A-2 \_\_\_\_\_ C-1 \_\_\_\_\_ C-2 \_\_\_\_\_

9 Round Dance Level: Easy \_\_\_\_\_ Intermediate \_\_\_\_\_ Advanced \_\_\_\_\_

10 CLUB MEMBERSHIP: Couples \_\_\_\_\_ Singles \_\_\_\_\_ Teens \_\_\_\_\_ Families \_\_\_\_\_

11 CLUB CENSUS: Number of Adults \_\_\_\_\_ Number of Teens \_\_\_\_\_ Total \_\_\_\_\_



12 PRESIDENT:  
13 Name \_\_\_\_\_  
14 Spouse \_\_\_\_\_ Phone \_\_\_\_\_  
15 Street \_\_\_\_\_  
16 City/St/Zip \_\_\_\_\_  
17 Email \_\_\_\_\_

VICE PRESIDENT:  
Name \_\_\_\_\_  
Spouse \_\_\_\_\_ Phone \_\_\_\_\_  
Street \_\_\_\_\_  
City/St/Zip \_\_\_\_\_  
Email \_\_\_\_\_

18 SECRETARY:  
19 Name \_\_\_\_\_  
20 Spouse \_\_\_\_\_ Phone \_\_\_\_\_  
21 Street \_\_\_\_\_  
22 City/St/Zip \_\_\_\_\_  
23 Email \_\_\_\_\_

TREASURER:  
Name \_\_\_\_\_  
Spouse \_\_\_\_\_ Phone \_\_\_\_\_  
Street \_\_\_\_\_  
City/St/Zip \_\_\_\_\_  
Email \_\_\_\_\_

24 DELEGATE:  
25 Name \_\_\_\_\_  
26 Spouse \_\_\_\_\_ Phone \_\_\_\_\_  
27 Street \_\_\_\_\_  
28 City/St/Zip \_\_\_\_\_  
29 Email \_\_\_\_\_

DELEGATE:  
Name \_\_\_\_\_  
Spouse \_\_\_\_\_ Phone \_\_\_\_\_  
Street \_\_\_\_\_  
City/St/Zip \_\_\_\_\_  
Email \_\_\_\_\_

30 CALLER/INST:  
31 Name \_\_\_\_\_  
32 Spouse \_\_\_\_\_ Phone \_\_\_\_\_  
33 Street \_\_\_\_\_  
34 City/St/Zip \_\_\_\_\_  
35 Email \_\_\_\_\_

RD CUER/INST:  
Name \_\_\_\_\_  
Spouse \_\_\_\_\_ Phone \_\_\_\_\_  
Street \_\_\_\_\_  
City/St/Zip \_\_\_\_\_  
Email \_\_\_\_\_

37 DANCE WHEN \_\_\_\_\_ TIME \_\_\_\_\_

38 DANCE WHERE \_\_\_\_\_  
39 (Building) (Address) (Phone)

40 Please fill out reverse side also.  
41 PLEASE PRINT OR TYPE.

42 \_\_\_\_\_

<sup>114</sup> Adopted: 01/27/91

1 SPECIAL DANCES

2 Name	When	Where
3 _____	_____	_____
4 _____	_____	_____
5 _____	_____	_____
6 _____	_____	_____
7 _____	_____	_____
8 _____	_____	_____

9  
10 Do you have hearing enhancement equipment? YES \_\_\_\_ NO \_\_\_\_

11 ELECTION INFORMATION

12 MONTH OF ELECTION \_\_\_\_\_

13 MONTH OFFICERS INSTALLED \_\_\_\_\_

14 OTHER CLUB INFORMATION

15 \_\_\_\_\_  
16 \_\_\_\_\_  
17 \_\_\_\_\_

18 ..... IMPORTANT .....  
19

20 NONPROFIT VERIFICATION

21 Incorporated YES \_\_\_\_ NO \_\_\_\_

22 If YES, attach a copy of the Oregon Corporation Commissioner's Annual Report for the  
23 current year. ALL Federated clubs must be incorporated.

24 Tax Exempt YES \_\_\_\_ NO \_\_\_\_

25 If YES, the IRS tax exempt code is 501(c) (\_\_\_\_).

26 As soon as election of officers has been held, submit the information to the Federation's web site. Send  
27 one copy of the form plus a check for dues, payable to the OFSRDC, to your Area Council Delegate<sup>115</sup>:

28 State Dues 

\$ 20
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29 <sup>116</sup> (Amount of dues is in accordance with the cover letter.)

<sup>115</sup> Revised: 05/15/2011

<sup>116</sup> Revised: 01/25/2015

1 **SAMPLE COVER LETTER TO AREA COUNCILS**

2 May \_\_\_\_, \_\_\_\_ (insert the date of the May state meeting in the blanks)<sup>117</sup>

3  
4 Dear Area Council Delegate,

5 As the Area Delegate, you play a key role in making sure all of the membership information for  
6 the clubs in your council get correctly updated and printed in the State Directory. You need to make  
7 sure that each club receives an instruction letter telling them how to fill out the Club Information Form  
8 online. Then, you need to make sure that you fill out the Council Information Form online. Then, you  
9 need to collect all of the checks for dues and Where and When information from your clubs, have your  
10 treasurer deposit those checks in your council account and write a single check to the OFSRDC for  
11 State dues and Where & When, and mail it to the Membership Chairman.<sup>118</sup>

12 To fill out the Council Information Form, go to the Federation’s web site at  
13 [www.squaredance.gen.or.us](http://www.squaredance.gen.or.us). On the left is a listing for Membership Forms. Under that listing is one  
14 for Club Info. Choose that option and follow the instructions to complete the form. Please verify the  
15 accuracy of the information you enter.

16 The information your club provides will be used to create the State Directory and update the  
17 Where & When section of the Oregon Federation News (OFN). Remember that the Directory is printed  
18 and distributed in September and therefore, your information should reflect the officers that will be in  
19 effect at that time.

20 BE SURE THE TAX IDENTIFICATION NUMBER AND THE NON-PROFIT VERIFICATION  
21 INFORMATION IS CORRECT on the online form. Also please remember that it is your responsibility  
22 to submit a council check to the Membership Chairman to cover the state membership dues for your  
23 council and all of the clubs in your council (do not include any council dues). You should include a  
24 summary sheet showing which clubs paid which amounts. Please try to have this check to the State  
25 Membership Chairman by the May state meeting on May \_\_\_\_, \_\_\_\_.

26 State fees are as follows:

27 State Membership dues are \$20.00 per club or Area Council.

28 Your help and assistance in this task is greatly appreciated.

29 Sincerely,

30  
31 Membership Chairman Name  
32 State Membership Chairman  
33 Address  
34 City, State Zip  
35 Phone  
36

---

<sup>117</sup> Revised: 01/31/2010

<sup>118</sup> Revised: 11/22/2009

1 **Council Information Form**

2 Tax ID# \_\_\_\_\_

3 **OREGON FEDERATION OF SQUARE AND ROUND DANCE CLUBS**  
4 **COUNCIL INFORMATION**

5 COUNCIL NAME \_\_\_\_\_



7 **PRESIDENT:**  
8 Name \_\_\_\_\_  
9 Spouse \_\_\_\_\_ Phone \_\_\_\_\_  
10 Street \_\_\_\_\_  
11 City/St/Zip \_\_\_\_\_  
12 Email \_\_\_\_\_

**VICE PRESIDENT:**  
Name \_\_\_\_\_  
Spouse \_\_\_\_\_ Phone \_\_\_\_\_  
Street \_\_\_\_\_  
City/St/Zip \_\_\_\_\_  
Email \_\_\_\_\_

13 **SECRETARY:**  
14 Name \_\_\_\_\_  
15 Spouse \_\_\_\_\_ Phone \_\_\_\_\_  
16 Street \_\_\_\_\_  
17 City/St/Zip \_\_\_\_\_  
18 Email \_\_\_\_\_

**TREASURER:**  
Name \_\_\_\_\_  
Spouse \_\_\_\_\_ Phone \_\_\_\_\_  
Street \_\_\_\_\_  
City/St/Zip \_\_\_\_\_  
Email \_\_\_\_\_

19 **DELEGATE:**  
20 Name \_\_\_\_\_  
21 Spouse \_\_\_\_\_ Phone \_\_\_\_\_  
22 Street \_\_\_\_\_  
23 City/St/Zip \_\_\_\_\_  
24 Email \_\_\_\_\_

**ALTERNATE DELEGATE:**  
Name \_\_\_\_\_  
Spouse \_\_\_\_\_ Phone \_\_\_\_\_  
Street \_\_\_\_\_  
City/St/Zip \_\_\_\_\_  
Email \_\_\_\_\_

25 **REPORTER:**  
26 Name \_\_\_\_\_  
27 Spouse \_\_\_\_\_ Phone \_\_\_\_\_  
28 Street \_\_\_\_\_  
29 City/St/Zip \_\_\_\_\_  
30 Email \_\_\_\_\_

32 MEET WHEN \_\_\_\_\_ TIME \_\_\_\_\_

33 MEET WHERE \_\_\_\_\_

34 Please fill out reverse side also.  
35 PLEASE PRINT OR TYPE.

36

1 **Council Information Form<sup>119</sup>**

2 **SPECIAL DANCES**

3 Name	When	Where
4 _____		
5 _____		
6 _____		
7 _____		
8 _____		
9 _____		

10

11 **ELECTION INFORMATION**

12 MONTH OF ELECTION \_\_\_\_\_

13 MONTH OFFICERS INSTALLED \_\_\_\_\_

14

15 **IMPORTANT**

16

17 **NONPROFIT VERIFICATION**

18 Incorporated YES \_\_\_\_\_ NO \_\_\_\_\_

19 If YES, attach a copy of the Oregon Corporation Commissioner's Annual Report for the  
20 current fiscal year. ALL Federated councils need to be incorporated.

21

22 Tax Exempt YES \_\_\_\_\_ NO \_\_\_\_\_

23 If YES, the IRS tax exempt code is 501(c) (\_\_\_\_\_).

24

25 ***(Amount of dues is in accordance with the cover letter.)***

119 Revised: 09/20/2020

1 **SAMPLE LETTER FOR CLUB MISSING FROM BADGE BOARD**

2  
3  
4 (OFSRDC Letterhead)

5  
6 Friday, September 20, 2002

---

7  
8  
9 This is to inform you that your club does not have a badge for the State Federation Badge Board.

10  
11 Please furnish me, as Membership Chairman, a badge to put on the Badge Board by the next Federation  
12 state meeting if at all possible. Feel free to contact me if you have any questions.

13  
14 Thank you.

15  
16 Membership Chairman Name  
17 State Membership Chairman  
18 Address  
19 City, State Zip  
20 Phone

1 **SAMPLE LETTER FOR CLUBS WITH LAPSED CORPORATION STATUS**

2  
3  
4 (OFSRDC Letterhead)

5  
6 Friday, September 20, 2002  
7

---

8  
9 The Oregon Corporation Division has registered an administrative dissolution against your club for  
10 non-payment of the annual corporation renewal fee. You are now out of compliance with the Oregon  
11 Federation of Square and Round Dance Clubs practices & procedures. We need to have this resolved  
12 within the month in order for you club to stay federated. Please send me a copy of your check to the  
13 Corporation Division with the date that payment was made.

14 You may find information on the web page for the Oregon Corporation Division at  
15 [www.filingoregon.com](http://www.filingoregon.com); look for business registry and renewal. You can also download the forms  
16 needed to file with the Corporation Division.

17 All forms and fees should be sent to:

18 State of Oregon  
19 Corporation Division  
20 255 Capitol Street NE, Suite 151  
21 Salem, OR 97310-1327

22 Thank you for your cooperation.  
23

24 Membership Chairman Name  
25 State Membership Chairman  
26 Address  
27 City, State Zip  
28 Phone

1 ***The PAST PRESIDENT***

- 2 1. Is Chairperson of the Nominating Committee, and distributes the nominating questionnaires to the  
3 Area Delegates at the September meeting.
- 4 2. <sup>120</sup>
- 5 3. Is a member of the Festival Advisory Committee.
- 6 4. Is a member of the Audit Committee.
- 7 5. Is Chairperson of the Grant Fund Committee.
- 8 6. Leads the invocation at State Meetings.
- 9 7. Shall be responsible for other duties as designated by the State President.
- 10 8. Shall be an advisor to the President

---

<sup>120</sup> Deleted: 05/20/2012

1 **DELEGATE DUTIES**

2 Delegates will deliver a written report from their Area to the Secretary<sup>121</sup> via email prior to State  
3 meetings, or in writing at the State meeting. The Delegate will make an oral presentation of the  
4 highlights of his/her written report.<sup>122</sup>

5 Delegates shall participate in the Delegate meeting prior to the State Executive meeting and attend all  
6 Area and State meetings.

7 Any item of new business to be presented at the State Executive Board meeting must be submitted, in  
8 writing, to the State President thirty (30) days prior to the meeting for inclusion in the agenda.

9 If the Delegate finds it impossible to attend the State meeting, he should see that an alternate takes his  
10 place, and that the State President is notified of the alternate's name prior to the meeting. The selection  
11 of the alternate Delegate shall be per Area Council practices and procedures.

12 If a Delegate will be unable to attend the Saturday events at a non-Festival State meeting, they should  
13 contact the Hosting Area Delegate two weeks in advance of the meeting.<sup>123</sup>

14 Delegates shall have a vote on all items of State business.<sup>124</sup>

15

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<sup>121</sup> Revised: 05/19/13

<sup>122</sup> Revised: 07/21/12

<sup>123</sup> Added: 11/11/07

<sup>124</sup> Revised: 11/11/90



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**Section VI – APPOINTED OFFICERS**

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1 **APPOINTED OFFICER DUTIES**

2 Appointed Officers are appointed at the discretion of the incoming President for a term of one year,  
3 except for the Standing Committees that are ongoing. All Appointed Officers must be a member of a  
4 Federated club, and retain their membership in a Federated club throughout their term of office.

5 Appointed Officers cannot make motions and do not have a vote. The Appointed Officers are:  
6 Parliamentarian, State Historian, and Publicity and Education Chairperson.<sup>125</sup>

7 Appointed Officers are expected to attend all regularly scheduled and special State meetings. They  
8 shall prepare a detailed written report for each State meeting. Appointed Officers are expected to  
9 attend any Benefit Dance to perform either greeting or cashier duties.

10 Appointed Officers shall inform the Financial Advisor and President of all activities and meetings  
11 concerning Federation funds.

12 The following pages contain information on the duties of the appointed officers.

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<sup>125</sup> Revised: 01/31/2010, 05/19/2013

1 **FINANCIAL ADVISOR<sup>126</sup>**

- 2 1. The primary responsibility of the Financial Advisor is to maintain an awareness of all activities  
3 within the organization and to draw attention to those areas where a need for concern regarding  
4 finances is felt.
- 5 2. Shall be apprised of all meetings where the use of unbudgeted Federation funds is contemplated.
- 6 3. Participates in the preparation of the annual budget in cooperation with the President elect, elected  
7 officers and standing committee chairpersons.
- 8 4. Chairs the Audit Committee, composed of past and current Presidents and the past and current  
9 Treasurer. Perform a preliminary audit prior to the January meeting of the Audit Committee in  
10 order to expedite same.
- 11 5. Presents the Audit Report to the Federation board on completion of same.
- 12 6. Assumes responsibility for timely tax returns.
- 13 7. Reviews and evaluates all financial statements, including but not limited to Federation statements,  
14 Festival statements, Educational Seminar statements, State Fair statements, and other special  
15 projects.
- 16 8. Stays aware of month-to-month changes of the financial status of the Oregon Federation News.
- 17 9. Monitors the Federation financial statements relative to the annual budget.
- 18 10. Works with committees on initiation of new programs requiring use of unbudgeted Federation  
19 funds.
- 20 11. Is a member of the Grant Fund Committee comprised of the Past President, who serves as  
21 committee chairperson, the First Vice President, and the Treasurer. This committee makes its  
22 recommendations to the Executive Board for approval.
- 23 12. Assists member councils and clubs in maintaining non-profit and/or tax-exempt status.
- 24 13. Works with incoming clubs to facilitate achievement of non-profit status for membership  
25 requirements.

