

January 2018

**THE STANDING RULES OF
THE FOLK DANCE FEDERATION OF CALIFORNIA, SOUTH, INC.
A California Corporation**

I. GENERAL

- A. These Standing Rules are intended to serve as guidelines for the operation of the Federation. In the event of a conflict with the By-Laws, the By-Laws shall govern.
- B. The Standing Rules may be added, revised or deleted by a simple majority vote at any regular federation council meeting.
- C. It is the policy of the federation to be non-discriminatory in all of its actions.

II. BOARD OF DIRECTORS

- A. The Board of Directors shall be empowered by the council, in accordance with Section 4 of Article V of the By-Laws to do the following:
 - 1. Advance money from the federation general fund to federation officers and committees, upon request, if such expenditure is in the approved budget for the fiscal year.
 - 2. Approve the interim appointment by the president, of a committee chairperson to fill a position vacated prior to the expiration of the term of office for that committee.
 - 3. Set or change dates for approved federation events when such action is prudent prior to a scheduled council meeting.
- B. The Board of Directors shall report any action taken by the board, in accordance with Section A above, at the next council meeting. The report shall be presented orally, and submitted in writing to the recording secretary.
- C. Officers shall submit at the end of their term 2 copies of operating procedures, one for the next chairperson and one for the president.

III. COMMITTEES, GENERAL

- A. Unless otherwise specifically stated, all committees, including the chairpersons, shall be appointed and/or removed by the president with the approval of the council. The president and chairperson may confer in the selection of each committee.
- B. Unless otherwise specifically stated, all standing committees shall serve for one year from July 1st through June 30th.
- C. 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 will have served on the committee previously, or will have had similar experience.
- D. Also to insure continuity from term to term, the standing committee chairpersons shall submit at the end of their term two (2) copies of a committee operating procedure, one for the next chairperson and one for the president.
- E. A committee may make a recommendation for a chairperson for the next term, or in the event of a vacancy.
- F. All committee reports at council meetings shall be presented orally, and submitted in writing to the recording secretary.
- G. The President shall be an ex-officio member on all committees except the nominating committee.

IV. COMMITTEE DESCRIPTIONS

A. SERVICE AWARD(S) (Ad Hoc)

The Federation is dependent on the work of many committed volunteers who give generously of their time, talent and energy. It is extremely important to express appreciation in formal and informal ways. There are some active individuals who make contributions which have had an extraordinary impact on the Federation's effectiveness, and should receive special recognition. The concept of the award does not preclude other actions which the Executive Committee may choose to take.

In order to emphasize the special nature of the individual(s) so honored, it would not be necessarily presented every year. A three (3) person ad hoc committee will be established periodically to evaluate possible recipients, determine whether an award is appropriate and, if so, identify the person or persons to receive the award.

The “Outstanding Service Award” should be based on:

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

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

B. CAMP HESS KRAMER

The purpose of the camp is to stimulate interest, spread the cultures of America and foreign lands, and promote international understanding through the expression of these cultures involving the media of dance, songs, and related arts; to gain a better appreciation of our ancestry; to create a wholesome recreational outlet and a source of material for dancers, teachers, and recreational personnel.

6. A workshop shall be sponsored by the Folk Dance Federation of California, South, Inc., and be held at Camp Hess Kramer.
7. The committee shall:
 - a. Submit the date to council or board of directors for approval.
 - b. Arrange for facilities, teachers and materials.
 - c. Provide syllabi.
 - d. Transmit publicity.
 - e. Maintain a separate bank account requiring two (2) signatures and send monthly bank statements to the federation treasurer.
2. The committee chairperson shall serve for a three (3) year term and may be reappointed.
3. The committee shall be appointed in January of each year, and shall take office upon appointment.
4. Committee members shall be recommended by the committee and its chairperson. The committee members shall be appointed for a one (1) year term and may be reappointed.
5. An annual report, as well as periodic reports, shall be given to the council.

C. COSTUME

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

D. FINANCE

The Finance Committee shall:

6. Oversee the finances of the federation.
7. Ascertain that the following documents have been completed, filed, and renewed each year:
 - a. Non-profit status.
 - b. Corporate status.
 - c. Income tax.
 - d. Liability insurance coverage.
2. Evaluate the existing budget each year and recommend changes prior to the beginning of the fiscal year.
3. Project future financial plans and suggest methods of obtaining revenues (such as grants, fund raising, concerts, etc.).
5. Maintain copies of documents as specified in Section 2, Duties; E, Treasurer; of the By-Laws.

