

Folk Dance Federation of California, South, Inc.

STANDARD OPERATING PROCEDURES

Standard Operating Procedures, General ..... Pg. 3

Board of Directors ..... Pg. 4

Elected Officers ..... Pg. 5

    President ..... Pg. 5

    Immediate Past President ..... Pg. 6

    Vice President ..... Pg. 7

    Treasurer ..... Pg. 9

    Secretary ..... Pg. 11

    Membership ..... Pg. 13

Appointed Officers ..... Pg. 15

    Historian ..... Pg. 15

    Parliamentarian ..... Pg. 16

    Publicity ..... Pg. 17

    Sergeant-at-Arms ..... Pg. 18

Committees, General ..... Pg. 19

Standing Committees ..... Pg. 20

    Audio and Digital Video Technician ..... Pg. 20

    Costume Specialist ..... Pg. 22

    Fall Camp ..... Pg. 23

    Finance ..... Pg. 24

    Folk Dance Scene ..... Pg. 25

    Insurance ..... Pg. 27

    North-South Coordinating Liaison ..... Pg. 28

    Research and Standardization Specialist ..... Pg. 29

    Service Awards ..... Pg. 30

    Scholarship ..... Pg. 31

    Statewide Festival ..... Pg. 33

    Visiting Master Teachers Program ..... Pg. 34

Facebook Administrator ..... Pg. 36

Webmaster ..... Pg. 36

Special and Ad-Hoc Committees .....	Pg. 37
Bylaws .....	Pg. 37
National Folk Organization Representative .....	Pg. 38
Nominating .....	Pg. 39
Standard Operating Procedures .....	Pg. 40
Standing Rules .....	Pg. 41
Federation Events .....	Pg. 42
Defunct Committees .....	Pg. 43
Archive .....	Pg. 43
Beginner's Festival .....	Pg. 44
Communications .....	Pg. 45
Festival Advisory .....	Pg. 46
Fundraising .....	Pg. 47
Grants .....	Pg. 48
Institute .....	Pg. 49
PBS Documentary .....	Pg. 50
Schools and Colleges.....	Pg. 51
Sound Equipment .....	Pg. 52
Special Publications .....	Pg. 53
Summer Dance Programs .....	Pg. 54
Teacher Training .....	Pg. 55
Treasurer's Ball .....	Pg. 56
Workshop Series Coordinating .....	Pg. 57

Compiled by  
Standard Operating Procedures Committee, March 2021  
Dick Oakes, Chairperson

STANDARD OPERATING PROCEDURES, GENERAL

These Standing Operating Procedures are intended to serve as guidelines for the operation of the Federation in cooperation with the Standing Rules.

In the event of a conflict with the By-Laws, the By-Laws shall govern.

The Standing Operating Procedures may be added to, revised, or deleted by a simple majority vote at any regular federation council meeting.

It is the policy of the federation to be non-discriminatory in all of its actions

BOARD OF DIRECTORS

The Board of Directors shall be comprise the following:

President  
Vice President  
Treasurer  
Secretary  
Membership Director  
Publicity Director  
Historian  
Sergeant-at-Arms  
Parliamentarian

The President shall be the Chairperson of the Board of Directors.

Meetings of the Board of Directors shall be called by the President when deemed necessary and when a majority of the Officers can attend.

The Board of Directors shall act on behalf of the Council when urgent matters require immediate attention.

The Board of Directors shall meet at least one (1) time per year.

The Board of Directors shall:

1. Advance money from the federation general fund to federation officers and committees, upon request, if such expenditure is in the approved budget for the fiscal year.
2. Approve the interim appointment by the president, of a committee chairperson to fill a position vacated prior to the expiration of the term of office for that committee.
3. Set or change dates for approved federation events when such action is prudent prior to a scheduled council meeting.

The Board of Directors shall report any action taken by the board at the next council meeting. The report shall be presented orally, and submitted in writing to the Secretary.

Officers shall submit at the end of their term three (3) copies of the Standard Operating Procedures, one (1) for the President, one (1) for the Webmaster, and one (1) for the next Officer.

ELECTED OFFICERS

PRESIDENT

Shall attend and preside at all meetings of the Federation Council, and shall preside at all meetings of the Federation Board of Directors which consists of the Elected Officers and the Parliamentarian.

Shall be Chief Executive Officer of the Federation, and shall have, subject to control of the Council, general supervision, direction, and control of business and affairs of the Federation.

Shall be ex-officio member of all Standing and Special Committees (except Nominating Committee and those dealing with recalls, audits, and grievances against the office of President), as well as any other meetings called by members of the Council, and shall have the right to vote on those Committees.

Shall have the general powers and duties of management usually vested in the office of President of a corporation.

Shall have other powers and duties as prescribed by the Board of Directors or the Bylaws.

Shall give a President's report, including the activities of the Board of Directors, at each Council Meeting, and shall submit the report in writing to the Secretary.

Shall select the site of the next Southern California Statewide Folk Dance Festival with the advice of the Vice President, Statewide Committee, and the Board of Directors.

At the end of their term, Officers shall direct the attention of the next officer to the Standard Operating Procedures posted on the Federation website.

JUNE: Shall schedule up to six (6) meetings of the Board of Directors per year at which time board members may present issues and which problems may be solved before being presented to the Federation Delegates at a Council Meeting. A minimum of one (1) meeting shall be scheduled, that meeting being called as soon after June 1st as possible when a majority of Board members are able to attend.

MARCH: Shall, if only one (1) candidate for office is presented by the Nominating Committee at the March Council Meeting, direct the Secretary to cast a "white" ballot for the election of the entire slate. If no "white" ballot is cast in March, the vote of the Member Clubs is entered at the April Council Meeting.

MARCH: Shall, if vacating the office of President the following year, direct the Vice President to order the Past President's pin.

*Standard Operating Procedures, March 2021*

MARCH: Shall prepare a recommended annual budget for this office for the ensuing fiscal year, June 1 to May 31, and mail it to the Treasurer.

MAY: Shall attend the Statewide Folk Dance Festival and aid in the installation of new Officers at the Inauguration Banquet.

MAY: Shall review this section of the Federation Standard Operating Procedures manual. If amendments should be made, they shall be submitted to the Board of Directors prior to their final incorporation into the manual.

JUNE: Shall make Committee Chairperson appointments as needed annually for Standing Committees.

JUNE: Shall make Committee Chairperson appointments as needed annually for Special Committees as needed.

JULY: Shall establish a tentative Council Meeting schedule.

JULY: Shall propose for adoption a Federation Budget with the advice of the Treasurer and the Finance Committee.

AUGUST: Shall, upon receipt, file the non-profit status form S/O-100 with the State of California.

DECEMBER: Shall, at the December Council Meeting, have a minimum of five (5) and a maximum of seven (7) Delegates nominated and elected to serve as the Nominating Committee with the Immediate Past President.

---

IMMEDIATE PAST RESIDENT

Shall advise the President.

Shall serve as Ambassador to the Federation by responding to emailed inquiries about the Federation website.

VICE PRESIDENT

Shall attend all Council and Board of Directors Meetings.

Shall act as aide to the President.

Shall, in the absence or disability of the President, perform all the duties of the President, and when so acting, shall have all the powers of and be subject to all restrictions upon the President.

Shall, in the absence or disability of the Treasurer for one (1) month or more, assume the Treasurer's duties with the Finance Committee acting in an advisory capacity.

Shall be the Festival Advisor and shall assist in planning festivals when requested to do so.

Shall, if a Festival Advisory Committee is appointed, be its Chairperson.