26 The following pages contain information regarding non-profit status for Federated clubs.  
27

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<sup>126</sup> The Financial Advisor position was eliminated 07/19/2015, and the duties transferred to the Treasurer. This section is still here because of the useful information on the following pages, written by a past Financial Advisor

1 ***Requirements for Non-Profit Status***

2  
3  
4 October 1, 2001

5  
6  
7 TO: Area Council Delegates

8 FROM: Gary Willoughby, Financial Advisor

9 RE: Membership requirements for the Oregon Federation of Square and Round Dance Clubs and  
10 procedures for meeting requirements for non-profit status

11  
12 Article 3 of the Constitution of the Oregon Federation of Square and Round Dance Clubs is as follows:

13 MEMBERSHIP: Membership in the Oregon Federation shall be open to any organized square dance  
14 club, round dance club, contra club, clogging club, cuer's association or caller's association, each being  
15 a non-profit organization having duly elected officers, and making application to the State Executive  
16 Board in the prescribed manner. Member clubs shall participate with the Oregon Federation's  
17 Insurance program, premium to be paid to the Oregon Federation, or show proof of insurance by other  
18 means acceptable to the Federation. The clubs shall apply through available areas and if in dispute,  
19 the state shall decide on the validity of non-area membership.

20 A non-profit status may be obtained by applying to the state of Oregon Corporate Commissioner's office  
21 on form NP-1 for incorporation as a mutual benefit non-profit entity.

22 Tax-exempt status may be obtained by applying to the Internal Revenue Service for a tax exemption as  
23 a non-profit organization and paying the appropriate fee.

24 All areas and clubs must be incorporated as non-profit corporations, for the financial protection of the  
25 officers and members. It is strongly recommended that areas and clubs file for IRS tax-exempt status.  
26 If you do not become tax-exempt, you will be responsible to file a corporate tax return (Form 1120)  
27 every year.<sup>127</sup>

---

<sup>127</sup> Revised: 05/15/2011

1 **PROCEDURES**

2 If you feel you have applied for and received a tax-exempt status but are unable to locate your tax-  
3 exempt letter, contact the Internal Revenue Service at:

4 Internal Revenue Service  
5 TE/GE Division Customer Service  
6 P.O. Box 2508  
7 Cincinnati, OH 45201

8 or call the Internal Revenue Service at 1-877-829-5500 for confirmation. Merely ask, "Please advise if  
9 we are listed with the Internal Revenue Service as being tax exempt. If so, please send us a copy of the  
10 tax exempt letter." Do not offer any additional information unless it is requested.

11 If you feel you have never been tax exempt, non-profit status will be expedited by writing to the  
12 Corporate Commissioner's office at:

13 Secretary of State, Corporation Division  
14 Public Service Building  
15 225 Capitol St, NE, Suite 151  
16 Salem, OR 97310-1327

17 or calling their office, phone 503-378-4166, for an application Form NP-1, Non-Profit Articles of  
18 Incorporation. The form is very easy to complete and processing of the application usually takes not  
19 more than a month. Be sure your By-Laws or Constitution has a dissolution clause and a non-  
20 discrimination clause in it. It would be helpful for clubs to specify that class members are associate  
21 non-voting members. This will be beneficial when applying for tax exemption in that class income will  
22 then be member income. (Again to meet the 35/15% ruling.) Dues for all members of the organization  
23 must be equal. (Dues can be incorporated into the class fees for class members.)

24 Additional and more detailed information is available. It is an absolute **MUST** that membership in the  
25 Oregon Federation is in compliance with its Constitution and By-Laws and we are available to assist  
26 you. PLEASE do not hesitate to contact the Federation Financial Advisor.

27 We ask that the Area Council President and the Area Council Delegate work together in monitoring the  
28 clubs in your area to bring them in compliance with your area Constitution and By-Laws as well as the  
29 Constitution and By-Laws of the State Federation. A number of Areas are now doing this and the  
30 results are very gratifying.

31 Thank you for your commitment and effort on behalf of the square dancers in the State of Oregon.

32

1 **TAX REQUIREMENTS FOR SQUARE DANCE ORGANIZATIONS – CLUBS**

2 OREGON FEDERATION OF SQUARE AND ROUND DANCE CLUBS

3 Revised March 21, 2000

4 Every club or area council may be subject to state and federal income tax. Tax can be avoided if the  
5 group is organized as a non-profit organization and files the necessary forms with state and federal  
6 agencies, or meets the criteria for self-determination. Proper filing insures the group does not incur tax  
7 or penalties and protects officers from liabilities incurred. Also, in a non-incorporated club, officers  
8 may be held liable for tax or penalties owed by the club.

9 **FEDERAL TAX IDENTIFICATION NUMBER**

10 Every club or area council must<sup>128</sup> have a federal employer identification number. Officers who use  
11 their social security number as an identification number on a club or area bank account can be held  
12 liable for tax on income from that account. This number has no relationship to tax matters, but it is  
13 used as an identification number tax reports filed. Having a number or receiving one does not  
14 determine whether or not a club is subject to or exempt from tax.

15 An identification number is obtained by completing Form SS-4, “Application for Employer  
16 Identification Number”. (See example 1 and instructions for same.)

17 **FEDERAL TAX REQUIREMENTS**

18 State and Federal tax requirements are not the same. In Oregon, however, if you have are exempt from  
19 federal taxes, you are automatically exempt from state taxes.

20 The Oregon Federation of Square and Round Dance Clubs does not have a group exemption status;  
21 therefore, each club or area must file individually.<sup>129</sup>

22 If your club or area has been in existence for some time and you do not have a record of your tax-  
23 exempt status, write to the Internal Revenue Service, TE/GE Division, P.O. Box 2805, Cincinnati, OH,  
24 45201 for confirmation. (See example 3.)

25 The federal government taxes net income (gross receipts less expenses) unless an incorporated or non-  
26 incorporated organization MAINTAINS a tax-exempt status. Internal Revenue Service Package 1024  
27 “Application for Recognition of Exemption” under Section 501(a) has the information and the Form  
28 1024 necessary to apply for tax-exempt status.<sup>130</sup> (See example 2.) Please note that Section 501(a)  
29 encompasses Sections 501(c)6 and 501(c)7. All clubs are to make application under Section 501(c)7  
30 and all areas under Section 501(c)6.

31 The tax-exempt status is granted upon request if certain qualifications are met. Those qualifications  
32 are: (See also Example 5 – Club, from Publication 557, Rev. Jan. 1995.)

- 33 1. **DISCRIMINATION PROHIBITED** – Your organization will not be recognized as tax-exempt if  
34 its charter, by-laws, or other governing instrument, or any written policy statement contains a  
35 provision that provides for discrimination against any person on the basis of race, color, or  
36 religion.
- 37 2. **NET EARNINGS RULING** – No part of the organization’s net earnings may inure to the benefit  
38 of any one person having a personal and private interest in the activities of the organization. A  
39 dissolution clause in your By-laws or Constitution is advisable, stating that all assets remaining  
40 after dissolution will be given to another club, an area council, or the State Federation, any or  
41 all of which are tax-exempt and have the same purpose as the dissolving organization.

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<sup>128</sup> Revised: 05/15/2011

<sup>129</sup> Revised: 05/15/2011

<sup>130</sup> Revised: 05/15/2011

- 1 3. ORGANIZATION MUST POSSESS THE CHARACTERISTICS OF A CLUB – Evidence should  
2 be submitted with your application that personal contact, commingling and fellowship exist  
3 among members. Members must be bound together by a common objective directed toward  
4 pleasure, recreation, or other non-profitable purposes. Clubs must have a board of directors.  
5 Caller clubs, please note!
- 6 4. LIMITED MEMBERSHIP – To indicate that your organization possesses an identity of purpose  
7 that would characterize it as a club, you should submit evidence with your application that  
8 there are limitations on admission to membership consistent with the character of the club.
- 9 5. ASSOCIATE MEMBERSHIP – The fact that a social club may have an associate (non-voting)  
10 class of membership will not be, in and of itself, a cause for non-recognition of exemption.  
11 However, if one membership class pays substantially lower dues and fees than another  
12 membership class, although both classes enjoy the right and privileges in using the club  
13 facilities, there may be an inurement of income to the benefited class resulting in a denial of  
14 the club’s exemption. (Please see note below \*\*.)
- 15 6. FINANCIAL SUPPORT – In general, your club should be supported solely by membership fees,  
16 dues, and assessments. However, if otherwise entitled to exemption, your club will not be  
17 disqualified because it raised revenue from members through the use of club facilities or in  
18 connection with club activities.
- 19 7. OBJECTIVE OR PURPOSE – Pleasure, recreation, and other non-profitable purposes must be  
20 shown in the application to be the objectives of your club. This should be explicitly stated  
21 either in your organization’s articles of organization or in its By-laws, or both.
- 22 8. BUSINESS ACTIVITIES – If your club will engage in business, such as making its facilities  
23 available to the public, providing services, or selling real estate, timber, or other products, it  
24 generally will be denied exemption.
- 25 Summary of Business Activities – If your organization will engage in transactions of any kind  
26 with non-members, you should submit evidence with your application to show that:
- 27 a) Such activities are incidental to and in furtherance of the exempt purpose of the  
28 organization (other than just by raising funds);
- 29 b) The activities will be isolated rather than recurrent transactions;
- 30 c) Gross receipts will be approximately the same as costs and expenses attributable to the  
31 activities;
- 32 d) The amount of proceeds from the activities is small in comparison with gross income  
33 from all sources; and
- 34 e) Net earnings will not inure to the benefit of members.
- 35 9. GROSS RECEIPTS FROM NON-MEMBERSHIP SOURCES – A Section 501(c)7 organization is  
36 permitted to receive up to 35% of its gross receipts from sources outside of its membership,  
37 including investment income, without losing its tax-exempt status. Of the 35%, not more than  
38 15% of the gross receipts may be derived from the use of the club’s facilities or services by the  
39 general public. Income from visiting club members is considered as outside income. Keep a  
40 guest register.
- 41

## RECOMMENDATIONS TO FACILITATE RECEIPT OF TAX-EXEMPT STATUS

\*\* Note to item 5 and item 9 – It is possible and very probable, especially in new clubs, that over 35% of income could come from class fees which would result in a denial of exemption, if your class members are not club members. It is advisable in all situations to install all class members as ASSOCIATE MEMBERS (non-voting – see item 5 above) at the time of class registration. It is strongly recommended that initial moneys received from each class member be applied directly to that class member’s membership fee (which is required to be the same as a voting member’s fee) with the balance of the class fee recorded as class fees. Or, you may wish to set up your program so that there is a membership fee – again the same as for regular club members – plus the class fees.

It is possible that an unexpected, exceptionally large class, or other unexpected non-member income overshadowing the 35% ruling, could result in denial of exempt status. Tax-exempt organizations that on occasion have non-member income over the 35% ruling are required to file a Form 990T. An evaluation of the 990T could result in the loss of the tax-exempt status. One club was denied exemption because class fees constituted almost 50% of total income. The class members were not members of the club.

Relative to item 9, if your class registrations are set up on an associate membership basis, then your advertising for classes should use the word “join”. One club was denied exemption because it advertised publicly for class members who would be non-members until completion of the classes. (Relates to #6 of Form 1024.) (See also Example 5, Column 2 “Support” – key words “From members” – and Item 7 of “Tax Requirements” on previous page.)

Since a copy of the Constitution, By-laws or Articles of Incorporation must accompany Form 1024, it is recommended that the nine requirements as listed above be incorporated in the organization documents of the club, thereby confirming your statements on the application.

If in your organizational documents, there are items that conflict with any of the nine regulations as outlined above, it will become necessary to revise the documents. If there are no conflicting items, then completing Form 1024 in detail adhering to the above requirements should get you a tax-exempt status.

All Form 1024 applications for tax-exempt status must be accompanied by a Form 8718 and an application fee of \$400.<sup>131</sup>

## REQUIRED DOCUMENTS – CLUBS

1. Form 1024 must be submitted, completing Parts I through IV and Schedule D. Activity Codes 318 and 319 should be used on the application.
2. Each application for recognition of exemption must be accompanied by a conformed (one that agrees with the original and all amendments to it) copy of your organizations Certificate of Incorporation, Constitution, Articles of Association, or other enabling instrument **as well as** a conformed copy of its current By-laws or other similar code of regulations. This copy **should** be signed by an authorized officer of the organization, certifying that the document is a complete and accurate copy of the original.
3. A statement of Support, Revenue, and Expenses for the current year (Part IV of Form 1024 application).
4. A statement of Support, Revenue, and Expenses for each of the three years immediately before the current year. If in existence less than four years, complete a statement for each year in existence. Attach a letter explaining why the club never filed.

If your club filed at one time but has not filed anything for three years, you have lost your tax-exempt status and will have to apply again with a new Form 1024<sup>132</sup>.

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<sup>131</sup> Revised: 05/15/2011

<sup>132</sup> Revised: 05/15/2011

## FILING REQUIREMENTS

Every organization exempt from federal income tax must file every year with the IRS. Most small groups may file the simple “e-Postcard” Form 990N. Organizations with more than \$50,000 in revenue must file a full Form 990. If you go for three years without filing anything, you will be dropped from tax-exempt status and must file again.<sup>133</sup>

## REFERENCES:

Publication 557 (Rev. Jan. 1995) Tax Exempt Status for Your Organization. Available from the Internal Revenue Service. FREE.

Publication 598 (Rev. Feb. 1995) Tax on Unrelated Business Income of Exempt Organizations. Available from the Internal Revenue Service. FREE.

Publication 700 EO Handbook (Exempt Organization Handbook). Detailed information for 501(c)7 organizations. Available from the Internal Revenue Service. FREE.

Package 1024 Application for Recognition of Exemption under Section 501(a) which encompasses Section 501(c)7.

## INCORPORATING

All clubs must incorporate as a non-profit corporation. Incorporating is a safeguard for officers against Federal and State penalties and other liabilities the club might incur. To incorporate, you must complete Form NP 1, Articles of Incorporation, in duplicate, and pay a \$100.00 filing fee. Both copies must bear original signatures. Thereafter, an annual report is sent to you to be completed and mailed along with a \$50.00 annual fee to the Secretary of State, Corporation Division, Public Service Bldg, 225 Capital St, NE, Suite 151, Salem, OR, 97310-1327. You may secure Form NP 1 by writing to this same address.<sup>134</sup>

## WHERE TO GET HELP

The Federation Financial Advisor is always available to advise clubs about incorporation issues.

Internal Revenue Service – toll free number: 1-877-829-5500.

If you have a problem and are unable to get the necessary information for your needs, ask to speak with a technical consultant regarding non-profit social clubs. This will put you in contact with someone who has expertise in the field of your concern.