E. ARCHIVE

4. The Archive Committee shall:
 - a. Obtain copies of appropriate materials.
 - b. Decide where materials shall be kept.
 - c. Keep a current inventory.

1. UCLA Special Collections:

In 1976, the bulk of the federation's historical material, i.e., historian books, council minutes, festival programs, dance descriptions, syllabi, folk dance publications, etc., were donated to the UCLA Special Collections Library.

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

The specific duties of the committee in respect to this collection are:

- a. Keep an up-to-date list of historian books.
- b. Collect the year's materials for donations to UCLA.
- c. Provide information regarding UCLA Special Collections.
- d. Collect minutes and historian books older than 10 years, and deposit in UCLA Federation Archives.

F. COMMUNICATIONS

The Communications Committee shall:

2. Be in charge of the federation office phone and answering machine:

- a. Answer the phone and any messages on the answering machine.
- b. Forward messages or refer callers to the appropriate resource person.
- c. Update the answering machine message as needed.

1. Be responsible for the federation office mail drop:

- a. Forward all mail to the appropriate federation officer or committee chairperson in a timely manner.
- b. Phone the appropriate federation officer or committee chairperson if a letter cannot be forwarded in time for such officer or chairperson to act to meet any deadlines specified in said letter.

G. INSURANCE

2. The Insurance Committee shall arrange for group liability insurance coverage for the federation and its member clubs.

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1. The committee shall be appointed in June of each year, and shall take office upon appointment.
2. It is recommended that each member club will designate an insurance representative.

H. NORTH-SOUTH COORDINATING

3. The North-South Coordinating Committee shall serve as the liaison committee to promote cooperation, good relations, and the exchange of information between the north and south federations.
4. The committee shall consist of three (3) appointed members who will serve for three (3) years, and the junior past president.

I. RESEARCH AND STANDARDIZATION

The Research and Standardization (R & S) Committee shall conduct research on international folk dances and music on a broad general scale and for specific use by the Federation.

5. The committee shall:
 - a. Provide standardized dance notes for regular and special institutes, folk dance camps, conferences, or workshops and folk dance publications, and errata for camps/conferences when needed.
 - b. Whenever possible, provide background information as a supplement to dance notes.
 - c. Provide dance notes to individuals upon request. The cost per dance shall be at cost for individuals who belong to federation clubs, and .50 for non-federation club individuals.
 - d. When requested, provide identification markers for dances that have been taught by more than one teacher.

2. The chairperson shall be an ex-officio member of all institute, camp/conference and video committees.
3. The committee shall be appointed in January, and shall take office upon appointment.

J. SCHOLARSHIP

The Scholarship Committee shall promote the growth of folk dancing and the development of potential and practicing teachers through the awarding of scholarships for folk dance camps. Merit awards may be considered by the scholarship committee upon receipt of any recommendation from a member club, the council, or a federation committee, then submitted to the council for approval. There will be both federation and memorial scholarships given.

6. Federation Scholarships

a. The committee shall:

- (1) Solicit and screen applicants.
- (2) Award scholarships.

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

c. To be eligible to receive a scholarship, an applicant must be a member of a club or sponsored by a federation member.

d. The recipient may attend any (not only federation sponsored) folk dance camp.

e. A recipient of a federation scholarship shall not be eligible for consideration until the fourth (4th) year (three (3) years between scholarships) after receiving a scholarship.

1. Memorial Scholarships

Those who wish to establish a memorial scholarship may suggest reasonable criteria; however, final authority for criteria and appropriateness rests with the scholarship committee. The committee will select all recipients for these scholarships. Two (2) types of scholarships shall exist.

a. Regular - To establish a regular scholarship, a fund sufficient to cover at least one-half ($\frac{1}{2}$) of a tuition scholarship must be donated to the federation. Regular scholarships shall be disbursed at a rate determined by the fundraisers in conjunction with the scholarship committee.

b. Perpetual - A perpetual scholarship utilizes earned interest only; the principal is never distributed. To establish a perpetual 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 will 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), for a period of one year, if requested, shall be granted the fundraisers to raise the additional funds. If funds are still insufficient, the scholarship shall revert to the regular type.