Shall maintain contacts with performing groups in both northern and southern California, and shall maintain an up-to-date list of these groups and their availability for performance. A copy of this list shall be made available upon request to any organization, Officer, Club, or Committee.

Shall give an oral report (including the Calendar of Events as well as a Festival Advisory report) at each Council Meeting, and shall submit the report in writing to the Secretary.

Shall compile the Federation Calendar of Events.

Shall monthly send the information compiled for the Federation Calendar of Events to the Calendar Editor of Folk Dance Scene, the Corresponding Secretary, and the Insurance Chairperson, and also to the Federation North Office Secretary and Let's Dance! Editor.

At the end of their term, Officers shall direct the attention of the next officer to the Standard Operating Procedures posted on the Federation website.

JUNE: Shall send one (1) copies of the Form AR - Club Application or Renewal form requesting a listing of events that are to be held in their areas for the following year. The form is available under Publications on the Federation Website.

MARCH: Shall, order the Past President's pin at the end of the President's term.

MARCH: Shall prepare a recommended annual budget for this office for the ensuing fiscal year, June 1 to May 31, and mail it to the Treasurer.

APRIL-MAY: Shall, with the aid of the Statewide Festival Committee, arrange for the Installation Banquet at the Statewide Festival. The Vice President shall be responsible for the content and printing of programs, for the decorations, for the podium and sound system, for

*Standard Operating Procedures, March 2021*

menu selection, and for the seating protocol arrangements and place cards with incoming and outgoing officer's names.

MAY: Shall review the section of the Federation Standard Operating Procedures manual. If amendments should be made, they shall be submitted to the President for review and approval by the Board of Directors prior to their final incorporation into the manual.



TREASURER

Shall attend all Council and Board of Directors Meetings.

Shall keep and maintain adequate and correct accounts of the properties and business transactions of the Federation, including accounts of its assets, liabilities, receipts, and disbursements.

Shall make disbursements by check, paying only such bills as are provided for in the budget, or approved by the Board of Directors or the Council.

Shall be authorized to sign checks alone. Should the Treasurer not be available, checks may be signed by the President and Vice President signing together. In the absence or disability of the Treasurer for one (1) month or more, the Vice President shall assume the Treasurer's duties with the Finance Committee acting in an advisory capacity.

Shall at all times have the books of account open for inspection by an Officer of the Corporation.

Shall send in the appropriate forms to the Federal and State governments before their due dates in order to maintain the Corporation's tax exempt status.

Shall give an oral Treasurer's report at each Council Meeting, and shall submit the report in writing to the Secretary.

At the end of their term, Officers shall direct the attention of the next officer to the Standard Operating Procedures posted on the Federation website.

JUNE: Shall deposit annual renewal fees and insurance premiums which are received by the Membership Chairperson from Federation member clubs and individual associate members.

MARCH: Shall prepare a recommended annual budget for this office for the ensuing fiscal year, June 1 to May 31.

MARCH: Shall assist the Finance Committee in the preparation of a proposed annual budget by providing all requested information for that task.

APRIL-MAY: Shall, with the assistance of the Finance Committee, evaluate the existing Officer and Committee budgets each year and prepare and submit a proposed Federation annual budget to the President for the ensuing fiscal year.

MAY: Shall submit bank and savings account signature cards to the incoming Treasurer, President, and Vice President, turning them in to the proper bank after the first of June.

*Standard Operating Procedures, March 2021*

MAY: Shall review this section of the Federation Standard Operating Procedures manual. If amendments should be made, they shall be submitted to the President for review and approval by the Board of Directors prior to their final incorporation into the manual.

SECRETARY

Shall attend and take minutes at all Council and Board of Directors Meetings.

Shall record and keep a book of minutes, including the date, time, place, and detail of bills presented and voted upon for payment.

Shall give an oral report at each Council Meeting.

Shall assist in the preparation of the Council Meeting Agenda.

MARCH: Shall prepare a recommended annual budget for this office for the ensuing fiscal year, June 1 to May 31, and email it to the Treasurer.

MAY: Shall review this section of the Federation Standard Operating Procedures manual. If amendments should be made, they shall be submitted to the President for review and approval by the Board of Directors prior to their final incorporation into the manual.

Shall maintain a record of attendance of Member Clubs and shall bring it to each Council Meeting in order to establish the necessary quorum count.

Shall maintain an up-to-date sign-in list of all Member Clubs, Officers, and Committee Chairpersons, with spaces for Associate Members and Guests, and have a copy available at each Council Meeting for the use of the Sergeant-at-Arms.

Shall supervise the eligibility of all Member Clubs to take part in the decision making and voting aspects of Council Meeting business.

At each Council Meeting shall provide enough Order of Business agendas so that all attendees may have one.

Shall handle correspondence of the Federation.

Shall maintain a stock of Federation letterhead and envelopes, and shall bring an amount to each Council Meeting sufficient for those Officers and Committee Chairpersons who may need an additional supply.

Shall keep the Seal of the Federation in safe custody.

Shall reproduce minutes, double-sided, of Council Meetings or Board of Director Meetings within ten (10) days for inclusion in the book of minutes. Shall include with the minutes the Treasurer's Report (double-sided) and notification of the next meeting (place, date, time, map).

Shall send minutes of Council Meetings, via email, to Federation Elected Officers, Appointed Officers, Past Presidents (by request), Committee Chairpersons, Member Club Delegates,

*Standard Operating Procedures, March 2021*

Associate Members (by payment), and to the Federation North President, Secretary, and Let's Dance! Editor.

Shall give an oral report at each Council Meeting and include the report as an attachment in the Minutes.

Shall perform other such duties as required by the Council, Bylaws, or Standing Rules.

At the end of their term, Officers shall direct the attention of the next officer to the Standard Operating Procedures posted on the Federation website.

MEMBERSHIP

Shall attend all Council and Board of Directors Meetings.

Shall be in charge of the acquisition of new Club Members, Associate Organization Members, and Associate Individual Members by personal contact and letter.

Shall present Club and Associate Membership applications to the Council for approval.

Shall transmit all monies collected, along with an accounting of same, to the Federation Treasurer.

Shall transmit all Folk Dance Scene subscription information to the Scene Subscription Manager.

Shall transmit all new Club Member information to the Insurance Chairperson and Corresponding Secretary.

Shall transmit all new Associate Member information, as well as any information about donations made to the Federation, to the Secretary for a thank-you not to be written.

Shall give an oral report at each Council Meeting, and shall submit the report in writing to the Secretary.

Shall update the forms used by the office of Membership Director (sending them to the Webmaster) and shall answer the many questions which are traditionally directed toward the person holding this office.

Shall perform other such duties as required by the Board of Directors, Council, Bylaws, or Standing Rules.

At the end of their term, Officers shall direct the attention of the next Officer to the Standard Operating Procedures posted on the Federation website.

AUGUST: Shall be in charge of the Federation Directory. Directories shall be published on the Federation Website.

The directory must have the following categories:

A roster of Federation Member Clubs (including website, meeting time and place, and contact person); individual Associate Members; an appendix that lists names and contact information for dance teachers, club delegates, officers, contact persons, leaders of performing ensembles, and other individuals essential to folk dance in Southern California.

The directory may also have, but not be limited to, the following categories:

*Standard Operating Procedures, March 2021*

Elected Officers; Appointed Officers; Committee Chairpersons; Past Presidents; Federation Purposes; Elected Officers of the Northern California Federation; Exhibition Groups; Club Cross Index by City; Club Cross Index by Day; Teachers of Folk Arts; California Folk Dance Camps; California Folk Dance Shops; and Folk Dance Publications.