For incorporating: Secretary of State, Corporation Division  
Public Service Bldg  
225 Capital St., NE, Suite 151  
Salem, OR 97310-1327  
503-378-4166

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<sup>133</sup> Revised: 05/15/2011

<sup>134</sup> Revised: 05/15/2011

**SECRETARY OF STATE**  
**CORPORATION DIVISION**  
225 Capital St NE, Suite 151  
Salem, OR 97310-1327  
**(503) 378-4166**

**NONPROFIT CORPORATION STATUTE REVISED**

**NOTICE: PLEASE READ CAREFULLY**

The nonprofit statute has been revised. Corporations are now required to be classified in one of the three categories. For a few corporations, the category is designated by statute. For most nonprofit corporations, the following tests apply:

1. "Religious" corporation means a corporation which is organized primarily or exclusively for religious purposes.
2. "Public benefit" corporation means a corporation which:
  - (a) is tax exempt under section 501 (c) (3) of the Internal Revenue Code or is organized for a public or charitable purpose;
  - (b) on dissolution must distribute its assets to an organization organized for public or charitable purpose, to a religious corporation, to the United States, to a state or to an organization which is tax exempt under section 501 (c) (3) of the Internal Revenue Code; and
  - (c) does not come within the definition of religious corporation.
3. "Mutual benefit" corporation means a corporation which does not come within the definition of public benefit or religious corporation.

**PLEASE INDICATE ONLY ONE CATEGORY.**

***(NOTE: All square dance organizations should identify themselves as "Mutual Benefit" corporations.)***

1 **OREGON TAX-EXEMPT STATUS**

2  
3 **DEPARTMENT OF REVENUE**

4  
5 STATE OFFICE BUILDING • • SALEM, OREGON • • 97310

6  
7 CORPORATION INCOME AND EXCISE TAX LAW  
8 PROOF OF EXEMPTION REQUIRED BY OAR 150-317.080

9  
10 A corporation is not exempt from the income or excise tax merely because it  
11 is not organized and operated for profit. In order to establish its  
12 exemption and thus be relieved of the duty of filing returns and paying  
13 taxes, each organization claiming exemption must file with the Department:

- 14 (a) An affidavit showing (i) the character of the organization; (ii) the  
15 purpose for which it was organized; (iii) its actual activities;  
16 (iv) the sources and the disposition of its income; (v) whether or  
17 not any of its income is credited to surplus or may inure to the  
18 benefit of any private stockholder or individual (see below); and,  
19 (vi) in general, all other facts relating to its operations which  
20 affect its right to exemption.
- 21 (b) A copy of the articles of association or incorporation
- 22 (c) A copy of the bylaws of the organization.
- 23 (d) The latest financial statement showing the assets, liabilities,  
24 receipts, and disbursements of the organization.

25 The articles should clearly indicate the disposition to be made of surpluses  
26 in the event of dissolution. When an organization has established its right  
27 to exemption, it need not thereafter voluntarily make a return or any further  
28 showing with respect to its status unless it changes the character of its  
29 organization or operations from the purpose for which it is organized, or  
30 unless the Department requests the filing of returns or the furnishing of  
31 other information. Copies of supplemental or amended articles of  
32 incorporation and amendments to bylaws should be forwarded promptly to the  
33 Department for study as to effect upon exemption. The Department will, from  
34 time to time, require the corporation to file an affidavit, on a form which  
35 will be furnished, revealing the corporation's current status.

36 Profits inure to the benefit of an individual when the individual receives an  
37 economic advantage as an individual or as a member of a group, whether he  
38 receives the advantage as a dividend, money, goods, services or use of  
39 property or facilities at less than that cost otherwise would be.

40  
41  
42 Form 4-213

1 **SAMPLE LETTER TO INQUIRE ABOUT TAX-EXEMPT STATUS**

2

3462 Onyx Place  
Eugene, OR 97405-4338  
Telephone: 503-687-1937

March 21, 2000

Internal Revenue Service  
TE/GE Division Customer Service  
P.O. Box 2508  
Cincinnati, OH 45201

I am an officer of the Happy Clogger Square Dance Club of Eugene and am checking on our exempt status.

Could you please advise if we are listed as an exempt organization and, if so, send us a copy of our case file, "Application for Exemption" and attachments thereto. Our Federal ID number is 93-0781249.

Sincerely yours,

HAPPY CLOGGER SQUARE DANCE CLUB

Jane Doe  
Secretary

Cc: Oregon Federation of Square and Round Dance Clubs  
Membership Chairperson  
Financial Advisor

Date: APR 8 1986

Internal Revenue Code:  
Section 501(c)( 4 )

Key District: Seattle

Date of Key District's Proposed  
Adverse Letter: February 26, 1985

Oregon Federation of Square and Round  
Dance Clubs  
855 East 39th Street  
Eugene, OR 97405

Employer Identification Number: 93-6031195

Accounting Period Ending: August 31

Person to Contact: M. Nicchitta  
Appeals Officer

Contact Telephone Number:  
(213) 894-4707  
Los Angeles, CA

Dear Applicant:

This letter revokes the proposed adverse letter issued to you by your key District Director on the above date and reflects our consideration of your appeal. Based on information supplied, and assuming your operations will be as stated in your application for recognition of exemption, we have determined you are exempt from Federal income tax under the provisions of the Internal Revenue Code section indicated above.

Unless specifically excepted, you are liable for taxes under the Federal Insurance Contributions Act (social security taxes) for each employee to whom you pay \$100 or more during a calendar year. And, unless excepted, you are also liable for tax under the Federal Unemployment Tax Act for each employee to whom you pay \$50 or more during a calendar quarter if, during the current or preceding calendar year, you had one or more employees at any time in each of 20 calendar weeks or you paid wages of \$1,500 or more in any calendar quarter. If you have any questions about excise, employment, or other Federal taxes, please address them to your key District Director.

If you change your purposes, character, or method of operation, please let your key district office know so that it can consider the effect of the change on your exempt status. Also, you should advise your key District Director of all changes in your name or address.

You are required to file Form 990, Return of Organization Exempt from Income Tax, only if your gross receipts each year are normally more than \$25,000. If a return is required, it must be filed by the 15th day of the fifth month after the end of your annual accounting period. The law imposes a penalty of \$10 a day, up to a maximum of \$5,000, when a return is filed late, unless there is reasonable cause for the delay. This penalty may also be charged if a return is not complete. So please make sure your return is complete before you file it.

You are not required to file Federal income tax returns unless you are subject to the tax on unrelated business income under Code section 511. If you are subject to this tax, you must file an income tax return on Form 990-T. In this letter, we

(over)

████████████████████  
████████████████████  
████████████████████

Letter 1366(RO) (Rev. 4-84)

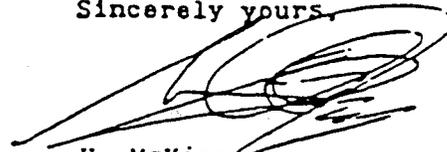
are not determining whether any of your present or proposed activities are unrelated trade or business as defined in Code section 513.

Please show your employer identification number on all returns you file and in all correspondence with the Internal Revenue Service.

We are informing your key District Director of this action. Because this letter could help resolve any questions about your exempt status, you should keep it in your permanent records.

If you have any questions, please contact the person whose name and telephone number are shown in the heading of this letter.

Sincerely yours,



H. McKinney  
Associate Chief

Los Angeles Appeals Office  
P.O. Box 2471  
Los Angeles, CA 90053

1 **PARLIAMENTARIAN**

- 2 1. Should have a working knowledge of Robert's Rules of Order.
- 3 2. Sees that motions are made correctly.
- 4 3. Keeps Practices and Procedures up to date in conjunction with the Secretary<sup>135</sup>
- 5 4. Provides a complete and detailed description of the duties of all Officers, Delegates and Committee
- 6 Chairpersons of the State Federation to be written out and distributed each year at the September
- 7 meeting to all officers.
- 8 5. Attends all State meetings and State sponsored events.
- 9 6. Distributes to all officers, delegates and appointed officers a copy of all changes in the Practices &
- 10 Procedures, to be included with the minutes of the State meeting of when the changes took place.<sup>136</sup>

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<sup>135</sup> Revised: 05/19/2013

<sup>136</sup> Adopted: 09/21/97

1 **HISTORIAN**

- 2 1. Requests pictures, articles, clippings, programs, ribbons from council events, etc., on square dance  
3 activities via the State Delegates, or an open letter in the OFN, and compiles a notebook for future  
4 reference.
- 5 2. Is custodian of hard-bound volumes of the OFN and the history albums.
- 6 3. Inserts copies of the State minutes, pictures from the meetings and dances put on by the host area  
7 into history album.
- 8 4. May be asked to help on research projects.
- 9 5. Is custodian of the Summer Festival notebooks and checks them out to future Summer Festival  
10 chairpersons.

11 MEETINGS:

12 SEPTEMBER: Notifies OFN editor of address. Historian is to receive two (2) copies of the State meeting  
13 minutes. Reminds Mid-Winter Chairperson to provide two (2) display tables for Mid-Winter, and  
14 ribbon, logo, and program booklet for history album.<sup>137</sup>

15 MID-WINTER: Sets up complete Federation history display on two tables that have been provided.  
16 Checks occasionally to restore display.

17 MAY: Reminds Summer Festival Chairperson to provide two (2) display tables for Summer Festival,  
18 and ribbon, logo, and program booklet for history album.

19 SUMMER FESTIVAL: Sets up display of Federation history on the two tables furnished. Checks  
20 occasionally to restore display. He/she will submit a budget to the Treasurer for the next year's  
21 expenses (film, developing, notebooks, filler pages).

---

<sup>137</sup> Revised: 07/21/2013

## **PUBLICITY AND EDUCATION CHAIRPERSON<sup>138</sup>**

The Publicity and Education Chairman shall:

1. Write a report for each State Meeting and attend as many as possible.
2. Monitor the different social media providers that are available and determine whether or not the Federation would benefit from participating in each.
3. Create new social media accounts when determined they will help promote the clubs and councils within the Federation.
4. Monitor all Federation social media posts to be sure they follow the rules and guidelines, listed under Social Media Guidelines.
5. Create flyers for Federation events and post them in the OFN, on Federation Facebook page, and any other social media pages that have been established.
6. Maintain a list of lessons for all Federation Clubs and Councils and post them to the September OFN with an article. Update and post on Facebook several times a month in August and September. Lesson information is gathered from email, the OFN, and other Facebook posts. If there are any January or February 7 | Page lessons, update the lessons list and post it to the January OFN with an article and on the Federation Facebook page December and January.
7. Maintain a list of new dancer Jamborees for all Federation Clubs and Councils and post to Facebook and the OFN with an article. Retrieve information from email, the OFN, and other Facebook posts. Post to Federation Facebook page several times a year and in the OFN's November issue.
8. Maintain a list of all 2-4 day festivals sponsored by Federation Clubs or Councils and post to the OFN in the spring prior to the first spring festival. Post on Facebook with the first page of each flyer several times a year. Contact and remind festival leadership if they have not posted a flyer to the OFN. Retrieve information from email, the OFN, and other Facebook posts.
9. Promote clubs and councils by sharing their flyers that are not posted to the Federation Facebook page. Help create flyers if needed.
10. Assist clubs and councils in promoting their dances.
11. Communicate with state festivals and offer to write articles or create flyers to promote their festival. Offer assistance in posting on other states' social media pages. Create and maintain their social media pages if they do not have one.
12. Write regular articles for the OFN and social media promoting square dance festivals, lessons, and special events.
13. After each Educational Seminar, write an article for the OFN summarizing the seminar. In some cases, the presenter may wish to write the article.
14. Work with clubs and councils on promoting National Dance Day in September.
15. Work with the Webmaster and OFN Editor to promote the square, round, line, and clogging dance events.
16. Communicate with the Executive Board when information on how to better run our organization and pitfalls to look for is encountered.
17. When visiting clubs and councils, be willing to exchange ideas on information pertinent to the clubs. Offer to create flyers and articles if they require assistance promoting their group. Offer to post flyers on social media sites if they need assistance. Inquire from the clubs how the Federation can help them. Help improve dancer relations.

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<sup>138</sup> Revised: 05/19/2013, 01/27/2024

- 1 18. Coordinate with the state festival committees to establish a time for an Educational Seminar during  
2 the festivals. Create the seminar, invite speakers if appropriate, promote the seminar through  
3 articles, social media posts, and in the OFN. When there is a festival program book, send a flyer to  
4 the festival promoting the seminar.
- 5 19. Provide training for Delegates and Officers at the September State Meeting. See agenda and subjects  
6 to be covered on the following page.
- 7 20. Obtain the list of incoming officers and delegates with contact information from the Secretary or  
8 2nd Vice President. Contact the new officers and delegates welcoming them to the Federation and  
9 giving them a timeline description for their first meeting. Send out the Educational Agenda and any  
10 appropriate materials in advance of the meeting.
- 11 21. Create, update, and maintain the Federation's social media accounts. If the Publicity and Education  
12 Chairperson is unable to work with the Federation's social media, they may appoint someone to  
13 work with them during their current term which ends during the September State Meeting.  
14

## **SOCIAL MEDIA GUIDELINES<sup>139</sup>**

1  
2  
3 Social Media is a means of interaction amongst people in which they share information, personal  
4 messages, interact with others, and stay in touch through websites and applications.

5  
6 The Federation’s involvement with Social Media is monitored and maintained by the Publicity and  
7 Education Chairperson.

8  
9 The Publicity and Education Chairperson monitors the Social Media sites that are available and  
10 determines whether the Federation should have an account on those sites.

11  
12 The Publicity and Education Chairperson creates a Federation account on a Social Media site if it is  
13 determined that the Federation will benefit from the account.

14  
15 All Federation Social Media accounts will be governed by the following guidelines:

- 16 1. Oregon Federation of Square and Round Dance’s Basic Rule: This page is for the promotion of  
17 square, round, line, clogging, and contra dancing.
- 18 2. Promotion of Dancing – Oregon and beyond. You do not have to live in Oregon to join our page.  
19 Most of the dances posted will be for Oregon and the surrounding area, however posting  
20 information on dancing outside of Oregon is welcome.
- 21 3. Be kind and respectful. No hateful, political, religious, mocking, or non-dance related posts are  
22 allowed. First post will be deleted. If you post another negative post, you may be removed from the  
23 group. Our group pages are for the PROMOTION of dancing.
- 24 4. No spam allowed. Spam or fake ads will immediately be deleted, and the poster banned  
25 permanently. See Rules 1-2.

26 If a Social Media site is determined to be no longer relevant or is detrimental to the Federation, the  
27 Publicity and Education Chairperson shall delete the social media account after receiving approval  
28 from the Oregon Federation of Square and Round Dance Club’s Executive Board.

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<sup>139</sup> Adopted: 01/27/2024

## AGENDA FOR TRAINING<sup>140</sup>

- 1
- 2 1. Address by President(s)
- 3 2. Discussion of Agenda
- 4 3. Responsibilities of Delegates \*\*
- 5 4. Parliamentary Procedures (Parliamentarian)
- 6 5. Discussion of Meeting Weekend
  - 7 a) Attend training in September
  - 8 b) Dinner
  - 9 c) Dance – Introductions
  - 10 d) State Meeting
  - 11 i) Delegate Meeting
- 12 6. Questions and Answers
- 13 7. Insurance Procedures (Insurance Chair)<sup>141</sup>
- 14

15 \*\* See subjects of Meeting

16

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<sup>140</sup> Added: 06/13/93

<sup>141</sup> Added: 01/30/00

## **SUBJECTS OF MEETING**

1  
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13

1. Delegate to attend, if not, ensure substitute (IV-2)
2. General Meeting, Order of Business (IV-3)
3. Reimbursement of Mileage (IV-4)
4. Elected Officer and Delegate Duties (V-3)
5. President's Duties, particularly #5 (V-4)
6. First Vice President's Duties, particularly #8 (V-5)
7. Delegate Duties, particularly 30 days notice (V-26)
8. Standing Committees, importance of... (VII-1)
9. Leadership Training (VIII-8)
10. Review of Practices and Procedures

1 **TRAINING SESSION LETTER<sup>142</sup>**

2 (ON OREGON STATE FEDERATION LETTERHEAD)

3  
4  
5 **June 1, 20XX**

6  
7 Dear xxxxx:

8 Congratulations and Welcome to the board of the Oregon Federation of  
9 Square and Round Dance Clubs.

10 Your fellow dancers have recognized you as a leader in your area.  
11 They have entrusted you to bring forth their ideas, questions, and  
12 concerns.

