

Folk Dance Federation of California, South, Inc.

STANDARD OPERATING PROCEDURES

Elected Officers	Pg.	2
Appointed Officers	Pg.	13
Standing Committees	Pg.	17
Special Committees	Pg.	43

Compiled by
Standard Operating Procedures Committee, 2018
Dick Oakes, Chairperson

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 monthly 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 Statewide Committee and the Board of Directors.

JUNE: Shall schedule up to six (6) meetings of the Board of Directors per year at which time board members may present issues and at 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.

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

- Archives
- Budget and Finance
- Camp Hess Kramer
- Communications
- Costume
- Folk Dance Scene
- Insurance
- National Folk Organization
- Nominating
- North-South Coordinating
- Research and Standardization
- Scholarship

Sound Equipment
Statewide
Video
Website

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

Bylaws
Nominating
Standard Operating Procedures
Visiting Master Teachers Program

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 Junior Past President.

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.

MARCH: Shall, if only one 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.

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: Shall direct the Corresponding Secretary to order badges for the next year’s incoming Officers.

MAY: Shall attend the Statewide Folk Dance Festival and aid in the intallation 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.

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 have published a Festival Guidelines booklet, with the assistance of the Special Publications Committee, and shall bring its availability to the attention of Festival Chairpersons for their guidance.

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.

JUNE: Shall send four (4) copies of a form to the Federation Member Clubs requesting a listing of events that are to be held in their areas for the following year. The three additional forms are included with the first so that information may be updated quarterly.

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 menu selec-

tion, 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.

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 forward a copy of the typed minutes to the Corresponding Secretary within ten (10) days following each Council Meeting or Board of Directors Meeting.

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 mail 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 after receipt from the Secretary. 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 first class mail, to Federation Elected Officers, Appointed Officers, Past Presidents (by request), Committee Chairpersons, Member Club Delegates, Associate Members (by payment), and to the Federation North President, Office Secretary, and Let's Dance! Editor.

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.

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 order new badges for incoming Officers, and shall have badges of continuing Officers engraved with their new term.

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.

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.

JUNE: Shall, by June 30th, submit complete financial reports and records to the President, Board of Directors, and Federation Council for auditing by an independent auditor.

JUNE: Shall be responsible for the annual Treasurer's Ball, usually held in November; confer with the President in the formation of a Treasurer's Ball Committee, and submit a complete report at the Council Meeting following the Ball.

MARCH-APRIL: Shall send dues notices and verification forms to all Member Clubs and Associate Members, and shall supervise the collection of all dues. Shall transmit Member Club renewal information to the Insurance Chairperson, and both Member Club and Associate Member renewal information to the Membership Director and to the Corresponding Secretary. (NOTE: Although listed in the Federation Bylaws, these duties have been assumed in recent years by the Membership Director due to the heavy workload imposed upon the Treasurer.)

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.

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.

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 Corresponding Secretary for a thank-you note to be written.

Shall send a membership certificate, along with a congratulatory form letter, to each new Club and Associate Member after their approval.

Shall be the Chairperson of the Advisory Council, which is made up of the Federation Associate Members, and shall call a meeting of the Advisory Council at least one (1) time annually.

Shall have published a Federation Services booklet with the assistance of the Special Publications Committee, and shall make it available to interested individuals or organizations.

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 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.

AUGUST: Shall be in charge of the compilation, publication, and distribution of a Federation Directory with the assistance of the Special Publications Committee. Directories shall be given free of charge to the Elected Officers of both the Federation South and North, as well as to the Appointed Officers and Committee Chairpersons of the South as a necessary tool of their positions. All others shall pay the price which is printed on the front of the cover.

The directory cover price shall be set at an amount sufficient to cover postage and handling. For example, if the directory costs \$3.75 each to print, the cover price should be approximately \$5.00.

An effort should be made to obtain the printing, collating, and stapling of the directory at the lowest possible price. Should this be donated, the directory should still carry a price which is no lower than the price for which it sold the previous year.

The directory shall have a front and back cover of a heavy paper, the front of which shall be printed, and the color of which shall differ from the previous year's cover. Inside there shall be a title page showing the Federation's information telephone number, and a page of "Contents."