MARCH: Shall prepare a recommended annual budget for this office for the ensuing fiscal year, June 1 to May 31, and mail it to the Treasurer.

MARCH-APRIL: (Although listed in the Federation Bylaws as belonging to the Treasurer, the following duties have been assumed in recent years by the Membership Director due to the heavy workload imposed upon the Treasurer. This task actually helps the Membership Director produce the directory in a more timely manner.) May be required to send dues notices and verification forms to all Member Clubs and Associate Members, and to supervise the collection of all dues. All monies shall be mailed with an accounting to the Treasurer. Member Club renewal information shall be transmitted to the Insurance Chairperson, and both Member Club and Associate Member renewal information to the Secretary.

MAY: Shall review this section of the Federation Standard Operating Procedures manual. If amendments should be made, they shall be submitted to the President for review and approval by the Board of Directors prior to their final incorporation into the manual.

APPOINTED OFFICERS

HISTORIAN

This Officer is appointed annually in June by the President with approval of the Council.

Shall attend all Council and Board of Directors Meetings.

Shall keep detailed records of all important events and achievements connected with the Federation.

Shall display the Historian records at Federation Festivals when convenient, and especially at Statewide Folk Dance Festivals.

Shall give an oral report at each Council Meeting, and shall submit the report in writing to the Secretary.

Shall perform other such duties as required by the Council, Bylaws, or Standing Rules.

At the end of their term, Officers shall direct the attention of the next officer to the Standard Operating Procedures posted on the Federation website.

MARCH: Shall prepare a recommended annual budget for this office for the ensuing fiscal year, June 1 to May 31, and mail it to the Finance Committee.

MAY: Shall review this section of the Federation Standard Operating Procedures manual. If amendments should be made, they shall be submitted to the President for review and approval by the Board of Directors prior to their final incorporation into the manual.

PARLIAMENTARIAN

This Officer is appointed annually in June by the President with approval of the Council.

Shall attend all Council and Board of Directors Meetings, and shall give necessary advice in parliamentary procedure and interpretation of the Bylaws and Standing Rules.

Shall be the Immediate Past President. In the event that the Immediate Past President is not willing or able to serve, the President shall appoint a Parliamentarian with the approval of the Council.

Shall keep an up-to-date master copy of both the Bylaws and Standing Rules of the Federation. The master copies shall be kept in a three-ring binder, and include dated notations of all changes.

At the end of their term, Officers shall direct the attention of the next officer to the Standard Operating Procedures posted on the Federation website.

MAY: Shall review this section of the Federation Standard Operating Procedures manual. If amendments should be made, they shall be submitted to the President for review and approval by the Board of Directors prior to their final incorporation into the manual.



PUBLICITY

This Officer is appointed annually in June by the President with approval of the Council.

Shall attend all Council and Board of Directors Meetings.

Shall publicize the activities of the Federation, and of the festivals and special events of its Member Clubs (along with their assistance).

Shall work closely with the Vice President (as the Calendar of Events coordinator) in publicizing the activities of the Federation. Because a Federation Festival or Special Event is usually established at least six months in advance, letters should be written or news releases should be sent to a number of magazines for inclusion in their issues. News releases should be sent to radio and television stations six weeks prior to an event.

Shall maintain a list of news media (magazines, newspapers, radio, television, etc.) through which publicity may be obtained.

Shall maintain a file of generic articles and stock photographs and slides for use in sending to the print media.

Shall maintain, or supervise an assistant to maintain, the Federation Facebook Page, and other social media selected by the Council for use in publicizing Federation events.

Shall give an oral report at Council Meetings as needed, and shall submit the report in writing to the Secretary prior to a Council Meeting.

At the end of their term, Officers shall direct the attention of the next officer to the Standard Operating Procedures posted on the Federation website.

MARCH: Shall prepare a recommended annual budget for this office for the ensuing fiscal year, June 1 to May 31, and mail it to the Finance Committee.

MAY: Shall review this section of the Federation Standard Operating Procedures manual. If amendments should be made, they shall be submitted to the President for review and approval by the Board of Directors prior to their final incorporation into the manual.

SERGEANT-AT-ARMS

This Officer is appointed annually in June by the President with approval of the Council.

Shall attend and maintain order at all Federation Council Meetings.

Shall record Council Meeting attendance, shall give a report of attendance 45 minutes after the scheduled starting time (when called upon by the President), and shall turn over the records to the Secretary at the end of the meeting.

At the end of their term, Officers shall direct the attention of the next officer to the Standard Operating Procedures posted on the Federation website.

MAY: Shall review the section of the Federation Standard Operating Procedures manual pertaining to the office. If amendments should be made, they shall be submitted to the President for review and approval by the Board of Directors prior to their final incorporation into the Standard Operating Procedures manual.

COMMITTEES, GENERAL

Unless otherwise specifically stated, all committees, including the chairpersons, shall be appointed and/or removed by the president with the approval of the council. The president and chairperson may confer in the selection of each committee.

The President, as ex officio member of a committee, has voting privileges on all Committees (except the Nominating Committee), and shall be notified in advance about the date, time, and place of each Committee meeting.

Unless otherwise specifically stated, all Standing Committees shall serve for one year from July 1 through June 30.

The Standing Operating Procedures may be added to, revised, or deleted by a simple majority vote at any regular federation council meeting.

It is the policy of the federation to be non-discriminatory in all of its actions.

Committee Chairpersons shall attend and give an oral report at each Council Meeting, and shall submit the report in writing to the Secretary.

A committee may make a recommendation for a chairperson for the next term, or in the event of a vacancy.

Monies from the Federation general fund shall be advanced to Federation Committees, upon request, with Council approval.

All requests for un-budgeted expenditures over \$100.00 shall be reviewed by the Finance Committee which shall make recommendations to the Board of Directors.

A working fund may be provided to a Committee as needed with Council approval. Any additional income over expenses (surplus) shall be returned to the general fund.

At the end of their term, Committee Chairpersons shall direct the attention of the next Committee Chairperson to the Standard Operating Procedures posted on the Federation website.

MAY: Committee Chairpersons shall review their section of the Federation Standard Operating Procedures manual. If amendments are considered advisable, they shall be submitted to the President for review and approval by the Board of Directors prior to their final incorporation into the Standard Operating Procedures manual.

MAY: To insure continuity from term to term, the Standing Committee Chairpersons shall direct the attention of the next Chairperson to the pertinent Standard Operation Procedures posted on the Federation website and provide the next Chairpersons a copy of ongoing business.

## STANDING COMMITTEES

### AUDIO AND DIGITAL VIDEO TECHNICIAN

The Audio and Digital Video Technician shall be appointed by the President in June, and shall take office upon appointment.

The Technician shall be advised by the R&S Chairperson, a member from the Fall Camp Committee, and members at large

The Technician shall be responsible for the storage and maintenance of recording equipment.

The Federation may purchase recordings from master teachers at Federation events if available, or record master teachers after obtaining release agreements.

The Technician shall maintain an inventory of existing audio equipment owned by the Federation and provide it for use at Federation events if requested.

Audio and digital equipment for both recording and playing files has become highly specialized. Investing in equipment that rapidly becomes obsolete is unwise, given that the Federation sponsors few annual festivals. The current practice is to make use of member club's equipment, personally owned devices, or to hire a technician and rent equipment for large festivals.