13 Active participation in the board's decisions will help to ensure our  
14 activity will grow and prosper.

15 In turn, communication back to your respective areas is of equal  
16 importance.

17 The Oregon Federation of Square and Round Dance Clubs belong to all of  
18 us. Open lines of communication with your fellow dancers will  
19 encourage their participation.

20 Your first State meeting will be September xx, 199x. In preparation  
21 for the meeting, we would like you to attend a training session on  
22 Saturday afternoon, September xx at 3:00 PM to 4:30 PM at xxxxxxxx.

23 At this session, you will be provided training to help in your  
24 understanding of the board's duties and responsibilities. A copy of  
25 the Federation Practices and Procedures will be provided.

26 Once again, Congratulations and Welcome Aboard! We're glad you are  
27 part of our team.

28  
29  
30 XXXXXXXXXXXXXXXXXXXXXXXXXXXX

31 President, 20xx-xx

XXXXXXXXXXXXXXXXXXXXXXXXXXXX

President-Elect, 20xx-xx

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<sup>142</sup> Added: 06/13/93

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## **Section VII – STANDING COMMITTEES**

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1 **STANDING COMMITTEES**

2 The Federation has several Standing Committees, as follows:

- 3 • Nominating Committee
- 4 • Round Dance Screening Committee
- 5 • Insurance Committee
- 6 • Festival Advisory Committee
- 7 • State Fair Dance Committee
- 8 • Grant Fund Committee
- 9 • Randall Award<sup>143</sup>
- 10 • OFN Advisory Committee<sup>144</sup>
- 11 • Youth Activities Coordinator<sup>145</sup>
- 12 • Music Licensing Coordinator<sup>146</sup>
- 13 • Caller Liaison<sup>147</sup>
- 14 • Background Check Coordinator<sup>148</sup>

15 All Chairpersons or designated spokespersons of any State sponsored or co-sponsored function shall  
16 present a detailed written report, including a financial statement at each State meeting held after  
17 negotiations for contractual assistance and facilities begin. An annual financial report shall be based  
18 on the September 1 to August 31 fiscal year of the Federation. All Standing Committee Chairpersons  
19 must be members of a Federated Club and shall retain membership in a Federated Club throughout  
20 their term of office. Standing Committee Chairpersons cannot make motions and do not have a vote.

21 Standing Committee Chairpersons shall inform the Financial Advisor of all activities and meetings  
22 concerning Federation funds.

23 The following pages contain information on each of these Standing Committees.

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<sup>143</sup> Revised: 11/11/90

<sup>144</sup> Revised: 08/02/92

<sup>145</sup> Revised: 09/13/92

<sup>146</sup> Revised: 09/13/92

<sup>147</sup> Adopted: 11/16/97, Revised: 09/17/2017

<sup>148</sup> Adopted: 09/17/2017

## **NOMINATING COMMITTEE<sup>149</sup>**

The Nominating Committee is responsible for developing a slate of officers for the following year. The Nominating Committee is to be announced at the Summer Festival meeting.

1. Pursuant to Article 7 of the By-laws, the Nominating Committee is appointed as follows:
  - a) Past President is Chairperson
  - b) President-Elect appoints 2 members, one of whom must be an Area Delegate
  - c) 1st Vice President-Elect appoints 1 member
  - d) 2nd Vice President-Elect appoints 1 member
2. Nomination forms are passed out at the September State meeting to all Delegates and all elected and appointed officers.
3. The Delegates are to distribute the forms to each Federated Club by October 31st of each year.
4. The clubs shall submit the completed forms for any club member desiring to be nominated for a Federation office through their Area Council, with the signature of the Area Council President, to the State Federation. Nomination forms along with photographs shall be submitted to the Nominating Chairperson by January 1st of each year.
5. The candidate for office shall signify on the nominating questionnaire all offices for which he/she is willing to be nominated for. Should the Nominating Committee desire to nominate a candidate for any other office than indicated on the form, the committee shall obtain the permission of the candidate.
6. If the Councils do not submit enough suggested candidate nominees to provide at least two candidates for each office, the Nominating Committee shall obtain other nominees by asking persons whom they know of their own knowledge to be interested and capable officer candidates, and who are members of a Federated club. If there are already two nominees for an office, then the Nominating Committee need not find additional candidates for that office.
7. The Nominating Committee shall exert every effort to have candidates from as many Area Councils as possible, and shall try to maintain a reasonable proportion of experienced and new officers in the Federation.
8. In odd-numbered years, the slate consists of 1<sup>st</sup> Vice President, 2<sup>nd</sup> Vice President and Treasurer. In even-numbered years, the slate consists of 1<sup>st</sup> Vice President, Secretary, and Membership Chairman. Exceptions will be made if an officer cannot complete a two-year or three-year term.
9. The members of the Nominating Committee shall communicate with each other early in January to assure that there are sufficient candidates to develop a full slate of officers. If additional candidates are needed, the committee shall attempt to recruit any necessary candidate prior to the Mid-Winter Festival, in order to minimize the amount of last-minute effort required at Mid-Winter.
10. The Nominating Committee meeting at the Mid-Winter Festival shall operate as follows:
  - a) The Nominating Committee will have the option of a closed meeting prior to an open public meeting.
  - b) The open meeting will be held at a time and location that has been previously published (preferably, in the Mid-Winter Festival schedule and OFN).
  - c) The open meeting is to be held in a room provided by the Mid-Winter Festival committee at the festival facilities.
11. The proposed slate of officer candidates shall be posted in several conspicuous places at the Mid-Winter Festival by 8:00 PM Saturday evening.

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<sup>149</sup> Adopted: 11/11/90

- 1 12. The slate of officer nominees shall be reported at the Mid-Winter Festival State Executive Board  
2 Meeting at which time there will be an opportunity for nominations from the floor.
- 3 13. Any officer nominee on the adopted State Federation ballot who has not previously submitted a  
4 nomination form and/or photograph shall do so by the end of the Mid-Winter Festival State  
5 meeting.
- 6 14. In addition to the information developed by the Secretary<sup>150</sup> from the nomination form, candidates  
7 may submit a statement of up to 50 words on why they would like to be elected. This statement  
8 must meet the deadlines outlined above. Candidate information shall include only those offices  
9 held by the candidate, and not by their spouse or partner.
- 10 15. The Secretary submits the candidate information and photographs to the OFN editors for inclusion  
11 in the March OFN (per By-laws Article 7).
- 12 16. Campaigning for office by such means as Oregon Federation News purchased advertising,  
13 distribution of flyers, other handout materials, campaign speeches at dances, meetings, etc., is  
14 prohibited.

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<sup>150</sup> Revised: 05/19/2013

1 **ROUND DANCE SCREENING COMMITTEE<sup>151</sup>**

2 The Screening Committee's function is to assist the Areas in the selection of Round of the Month  
3 (ROM). The Round Dance Screening Chairperson is appointed by ORDTA.

4 1. The Chairperson will appoint a committee of two ORDTA members that will assist in selecting  
5 dances for the suggested ROM list sent to the areas for selection.

6 2. The Chairperson will send information to the Area responsible for selecting the ROM  
7 approximately one months before the selection is to be turned into the Chairperson.

8 3. The information will consist of:

9 a) Requirements set by the State on picking a ROM.

10 b) A list of suggested dances with cue sheets and a copy of the cued music.

11 c) An accompanying letter that specifies the return date for the selection made by the Area  
12 Council.

13 4. When Chairperson receives the area selection, they will notify the Oregon Federation News of the  
14 selection one month prior to publication of the ROM date and supply a cue sheet of the selection.

15 5. The Chairperson will attend the State meetings.

16 6. Every year in March, the ROM will be a classic round chosen by ORDTA. This classic ROM will  
17 meet the Federation guidelines, as listed on the following page.<sup>152</sup>

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<sup>151</sup> Revised: 01/2017

<sup>152</sup> Adopted: 11/16/97

1 **REQUIREMENTS FOR SELECTING THE ROUND OF THE MONTH<sup>153</sup>**

- 2 1. Type and availability of recorded music.
- 3 a) Appropriate digital formats in current use.
- 4 b) Widely available.
- 5 2. Level of complexity.
- 6 a) Should be simple, with figures from Roundalab Phase I and Phase II, and not more than two (2)
- 7 figures from Phase III. In Roundalab terminology, this means Phase II, Phase II+1, or Phase
- 8 II+2.<sup>154</sup>
- 9 b) An instructor should be able to teach the dance in 30 minutes or less.
- 10 3. Cue Sheet.
- 11 a) The cue sheet should be clearly written, using standard RAL terminology in up-to-date form. If
- 12 one is not sure exactly what the choreographer means in the cue sheet then consider carefully
- 13 whether it should be an Oregon Round of the Month.
- 14 b) No changes can be made to the original cue sheet. (Exception would be if the choreographer
- 15 corrects a mistake on the cue sheet.)
- 16 4. Area Responsibilities.
- 17 a) Each Area will select a Round Dance Coordinator, whose responsibility will be to see that all
- 18 the requirements are met. The Coordinator will forward information to the Screening
- 19 Committee Chairperson.
- 20 b) Area will submit first, second and third choice, one of which must be from the recommended
- 21 list.
- 22 c) If the Area elects to select a dance not on the recommended list, they must supply a cue sheet
- 23 and ensure that the music for the dance is widely available. They must notify the Screening
- 24 Committee.
- 25 d) If Area prefers not to select a R.O.M., they may ask the Screening Committee to make the
- 26 choice.
- 27 e) If the Screening Committee does not receive the information by the designated date, the
- 28 Screening Committee will make the selection.
- 29 5. Appointed Screening Committee responsibilities:
- 30 a) Assist Chairperson:
- 31 i) To select appropriate dances for the list.
- 32 ii) To assist Chairperson for other tasks needed.
- 33 b) Provide lists, cued music, and cue sheets of appropriate current Round Dances.
- 34 c) If Round Dance selection from Area does not meet the requirements of the Oregon State
- 35 Federation, will recommend to Chairperson an appropriate replacement.
- 36 d) Locate existing sources for the music identified in the dances.
- 37 e) Make available information on Roundalab Phase Rating System upon request.

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<sup>153</sup> Revised: 06/13/1993; revised 01/2017

<sup>154</sup> Revised: 09/10/1996, revised: 11/16/2003

1 **INSURANCE COMMITTEE<sup>155</sup>**

2 The Insurance Chairperson is appointed by the State President, and should be an experienced State  
3 Board member with some knowledge of the program. The Insurance Chairperson reports to the  
4 Federation through the Membership Chairperson.<sup>156</sup> The Committee is made up of the Area Delegates.  
5 The Chairperson may designate an Assistant Chairperson, preferably a Delegate or past Delegate.

6 **GENERAL RESPONSIBILITIES:**

- 7 1. Annually review insurance coverage available from various providers.
- 8 2. Maintain close contact with insurance carrier, currently USDA (United Square Dancers of  
9 America).
- 10 3. Maintain rosters of clubs and their classes for verification of membership in case of personal injury.
- 11 4. Obtain Certificate of Additional Insured certificates for special functions as requested.
- 12 5. Notify USDA insurance office of special dances not requiring certificate.
- 13 6. Keep Insurance Administration Fund in the black. \$0.10 of the insurance premium paid per person  
14 is retained by the State to cover the Federation's cost of administration of the insurance program.  
15 This fund can be used to pay Oregon Federation's \$100.00 per year USDA dues. It cannot be used  
16 to reduce premiums, per IRS ruling.

17 **ANNUAL SOLICITATION:**

- 18 1. Distribute Oregon USDA Insurance form at September meeting.
- 19 a) Clubs can plan next calendar year.
- 20 b) Clubs can prepare roster which includes name of each dancer, for November 1st submission to  
21 their State Delegate from their Area Council.
- 22 c) Clubs should verify with each dancer which club that dancer desires to recognize as his/her  
23 primary club, and note that preference on the roster. This roster should include callers and  
24 cuers if they are not affiliated with one of the Federated Caller and Cuer Associations.
- 25 d) Clubs can approve approximate money to expedite submission by November 1st.
- 26 2. September State Meeting:
- 27 a) The insurance premium is to be set by USDA.
- 28 b) Organize and hold a kick-off meeting for all officers and delegates just after Saturday  
29 orientation meeting.
- 30 c) Give Area Delegates Federation Club Listing Forms.
- 31 d) Set date for all clubs to return forms, rosters, and premiums to Area Delegates. Recommend by  
32 November 1st.
- 33 e) Area Delegates are to check over the rosters and return to the State Insurance Chairperson all  
34 club forms, rosters, and premiums by November 15th.<sup>157</sup>
- 35 f) Chairperson submits renewals by email from the Insurance web page to USDA Insurance by  
36 December 15th, Club Listing Forms, rosters, and check to cover premiums. This is to be sent  
37 by expedited means if necessary to assure its timely arrival.

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<sup>155</sup> Revised: 01/29/95, 09/18/2022

<sup>156</sup> Revised: 05/07/95

<sup>157</sup> Revised: 05/06/2001

- 1 g) All checks are to be made out to the OFSRDC and sent to the delegate, to be forwarded to the  
2 Chairperson. The Chairperson is responsible for keeping an accurate account of all income and  
3 expenses for the insurance fund and forwarding checks to the Treasurer.<sup>158</sup>

#### 4 **CERTIFICATES OF ADDITIONAL INSURANCE**

- 5 1. No Certificate of Additional Insurance can be requested until forms and payment are received by  
6 USDA insurance office. See form on the Federation web site.
- 7 2. Requests for Mid-Winter Festival and early notice for demonstrations or special dances can be sent  
8 with packets of forms and payment for the respective area. Make note of the need for an expedited  
9 Certificate of Additional Insurance.
- 10 3. Chairperson needs full information including correct name and address of additional insured,  
11 name of facility, address, and zip code of event as requested on Notice of Event forms, or Request  
12 for Certificate of Additional Insured forms, both of which are available on the Federation web site.
- 13 4. Chairperson shall obtain proper address to email Certificate to after receipt, either the requestor or  
14 a third party.
- 15 5. Chairperson can call for last minute certificates and have them emailed in an emergency.

#### 16 **PERSONAL INJURY REPORTS**

- 17 1. Report all accidents immediately to the Chairperson. A complete accident report is due within 20  
18 days of the accident.
- 19 2. Chairperson needs complete information for accident report.
- 20 a) Who, where, when, how it happened.
- 21 b) Club Officer who witnessed accident, if possible.
- 22 c) Conditions involved in the accident.
- 23 d) Complete name, address, DOB, SSN, sex, phone number of injured party.
- 24 3. Form must be verified and signed by the Insurance Chairperson with details before being sent to  
25 the injured party. Insurance Chairperson checks roster to verify individual is covered before  
26 signing form.
- 27 4. Injured party must include name and mailing address of other insurance carrier in the proper  
28 location on the form. It is the injured party's responsibility to see that this form is properly filled  
29 out by the doctor and hospital, and returned to the Chairperson within 20 days of the accident.