K. SOUND EQUIPMENT

The Sound Equipment Committee shall:

2. Be responsible for the storage and maintenance of records, recordings and sound equipment.
3. Maintain an inventory of materials and items under its control.

L. STATEWIDE FESTIVAL

The annual Statewide Festival shall be sponsored on an alternating basis, by mutual agreement, with the Folk Dance Federation of California (North). The festival location and the date shall be approved by the council sufficiently in advance of the statewide date so that an invitation can be extended at the preceding Statewide Festival.

1. The President, with council's approval, will appoint a chairperson(s) and advisor.
2. The chairperson(s) shall appoint a committee.
4. Suggested committees when needed:
 - a. Afterparties
 - b. Afterparty Food
 - c. Advertising
 - d. Budget
 - e. BBQ
 - f. Callers
 - g. Decorations
 - h. Displays

- i. Door Monitor
- j. Exhibitions and/or Concert
- k. Facility Liaison
- l. Hospitality
- m. Installation of officers
- n. Institute
- o. MC's
- p. N-S Coordinator
- q. Printing
- r. Program
- s. Property Management (i.e., chairs, tables, etc.)
- t. Publicity (local and/or Federation)
- u. R & S representative
- v. Registration (pre and door)
- w. Secretary
- x. Signs
- y. Sound
- z. Technical Advisor
- aa. Transportation
- bb. Treasurer
- cc. Vendors
- dd. Vice President, Federation

M. VIDEO

The video equipment is to be used for taping master teacher during teaching sessions. The tapes will then be made available to teachers for in-depth study and to resolve controversies. The videotapes in the library are intended for study and review, not for entertainment purposes.

1. The committee shall consist of the following people:
 - a. Chairperson
 - b. R & S Chairperson
 - c. A member from each federation camp committee
 - d. Members at large

5. The duties of the committee are to:
 - a. Decide on events to be video taped and obtain written agreements from teachers.
 - b. Obtain people to do the taping.
 - c. Establish and control procedures for viewing.
 - d. Establish, publish, and periodically update a catalog of dances on tape.
1. Tapes are to be located at the federation office, the R & S committee, and with the video chairman.
2. The committee shall be appointed in January of each year, and shall take office upon appointment.

N. VISITING MASTER TEACHER PROGRAM (Ad Hoc)

This committee shall have a chair and at least two other members. The purpose of the program is to make available to clubs, master teachers at a reduced cost. This program is funded from the special projects fund. The committee chair is appointed in June for a three year term.

1. A member club may be re-reimburses up to an amount set by the fiscal committee for a master teacher workshop. Clubs are reimbursed, not teachers.
2. For the purpose of this program , the committee shall decide if a particular teacher is eligible for this program.
3. Only teachers that are scheduled by this committee are eligible for club reimbursement.
4. 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, and in scene, and the federation web site.
 - 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.

V. FEDERATION EVENTS

A. DEFINITION

3. Federation sponsored events must be approved by council or the executive committee.
2. An event funded by the federation:
 - a. When funds, often called “seed money”, are made available by the federation for support or to initiate an event.
 - b. When the federation is responsible any operating loss.
 - c. After the event and the bookkeeping is complete (all debts and expenses paid), original seed money and profits are to be returned to the federation.
 - d. If the event is continuing as a regularly scheduled and expected annual or semi- annual event, seed money and profits may be kept to apply to the following year’s event.
4. At event(s) that includes a federation council meeting, if refreshments are provided, a stipend of \$50 for the cost of the food and drink may be provided.

B. FEDERATION CLUB EVENTS

Any dance event sponsored by a federation member club. Examples of events which have been funded by the Federation:

- a. Statewide (Federation South) - \$1,000 to \$2,000.
- b. Camp Hess Kramer (original seed money, \$700).
- c. Costume Committee - as needed.
- d. Treasurer’s Ball (a.k.a: Scholarship Ball, Harvest Ball) - as needed.
- e. Festivals that include council meetings.