The duties of the Technician are to record instruction, with permission of teachers, at Federation-sponsored events, or facilitate the Federation in purchasing a recording from the teacher; to record participants and leaders at Federation-sponsored events; edit and submit a recording clip to the Webmaster for posting on the website; solicit volunteers as needed to assist with recording and editing digital clips; to decide on events to be recorded and obtain written agreements from teachers; obtain people to do the recording; establish and control procedures for viewing; establish, publish, and periodically update a catalog of dance recordings.

The Federation video equipment shall be used for recording master ethnic source teachers during teaching, demonstration, and dance sessions. A viewing copy of original recordings shall then be made available to teachers for in-depth study and to resolve controversies. In no case shall the original recording be made available for use to prevent accidental loss.

The recordings are intended for study and review only, and are not for entertainment purposes, and are not to be copied for sale.

The Technician shall decide on events to be recorded; obtain signed release agreements from those teachers recorded; obtain trained persons to do the recording; and decide on accepting donations of recordings,

*Standard Operating Procedures, March 2021*

When a teacher is recorded, an attempt should be made to record more than just a dance through or "performance." The pronunciation of the name of the dance, its spelling, source, background material, meter, rhythm, style details, teaching hints, and other pertinent details.

COSTUME SPECIALIST

The Costume Specialist shall hold seminars, do research, collect, catalog, compile, and disseminate costume information, including descriptions, sketches, patterns, designs, and such other information as may be helpful.

The Committee Specialist shall answer requests from correspondents for costume information and pattern descriptions.

Researched information shall be submitted as available for publication in Folk Dance Scene, or for any other purpose directed by President or Board of Directors.

If requested, the Committee Specialist shall prepare costume displays and/or workshops. If a workshop is planned, a budget must be presented to the President and Board of Directors and approved prior to the event.

If a costume publication is planned, it must be approved by the President and Board of Directors.

FALL CAMP COMMITTEE

The purpose of the Fall Camp Committee shall be to create an enjoyable camp where people have the opportunity to learn dances and music from the current year's summer camps and from other sources. Other educational and recreational activities may be included at the discretion of the Committee.

The Chairperson(s) of this Committee is appointed as necessary, usually in January, by the President with approval of the Council. The Chairperson(s) will be given the trust and responsibility for planning and executing the camp. Committee members will be appointed by The Chairperson(s) for a one-year term and may be re-appointed in order to facilitate smooth operations.

The President, as ex-officio member, has voting privileges on this Committee and may attend Committee meetings.

The Fall Camp Committee will: determine camp date, arrange for appropriate facilities in Southern California, select, and contract with, teachers, make provision for a well written syllabus, arrange for video recording of instruction, determine fees, organize and carry out registration, publicize and promote Fall Camp, develop camp schedule and procedures, and direct the many volunteers needed to run the camp. These efforts will be coordinated with and assisted by other officers of the Federation as needed.

Monies from the Federation general fund shall be advanced to the Fall Camp Committee, upon request, with Council approval. A working fund may be provided to the Fall Camp Committee as needed with Council approval. Any additional income shall be returned to the general fund. The Chairperson(s) shall give a progress report at Council Meetings, and shall submit the report in writing to the Secretary.

The Chairperson(s) shall be responsible for all financial transactions and shall submit all monies and a financial report to the Treasurer within one month following the camp. The Chairperson(s) shall give a final report of the camp at the Council Meeting following the camp.

MAY: The Chairperson(s) shall review this section of the Federation Standard Operating Procedures manual. If amendments are considered advisable, they shall be submitted to the President for review and approval by the Board of Directors prior to their final incorporation into the manual.

## FINANCE COMMITTEE

The Finance Committee shall oversee the finances of the Federation.

In order to maintain continuity from term to term, it is recommended that part of the Committee be reappointed each year and that the Chairperson shall have served on the Committee previously, or shall have had similar experience.

The Chairperson shall attend and give an oral report at each Council Meeting, and shall submit the report in writing to the Secretary.

The Finance Committee shall ascertain that the following documents have been completed, filed, and renewed each year: Non-profit Status, Corporate Status, Income Tax, Liability Insurance Coverage. The Committee shall also maintain a copy of each of the above documents.

The Finance Committee shall project future plans and suggest methods for obtaining revenues (such as grants, fund raising, concerts, etc.). The Finance Committee shall not, however, be expected to specifically handle these methods. Rather, the President on the advice of the Finance Committee, may appoint Special Committees for these purposes.

The Chairperson of the Finance Committee shall approve a person or persons to prepare, at Federation expense, an annual audit of the Treasurer's accounts; camp, conference, workshop accounts, and the Folk Dance Scene accounts.

All monies and completed supporting reports shall be sent to the Federation Treasurer within one week of an activity. Two (2) reports are to be made, one (1) for the President and one (1) for the Treasurer. Except for those committees which are authorized to have their own bank accounts (such as the Statewide Folk Dance Committee), no one is to make an expenditure out of proceeds received for any event. All bills relating to any activity are paid by the Treasurer upon proper approval.

Should a financial problem arise that the Treasurer cannot handle, the Finance Committee shall act as a governing body.

**FEBRUARY:** The Chairperson of the Finance Committee shall request recommended budgets from the various officers and Chairpersons, to be turned in by March 25.

**APRIL-MAY:** The Finance Committee, assisting the Treasurer, shall evaluate the existing Officer and Committee budgets each year. The Committee shall prepare and submit a proposed Federation annual budget to the President for the ensuing fiscal year.



FOLK DANCE SCENE COMMITTEE

The Editor(s) of Folk Dance Scene shall be the Chairperson(s) and shall be appointed annually in June. The President shall also appoint the remaining members of the Folk Dance Scene structure.

Scene is an official publication of the Folk Dance Federation of California, South, Inc..

In order to maintain continuity from term to term, it is recommended that part of the Committee be reappointed each year and that the Chairperson shall have served on the Committee previously, or shall have had similar experience.

Folk Dance Scene shall be published primarily for the purpose of informing its readers of the opportunities to experience folk dance, folk culture, folk arts, and related events (past, present, and future) in southern California, and to advise its readers about major developments in the Federation. Folk Dance Scene shall also inform its readers about folk dance, music, costume, folklore, customs, and culture of the peoples of the world.

The Folk Dance Scene Committee shall jointly make decisions about the publication's content, format, and use of finances to the benefit of the publication. The Committee sets advertising and subscription rates and edits and proofreads the publication.

The organization shall be:

EDITOR(S) shall be the Chairperson(s), and sees that decisions are made in a timely manner and gives a report at each council meeting. The coordinator presides at Committee meetings.

CALENDAR EDITOR shall prepare the Calendar for the publication.

ON THE SCENE EDITOR shall prepare the On the Scene section for the publication.

CLUB DIRECTORY EDITOR shall prepare the Club Directory for the publication.

DANCERS SPEAK EDITOR shall prepare the Dancers Speak section for the publication.

PROOFREADING EDITORS shall proofread the Scene prior to its being printed.

DESIGN AND LAYOUT MANAGER shall be responsible for the design and appearance of the publication; shall receive material for inclusion in each issue; formats, arranges and prepares it for printing, and select photographs and artwork.

BUSINESS MANAGER shall keep financial records and pay bills, deposit checks received for subscriptions and advertisements, and send a monthly statement of the financial standing of the publication to the Coordinator and to the Federation Treasurer.

*Standard Operating Procedures, March 2021*

CONTRIBUTING EDITOR shall contribute material for inclusion in the publication.

CIRCULATION MANAGER shall prepare the publication for mailing. This includes address labeling, taking the publication to the post office, and sending out subscription renewal letters and late notices.