#### 30 **GENERAL INFORMATION**

- 31 1. Applications for new members can be submitted at any time. No discounts apply. Period of  
32 coverage is January 1st to December 31st. New club applications must include payment of full  
33 years' insurance regardless of the date of application.
- 34 2. Certificates of Insurance are received by Chairperson from USDA in December or January. They  
35 will then be emailed to the Area Delegate for distribution.
- 36 3. Report any potential problem to the Insurance Chairperson.
- 37 4. Chairperson will contact USDA in case of any potential problem.
- 38 5. All demonstration dances scheduled within the State Federation must be by member clubs or  
39 councils of the Oregon Federation.
- 40 6. Chairperson must determine that all clubs not insured with USDA have provided the Oregon State  
41 Federation with Proof of Insurance of one million dollars (\$1,000,000.00) liability, or they must be

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<sup>158</sup> Revised: 05/06/2001

- 1       dropped from membership. Such proof shall be accepted in lieu of payment of premiums for  
2       USDA insurance.
- 3    7.   Demonstration dances and dances cannot be co-sponsored by member and non-member clubs  
4       unless the Chairperson is provided proof of insurance as stated in item 6 above by the non-member  
5       club.  
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January XX, XXXX

Dear Club President,

Please take a few minutes to read about the things you need to do to make sure all your club dancers are covered by USDA insurance.

When a new member joins your club, please send in their names and addresses. When your lessons get underway, send in a class roster. When your class graduates and joins your club, send in their names and addresses, even if they were listed on the class roster. If new members join between January 1 and June 30, you must send a premium payment to the insurance chairman. In case of accident, if their names are not listed, **they are not covered.**

Okay, so now we have all our dancers insured. What to do if there is an accident? Please do not pass this over to your secretary or treasurer. Accident reporting is the responsibility of the president. If a dancer in your club has a dance related accident, even if it is not at your own club dance, it is your job to fill out an accident report form and send it to us within 48 hours or as soon as you know about it. We will then send a claim form to the injured person. The accident report form is our first notice that something has happened. Send this in for every accident, even if you don't know about any treatment. Remember that anything submitted to the insurance company or USDA directly will only be returned to us for processing. The first thing we will ask for is the club accident report form.

I have included a club accident report form for your convenience. If you have any questions or concerns, please do not hesitate to contact us.

Thank you, and Happy Dancing.

Insurance Chair.

1 **Oregon Insurance Form**

2 **Club Information**

3 Council Membership \_\_\_\_\_

4 Club Name \_\_\_\_\_

5 Club Address \_\_\_\_\_ City \_\_\_\_\_ St \_\_\_\_ Zip \_\_\_\_\_

6 Club President \_\_\_\_\_ Phone \_\_\_\_\_

7 Presidents Address \_\_\_\_\_ City \_\_\_\_\_ St \_\_\_\_ Zip \_\_\_\_\_

8 **Regular Dance Information**

9 Dance Date \_\_\_\_\_ Time \_\_\_\_\_

10 Scheduled Dance Hall \_\_\_\_\_

11 Hall Address \_\_\_\_\_ City \_\_\_\_\_ St \_\_\_\_ Zip \_\_\_\_\_

12 Owner Of Hall \_\_\_\_\_

13 Owners Address \_\_\_\_\_ City \_\_\_\_\_ St \_\_\_\_ Zip \_\_\_\_\_

14 **Class Information**

15 Class Date \_\_\_\_\_ Time \_\_\_\_\_

16 (The following information is necessary only if it is different from regular dance hall)

17 Scheduled Dance Hall \_\_\_\_\_

18 Hall Address \_\_\_\_\_ City \_\_\_\_\_ St \_\_\_\_ Zip \_\_\_\_\_

19 Owner Of Hall \_\_\_\_\_

20 Owners Address \_\_\_\_\_ City \_\_\_\_\_ St \_\_\_\_ Zip \_\_\_\_\_

21

Number of Club Members:		(Do not include class members or callers and cuers if they belong to NWCCA, Capital CCA or Cascade CCA)
Multiply By:	\$ .00 ea	
Amount Due Oct 15, _____		(Min \$ .00 per club)

22 **Please Attach:**

23 **1) CLUB ROSTER, 1 copy (Please note dancers home club, name, address, phone)**

24 **2) CLASS ROSTER, 1 copy**

25 **3) CHECK (Payable to OFSRDC)**

26 Club insurance contact person:

27 Name Printed \_\_\_\_\_ Phone \_\_\_\_\_

28 Address \_\_\_\_\_ City \_\_\_\_\_ St \_\_\_\_ Zip \_\_\_\_\_



1 **REQUEST FOR CERTIFICATE OF ADDITIONAL INSURED**

2 Date: \_\_\_\_\_

3 NAME(S) OF THE ADDITIONL INSURED means the owner(s) or organization of  
4 owners who want their names added to our liability insurance. Normally, this differs  
5 from the name or location of the facility that you are using.

6 LOCATION OF EVENT(S) means the name of the actual location of the event. This  
7 must include a complete address: street, city, state and zip.

8 1. NAME(S) OF ADDITIONAL INSURED \_\_\_\_\_

9 Street Address: \_\_\_\_\_

10 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

11 2. LOCATION OF EVENT(S) \_\_\_\_\_

12 Street Address: \_\_\_\_\_

13 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

14 3. IF MORE THAN ONE BUILDING IS USED, LIST ALL BUILDINGS USED

15 \_\_\_\_\_

16 Date(s) of Function(s); include time if known.

17 Date Time Type of Function

18 \_\_\_\_\_

19 \_\_\_\_\_

20 4. REQUESTED BY (CLUB NAME) \_\_\_\_\_

21 Person making request \_\_\_\_\_

22 Street Address: \_\_\_\_\_

23 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

24 Phone: \_\_\_\_\_

25 Comments: \_\_\_\_\_

26 \_\_\_\_\_

27 \_\_\_\_\_

28 Mail To: Federation Insurance Chairman  
29 ( )  
30 ( )  
31 ( )

1 **CLUB ACCIDENT REPORT**

2 Association/Federation:  Oregon Federation of Square and Round Dance Clubs

3 Club: \_\_\_\_\_ Date of Accident: \_\_\_\_\_

4 Club Officer: \_\_\_\_\_ Phone: \_\_\_\_\_

5 Location of accident: \_\_\_\_\_

6 Name & Address of injured person: \_\_\_\_\_

7 \_\_\_\_\_

8 Phone: \_\_\_\_\_ Member of what Club: \_\_\_\_\_

9 Name & Address of witness(es):

10 1. \_\_\_\_\_

11 2. \_\_\_\_\_

12 3. \_\_\_\_\_

13 \_\_\_\_\_

14 Description of accident:

15 \_\_\_\_\_

16 \_\_\_\_\_

17 \_\_\_\_\_

18 \_\_\_\_\_

19 \_\_\_\_\_

20 \_\_\_\_\_

21 \_\_\_\_\_

22 When & Where was treatment given: \_\_\_\_\_

23 \_\_\_\_\_

24 \_\_\_\_\_

25 \_\_\_\_\_

26 Signed: \_\_\_\_\_ Telephone: \_\_\_\_\_

27 Within 48 hours of the accident, complete form and send to:

28 Federation Insurance Chairman

29 ( )

30 ( )

31 ( )

32 \_\_\_\_\_

33 Upon receipt of this accident report, a claim form will be mailed to the injured person.

1 **FESTIVAL ADVISORY COMMITTEE**

2 The purpose of this committee is to work with the Areas that want to have a Festival. The 1st Vice  
3 President is Chairperson of this committee. Other members of the committee are the Past President  
4 and the last two (2) Summer Festival Chairpersons or co-Chairpersons. The committee, when  
5 requested by an Area, will go into the Area and explain just what a Festival involves, how big a job it is,  
6 and where they can look for help from other Areas of the State.

7 When the Festival Advisory Committee visits an area, the committee members are entitled to  
8 reimbursement from the State Federation as follows: round-trip mileage of \$.60 per mile, one night's  
9 lodging at \$40.00 (if necessary), and one dinner at \$7.50 (if necessary).<sup>159</sup>

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<sup>159</sup> Revised: 09/18/2011

1 **STATE FAIR DANCING**

2 The State Fair Dance Chairperson coordinates the program for State Fair dancing. This includes  
3 attending the exhibitions dances when scheduled, working with the State Fair person negotiating for  
4 free entrance for dancers, and working out any problems that may arise during the Fair, distributing  
5 tickets or entrance instructions to dancers prior to the Fair.<sup>160</sup>

6 The responsibilities of the State Fair Chairperson are:

- 7 1. Write email or letter to State Fair to let them know of the Federation’s interest in dancing at the  
8 upcoming fair, usually in April.
- 9 2. Post notice on Facebook and email to officers and delegates with dates and times of dance  
10 demos once the dates are received from the fair, usually late June or July.
- 11 3. Notify interested persons of the date and time of the dance demos and deadline for submitting  
12 names to Chairperson. Submit names by August 15, and update them with subsequent names  
13 received later.
- 14 4. Notify State Fair representative how you would like the daily schedule to be listed: Modern  
15 Western Square Dance for mainstream, and Choreographed Ballroom Dancing for rounds.
- 16 5. Send in request for insurance to the insurance chairman, by August 1.
- 17 6. Each caller and cuer is responsible for their own equipment and will work with the Fair sounds  
18 to get set up.
- 19 7. Dancing at the State Fair is to be done consistent with the “Guidelines for Oregon State Fair  
20 Dancing.”
- 21 8. When the Fair is over, write Thank You notes to the callers and cuers who participated. Write  
22 a report to the State Fair, including the number of demos, number of dancers who participated,  
23 and where they were from, and any other comments or changes you might need or wish for the  
24 following year.

25 (Note: Because of decreasing support and increasing problems, the Oregon Federation voted in 2002 to  
26 halt dancing at the state fair, but dancing resumed in a more limited basis in 2006.)<sup>161</sup>

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<sup>160</sup> Updated: 09/17/2017, 09/18/2022

<sup>161</sup> Revised: 07/2002, 07/2006

1 **GUIDELINES FOR OREGON STATE FAIR DANCING**

- 2 1. Pre-teens and teen clubs shall have their advisor with them for all demonstration dancing at the  
3 State Fair.
- 4 2. Persons signing up for State Fair dance demonstrations shall give their name to the State Fair  
5 Coordinator by August 15.
- 6 3. Everyone dancing at the State Fair should wear proper square dance attire. Small-brimmed hats or  
7 caps may be worn in the afternoon, if not dancing under cover. No large-brimmed cowboy hats are  
8 allowed, nor any hats large enough to bump another dancer. Dress code can be relaxed by the  
9 Chairman. Bring a change of clothing to enjoy the fair afterward.<sup>162</sup>
- 10 4. All square and round dancers must check in at the State Fairgrounds on the day they are dancing.  
11 Use the Red Gate on the west side of the fairgrounds. Check in at the tent near the gate.
- 12 5. Kicking and stomping shall be prohibited in demonstration dancing at the State Fair.
- 13 6. Do not overcrowd the stage. Fewer dancers make a better showing. The stage holds one square,  
14 but there is a cement pad a grassy area for additional dancers.
- 15 7. Have the audience participate in square dancing at least one a day, if there is a response.
- 16 8. Callers will keep all calls simple: no Plus.
- 17 9. When the Chairperson is gone, one person will be appointed to be in charge until he or she returns.
- 18 10. **A MUST FOR ALL CLUBS.** All performing clubs and their dancers are expected to be present and  
19 available to dance during their entire designated time slot.

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<sup>162</sup> Revised 09/18/2022

1 **GRANT FUND COMMITTEE<sup>163</sup>**

2 This committee will review the written request for funds, and make a recommendation for approval or  
3 disapproval, no later than the next scheduled Federation meeting. A motion should be made regarding  
4 the request for discussion and action by the Federation.

5 The Grant Fund Committee shall consist of the Past President, who will chair the committee, the First  
6 Vice President and the Treasurer. The committee is charged with the review and recommendation of  
7 requests for financial support by Clubs or individuals for dance related activities deemed beneficial to  
8 the Oregon Federation of Square and Round Dance Clubs.

9 All clubs or individuals requesting financial support from the Federation **to help promote** square  
10 dancing, round dancing, clogging and line dancing in their area/club/council must submit a **written**  
11 request to the Grant Fund Committee chairman. Only requests submitted by Federation members to the  
12 committee will be accepted. These funds are to be used to **promote** dancing. They are not to be used to  
13 pay Caller/Cuer salaries or club or hall maintenance.

14 A Caller or Cuer may apply for a scholarship of up to \$500 to cover tuition and housing costs for  
15 attending a Caller or Cuer class or seminar intended to help improve their calling/cueing skills. The  
16 attendee **must** be currently mentored by a Caller or Cuer from a Federation member club. A receipt for  
17 tuition and housing must be submitted to the Grant Fund Committee upon completion of the class or  
18 seminar. A Caller or Cuer may receive a maximum of two scholarships from the Federation. A  
19 discussion of how this scholarship will help the Caller/Cuer and the Federation and Letters of  
20 Recommendation are highly recommended. They must also submit a report to the committee after each  
21 class or seminar reporting on what they have learned, any contacts they have made and how this  
22 helped their calling/cueing skills. The Caller or Cuer shall perform at a Federated club dance or a  
23 Federation sponsored event or festival within a year of the completion of the class or seminar.

24 Requests for grants or scholarships shall be submitted in writing, either by regular mail or digitally to  
25 the Committee Chair. The committee will review the written request for funds, and make a  
26 recommendation for approval or disapproval, no later than the next scheduled Federation meeting. A  
27 motion should be made regarding the request for discussion and action by the Federation.

28 At a minimum, requests for grants shall have information regarding:

- 29 • The cost
- 30 • If assistance has been requested from any other organizations
- 31 • Why the funds are being requested

32 The more information given to the Grant Fund Committee, the easier their job will be.

33 Remember that the committee CANNOT make the decision to approve the grant or scholarship. They  
34 can only make a recommendation at the next Federation meeting. So, give them plenty of time.

35 Contact the current Past President with questions about this policy.

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<sup>163</sup> Rewritten: 01/29/2023

1 **RANDALL AWARD<sup>164</sup>**

2 The purpose of this award is to honor a person or couple who has been involved in square dancing and  
3 has contributed unselfishly to the hobby we all enjoy.

4 The committee that chooses the recipient shall be comprised of the ten (10) area delegates and the  
5 Immediate Past President of the Oregon Federation (Committee Chairman), with the Past President  
6 voting only in case of a tie.

7 At the January (Mid-Winter) State meeting, the Past President will distribute nomination forms to the  
8 area delegates. Nomination forms and a photograph of the nominee(s) must be returned to the Past  
9 President at the Summer Festival State meeting. The Past President will make copies of each  
10 nomination package for each delegate. A ballot will be included with the total nomination package and  
11 provided to the delegates at the September State meeting. The ballots will be returned to the Past  
12 President by November 1.<sup>165</sup>

13 The qualifications for this award should read: The recipient is to be recognized as one who has done  
14 an outstanding job of promoting square dancing and has worked in many phases of our activity. This is  
15 not a popularity contest and should not be taken as one. There are a lot of people in our activity that  
16 work behind the scenes and they are the ones who should also be honored along with the ones who are  
17 more visible. It is to honor a person or couple for the time and effort they have devoted to our hobby.

18 A short article listing the nominees will be sent to the Oregon Federation News editor(s) no later than  
19 December 5th. The names of the nominees will be published in the January issue of the Oregon  
20 Federation News. Although only one person or couple will receive the award, all nominees should be  
21 recognized.

22 The name(s) of the recipient will be engraved on the perpetual "Randall Memorial Plaque". This  
23 plaque will be displayed by the Historian at the Mid-Winter Festival and the Summer Festival, and will  
24 be kept in the custody of the Historian and displayed as deemed appropriate. The perpetual plaque  
25 may be maintained and displayed by the recipient's home council, if so desired. A commemorative  
26 plaque will be presented to the recipient(s) during the Mid-Winter Festival Grand March Ceremonies,  
27 and will become the property of the recipient(s). They will also receive a special badge bar, which can  
28 be worn on any badge.