The directory must have the following categories:

- Elected Officers
- Appointed Officers
- Committee Chairpersons
- Past Presidents
- Federation Club Delegates (may be included with next category)
- Federation Club Roster (including: Contacts, Delegates, Roster)
- Federation Associate Member (including: Associate Organizations, Honorary Associate Members, Associate Members)

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

- Federation Purposes
- Elected Officers, North
- Exhibition Groups
- Club Cross Index by City
- Club Cross Index by Day
- Teachers (including: Teachers of Folk Dance (by nationality and type), Teachers of Musical Instruments, Teachers of Singing, Teachers of Costuming, etc.
- California Folk Dance Camps
- California Folk Dance Shops
- Folk Dance Publications
- Appendix (an alphabetical list of Names, Addresses, and Phone Numbers of persons listed throughout the directory)

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 Corresponding 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

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 be involved in such Federation events as Statewide Folk Dance Festival, Beginners' Festival, and the Treasurer's Ball, Institutes, and shall, upon request, assist any other Committee.

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 have published a Publicity Guidelines booklet with the assistance of the Special Publications Committee, and shall make it available to Member Clubs and Associate Organizations, and to other interested individuals or organizations.

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

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 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.

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.

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 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 Junior Past President. In the event that the Junior 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.

Shall have published a Parliamentary Procedures Booklet, with the assistance of the Special Publications Committee, and shall make it available to all Council Meeting participants.

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.

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.

STANDING COMMITTEES

ARCHIVES AND AWARDS COMMITTEE

The Chairperson of the Archives and Awards 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.

The Historian shall be an ex-officio member of this 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.

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

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 purpose of the Archives and Awards 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 President, Corresponding Secretary, and Archive Committee members have authorization to check out Federation materials. The Archive Committee shall keep an up-to-date list of these materials, shall collect the year's materials for donation to UCLA, and shall provide information about UCLA Special Collections.

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.

BUDGET AND FINANCE 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.

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.

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

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 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 for the President and one for the Treasurer. Except for those committees which are authorized to have their own bank accounts (such as the Statewide Folk Dance Committee and the Idyllwild Folk Dance Camp 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 25th.

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.

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.

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.

CAMP HESS KRAMER COMMITTEE

The Chairperson of this Committee is appointed as necessary, usually in January, 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 for each meeting.

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 institute. 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 Office Librarian for filing.

The Committee shall work closely with the Chairperson of the Institute Committee who shall be a consulting member of the 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.

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

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.

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 purpose of the Camp Hess Kramer Committee shall be to present dances from the current year's summer camps.

The Committee shall schedule the Institute Weekend 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; arrange for qualified teachers; arrange for teacher transportation if necessary; provide syllabi with the assistance of the R&S Committee; establish teacher salaries, and set a fee to cover expenses.

The Camp Hess Kramer Chairperson shall be responsible for all financial transactions and shall submit all monies and a financial report to the Treasurer within two (2) weeks following the institute weekend. The Chairperson shall give a final report of the institute at the Council Meeting following the institute.

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.

COMMUNICATIONS 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 committee shall be in charge of all Federation communications, except for the Federation website.

COSTUME 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.

It is recommended that, in addition to the Chairperson, at least four (4) other members shall comprise the Committee. The Chairperson shall establish priorities and coordinate research work of the Committee member.

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

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 purpose of the Costume Committee shall be to research, collect, catalog, compile, and disseminate costume information such as descriptions, sketches, patterns, and designs.

The Committee 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 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.

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.

JAN: The Committee shall publish annually, in January, with the assistance of the Special Publications Committee, a complete updated list of all Federation costume related materials.

MARCH: The Committee shall prepare a suggested 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.

FOLK DANCE SCENE COMMITTEE

The Editor(s) of Folk Dance Scene shall be the Chairperson(s) and shall be appointed annually in June by the President with approval of the Council. The President shall also appoint the remaining members of the Folk Dance Scene structure (who shall serve one (1) year terms) with approval of the Council.

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

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.

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.

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

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.

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. 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 have the following structure: Editor(s) who shall be the Chairperson(s), Mailing Coordinator(s), Business Manager, Subscription Manager, and Circulation Manager.

Advisory members of the Folk Dance Scene structure shall be: Advertising Manager, Photography Director, Art Director, Contributing Editors, and Reporters.

Individuals shall not be barred from holding more than one position in the Folk Dance Scene structure.