SUBSCRIPTION MANAGER shall maintain the subscription database, receive checks and forward them to the Business Manager, deliver to the Editor a printout of the current subscribers, and prepares address labels and sends them to the Circulation Manager.

ADVERTISING MANAGER shall obtain advertising for inclusion in the publication, solicit and receives advertisements, and receive checks for advertisements and forwards them to the Business Manager.

PRINTER LIASON shall coordinate with the printer and supervise the printing, receive the completed issue from the printer and delivers it to the Circulation Manager.

INSURANCE COMMITTEE

The President shall also appoint one additional Committee member who shall be instructed in the performance of the insurance operation, and who shall take over the duties of the Chairperson if the Chairperson can no longer perform the duties of the office.

The Insurance Committee shall arrange for group personal liability insurance coverage for the Federation and its Member Clubs.

Member clubs must pay for coverage through the federation or present proof of acceptable coverage to the insurance chairperson.

The fee for insurance shall be determined by the insurance chairperson with consultation with the President in an amount sufficient to cover the one-year federation insurance premium. Insurance notices will be sent by September 15, and will be due October 22. After October 22, new club insurance rates will apply.

The Committee shall direct Clubs to the Federation Website to view the Form D1 - Insurance Explanation document.

OCTOBER: The Committee shall contact the insurance agency to obtain the Federation insurance rate for the coming calendar year.

OCTOBER: When the Chairperson obtains the Federation premium amount, the amount shall be transmitted to the President, who will apportion the amount to the clubs based on their last reported average weekly attendance. The President shall then transmit the list of the amounts to be billed to the Membership Director for billing to the Member Clubs.

OCTOBER: The Membership Director shall draft an insurance billing letter, which shall include a specific due date, and have it approved by the Insurance Chairperson before sending the billing out to the Member Clubs. The billing letter shall instruct Member Clubs to mail their premium payments, made out to Folk Dance Federation of Calif., South, Inc., to the Federation Treasurer who shall keep a record of paid members with notification to the Insurance Committee Chairperson and the Membership Director.

NORTH-SOUTH COORDINATING LIAISON

The North-South Coordinating Liaison shall promote cooperation, good relations, and the exchange of information between the northern and southern Federations.

The Liaison shall keep in touch with the editor of *Let's Dance!* magazine, officers and committee chairpersons in the North on a year-round basis to exchange information about festivals, events, and other significant news.

The Liaison shall keep the Federation South President apprised of any important information generated in the North.

The boundary between the Folk Dance Federation of California, Inc., and the Folk Dance Federation of California, South, Inc., in California shall be the northern boundary of San Luis Obispo County, Kern County, and San Bernardino County. For logistic purposes, Clark County, Nevada, and all of Arizona shall also be considered part of the Folk Dance Federation of California, South, Inc. Any boundary disputes are to be referred to the Liaison Committee.

RESEARCH AND STANDARDIZATION (R&S) SPECIALIST

The R&S Specialist shall be appointed in June, and shall take office upon appointment.

The R&S Specialist shall hold ex-officio membership on the Federation Institute Committee and on all Camp, Conference, and Workshop Committees.

The R&S Specialist may request a volunteer assistant(s) when needed.

The purpose of the R&S Specialist shall be to provide standardized dance notes for regular and special institutes, folk dance camps, conferences, or workshops and folk dance publications, and errata for camps and conferences when needed.

The R&S Specialist shall examine and correct dance notes provided by teachers at Federation events to assure that notes accurately reflect the teacher's steps.

Whenever possible, the R&S Specialist shall provide background information as a supplement to dance notes, and shall provide dance notes to individuals upon request.

When requested, provide identification markers for dances that have been taught by more than one teacher.

The R&S Specialist shall have published a Dance Notes Guidelines document on the Federation Website and shall bring its availability to the attention of all appropriate Committee Chairpersons.

SERVICE AWARDS COMMITTEE

The Federation is dependent on the work of many committed volunteers who give generously of their time, talent and energy. It is extremely important to express appreciation in formal and informal ways. There are some active individuals who make contributions which have had an extraordinary impact on the Federation's effectiveness, and should receive special recognition.

The concept of the award does not preclude other actions which the Executive Committee may choose to take. In order to emphasize the special nature of the individual(s) so honored, it would not be necessarily presented every year. A three (3) person special ad hoc Committee shall be established periodically to evaluate possible recipients, determine whether an award is appropriate and, if so, identify the person or persons to receive the award.

The "Outstanding Service Award" should be based on:

1. Longevity of service to the federation and active for at least fifteen (15) years.
2. That an individual's contribution has had a marked influence and greatly benefited the federation in a substantial number of ways.

Presentation of the award shall be made at a time and place determined by the committee to provide maximum impact.

## SCHOLARSHIP COMMITTEE

In order to maintain continuity from term to term, it is recommended that part of the Committee be reappointed each year and that the Chairperson shall have served on the Committee previously, or shall have had similar experience.

The Purpose of Scholarship Program is to develop potential folk dance teachers and leaders, to develop potential folk musicians, to recognize individuals for service to the folk dance community and participation in local clubs.

Eligibility Requirements are that the nominee must be a member of a Federation club or be recommended (sponsored) by an officer of the Federation; and must not have received a Federation, South scholarship within the past three years.

A number of scholarships will be awarded, based on available funds. The award is usually for half the cost of the Camp that the nominee will attend.

The committee shall solicit and screen applicants and award scholarships. Merit awards may be considered by the scholarship committee upon receipt of any recommendation from a member club, the council, or a federation committee, then submitted to the council for approval.

The Committee shall follow up the performance of scholarship winners and review standards.

The Scholarship Committee shall promote the growth of folk dancing and the development of potential and practicing teachers through the awarding of scholarships for folk dance camps.

There will be both federation and memorial scholarships given.

The maximum number of scholarships and amount to be awarded each year shall be determined by the council at the January meeting. Maximum awards for a full week is 1/2 of the camps, workshop, seminar fees. Awards for shorter camps, workshops, and seminars will be on a discretionary basis.

To be eligible to receive a scholarship, an applicant must be a member of a club or sponsored by a federation member. The recipient may attend any (not only Federation sponsored) folk dance camp. A recipient of a federation scholarship shall not be eligible for consideration until the fourth year (three years between scholarships) after receiving a scholarship.

**FEDERATION SCHOLARSHIPS:** The Committee shall solicit and screen applicants, and award scholarships. The maximum number of Federation scholarships awarded each year shall be determined by the Finance Committee. To be eligible to receive a scholarship, an applicant must be sponsored by a Federation Member Club. Scholarship recipients may attend any folk dance camp, conference, seminar, or festival that includes instruction.

**MEMORIAL SCHOLARSHIPS:** Those who wish to establish a memorial scholarship may suggest reasonable recipient criteria. Final authority, however, for criteria and appropriateness rests with the Scholarship Committee. The Committee shall select recipient(s) for these scholarships. To establish a Memorial Scholarship, a fund sufficient to cover at least one-half (1/2) of a tuition must be donated to the Federation.

**REGULAR MEMORIAL SCHOLARSHIPS:** To establish a Regular Memorial Scholarship, a fund sufficient to cover at least one-half (1/2) of a tuition scholarship must be donated to the Federation. Regular Memorial Scholarships shall be disbursed at a rate determined by the fund raisers in conjunction with the Scholarship Committee (a minimum of one per year).