29 The Historian will arrange for the engraving of the perpetual plaque to include the name(s) of the  
30 current recipient.

31 Immediately following the Mid-Winter Festival, a complete copy of the nomination package, including  
32 the photograph, will be forwarded to the OFN Editor for inclusion in the March OFN. This package  
33 should reach the OFN Editor no later than February 5th.

34 With the state having ten (10) councils, each council may submit 1 or more nominee. These nominees  
35 do not necessarily need to be from the submitting council. We may find that several councils will  
36 nominate the same people, therefore assuring that these nominees surely are in contention for the  
37 award.

38 You are not obligated to participate, but we hope you will.

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<sup>164</sup> Adopted: 11/11/1990; replaced 01/28/2001

<sup>165</sup> Revised: 07/21/2013

1 **YOUTH ACTIVITIES COORDINATOR**

- 2 1. Shall be responsible for visiting new and existing clubs that are reported to have youth dancers in  
3 their membership and welcoming these youth on behalf of the State Federation.
- 4 2. Provides teen dancers with information on youth activities in the State and elsewhere.
- 5 3. Shall act as a source of information. This position is not to be used as a means of controlling any  
6 function that is organized by any other person or group.
- 7 4. Shall be responsible for providing assistance and information to committees that have been  
8 designated for youth activities at any and all state functions. Such functions would be the Mid-  
9 Winter Festival, Summer Festival, State Fair Dancing, the Leadership Seminar and any other state-  
10 wide festival or dance.<sup>166</sup>
- 11 5. Administers the Federation Youth Dancer Scholarship Program.<sup>167</sup>
- 12 6. Administers youth ribbon scholarships for Mid-Winter and Summer Festivals and other  
13 Federation-sponsored events.<sup>168</sup>
- 14 7. Must agree to a background check before beginning term of office. If the report has any red flags,  
15 the candidate will not be allowed to take office. No exceptions. See “Background Check  
16 Coordinator” in this section for the definition of “red flags”.<sup>169</sup>
- 17 8. Shall work with the Background Check Coordinator in requesting background checks for  
18 individuals who will be involved in paid or volunteer leadership capacity with youth at the  
19 Federation level. This includes Mid-Winter, Summer Festival, Youth Dances, and Youth  
20 Scholarship Benefit Dances.

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<sup>166</sup> Adopted: 05/17/1992

<sup>167</sup> Adopted: 01/29/2006

<sup>168</sup> Adopted: 09/20/2020

<sup>169</sup> Adopted: 09/17/2017

1 **Oregon Federation of Square and Round Dance Clubs**  
2 **Youth Dancer Scholarship Program**

3  
4 **Purpose**

5 The Oregon Federation of Square and Round Dance Clubs will award at least one Educational  
6 Scholarship on the basis of merit to a youth dancer who meets the following guidelines.

7 **Scholarship Application**

8 The youth coordinator will review the scholarship application and instructions yearly and shall  
9 recommend any needed changes or updates.<sup>170</sup>

10 **Guidelines and Eligibility**

11 The Oregon Federation of Square and Round Dance Clubs expects to award the scholarship(s) to a  
12 student or students who

- 13 • Is currently an active member and has been a member for at least a year in a  
14 square/round/clogging/line dance club which is affiliated with the Oregon Federation of Square  
15 and Round Dance Clubs;
- 16 • Has a record of volunteer service in square dancing;
- 17 • Is a senior in high school, or freshman through junior in college;<sup>171</sup>
- 18 • Plans to continue their education at an accredited university, college, professional, vocational  
19 or technical school;
- 20 • Expresses an interest in continuing their involvement with square dancing, round dancing,  
21 clogging or line dancing.
- 22 • Previous winners are eligible to apply again as long as they continue to meet the  
23 requirements<sup>172</sup>

24 For this purpose, “member” is defined as<sup>173</sup>

- 25 • Being included on the club roster (Youth Coordinator will confirm this with club officers), and
- 26 • Having insurance paid (Youth Coordinator will confirm this with Insurance Chairman)

27 Grades are a minor consideration. Financial need is not a consideration.

28 **Nomination Procedures**

29 The following items are required for each nominee:

- 30 • A completed application;
- 31 • Two (2) letters<sup>174</sup> of recommendation that meet the following criteria:
  - 32 ○ One letter of recommendation must be from an officer or fellow club members from the  
33 student’s Oregon Federation of Square and Round Dance Club indicating the  
34 applicant’s involvement in the club, council or state activities. The applicant must  
35 have been an active member of said club for a minimum of one (1) year.
  - 36 ○ One letter of recommendation should come from a teacher, advisor, or family friend
- 37 • Applicant’s essay of not more than 250<sup>175</sup> words describing “How square dancing, round  
38 dancing, clogging or line dancing has impacted my life”.

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<sup>170</sup> Added: 09/20/2020

<sup>171</sup> Revised: 07/16/2023

<sup>172</sup> Added: 11/22/2009

<sup>173</sup> Added: 09/20/2020

<sup>174</sup> Revised: 09/20/2020

<sup>175</sup> Revised: 11/22/2009

1 **Application Deadline**

2 The completed application package must be postmarked by May 1, or received via e-mail by May 1, at  
3 the address specified on the application form.<sup>176</sup>

4 **Selection Procedures**

5 A committee will examine all nominations and will select up to three<sup>177</sup> recipients on the basis of the  
6 information submitted and the essay. Up to two recipients will each be awarded \$500 to be funded  
7 from the General Fund. An additional scholarship may be given based on available funds in the Youth  
8 Scholarship Fund.<sup>178</sup>

9 **Selection Committee**

10 The selection committee shall be comprised of the following members:

- 11 • State Youth Activities Coordinator
- 12 • An elected Oregon Federation of Square and Round Dance Club Officer
- 13 • An elected Oregon Federation of Square and Round Dance Club Council Delegate.

14 Additional members may be added by the Youth Activities Coordinator at their discretion. An odd  
15 number of committee members is recommended in order to avoid a tie vote.

16 **Selection Announcement**

17 The recipient(s) should be announced at the Summer<sup>179</sup> State Meeting. Certificate and check will be  
18 presented to the recipient(s) prior to the start of fall term as listed on the scholarship application. The  
19 decisions of the Selection Committee are final.

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<sup>176</sup> Revised: 11/22/2009

<sup>177</sup> Revised: 09/20/2020

<sup>178</sup> Added: 07/20/2008, revised 09/20/2020

<sup>179</sup> Revised: 11/22/2009, 09/20/2020

1 **Oregon Federation of Square and Round Dance Clubs**  
2 **Youth Dancer Scholarship Application**

3  
4 Applicant's Name: \_\_\_\_\_

5 Permanent Address: \_\_\_\_\_

6 City: \_\_\_\_\_ State \_\_\_\_\_ Zip Code: \_\_\_\_\_

7 Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

8 High School: \_\_\_\_\_ City/State: \_\_\_\_\_ GPA: \_\_\_\_\_

9 Honors and Awards:  
10 \_\_\_\_\_  
11 \_\_\_\_\_  
12 \_\_\_\_\_

13 Offices and Positions:  
14 \_\_\_\_\_  
15 \_\_\_\_\_  
16 \_\_\_\_\_

17  
18 Current square, round, or clogging club: \_\_\_\_\_

19 Square Dance Committee Positions and/or Committees  
20 \_\_\_\_\_  
21 \_\_\_\_\_  
22 \_\_\_\_\_

23  
24 Planned college: \_\_\_\_\_

25  
26 **Essay: On a separate sheet include your typewritten essay of not more than 250<sup>180</sup> words describing**  
27 **“How square dancing, round dancing or clogging has impacted my life”.**

28  
29 Send (1) this application, (2) letter of recommendation, and (3) applicant's original essay by May 1 to:  
30 Youth Activities Coordinator, Scholarship Applications  
31 (Name)  
32 (Address)  
33 (City/State/Zip)  
34 (Phone)  
35 e-mail: (E-mail)

36 If submitting a handwritten application, please use **black ink** and write legibly.

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<sup>180</sup> Revised: 11/22/2009

1 **MUSIC LICENSING COORDINATOR<sup>181</sup>**

2 The Music Licensing Coordinator is responsible to assure that the Federation complies with the federal  
3 music copyright requirements. These requirements are administered through organizations known as  
4 Broadcast Music Incorporated (BMI), the American Society of Composers, Authors, and Publishers  
5 (ASCAP) and the Society of European Stage Authors and Composers (SESAC). The following  
6 guidelines apply to this position:

- 7 1. Club and Area Council events should use “licensed” callers, cuers or prompters. Licenses are  
8 available through such organizations as CALLERLAB, ROUNDALAB, American Callers  
9 Association, or directly from BMI, ASCAP and SESAC.
- 10 2. For State-sponsored events such as the State Fair dance demonstrations, a “licensed” caller or  
11 cuer shall be the caller or cuer of the event. Other non-licensed callers or cuers may participate  
12 if a “licensed” caller or cuer is the master of ceremonies.
- 13 3. State Festivals and National Conventions are not included within the licensing agreements  
14 with the above national caller or cuer organizations.
- 15 4. For the State’s Mid-Winter and Summer Square Dance Festivals, separate “license”  
16 arrangements must be made. The Federation makes these arrangements on an ongoing basis,  
17 and then seeks reimbursement from the relevant Festival.
  - 18 a) For BMI, the license is ongoing. BMI sends a request for an advance payment on  
19 January 1st of each year. The fee is based on a per-attendee computation with a  
20 minimum lump sum (the required pre-payment) for recorded music. If live music is  
21 used, see BMI forms for instructions. Request the appropriate reimbursement based on  
22 the Festival’s attendance from the Festival chairperson, made out to the Oregon  
23 Federation of Square and Round Dance Clubs, immediately after each festival. Submit  
24 these checks to the State Federation Treasurer. In January of each year, BMI sends a  
25 request to report actual festival attendance for the prior year. If the per attendee fee is  
26 less than the minimum fee, no further payment for that year is required. Fill out BMI  
27 report forms and submit to BMI electronically through their web site. Request a check  
28 from the Federation Treasurer of the prior year settlement amount (if necessary) and  
29 the following year’s advance payment and send to BMI via US Mail.
  - 30 b) For ASCAP, the license is ongoing. ASCAP provides a fee schedule near the beginning  
31 of each calendar year. They also provide report forms periodically throughout the year.  
32 The fee is based on a sliding scale of the total number of attendees at the event.  
33 Request the appropriate reimbursement from the Festival chairperson, made out to the  
34 Oregon Federation of Square and Round Dance Clubs, immediately after each festival.  
35 Submit these checks to the State Federation Treasurer. If live music is used, see the  
36 ASCAP form for instructions. Request payment be made to ASCAP when due. Submit  
37 the payment along with the necessary forms to ASCAP.
  - 38 c) For SESAC, the license is ongoing on a fiscal year basis, from July 1 to June 30. SESAC  
39 provides an invoice each spring for upcoming events for the following fiscal year. The  
40 fee is based on a lump sum per day per event basis. Request reimbursement from the  
41 Festival chairperson, made out to the Oregon Federation of Square and Round Dance  
42 Clubs, immediately after each festival. Submit the payment to the State Federation  
43 Treasurer. Request payment to SESAC upon receipt of invoice. Submit payment with  
44 necessary forms.
- 45 5. It is helpful to the upcoming festival chairmen to provide them with a memorandum, such as  
46 Attachment A for their information in meeting these requirements.  
47

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<sup>181</sup> Section revised: 05/07/2000, 05/22/2022

1 ATTACHMENT "A"<sup>182</sup>  
2 (ON OREGON FEDERATION LETTERHEAD)

3  
4  
5  
6  
7

8 M E M O R A N D U M

9 TO: Hugh & Lorraine Womack  
10 Chairman, 2000 Mid-Winter Square Dance Festival  
11 FROM: Brooke Davison, Music Licensing Coordinator  
12 DATE: November 14, 1999  
13 SUBJECT: **BMI AND ASCAP LICENSING REPORTS**

14

15 For BMI, the fee for your festival will be as follows:

16 Number of attendees times \$ 0.078/attendee = \$ \_\_\_\_\_

17 After your festival, please provide me the attendance count, and a check per the above formula made  
18 out to the Oregon Federation of Square and Round Dance Clubs. I will fill out the report form and  
19 submit it.

20 For ASCAP, the fee for your festival will be as follows:

21 Number of attendees times \$ 0.078/attendee = \$ \_\_\_\_\_ (Minimum \$90.00)

22 After your festival, please provide me the attendance count, and a check per the above formula made  
23 out to ASCAP. I will fill out the report form and submit it.

24

25 I will send you a copy of your submittal to me, and a copy of your checks for your festival files.

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<sup>182</sup> Revised: 07/18/2010

1 **CALLER LIAISON**<sup>183</sup>

- 2 1. Advises the Federation on matters relating to the art and science of square dance calling, including  
3 but not limited to dance programs, dance lists, caller ethics, and other matters concerning caller  
4 and dancer relationships.
- 5 2. Advises clubs and councils when requested.

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<sup>183</sup> Adopted: 11/16/1997, revised 05/07/2000, revised 09/17/2017

1 **WEBMASTER<sup>184</sup>**

2 The webmaster acts as the primary technical and computing resource for the Federation. The duties  
3 include:

- 4 1. Maintaining the Federation's web site.
- 5 2. Maintaining the Federation e-mail mailing lists.
- 6 3. Assisting Membership Chairman in keeping club information for directories.
- 7 4. Providing technical assistance to board members with computing issues
- 8 5. Acting as an advisor when computer purchases are necessary
- 9

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<sup>184</sup> Added: 07/20/2008

## **BACKGROUND CHECK COORDINATOR<sup>185</sup>**

1. The Federation’s policy is that all board members who work directly with underage dancers, and all hired talent (callers, cuers, prompters, etc.) for Federation-sponsored dances and events, must pass a background check before embarking on their activities. The Background Check Coordinator acts as a liaison between the Oregon Federation, its member clubs, and the company designated to run background checks.
2. “Passing the background check” means the background report includes no “red flags”. By Federation policy, a “red flag” is defined as any conviction for a violent crime, any conviction for a sex-related crime, or any listing as a registered sex offender.
3. The Background Check Coordinator is appointed by the incoming President. He or she establishes and maintains an account with the company designated by the Board to run background checks. Only the President or the Background Check Coordinator is authorized to communicate with the background check provider and place an order for a background check.
4. A background check may be requested by the President, by the Youth Activities Coordinator, or by the President of a Federation member club or council, by contacting the Background Check Coordinator.
5. Background checks may only be ordered by the Background Check Coordinator or, in special circumstances, by the President.

### **Responsibilities of the Coordinator**

1. The Background Check Coordinator will need to pass a background check. If the coordinator remains in office longer than three years<sup>186</sup>, the background check will need to be repeated every three years.
2. The Background Check Coordinator needs to be an individual with great discretion. All of the information returned in a background check report is publicly available, so there is no legal requirement for security, but because the information could be damaging to an individual’s reputation, the reports should all be treated and protected as confidential information. The Coordinator needs to appreciate the delicacy of this process.
3. The Background Check Coordinator will be the administrator of the Federation’s account with the designated background check provider.
4. Mandatory checks will be paid out of the General Fund. For requests other than the mandatory checks listed below, the requestor or requesting organization must reimburse the cost of the background check.
5. All persons being check must be informed of and give their signed agreement to the background check. Some companies require us to submit the signed permission form, while others will contact the person directly to obtain permission.
6. An individual may refuse to submit to the background check, but such a refusal renders the individual ineligible to hold the office or fill the position for which the check was required.