EDITOR(S): Shall have total responsibility for Folk Dance Scene production with the same authority as in other magazines, being final decision maker(s) within the Folk Dance Scene structure, answerable to the Federation President and Board of Directors (with Council approval if necessary). Decisions resting with the Editor(s) shall include the publication's content, format, and use of finances to the benefit of the publication based on the most sound judgement of the Editor(s) as advised by others of the Folk Dance Scene structure. Other members of the Folk Dance Scene structure shall report to the Editor(s).

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

MAILING COORDINATOR(S): Shall be responsible for preparing the Folk Dance Scene for mailing. This shall include applying labels and taking the publication to the post office. Should collating and stapling not be done by the printer, this function shall also be the responsibility of the Mailing Coordinator(s).

BUSINESS MANAGER: Shall keep the Folk Dance Scene financial records, pay bills, advise the Editor(s) as to the monies available for each issue, and shall pay all bills as they come due. If needed, the Business Manager shall submit requests for temporary funding from the Federation Treasurer as needed, subject to Council approval, to be repaid as soon as funds are available. Shall send a monthly statement of the financial standing of the Folk Dance Scene to the Editor(s) and to both the Federation Treasurer and President.

SUBSCRIPTION MANAGER: Maintains the subscription data base. Shall monthly deliver to the Editor(s) a printout of the current subscribers. The Editor(s) shall (each) be mailed a copy of each Folk Dance Scene at no charge, both as a check of the postal service and as a record of work accomplished.

CIRCULATION MANAGER: Shall obtain labels from the Subscription Manager, put them in zip-code order, and transfer them to the Mailing Coordinator(s). Shall send out subscription renewal letters, and shall deposit checks to the Folk Dance Scene bank account.

ADVERTISING MANAGER: Shall obtain advertising at current rates for inclusion in the publication.

PHOTOGRAPHY DIRECTOR: Shall be in charge of photography.

ART DIRECTOR: Shall be in charge of art and layout.

CONTRIBUTING EDITORS: Shall contribute material for editing and inclusion in the publication.

REPORTERS: Shall gather information from Federation and non- Federation sources within their regions for submission to the Editors for inclusion in Folk Dance Scene.

MAY: The Committee 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.

INSURANCE COMMITTEE

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

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

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

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

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.

The Committee shall seek adequate insurance of Federation equipment and records, and shall seek similar coverage for Member Clubs (purchased separately by the Clubs).

The Committee shall have published a Federation Insurance Guidelines booklet with the assistance of the Special Publications Committee, and shall make it available to current and prospective Club Members.

Each Member Club shall be encouraged to designate a club insurance representative.

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.

NATIONAL FOLK ORGANIZATION 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.

Shall act as liaison with the National Folk Organization.

Shall attend the National Folk Organization Conference yearly.

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.

NORTH-SOUTH COORDINATING COMMITTEE

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

The President and the Junior Past President are ex-officio members of the Committee.

The remainder of the Committee shall consist of three (3) members, appointed by the President with approval of the Council in June, and who shall serve for terms of three (3) years. The senior member shall serve as the Chairperson. The senior member shall retire each year, and a junior member shall be appointed.

If the position is vacant, and upon agreement with the Folk Dance Federation in northern California, the Chairperson, conferring with the President, shall select a Permanent Coordinator (secretary), who shall be an ex-officio member of the Committee. If the person selected is a current member of the Committee, another member shall be appointed by the President with approval of the Council.

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 (or the Permanent Secretary) shall attend and give an oral report at each Council Meeting, and shall submit the report in writing to the Secretary.

The purpose of the North-South Coordinating Committee shall be to promote cooperation, good relations, and exchange of information between the Folk Dance Federation of California, Inc. in northern California, and the Folk Dance Federation of California, South, Inc. in southern California.

The secretary shall, by mail and telephone, keep in touch with the coordinator in the North on a year-round basis, keeping each other apprised of any important changes, and shall help disseminate Statewide Festival information on an exchange basis.

The Chairperson (through the secretary if so desired) shall keep the Federation South President apprised of any important information generated in the North.

The Committee shall meet with its northern counterpart at least twice annually at the Fresno Festival (October) and the Statewide Festival (May). At Fresno, the moderator shall be from the Federation North. At Statewide, the moderator shall be from the Federation which is sponsoring the event. Other meetings may be called as necessary, at which time a moderator shall be elected from within the combined body.