C. CONDUCT

5. All flyers should say “Sponsored by the Folk Dance Federation of CA., So. Inc.
6. Whenever possible, Federation officers should be introduced at Federation events.

VI. FOLK DANCE SCENE

Folk Dance Scene is the official publication for the Folk Dance Federation of California, South, Inc., and is published for the purpose of informing its readers with regard to folk dance, music, costume, folklore and cultures of the peoples of the world. It is also designed to inform its readers of the opportunities to experience folk dance and folk culture in southern California and elsewhere. In addition, it advises its readers about major developments in the Federation.

FOLK DANCE SCENE SHALL HAVE THE FOLLOWING ORGANIZATION:

- A. Folk Dance Scene is run by a committee, which jointly makes decisions about the publication's content, format and use of finances to the benefit of the publication. The committee also sets advertising and subscription rates. Editing and proofreading is a committee function.
- B. Coordinator: Has the responsibility of seeing that decisions are made in a timely manner and gives a report at each council meeting. The coordinator presides at committee meetings.
- C. Design and Layout Manager: Is responsible for the design and appearance of the publication. Receives material for inclusion in each issue; formats, arranges and prepares it for printing. Selects photographs and artwork.
- D. Circulation Manager: Prepares the publication for mailing. This includes address labeling and taking the publication to the post office. Sends out subscription renewal letters and late notices.
- E. Business Manager: Keeps financial records and pays bills. Deposits checks received for subscriptions and ads. Sends monthly statement of the financial standing of the publication to the Coordinator and to the Federation Treasurer.
- F. Subscription Manager: Maintains the subscription database. Receives checks and forwards them to the Business Manager. Delivers to the Coordinator a printout of the current subscribers. Prepares address labels and sends them to the Circulation Manager.
- G. Advertising Manager: Obtains advertising for inclusion in the publication. Solicits and receives ads. Receives checks for ads and forwards to Business Manager.
- H. Printer Liaison: Liaisons with printer and supervises printing. Receives completed issue from printer and delivers it to the Circulation Manager.

I. Contributing Editors: Contribute material for inclusion in the publication.

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J. Directory Manager: Maintains a directory list of all Federation clubs and those non-Federation clubs that choose to be included. Sends current list to Design and Layout Manager.

K. Marketing Manager: Develops methods for obtaining additional subscriptions. Prepares and displays promotional material.

VII. INSURANCE PROGRAM

A. INSURANCE COVERAGE

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

B. FEES

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

VIII. MEMBERSHIP DUES

A. MEMBER CLUBS

All member clubs shall pay membership dues of \$15.00, plus \$1.00 per member, with the exception of a multiple night dance club which shall pay ~~\$12.50~~ 50% of the membership dues for each additional night. For clubs joining between October 1st and December 31st, the membership dues shall apply to the remainder of the year and shall include the next year.

A. ASSOCIATE MEMBERSHIPS

Associate members shall pay yearly dues of \$10.00. Those who wish to receive council minutes shall pay a specified amount to cover printing and postage.

B. ARREARS

Membership notices will be sent by September 15th and will be due October 22nd.

Dues unpaid by December 1st shall be cause for termination of membership. In the case of member clubs, reinstatement within 30 days shall require the reinstatement fee and full payment of membership dues. After 30 days, it will be necessary to reapply.

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IX. MONIES

- A. Money from the federation general fund shall be advanced to federation officers and committees, upon request, with council approval.
- B. A working fund may be provided to an individual committee as needed with council approval. Any additional income over expenses shall be returned to the general fund.
- C. The following officers shall be authorized to sign checks for the general fund accounts:
 - 7. President
 - 8. Vice President
 - 9. Treasurer
- D. Auxiliary checking accounts (e.g Scene, Camp Hess Kramer, Statewide (if a separate account) shall have the following individuals authorized to sign checks:
 - 1. Chair of the relevant committee
 - 2. Chair of the Fiscal committee
 - 3. Treasurer of the relevant committee (if any).

The federation treasurer shall have viewing privileges on the auxiliary accounts.

- E. Donations to the federation shall be deposited into the general fund unless otherwise specified by the donor(s).

X. REPRESENTATION

Each club shall designate, in writing, a federation delegate to represent them at council meetings. In addition, a club may designate in writing, up to six alternates for their delegate.

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