**PERPETUAL MEMORIAL SCHOLARSHIPS:** A Perpetual Memorial Scholarship utilizes earned interest only and the principal is never disturbed. To establish a Perpetual Memorial Scholarship, sufficient funds must be acquired within a two-year period to award at least one tuition scholarship per year. When this level is reached, a separate account shall be opened and the interest made available for disbursement. If funds should fall below the required level (because of changing interest rates, or the rising costs of a scholarship, for example), a period of one year, if requested, shall be granted the fund raisers to raise the additional funds. If funds are still insufficient, the scholarship shall revert to a Regular Memorial Scholarship.



STATEWIDE FESTIVAL COMMITTEE

The annual Statewide Festival shall be sponsored on an alternating basis, by mutual agreement, with the Folk Dance Federation of California, Inc., in northern California. Currently, the Statewide Festival is held in the South during "odd" years and in the North during "even" years. The Statewide Festival location and the date shall be approved by the Council sufficiently in advance of the festival date so that an invitation can be extended at the preceding Statewide Festival in northern California.

The Chairperson(s) of this Committee shall be appointed by the President with the approval of the Council no less than eighteen months and preferably two years before the festival date.

Recommended, but not limited to, are persons responsible for:

- Advertising
- After Parties (including food)
- Art and Flyers
- Bar-B-Que/Picnic
- Business Manager
- Budget
- Callers
- Concert
- Dance Programs and Recording
- Decorations
- Displays
- Door Monitor
- Exhibitions and/or Concert
- Facility Liaison
- Hospitality
- Installation of Officers (Banquet)
- Institute
- Masters of Ceremony
- North-South Coordinator
- Past Presidents' Party
- Printing
- Program
- Property Management (i.e., chairs, tables, etc.)
- Research and Standardization Representative
- Publicity
- Registration
- Secretary
- Signs and Banners
- Sound
- Statewide Advisor
- Technical Advisor

*Standard Operating Procedures, March 2021*

Treasurer

Vendors

Vice President, Folk Dance Federation of California, South, Inc.

Whenever possible, the current Federation Treasurer and Publicity Director shall serve in the same capacities on the Statewide Committee.

The Federation Vice President shall chair the sub-Committee responsible for the event at which incoming Federation officers are installed.

The Immediate Past President shall chair the sub-Committee responsible for the Past Presidents' Party.

In order to maintain continuity from term to term, it is recommended that part of the Committee be reappointed each year and that the Chairperson shall have served on the Committee previously, or shall have had similar experience.

The treasurer (known as the Business Manager) for the Statewide Festival, shall maintain separately posted Statewide account books. All Statewide sub-Committee expenditures shall receive prior approval from the Chairperson(s).

The Chairperson shall attend and give an oral report at each Council Meeting.

**MARCH:** The list of dances included in the program will be published on the website and a note sent to the editors of Let's Dance and Scene, as well as to the Federation delegates of each member club.

**JUNE:** All bills shall be turned in to the Treasurer within thirty days after the festival so that a financial report can be prepared.

The Chairperson(s) shall give a final report, including attendance and finances, at the September Council Meeting if possible, but no later than the next following Council Meeting.

The Statewide Committee shall compile a complete report, including minutes of its meetings, budget information, samples of printed materials, and recommendations for future festivals. This report shall be provided to the next Statewide Festival Chairperson(s).

## VISITING MASTER TEACHER PROGRAM

The Visiting Master Teacher Program Committee shall have a Chairperson and at least two other members. The purpose of the program is to make master teachers available to clubs at a reduced cost. This program is funded from the special projects fund.

A member club may be reimbursed up to an amount set by the Fiscal Committee for a master teacher workshop. Clubs are reimbursed who then will pay the teachers.

For the purpose of this program, the Committee shall decide if a particular teacher is eligible.

Only teachers scheduled by this Committee are eligible for club reimbursement.

The duties of the Committee are:

- a. Be a contact point for visiting master teachers who wish to provide workshops in our member club area.
- b. Maintain a schedule of visiting teachers and the schedule of their workshops.
- c. Advertise the availability of this program and of individual teachers to the member clubs, in Folk Dance Scene and on the Federation website.
- d. Schedule workshops at clubs who respond positively to the announcement and provide the master teacher with a schedule.
- e. Provide the treasurer with a list of clubs that have had a workshop and qualify for reimbursement.

FACEBOOK ADMINISTRATOR

The purpose of the Facebook As shall be to maintain the Federation Facebook page in collaboration with the Publicity Chairperson.

WEBMASTER

The purpose of the Webmaster shall be to maintain the Federation website.

SPECIAL AND AD-HOC COMMITTEES

BYLAWS COMMITTEE

The Chairperson of this Committee is appointed as deemed necessary by the President with approval of the Council.

In order to maintain continuity from term to term, it is recommended that part of the Committee be reappointed each year and that the Chairperson shall have served on the Committee previously, or shall have had similar experience.

The Bylaws Committee shall regularly review both the Bylaws and the Standing Rules of the Federation in order to make suggestions for updating these documents.

Proposed Standing Rules changes shall be brought before the Council for approval. If the proposed changes are extensive, they shall be delivered to the Corresponding Secretary for mailing to the Member Club Delegates for their review before the next Council Meeting.

NATIONAL FOLK ORGANIZATION REPRESENTATIVE

Shall act as liaison with the National Folk Organization.

Shall attend the National Folk Organization Conference yearly.

Shall give a report of the National Folk Organization Conference at the following meeting of the Federation Council.

NOMINATING COMMITTEE

The President shall not hold membership on this committee.

This Committee shall consist of at least five (5) but not more than seven (7) Member Club delegates or alternates. If possible, delegates from the various areas should be elected. The Immediate Past President shall be Chairperson of the Committee; or, if unable to serve, the Chairperson shall be nominated and elected by the Council.

The members of the Nominating Committee shall NOT be barred from becoming nominees for office.

The Nominating Committee shall present a tentative slate of candidates for office at the January Council Meeting. The slate shall, whenever possible, consist of two (2) or more candidates for each elective office.

Every candidate or nominee for office must be a member of a member club. The candidates for President and Vice President shall be persons who have been active as Delegates or Alternates, Committee persons, or Officers for the two (2) previous years.

The Nominating Committee shall present a final slate of candidates at the March Council Meeting. Nominations from the floor may be made only at the March Council Meeting, providing the nominee shall have given prior consent.

If a "white" ballot is not given, the Nominating Committee shall prepare the ballot according to the Bylaws, and deliver it to the Secretary who shall mail it at least twenty-five (25) days prior to the April Council Meeting or to a special ballot-counting meeting.

STANDARD OPERATING PROCEDURES COMMITTEE

The purpose of the Committee shall be to maintain the Standard Operating Procedures, being certain that the President, Secretary, and Webmaster have current copies.



STANDING RULES COMMITTEE

The purpose of the Standing Rules Committee shall be to maintain the Standing Rules, being certain that the President, Secretary, and Webmaster have current copies.

## FEDERATION EVENTS

### DEFINITION

Federation sponsored events must be approved by the Council or the executive Committee.

An event funded by the Federation:

When funds, often called “seed money,” are made available by the Federation for support or to initiate an event.

When the Federation is responsible any operating loss.

After the event and the bookkeeping is complete (all debts and expenses paid), original seed money and profits are to be returned to the federation.

If the event is continuing as a regularly scheduled and expected annual or semi-annual event, seed money and profits may be kept to apply to the following year's event.

At event(s) that includes a Federation council meeting, if refreshments are provided, a stipend of \$50 for the cost of the food and drink may be provided.