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 this Committee.

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.

RESEARCH AND STANDARDIZATION COMMITTEE

The Chairperson of this Committee is appointed annually in January 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.

It is recommended that the Committee be comprised of from three (3) to ten (10) members, with various members being selected by the Chairperson to handle certain functions. The Chairperson shall establish priorities and direct, supervise, and coordinate the activities of the various R&S members.

The R&S Committee shall hold ex-officio membership on the Federation Institute Committee and on the Camp, Conference, and Workshop Committees, and shall be responsible for sending a representative to their meetings.

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.

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 purpose of the R&S Committee is to prepare material for the use of all folk dancers in the fields of folk dance in a practical and understandable form.

One way that the the R&S Committee shall fulfill its purpose is to review, edit, and standardize dance notes for/of Federation folk dance conferences, camps, workshops, institutes, and publications.

A second way that the R&S Committee shall fulfill its purpose is to research and provide accurate information on pronunciation, source, background, available music, formation, meter, rhythm, steps, and style for standardized dances. Whenever possible, this information shall be provided as a supplement to the dance notes.

The R&S Committee shall have published a Dance Notes Guidelines booklet, with the assistance of the Special Publications Committee, and shall bring its availability to the attention of all appropriate committee Chairpersons.

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.

SCHOLARSHIP 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.

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.

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

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 Council at the January meeting. Federation scholarships may be given for tuition only. To be eligible to receive a scholarship, an applicant must be sponsored by a Federation Member Club. However, scholarship recipients may attend any folk dance camp or conference, whether sponsored by the Federation, South, or not. A recipient of a Federation scholarship shall not be re-eligible for consideration until the fourth year after receiving a scholarship.

MEMORIAL SCHOLARSHIPS: Those who wish to establish a memorial scholarship may suggest reasonable recipient criteria. However, final authority for criteria and appropriateness rests with the Scholarship Committee. The Committee shall select all recipients for these scholarships. There shall be two (2) types of memorial scholarships: Regular and Perpetual.

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 (2) -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.

MERIT AND NAMED AWARDS: Upon receipt of a recommendation from the Board of Directors, a Member Club, a Committee, or the Council, the Scholarship Committee shall consider merit and named awards which shall be submitted to Council for approval.

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

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.

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; audiøvisual equipment, and audiøvisual 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.

STATEWIDE FOLK DANCE FESTIVAL COMMITTEE

The annual Statewide Folk Dance 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 sub-committees are Advertising, After Parties, Art and Flyers, Bar-B-Que/Picnic, Business Manager, Callers, Concert, Dance Programs and Recording, Decorations, Door Control, Exhibitions, Facility Liaison, Hospitality, Installation Banquet, Institute, Masters of Ceremony, North-South Coordinator, Past Presidents’ Party, Property Management, Publicity, Registration, Secretary, Signs and Banners, Sound, Statewide Advisor, Technical Advisor, and Vendors.

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.

The Statewide Advisor shall be a member of the committee.

Whenever possible, the current Federation Treasurer, Publicity Director, and Institute Committee Chairperson 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.

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

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.

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.

DECEMBER: The list of dances to be used in the program shall be published by December 20th. The Dance Program Committee should be aware that several dances are done differently in North and South and avoid these dances in the selection of the Program. Northern dance leaders should be consulted about dances which are popular in their groups so that a reasonable number of these can be incorporated into the program. Copies of the completed dance list (not necessarily in program order) shall be widely distributed in both Federations so that teachers can teach or review the program dances. The list should reach the northern Federation office by December 26th.

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 Folk Dance Festival Chairperson(s).

JUNE: The Committee 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.

VIDEO COMMITTEE

The Chairperson of this Committee is appointed annually in January 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.

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.

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

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

The video tapes in the library are intended for study and review only, and are not for entertainment purposes, and are not to be copied for sale.

The Committee shall decide on events to be video taped; obtain signed release agreements from those teachers taped; obtain trained persons to do the taping; decide on accepting donations of tapes; establish and control procedures for viewing tapes, and establish, publish, and periodically update a catalog of dances on tape.

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 fine points should also be recorded.

VHS 2-hour format shall be the Federation standard format.