### **Who Must be Checked**

1. Any person assuming the office of 1st Vice President or President.

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<sup>185</sup> Adopted 09/17/2017

<sup>186</sup> Revised 01/30/2022

- 1       2. The Background Check Coordinator. The check on an incoming Background Check  
2       Coordinator must be ordered and reviewed by the President or by the outgoing Background  
3       Check Coordinator.
- 4       3. The Youth Activities Coordinator, their spouse, partner, or significant other, and any members  
5       of the Youth Activities committee.
- 6       4. The Youth Activities Coordinators for Mid-Winter Festival and Summer Festival, and their  
7       spouse, partner, or significant other.
- 8       5. Any caller, cuer, or other hired talent for a Federation-sponsored event. Please note that there  
9       can be no exceptions. By law, if one requires a background check for a given paid position, one  
10      must require a background check of every person hired on for the same position. You are not  
11      allowed to say "I know he's OK."
- 12      6. If an individual has been checked within the last 3 years<sup>187</sup>, the results of the previous report  
13      may be reused. It is not necessary to run another check.

#### 14   **Who Can be Checked**

- 15      1. Any individual may request a background check on themselves.
- 16      2. Any President of a Federation member club or council may request a background check on a  
17      caller or cuer.
- 18      3. A club or council that submits a check request needs to have policies in place on how to handle  
19      the results of the request. The key point to remember is that there can be no exceptions.  
20      Federal law does not allow a corporation to use any criteria to selectively check its employees,  
21      not even personal experience. If a club or council orders a check on one caller or cuer, they  
22      must order checks on ALL the callers and cuers they hire. Whatever criteria a club establishes  
23      to evaluate the reports must be applied identically in every case.
- 24      4. The cost of requests originating outside of the Federation Board must be paid by the requestor  
25      before the check can begin.

#### 26   **Procedure**

- 27      1. Once the Coordinator has determined that the request is from a valid source, the Coordinator  
28      checks through the files for the last 18 months to see if the subject has recently been checked.
- 29      2. If a new submission needs to be made, the Coordinator ensures that payment (if required) has  
30      been received, and then submits the request to the designated background check provider.
- 31      3. In some cases, the provider may request more information. The Coordinator is responsible to  
32      make that information available.
- 33      4. Upon receiving the report back from the provider, the Coordinator will scan through the report  
34      looking for red flags.
- 35      5. If there are no red flags, the Coordinator will report to the requestor that the individual has  
36      passed.
- 37      6. If there are red flags, the Coordinator will report the failure to the requestor. By law, a person  
38      who fails a background check must be notified of the reason for the failure. The Coordinator  
39      must report to the subject exactly which items on the report were determined to be red

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<sup>187</sup> Revised 01/30/2022

- 1 flags. In addition, by law, a person who fails a background check is entitled to receive a copy  
2 of the negative report upon request.
- 3 7. Please note that a red flag makes the individual unqualified for any of the positions in the  
4 “Who Must Be Checked” section, above. There can be no exceptions, even when personal  
5 relationships are involved. Federal law requires that background check procedures be applied  
6 consistently and fairly. Violating these rules puts the Federation at risk for a lawsuit.
- 7 8. The Coordinator will retain a paper copy of the report in a file for 3 years. This file should be  
8 kept as secure as is practically possible. Reports older than 3 years should be shredded. The  
9 provider may keep a copy of the reports in their files for a short period of time, should a  
10 problem occur.

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**Section VIII – FEDERATION ACTIVITIES**

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## 1 **STATE FESTIVALS**

2 State festivals are co-sponsored by the Federation and a hosting Area Council or Councils. The Mid-  
3 Winter Festival has been and still remains largely the responsibility of the Emerald Empire, until such  
4 time as it is requested that some other area assume this responsibility. The choosing of Festival  
5 Chairperson and other committee persons is the responsibility of the host area.

6 The Summer Festival is co-sponsored by the State Federation and the Area Council or Councils that  
7 has successfully bid for the festival. It is desirable that the Summer Festivals be held in different  
8 geographic areas of the state and rotated through as many areas as possible. Areas desiring to host a  
9 Summer Festival should plan on submitting their bid three to four years in advance. This lead time is  
10 necessary for the reserving of major convention facilities and for booking national callers and cuers.  
11 Areas bidding for a festival should be able to present to the State Federation such items as proposed  
12 dates, dance facilities, motel facilities, recreational vehicle accommodations, tentative national callers  
13 and cuers, etc. Summer Festivals are normally held the third weekend in July;<sup>188</sup> however, they may be  
14 held any time in June, July or August. Attendance at Summer Festivals can vary from 300 people when  
15 held in smaller rural areas, to 600 people when held in the larger metropolitan areas.

16 Immediate direction of festival details shall be in the hands of the Area Council and the Federation  
17 shall cooperate as far as practicable. The Federation has a Festival Loan Fund in the amount of  
18 \$18,000, with a maximum of \$6,000 available for loan to Summer Festivals (maximum of \$3,000 per  
19 festival), and \$12,000 available for loan to Mid-Winter Festivals (maximum of \$6,000 per festival) upon  
20 request by the Festival Chairperson to the 1st Vice President.<sup>189</sup> The 1st Vice President in consultation  
21 with the President grants approval for these loans. The State has no control over how the Festival  
22 Committee uses the loaned funds. The net profit or loss for a Festival is not to be calculated until loan  
23 fund has been repaid. Net profit or loss from any festival shall be divided equally between the  
24 Federation and the area Councils involved.

25 Each festival committee, Summer and Mid-Winter, shall submit a proposed budget to the Federation at  
26 least one year prior to the start of their festival.<sup>190</sup> This budget is for informational use only; there is no  
27 requirement that the Federation board approve said budget. Each festival is required to submit a copy  
28 of their final financial statement to the 1st Vice President in a timely manner following the completion  
29 of their festival. The 1st Vice President shall distribute the financial statement to the officers and  
30 delegates.<sup>191</sup>

31 The admission fee for festivals is to include a \$0.50 per person assessment, which is to be forwarded to  
32 the Federation Treasurer for the Youth Activities Fund<sup>192</sup>. The fee is assessed before the 50/50 profit  
33 split.

34 Statewide fund-raisers and the selling of the next Summer or Mid-Winter Festival ribbons may start on  
35 the first day of the current Summer or Mid-Winter Festival.

36 The Grand March line-up is to be in the following order: Oregon State Federation officers and  
37 delegates, visiting dignitaries, Festival Committees in chronological order, Councils and Clubs as they  
38 congregate.

39 The 1st Vice President, as Festival Advisory Committee Chairperson, is to receive copies of Festival  
40 committee meeting minutes.

41 There is a Festival Advisory Committee that can be activated when necessary. For information on this  
42 committee, see STANDING COMMITTEES.

43 Each Festival is to provide spaces for the Oregon Federation News, State Historian's display (2 tables),  
44 ribbon, logo and program booklet for Historian's files, etc.

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<sup>188</sup> Revised 09/18/05

<sup>189</sup> Revised 01/26/14

<sup>190</sup> Adopted: 07/02/00

<sup>191</sup> Adopted: 07/02/00

<sup>192</sup> Revised: 07/20/08

1 **SUMMER FESTIVAL**

2 **BIDDING FOR A SUMMER FESTIVAL**<sup>193</sup>

3 Any organization wishing to host a summer festival shall create a printed bid package consisting of, at a  
4 minimum:

- 5 • Proposed festival date
- 6 • Proposed location
- 7 • Proposed chairman
- 8 • Rough budget
- 9 • Rough diagram of dance areas
- 10 • List of nearby hotels and RV parks

11 The organization should make 33 copies of the bid package, one for each delegate and officer.

12 Organizations may announce their intent to bid at any Federation meeting. Bid packages should be  
13 distributed at the May Federation meeting, 3 years prior to the proposed date. The winning bid will be  
14 chosen at the Summer Festival meeting 3 years prior to the proposed date. If only one organization has  
15 submitted a bid package, the award may be made by voice vote. If more than one organization has  
16 submitted a bid package, the award will be made via a written ballot. The choice receiving a plurality  
17 of votes cast is will be chosen.

18 If no organization has submitted a bid package by the Summer Festival meeting 3 years in advance of  
19 the proposed date, bid packages may be submitted at the September and November meetings 22 and 20  
20 months in advance, respectively, and a vote will again be taken at the Mid-Winter meeting 18 months  
21 in advance.

22 If no organization has submitted a bid package by the Mid-Winter Festival meeting 18 months in  
23 advance, the Federation reserves the right to host a Festival on its own.

24 **SUGGESTED GUIDELINES FOR PLANNING THE SUMMER FESTIVAL**

25 Planning should be started a minimum of 24 months prior to date of festival.

- 26 1. Check the support of the Area Council.
- 27 2. Tentatively reserve facility to be used.
- 28 3. Submit bid to State Federation. If accepted, proceed with planning.
- 29 4. Contact convention facility to verify reservation dates. Obtain signed contract.
- 30 5. Block motel rooms.
- 31 6. Start scheduling monthly meetings. Have Secretary record minutes and send them to the 1st  
32 Vice President of the State Federation.
- 33 7. Begin recruiting for Committee Chairpersons.
- 34 8. Apply for loan from State Federation or Area Council, whichever is the source of your income  
35 until revenue starts coming in from your pre-registrations. Open bank account! Prepare a  
36 tentative budget for all expenses.
- 37 9. Rent P.O. box so that all correspondence goes to one main address.
- 38 10. Begin working on logo, colors, outfits, etc.
- 39 11. Have stationery, cards, envelopes, etc. printed.
- 40 12. Secure national callers and cuers. Make sure to have pictures, biographies and contacts. Place  
41 their pictures on the registrations.

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<sup>193</sup> Added: 01/29/2006, modified 09/23/2006

- 1 13. Gather, evaluate and implement ideas for fund-raisers to help with expenses. Initial cost is  
2 about \$3,500.
- 3 14. Finalize logos, theme, colors, etc.
- 4 15. Prepare ad to be included in prior year's festival program.
- 5 16. Finalize and print registration forms.
- 6 17. Order ribbons, including cuers, callers, exhibitors and solos; teens, also, if you decide to have  
7 special ribbons for teens.
- 8 18. Make plans to attend prior year's Summer Festival, secure rooms, have outfits ready for  
9 advertising, registration forms, etc.
- 10 19. Host after-party for Summer Festival for advertising. Plans include furnishing caller, cuer,  
11 entertainment and some type of food, if possible.
- 12 20. Decide number of halls needed and start preparing schedule.
- 13 21. Decide on extras, such as child care, used clothing, sewing clinic, clogging, advanced, etc.
- 14 22. Sell ads for program book.
- 15 23. Finalize dancing program, finish ad sales, and prepare program to be printed prior to Mid-  
16 Winter Festival in January.

17 Listed below are some ideas that may be helpful but need not have a timeframe:

- 18 1. Keep a copy of all correspondence for the secretary.
- 19 2. Attend State meetings with a copy of budgets for President, 1st Vic President, and 2nd Vice  
20 President.
- 21 3. At all meetings, have each committee chairperson comment on status of their committee and  
22 ask if they have any questions, problems, etc.
- 23 4. Mail a letter to area motels about the festival and ask if they will allow any complimentary  
24 rooms with so many paid rooms. You will need some for the national callers/cuers, or you will  
25 have to pay for them out of your budget.
- 26 5. Be sure you have a large contingent go to the previous Summer Festival and make yourself  
27 known as to where the following year's festival is to be held. This is the first time you will be  
28 able to sell pre-registration ribbons. Encourage pre-registration and do lots of visiting.
- 29 6. Make sure you have ad in the OFN, State Directory and Mid-Winter Festival program book.
- 30 7. Prepare, for safekeeping by the Historian, a three-ring binder notebook containing information  
31 on the planning and preparation of your festival. This should be detailed enough to provide  
32 helpful information to future Summer Festival committees, including facts from all phases of  
33 your festival.

1 **WOOD AWARD**

2 The purpose of this award is to honor the State Federation Club that has the LARGEST TOTAL  
3 ATTENDANCE at the Oregon Summer Festival. The award was donated to the State Federation in  
4 1993 by Past State President Graham and Nedra Wood.

5 The Summer Festival Registration Committee is to keep a record of the home club of all Summer  
6 Festival registrants. The committee shall report the club totals to the State President prior to the  
7 Saturday evening ceremonies. Clubs in the host Area for Summer Festival are NOT eligible to receive  
8 this award.

9 The Wood Award will then be presented during the Saturday evening ceremonies by the State  
10 President to the club with the largest total attendance. The club will receive a commemorative  
11 certificate, and at the club's option may receive an engraved plaque for display in their hall<sup>194</sup>.

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<sup>194</sup> Revised: 01/26/2014

1 **CHAIRMAN'S TROPHY<sup>195</sup>**

2 The purpose of this trophy is to honor the State Federation club that has the HIGHEST PERCENTAGE  
3 of their membership attending the Oregon Summer Festival. This trophy is on loan to the Oregon  
4 Federation of Square and Round Dance Clubs from the Barn Owls (River City Dancers) square dance  
5 club who are members of the Portland Area Council.

6 The Summer Festival Registration Committee is to keep a record of the home club of all Summer  
7 Festival registrants. The committee shall report the club totals to the Summer Festival Chairperson  
8 prior to the Saturday evening ceremonies. The Festival Chairman is then to confer with the State  
9 Federation Membership Chairman to determine which Federated club has the HIGHEST PERCENTAGE  
10 of their members attending the Summer Festival. In the event of a tie, the club that has traveled the  
11 farthest will win. No club will be eligible to win two (2) years in a row. Clubs in the Host Area for  
12 Summer Festival are not eligible to win this trophy.

13 The Chairman's Trophy is to be presented during the Saturday evening ceremonies by the Summer  
14 Festival Chairman. The club will receive a commemorative certificate, and at the club's option may  
15 receive an engraved plaque for display in their hall<sup>196</sup>.

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<sup>195</sup> Adopted: 11/15/1993

<sup>196</sup> Revised: 01/26/2014

## 1 **MID-WINTER FESTIVAL**<sup>197</sup>

2 The Mid-Winter Festival has been and still remains the responsibility of the Emerald Empire Area  
3 Council, until such time as the Emerald Empire requests that some other area assume this  
4 responsibility.

5 Immediate direction of Festival details shall be in the hands of the Emerald Empire Area Council with  
6 the cooperation of the Federation, as far as practicable.

7 The choice of the Festival Chairperson and other committee persons is the responsibility of the  
8 Emerald Empire.

9 The responsibilities of the Festival Chairpersons include: recruiting committee chairpersons; choosing  
10 a theme for the Festival; designing the committee costumes and ordering the materials for them;  
11 scheduling committee meetings; ordering flyers, registration forms, badges, ribbons (including callers,  
12 cuers, cloggers, exhibitors, solos and teens), direction letters, and parking permits for the Festival  
13 committee; contacting the Visitors Bureau for an event application; contracting for the sound system;  
14 renting a Hi-Lift for the days of the Festival; arranging for someone to have a coat check area; providing  
15 names, addresses, and scheduling of the National Callers to the Transportation Chairperson.

16 The Randall Award is traditionally a part of Mid-Winter Festival. See separate guidelines for the  
17 Randall Award.

18 The Mid-Winter Co-Chairperson(s), who become the Chairperson(s) the following year, should confirm  
19 Festival dates with the festival site as soon as they are appointed. They should also hire the featured  
20 callers as soon as possible, as they are often booked several years in advance. Pictures and biographies  
21 are needed for the program book and the OFN. They prepare an ad to be included in the prior year's  
22 Mid-Winter Festival program book and the prior Summer Festival program book.