### FEDERATION CLUB EVENTS

Any dance event sponsored by a Federation Member Club. Examples of events which have been funded by the Federation:

Statewide (Federation South) - \$1,000 to \$2,000.

Fall Camp (original seed money, \$700).

Costume Committee - as needed

Treasurer's Ball (a.k.a: Scholarship Ball, Harvest Ball) - as needed.

Festivals that include council meetings.

### CONDUCT

All flyers should read "Sponsored by the Folk Dance Federation of California, South, Inc."

Whenever possible, Federation Officers should be introduced at Federation events.

DEFUNCT COMMITTEES

ARCHIVE COMMITTEE

In order to maintain continuity from term to term, it is recommended that part of the Committee be reappointed each year and that the Chairperson shall have served on the Committee previously, or shall have had similar experience.

The purpose of the Archive Committee shall be to obtain copies of appropriate archive material, decide where the material should be kept, and keep a current inventory of the material.

---

**UCLA SPECIAL COLLECTIONS:** In 1976, the bulk of the Federation's historical material, such as historian books, Council minutes, festival programs, dance descriptions, syllabi, folk dance publications, etc., were donated to the UCLA Special Collections Library.

The following people have authorization to check out federation materials: President, Secretary, and Archive committee members.

The specific duties of the committee in respect to this collection are to keep an up-to-date list of historian books, to collect the year's materials for donations to UCLA, to provide information regarding UCLA Special Collections, and to collect minutes and historian books older than ten (10) years, and deposit in UCLA Federation Archives.

BEGINNERS' FESTIVAL COMMITTEE

In order to maintain continuity from term to term, it is recommended that part of the Committee be reappointed each year and that the Chairperson shall have served on the Committee previously, or shall have had similar experience.

The purpose of the Beginners' Festival Committee shall be to promote folk dancing through the sponsorship of at least one Beginners' Festival each year, following the outline given in the Federation's Festival Guidelines document.

The Committee shall send publicity information to the Publicity Director, and shall do other publicity as it sees fit.

The Committee shall make up the dance program. At least three months in advance, the Committee shall mail the program out to teachers so that they may work on those specific dances.

The Beginners' Festival Chairperson shall be responsible for all financial transactions and shall submit all monies and a financial report to the Treasurer within one (1) week following the festival.

The Chairperson shall give a final report at the Council Meeting following the festival.

COMMUNICATIONS COMMITTEE

The Chairperson shall attend and give an oral report at each Council Meeting, and shall submit the report in writing to the Secretary.

The Committee shall be in charge of all Federation communications, except for the Federation website and the Facebook pages.

The Committee shall be in charge of the federation office phone and answering machine, answer the phone and any messages on the answering machine, forward messages or refer callers to the appropriate resource person, update the answering machine message as needed.

The Committee shall be responsible for the federation office mail drop, forward all mail to the appropriate federation officer or committee chairperson in a timely manner, phone the appropriate federation officer or committee chairperson if a letter cannot be forwarded in time for such officer or chairperson to act to meet any deadlines specified in said letter.

FESTIVAL ADVISORY COMMITTEE

The Vice President (who is the official Festival Advisor) shall be Chairperson of this Committee. In the event that the Vice President cannot serve, the President shall appoint another Festival Advisor with the approval of the Council.

In order to maintain continuity from term to term, it is recommended that part of the Committee be reappointed each year.

The Chairperson shall attend and give an oral progress report at each Council Meeting, and shall submit the report in writing to the Secretary.

The Festival Advisor shall be a member of the Statewide Festival Committee.

The membership of the Committee should include a Program Advisor, a Performing Group Advisor, a Dance Popularity Pollster, a Sound Consultant, and a Dance Records Consultant, as well as the Publicity Director.

The Festival Advisor, along with the Festival Advisory Committee, shall assist in planning folk dance festivals upon request.

The Festival Advisor, with the assistance of the Special Publications Chairperson, shall make available upon request a Festival Guidelines document, and shall bring its availability to the attention of Festival Chairpersons for their guidance. This document shall be reviewed and updated annually by the Festival Advisor and the Committee.

The Festival Advisor shall maintain contacts with performing groups in both northern and southern California, as well as surrounding states, and shall maintain an up-to-date list of those groups names, addresses, and telephone numbers, and their availability for performance.

FUND RAISING COMMITTEE

It is recommended that the Chairperson have experience in various forms of fundraising.

The purpose of the Committee shall be to sponsor fund raising activities for the Federation. Grants are not included within the scope of this Committee's work.

In order to maintain continuity from term to term, it is recommended that part of the Committee be reappointed each year and that the Chairperson shall have served on the Committee previously, or shall have had similar experience.

GRANTS COMMITTEE

It is imperative that the Chairperson or other member of the Committee have experience in the writing of grants.

The purpose of the Committee shall be to seek grants for the benefit of the Federation, and to write and submit proposals for these grants.

In order to maintain continuity from term to term, it is recommended that part of the Committee be reappointed each year and that the Chairperson shall have served on the Committee previously, or shall have had similar experience.

The Committee shall work closely with the Finance Committee Chairperson.



INSTITUTE COMMITTEE

The Chairperson of this the Institute Committee is appointed annually in January by the President with approval of the Council.

The purpose of the Institute Committee is to promote the folk dance movement through the teaching of new and old dances.

In order to maintain continuity from term to term, it is recommended that part of the Committee be reappointed each year and that the Chairperson shall have served on the Committee previously, or shall have had similar experience.

The Research and Standardization Committee holds ex-officio membership on this Committee and the R&S Chairperson shall be notified of each meeting. The R&S Committee shall approve dance descriptions which shall be sent to the R&S Chairperson at least three (3) weeks before the conference. When completed, one (1) syllabus shall be sent to each teacher, three (3) syllabi shall be sent to the R&S Chairperson, and one (1) syllabus shall be sent to the Secretary for filing.

The Committee shall schedule institute dates; arrange for facilities; arrange for publicity with the assistance of the Publicity Director; arrange for sound equipment and music with the assistance of the Sound Equipment Chairperson; select dances to be taught; arrange for qualified teachers; arrange for teacher transportation if necessary; provide syllabi with the assistance of the R&S Committee; establish a budget; establish teacher salaries; pay teachers, and set a fee to cover expenses.

The Institute Chairperson shall be responsible for all financial transactions and shall submit all monies and a financial report to the Treasurer within one (1) week following the institute. The Chairperson shall give a final report of each institute at the Council Meeting following the institute.

PBS DOCUMENTARY COMMITTEE

In order to maintain continuity from term to term, it is recommended that part of the Committee be reappointed each year and that the Chairperson shall have served on the Committee previously, or shall have had similar experience.

The main purpose of the Committee shall be to promote folk dancing by encouraging the Public Broadcasting System to create and show a documentary on folk dancing in the United States which may be used as a Video Log filler. A secondary purpose shall be to obtain Public Service Announcement spots on Network Television.

The Committee shall work closely with any counterpart Committee in the Federation North, or any other folk dance Federation throughout the country. The overriding purpose of the documentary is to show folk dancing in the best possible light as an exciting, youthful recreation that provides fun and exercise in a social setting.

The Chairperson shall attend and give an oral progress report at each Council Meeting, and shall submit the report in writing to the Secretary.

SCHOOLS AND COLLEGES COMMITTEE

It is recommended that the Chairperson be a former or practicing teacher of folk dancing in the schools or colleges.

The purpose of the Committee shall be to promote folk dancing through encouraging, coordinating, and assisting in any way possible the establishment and continuation of classes in folk dancing in California schools and colleges.