The Committee shall regularly review and revise forms that it uses such as Videotaping Field Log, Teacher Release Agreement, and Videotape Copying Agreement.

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.

WEBSITE COMMITTEE

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

The Chairperson of this Committee shall be called the Webmaster.

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.

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

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 purpose of the Website Committee shall be to maintain the Federation website.

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 COMMITTEES

BYLAWS COMMITTEE

The Chairperson of this Committee is appointed as deemed necessary 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 for each meeting.

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.

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

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 progress report at each Council Meeting, and shall submit the report to the Secretary.

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.

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.

NOMINATING COMMITTEE

This Committee shall be nominated and elected by the Council at the December meeting and 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 Junior Past President shall be Chairperson of the Committee; or, if unable to serve, the Chairperson shall be nominated and elected by the Council. The President shall not hold membership on this committee. 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 Corresponding Secretary who shall mail it at least twenty-five (25) days prior to the April Council Meeting or to a special ballot- counting meeting.

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.

STANDARD OPERATING PROCEDURES COMMITTEE

The Chairperson of this Committee is appointed as necessary, usually 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 for each meeting.

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

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

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.

VISITING MASTER TEACHER PROGRAM

The Chairperson of this Committee is appointed annually in June for a three-year term by the President with approval of the Council.

This committee shall have a chair 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 Scene and in 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.

DEFUNCT COMMITTEES

BEGINNERS' FESTIVAL 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.

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.

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

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 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 booklet.

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 by contacting the Festival Advisor and the Teacher Training Committee for help. 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.

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.

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

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

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

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 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 booklet, and shall bring its availability to the attention of Festival Chairpersons for their guidance. This booklet 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.

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.

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.

FUND RAISING COMMITTEE

The Chairperson of this Committee is appointed as necessary, usually in June, by the President with approval of the Council.

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

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

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.

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

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 progress report at each Council Meeting, and shall submit the report in writing to the Secretary.

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.

The Committee shall work closely with the Finance Committee Chairperson.

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.

GRANTS COMMITTEE

The Chairperson of this Committee is appointed as necessary, usually in June, by the President with approval of the Council.

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

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

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.

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

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 progress report at each Council Meeting, and shall submit the report in writing to the Secretary.

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.

The Committee shall work closely with the Finance Committee Chairperson.

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.

INSTITUTE COMMITTEE

The Chairperson of this Committee is appointed annually in January 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.

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.

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

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 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 Office Librarian for filing.

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

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

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.

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.

PBS DOCUMENTARY COMMITTEE

The Chairperson of this Committee is appointed as necessary, usually in June, 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.

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

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 progress report at each Council Meeting, and shall submit the report in writing to the Secretary.

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 TV.

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.

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.

SCHOOLS AND COLLEGES COMMITTEE

The Chairperson of this Committee is appointed as necessary, usually in June, by the President with approval of the Council.

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

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

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.

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

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 progress report at each Council Meeting, and shall submit the report in writing to the Secretary.

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.

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

The Chairperson of this Committee is appointed as necessary, usually in June, by the President with approval of the Council.

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

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

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.

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

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 progress report at each Council Meeting, and shall submit the report in writing to the Secretary.

The purpose of the Committee shall be to promote folk dancing through the publication of booklets, brochures, pamphlets, etc. The Committee shall assist other committees in putting out their various publications such as 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, and Workshop Series Coordination Guide.

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

SUMMER DANCE PROGRAMS COMMITTEE

The Chairperson of this Committee is appointed as necessary, usually 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 for each meeting.

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.

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

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 progress report at each Council Meeting, and shall submit the report in writing to the Secretary.

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 several 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 Sunday be chosen and that a picnic/party atmosphere prevail.

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.

TEACHER TRAINING COMMITTEE

The Chairperson of this committee, who shall be a folk dance teacher, is appointed annually in June by the President with the 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.

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.

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

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 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.

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.

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

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.

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

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 progress report at each Council Meeting, and shall submit the report in writing to the Secretary.

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.

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.

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

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.

WORKSHOP SERIES COORDINATING COMMITTEE

The Chairperson of this Committee is appointed as necessary, usually in June, by the President with approval of the Council.

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

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.

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

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 progress report at each Council Meeting, and shall submit the report in writing to the Secretary.

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.

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 booklets 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.

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.