23 The Mid-Winter Festival will provide facilities for the State Federation meeting to be held the weekend  
24 of the Festival. Other State Federation committees may request meeting facilities through the Mid-  
25 Winter Chairperson. No amenities will be provided by Mid-Winter for these "extra" meetings.

26 The Mid-Winter Festival is to provide spaces for the Oregon Federation News, State Historian's display  
27 (2 tables), and tables for the next Summer and Mid-Winter State Festivals. They will also provide  
28 ribbon, logo, and program booklet for Historian's permanent files.

29 If there is a Grand March at the Saturday evening ceremonies, the recommended line-up is as follows:  
30 Oregon State Federation officers, visiting dignitaries, current Festival Committee, following Festival  
31 Committee, second following Festival Committee, Councils and Clubs as they congregate. This is only  
32 a recommendation; the line-up is at the discretion of the Festival Chairperson.

33 The Chairpersons, with the cooperation of the Mid-Winter treasurer, should prepare a budget, a copy of  
34 which will be submitted to the Federation. The Festival Chairperson is to make a report at each state  
35 meeting, submitting copies of the current financial statement to the President, 1st Vice President,  
36 Financial Advisor, and Treasurer, and copies of Festival committee meeting minutes to the President,  
37 1st Vice President, and Financial Advisor.

38 Each of the next two Mid-Winter Festivals has a loan in the amount of \$6,000.00 from the State  
39 Federation set up in a revolving fund<sup>198</sup>. The \$6,000.00 will be returned to the State Federation when  
40 the Emerald Empire requests to discontinue the Mid-Winter Festival. The State has no control over  
41 how the Festival Committee uses the loaned funds. The net profit or loss for a Festival is not to be  
42 calculated until loan fund has been deducted. The festival books should be closed and available for  
43 audit ninety (90) days after a festival ends.

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<sup>197</sup> Adopted: 1995

<sup>198</sup> Revised: 01/26/14

- 1 The net profit from each Mid-Winter Festival is to be divided equally between the Federation and the  
2 Emerald Empire Area Council. Each organization is to place twenty percent (20%) of their portion into  
3 a “disaster” reserve fund.<sup>199</sup>
- 4 The admission fee for Mid-Winter Festival is to include \$0.50 per person to be forwarded to the State  
5 Treasurer for the Youth Activities Fund<sup>200</sup>. This fee is assessed prior to the 50/50 profit split.
- 6 Any request made to add an assessment to the admission fee for the Mid-Winter Festival must be voted  
7 on and approved by the Emerald Empire Council and Mid-Winter Festival.
- 8 Fundraisers and the selling of ribbons for the next Mid-Winter Festival may start on the first day of the  
9 current Mid-Winter Festival.
- 10 Questions regarding Mid-Winter Festival policies should be directed to the Mid-Winter Chairperson(s),  
11 not to committee members.

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<sup>199</sup> Revised: 05/07/00

<sup>200</sup> Revised: 07/20/08

1 ***SQUARE DANCE MONTH***

2 The month of September has been designated as Square Dance month. This coincides with national  
3 promotion efforts for square dancing. Activities for Square Dance week are normally handled by the  
4 Areas.

1 ***DRESS CODE FOR FEDERATION SPONSORED ACTIVITIES***<sup>201</sup>

2 Personal hygiene is required of all dancers.

3 Consumption of alcohol before or during a dance is prohibited.

4 When festivals require specific dress codes, the terminology is as defined by USDA in  
5 <https://usda.org/Trifold/IS-018.pdf>

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<sup>201</sup> Adopted: 11/11/90, Rescinded 01/27/2024

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## **Section IX - PEOPLE**

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## **GOODWILL AMBASSADORS**

Goodwill Ambassadors will, in a general way, be energetic and friendly representatives of Oregon, dancing wherever they travel. They donate their time and energy for the good of Oregon square and round dancing.

1. They will be a communications channel to spread information about specific Oregon dancing activities, i.e., Summer and Mid-Winter Festivals, Benefit Dance and other special events.
2. Each couple will be knowledgeable about the Oregon Federation in addition to being outgoing and energetic square dance boosters. It is suggested they be past officers, delegates, board members or other informed persons. They should not be current officers, delegates, board members or special committee chairpersons, because these people are busy enough with their own positions.
3. They will receive the same reimbursement for mileage and lodging for attending non-festival State Meetings as the elected and appointed officers.<sup>202</sup> All should be listed in the Directory with the date of their appointment noted for reference.
4. They are responsible for attending at least two (2) State meetings each year. They should give an oral report and turn in a written report. If they are unable to attend a meeting, they should send a letter as to what they have been doing, where they have traveled, etc.
5. The State President may appoint one active Goodwill Ambassador couple or individual, to begin serving in September of that year. Appointments will be for a 2-year term. If a President determines that a retiring Active Ambassador is doing an exceptional job, he/she may wish to re-appoint that couple or individual as his/her appointee for that year.
6. All present ambassadors shall serve for two years unless they request honorary status. If they wish to be removed as Ambassadors, they need to write a letter to the Federation President expressing their desire to be retired from the position.
7. The best definition of a Goodwill Ambassador is “they smile a lot”!
8. The number of Honorary Ambassadors is unlimited.
9. Active Ambassadors who do not fulfill the duties as outlined above may move from Active to Honorary status.
10. Active Goodwill Ambassadors should be recognized at all functions at which Officers are introduced and should receive minutes and other notices regarding Federation meetings.

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<sup>202</sup> Revised: 05/19/96

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## **Section X – PUBLICATIONS**

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1 **STATE DIRECTORY<sup>203</sup>**

2 Periodically, the State Federation should compare prices from various printers to assure the best price  
3 for the Directory.

4 Determine the number of directories to print. Recent printings have been 500 copies. Printing orders  
5 need to be in increments of 100.

6 In determining the number of directories to print, include the following.

7 Elected officers: 8  
8 (1 extra copy for Secretary)

9 Appointed officers: 5  
10 (2 extra copies for Historian)

11 Committee chairs: 8

12 OFN Editor/Committee: 1

13 Area Delegates: 10

14 Area Councils & Clubs: As ordered

15 Goodwill Ambassadors 30  
16 (3 Ambassadors @ 10 copies each)

17 Extras for change of Officers 20  
18 (Assume 50% new Officers/Chairs/Delegates)

19 Subtotal:

20 Extras: 10% plus or minus

21 Total

22 Order a few extras. Someone will forget to count somebody. It is too expensive to reprint for a few  
23 copies.

24 Determine price per copy, or for entire run of 500 copies. Previously, the size has been 4" x 7".

25 Determine cover page color and artwork.

26 Festival flyers will be digitally reproduced. Due to the printing process used, the Directory must be  
27 done in multiples of four pages. Currently, the Directory (including covers) is 76 pages.

28 The chosen printer may assist with such items as:

29 Cover mock-up

30 Council map

31 Calendar

32 Note pages (if any)

33 Art work for blank spaces, etc.

34 This will need to be discussed with the printer during the initial meeting, as these will be additional  
35 costs.

36 The Federation contact will get a price from the printer, and will make arrangements with the  
37 Treasurer for payment.<sup>204</sup>

38 In addition to the instructions from the printer, here are some additional thoughts:

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<sup>203</sup> Section revised: 07/21/2013

<sup>204</sup> Revised: 01/30/2022

- 1 The directory takes from mid-July to mid-September to assemble.
- 2 The cover normally has Mid-Winter and Summer Festival flyers and lists of committee chairs. An  
3 alternative is to use artwork for the cover. (Remember the cost per page factor.)
- 4 If a flyer is available for the upcoming Benefit Dance, it should be utilized; otherwise, just list the  
5 information.
- 6 The current format of 76 pages assumes that each Council starts on a new page.
- 7 Similar decisions will need to be made for the indices.
- 8 A suggested typing order is as follows:
- 9 Area/Club listing
    - 10 President, Secretary, Delegate, Caller, Cuer
    - 11 Name, Address, Phone, Email
    - 12 Dance/meeting location, time, etc.
  - 13 Officers and Committee Chairs
    - 14 Name, Address, Phone, Email
    - 15 Number pages
    - 16 Club, Caller, Cuer, and Clogger Cuer indices
    - 17 Table of Contents
- 18 There can be other items such as annual calendars, advance planning calendars, note pages, OFN  
19 subscription forms, etc., inserted in the back of the directory to make the page numbers hit multiples of  
20 four. Remember the cost factor for each page.
- 21

1 COST COMPUTATION

2 The directories are sold at a cost slightly higher than the actual printing cost in order to pay for copies  
3 for the State Officers, Committee Chairs, Goodwill Ambassadors, extras, etc.

4 Currently, there are 1,000 directories @ 76 pages/directory, total cost \$1,800.00 including color on  
5 covers and inside cover pages. This equates to \$1.80 per directory. Assuming that 100 are comped, the  
6 remaining 875 should be sold at \$2 to cover the cost of printing.

7 The unpaid directories are further subdivided as follows:

8 Copies for State Officers, Committee Chairs, Delegates, Goodwill Ambassadors, and change of Officers,  
9 Committee Chairs and Delegates: 93 directories

## ***OREGON FEDERATION NEWS***<sup>205</sup>

### JOB DESCRIPTIONS & INFORMATION FOR MANAGING EDITOR AND STAFF

#### STAFF:

- Past Officers of the Oregon Federation of Square and Round Dance Clubs
- Editor

State Advisor: 1<sup>st</sup> Vice President<sup>206</sup>

#### TERM:

Annual contract for fee.

#### DEADLINES:

1<sup>st</sup> of the month for club reports to Area Editors

10<sup>th</sup> of the month for Area Editors to submit club articles to OFN Editor

10<sup>th</sup> of the month for all ads

10<sup>th</sup> of the month for articles, photographs, and reports

20<sup>th</sup> of the month to publish next issue

#### NOTES FOR EDITORS

The online OFN is created by a PHP script from files created by the editor.

The next issue is published on the 20<sup>th</sup> of the previous month. Because so much of the issue is automatically generated, future issues can actually be viewed at any time. The current issue is generated anew at each viewing, so that any last-minute or late changes are reflected in the live issue. When a new month is published, by announcing it to the ofn-info mailing list, the current month's issue is copied to a file, so it is not affected by future changes in the databases.

The major sections from the top include:

1. President's Report
2. Editor's Note (include brief overview of letters and articles)
3. Federation Events (include articles from the next two festivals)
4. When & Where (automatically generated)
5. Letters and Articles
6. Available Callers and Cuers (automatically generated)
7. Federation Links
8. Oregon Round of the Month
9. Lessons in the next two months (automatically generated)
10. Special Dances (automatically generated)
11. All the Flyers (automatically generated)
12. Advertisements
13. Pictures
14. Council and Club News and Flyers (automatically generated)

#### SOURCE FOR INFORMATION

- The President's Report is taken from a file "president.txt" in the current issue's content directory. If there is no file, the section is omitted.
- The Editor's Note is taken from a file called "editor.txt" in the current issue's content directory. If there is no file, an error message is generated, so the Editor should make sure to write a new note every month.

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<sup>205</sup> Section rewritten: 08/10/97, 05/22/05, 07/21/2013, 01/31/2016

<sup>206</sup> Removed: 09/20/2020

- 1 • The Federation Events section comes from a file called “federation.txt”. If it is not present, an  
2 error is generated, because there will ALWAYS be Federation news to include. This section  
3 can also include information about national and regional conventions.
- 4 • The When & Where information comes from the “clubs” and “dances” tables in the database. It  
5 is important to make sure the clubs understand this, so that they are as accurate as possible in  
6 entering regular and special dance information. The OFN Editor should also periodically scan  
7 the When & Where listing to make sure that club representatives have not made any obvious  
8 mistakes.
- 9 • The Letters and Articles section is produced from a file called “letters.txt”. Note that there is a  
10 bit of PHP code before each article that allows individual articles to be expanded or collapsed.
- 11 • The Available Callers and Cuers list comes from the “callerscuers” table in the database. The  
12 cost for this listing is \$12 per year.
- 13 • The Federation Links section comes from the PHP script itself.
- 14 • The Oregon Round of the Month section comes from a file called “orom.txt”. If the file is  
15 missing, an error message is generated. The OFN Editor must maintain contact with the Round  
16 Dance Screening Chairman to ensure that the file is in place in time. Include the name of the  
17 nominating council.
- 18 • The Lessons information comes from the “lessons” table in the database. Again, the OFN  
19 Editor needs to stress to the clubs the importance of keeping the lesson information accurate.  
20 There is a table in the database called “classes” that could be used to make a fancier class  
21 listing, but it is currently empty. Do not be fooled.
- 22 • The Special Dances section comes from the “clubs” table in the database. The determination of  
23 what makes a dance special is left to the discretion of the OFN Editor. As long as a dance is  
24 marked as “special” in the database, it’s flyer will be shown in the Special Dances section.
- 25 • The All The Flyers section comes from the “dances” table in the database. Every dance for the  
26 current month that has had a flyer uploaded will have its flyer displayed here.
- 27 • The Advertisements section comes from the content/adsets folder on the web hosting system.  
28 Unlike the other data, this information is not in the individual month folders, but lives on. The  
29 dates for the ad are given in a JSON file in the same directory. This mechanism is not well  
30 suited to remote updating, and needs to be reworked.
- 31 • The Pictures section comes from folder called “photo” in the content section for the current  
32 month. A “captions” file provides captions for each folder.
- 33 • The Council and Club News section comes from files in the monthly content folder, in files  
34 named for the club.
- 35 • The dances and flyers in the Council and Club section come from the “dances” table in the  
36 database. The flyer’s file name is given in the database record for the dance.

### 37 WEB ACCESS

38 The list of all OFN issues is at <http://ofn.club>. The issue for year YYYY and month MM is available at  
39 <http://ofn.club/YYYY-MM>. The access for clubs to update their dance and class information and to  
40 enter their flyers is the same as the State Directory site, <http://squaredance.gen.or.us/ClubInfo/>. The  
41 web site for the OFN Editor to enter council and club news is at <http://ofn.club/clubnews.php>. The web  
42 site for the OFN Editor to enter photographs is <http://ofn.club/photos.php>. The web site for the OFN  
43 Editor to enter advertisements is <http://ofn.club/advert.php>. The web site for the OFN Editor to  
44 designate special dances is <http://ofn.club/specials.php>. The mailing list for announcing new issues is  
45 [ofn-info@lists.squaredance.gen.or.us](mailto:ofn-info@lists.squaredance.gen.or.us).

### 46 BUSINESS NOTES

47 The OFN Editor does not handle payments. Payments for advertisements and available caller/cuer  
48 listings should be sent directly to the Treasurer.

### 49 EDITOR RESPONSIBILITIES

1 The OFN Editor should attend when possible and file a written report at each state meeting. The  
2 meetings are held 4 times per year, at Mid-Winter Festival, Summer Festival, and two more times (May  
3 and September) which are hosted by different areas in turn.

4 The OFN Editor reports to the Past Officers of the Oregon Federation. Their meetings are held twice a  
5 year at each Festival as needed. Time and place will be announced in the Festival Program. This group  
6 is not organized, and has no officers.

7 The OFN Editor needs to review flyers and advertisements to prevent copyright law infringement. If a  
8 flyer cannot be used because of copyright infringement, a refund will be offered to the advertiser.

9 The OFN Editor has editorial control over club and council news reports. The printed OFN limited  
10 club news entries to 175 words, but the online OFN cost is not based on the length of the content.  
11 Thus, although we reserve the right to edit for length, at the current time we are not generally doing so.

12 The OFN Editor has the editorial authority to select which photographs are included each month.  
13 Many photographs taken on cell phones are either too low resolution or too blurry to make good copy.  
14 In addition, some posters insist on adding their own decorations and text to their photographs, which  
15 are not appropriate for publication in the Online OFN.

16