The Committee shall encourage and promote the establishment of institutes and seminars for school teachers; the performing of folk dancing at schools and community affairs by exhibition groups and demonstration teams, and special classes and clubs for young people.

In order to maintain continuity from term to term, it is recommended that part of the Committee be reappointed each year and that the Chairperson shall have served on the Committee previously, or shall have had similar experience.

SOUND EQUIPMENT COMMITTEE

The Chairperson of this Committee is appointed annually in June by the President with approval of the Council.

The President, as ex officio member, has voting privileges on this committee, and shall be notified in advance about the date, time, and place of each meeting.

A working fund may be provided to a Committee as needed with Council approval. Any additional income over expenses (surplus) shall be returned to the general fund.

All requests for un-budgeted expenditures over \$100.00 shall be reviewed by the Finance Committee which shall make recommendations to the Board of Directors.

The Chairperson shall attend and give an oral report at each Council Meeting, and shall submit the report in writing to the Secretary.

The use of the "equipment" shall include storage of costumes; books; audio/visual equipment, and audio/visual media including audio tapes, video tapes, and records.

Shall be in charge of all records and tapes; keeping the sound equipment in good working order; audio taping Federation teaching sessions (these tapes shall not be released for three (3) years unless the dance music is not available for purchase), and supervise the taping of records and tapes by Member Clubs if those records and tapes are no longer available (persons making recordings must provide their own cassette-to-cassette tape recorder and tape).

Shall be responsible for cataloging dance notes and providing copies of available materials upon request.

MARCH: The Committee shall prepare a recommended annual budget for the ensuing fiscal year, June 1 to May 31, and mail it to the Treasurer.

MAY: The Committee Chairperson shall review this section of the Federation Standard Operating Procedures manual. If amendments are considered advisable, they shall be submitted to the President for review and approval by the Board of Directors prior to their final incorporation into the manual.

SPECIAL PUBLICATIONS COMMITTEE

It is recommended that the Chairperson have experience in art and desktop publishing whenever possible.

The purpose of the Committee shall be to promote folk dancing through the publication of booklets, brochures, pamphlets, etc.

In order to maintain continuity from term to term, it is recommended that part of the Committee be reappointed each year and that the Chairperson shall have served on the Committee previously, or shall have had similar experience.

The Committee shall assist other committees in putting out their various publications such as, but not limited to:

- Club Organization
- Dance Notes Guidelines
- Federation Bylaws
- Federation Insurance Guidelines
- Federation Services
- Federation Standing Rules
- Festival Guidelines
- Folk Dance Etiquette
- Folk Dance Popularity List
- Folk Dance Pronunciation Guide
- Folk Dance Syllabi
- Guide to Hiring Folk Dance Musicians
- Guide to Writing Syllabi Under Contract
- Improving Your Club Business Meeting
- Inventory of Costume Related Materials
- Publicity Guidelines
- Standard Operating Procedures
- Workshop Series Coordination Guide

## SUMMER DANCE PROGRAMS COMMITTEE

In order to maintain continuity from term to term, it is recommended that part of the Committee be reappointed each year and that the Chairperson shall have served on the Committee previously, or shall have had similar experience.

The purpose of the Summer Dance Programs Committee shall be to promote folk dancing through the coordinating of Summer Dance Programs throughout southern California by bringing together the leaders of several Federation Member Clubs within particular geographic areas to work together to put on free dance programs in those areas. By doing so, not only will there be a much needed cooperation between area clubs, but the event should bring additional dancers into the movement.

The events should be heavily advertised in the local area communities by the groups involved (with the assistance of the Federation Publicity Director) with the emphasis being that the event is free of charge and that spectators are welcome to attend and join in if they wish. Dances shall be predominately beginner, with a few more difficult exciting dances to show that there can be a challenge to those who wish to attend local groups.

The host Club for a particular program shall provide a minimum of two hosts and/or hostesses to circulate and welcome spectators and to praise the virtues of folk dancing. These persons shall also refer interested people to the local folk dance groups nearest their homes.

The event should have at least one literature table, with one or more persons to answer questions. Literature should be a combination of area Member Club and Federation flyers and pamphlets.

It is recommended that Demonstration Teams be formed by local groups to perform dances in costume at these events. Member Clubs may contact the Federation Costume Committee for assistance.

It is further recommended that, if possible, some easy dances also be taught to bring the spectators actively into the dancing.

Summer Dance Programs may be held in a park, preferably outdoors on a wooden platform. If the area is suitable, they may even be held on grass or on hard-packed earth. They may be held in a building which has space for spectators, or any area where spectators are likely to attend such as a shopping mall. A requirement of Summer Dance Programs is that they be free of charge to dancers and spectators.

The Summer Programs Committee shall coordinate the formation of local committees made up of members of each participating Club to handle the program in their area. It is recommended that a picnic/party atmosphere prevail.

TEACHER TRAINING COMMITTEE

In order to maintain continuity from term to term, it is recommended that part of the Committee be reappointed each year and that the Chairperson shall have served on the Committee previously, or shall have had similar experience.

The purpose of the Teacher Training Committee shall be to provide for the development and improvement of folk dance instruction through the planning and implementing of teacher training activities.

The committee shall maintain an up-to-date list of folk dance teachers along with their specialties, addresses, and telephone numbers.

The Teacher Training Chairperson(s) shall be responsible for all financial transactions and shall submit all monies and a financial report to the Federation Treasurer within one (1) week following a teacher training activity. The Chairperson shall give a final report at the Council Meeting following any activity.

TREASURER'S BALL COMMITTEE

The Chairperson of this Committee shall be the Federation Treasurer. In the event the Treasurer cannot assume the role as Treasurer's Ball Chairperson, the President shall appoint another with the approval of the Council.

The purpose of the Committee shall be to promote folk dancing through the sponsoring of a festival called the Treasurer's Ball, the proceeds from which shall accrue to the Federation.

In order to maintain continuity from term to term, it is recommended that part of the Committee be reappointed each year and that the Chairperson shall have served on the Committee previously, or shall have had similar experience.

The Committee shall schedule the ball date; arrange for facilities; arrange for sound equipment and music with the assistance of the Sound Equipment Chairperson; select dances to be taught and arrange for qualified teachers with the assistance of the Institute Committee; arrange for teacher transportation if necessary; provide syllabi with the assistance of the R&S Committee; establish a budget, and set a fee to cover expenses.

The Treasurer's Ball Chairperson shall be responsible for all financial transactions and shall, if not the Treasurer, submit all monies and a financial report to the Treasurer within one (1) week following the festival. The Chairperson shall give a final report of the ball at the Council Meeting following the ball.



WORKSHOP SERIES COORDINATING COMMITTEE

It is recommended that the Chairperson have experience in arranging workshops for folk dance teachers and musicians. It is also recommended that the Chairperson and/or other members of the Committee have experience in creating original dance notes. It is further recommended that the Institute and the R&S Committees have a representative attend this Committee's meetings.

The purpose of the Committee shall be to promote folk dancing through lending assistance to persons in southern California who coordinate workshop series for folk dance teachers, musicians, and others.

In order to maintain continuity from term to term, it is recommended that part of the Committee be reappointed each year and that the Chairperson shall have served on the Committee previously, or shall have had similar experience.

One way that the Workshop Series Coordinating Committee shall fulfill its purpose is to have published, with the assistance of the Special Publications Committee, several documents pertaining to workshop tour coordinating and covering such subjects such as guidelines for workshop series coordination, guidelines for hiring musicians, and guidelines for contracting to write syllabi.