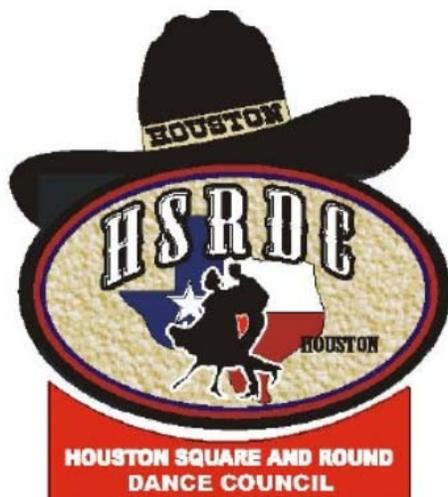


Rules of Order of the Houston Square and Round Dance Council



Section I –INTRODUCTION.

These Rules of Order expand and extend the By-Laws of the Houston Square and Round Dance Council (HSRDC). In case of conflict between these Rules of Order and the By-Laws, the By-Laws shall take precedence.

Section II – LOGO

The official logo of the HSRDC is as pictured above.

Section III – ANNUAL FEES, ROSTER AND FEDERAL I.D. NUMBER

- A. Annual member organization fees are \$25 per year. Fees are due to the Council Treasurer by the 1st of January of each calendar year.
- B. Fees for new organizations joining the Council are due at the time of joining.
- C. Member organizations shall maintain their Federal I.D. number with the Council Treasurer.

- D. Member organizations shall maintain a roster of current members as required for TSFSRD insurance.

Section IV- INSURANCE

- A. The Council TSFSRD Membership Coordinator shall:
 - a. Inform the member organizations of the requirements (including computer format) for reporting rosters to TSFSRD.
 - b. Compile a combined roster of all Council member organizations for submittal to TSFSRD.
 - c. Maintain the currency of the roster with updates as required.
 - d. Advise member organizations of the total insurance premiums that are due to the Council.
 - e. Advise the Council Treasurer of insurance counts for premium payment to TSFSRD.
- B. The Council Insurance Director shall:
 - a. Provide Certificates of Insurance when requested.
 - b. Assist member organizations and members in processing insurance claims.
- C. Insurance premiums
 - a. Insurance premiums are set by TSFSRD.
 - b. Insurance premiums are due to TSFSRD annually on a date set by TSFSRD.
 - c. New members joining an HSRDC member organization are exempt from TSFSRD insurance premiums until the next premium due date. Note: member organizations are encouraged to add new members and students to club rosters as soon as practical. Insurance premiums will not be due until the next TSFSRD premium due date.

Section V- DISTRICTS

- A. The Executive Board shall establish Districts in accordance with the By-Laws.
- B. The number of districts is to remain flexible and may increase or decrease at the discretion of the Executive Board.

- C. The districts should not be governed by geographical boundaries, but by the close proximity of the meeting place of each organization within each district.

Section VI – PUBLICATIONS AND COMMUNICATIONS

The Council shall generate, produce, publish, and distribute publications to enhance communications with the Houston dance community.

- A. The official publication of the Council is a newsletter know as Where N When (WNW).
 - a. The Executive Board is solely responsible for content in the WNW.
 - b. The Executive Board, with approval of the Council, shall establish advertising fees for the WNW.
 - c. The Newsletter Editor shall:
 - i. Be responsible for the issue compilation, editing, and publication of the WNW.
 - ii. Accumulate all information and advertisements.
 - iii. Verify payment of advertisements prior to publication.
 - iv. Maintain a mailing list and mail the monthly newsletter to other associations, TSFSRD meetings and functions, and National Square & Round dance Conventions where feasible.
- B. The Council shall maintain an internet web site to supplement information in WNW and further enhance communications with the Houston dance community.
 - a. The Executive Board is solely responsible for content on the web site.
 - b. The web site may duplicate and supplement information in the WNW, but shall not conflict with information in the WNW.
 - c. The Web Master shall maintain the web site, post new material when received, and assure the currency of posted information.
- C. The Council shall generate, print, and distribute information advertising individual dances or scheduled class opportunities.

Section VII – NEW MEMBER ORGANIZATIONS

Dance organizations within the HSRDC geographical area are encouraged to become members of HSRDC, subject to the following conditions and limitations.

- A. Prospective dance organizations shall agree to comply with the Policy Manual including the By-Laws and Rules of Order of the HSRDC.
- B. Prospective dance organizations shall agree to support Council sponsored activities and encourage active participation in Council.
- C. Two members of the Executive Board shall visit prospective new member organization and submit a recommendation of membership to the Council.
- D. The new dance organization will be accepted for HSRDC membership by vote of the Council at a regular meeting, provided that an application for membership is submitted at the previous regular meeting.
- E. The Executive Board, with concurrence of the Council, shall confirm that the prospective organization has demonstrated its establishment and viability.
- F. The Executive Board has established a detailed procedure for applying for membership, which is in the Procedures Manual.

Section VIII – HOEDOWN AND SPECIAL DANCES

- A. The Council shall conduct and sponsor the Houston Hoedown, the New Dancers' Jamboree, Trade and Buy, Teen Scholarship Dance, and other special dances to promote and perpetuate the art of American folk dancing and to further fellowship between member organizations.
- B. The Council shall cooperate with and attempt not to conflict with member organizations that hold dances at the same time as Council dances.
- C. All revenues and proceeds derived from such Council activities shall be used exclusively to defray expenses of present and future Council activities along with incidental overhead expenses in the operations of the Council.
- D. All member organizations agree the term "Hoedown" shall be used only in conjunction with Council sponsored activities.

- E. The annual HSRDC event shall be called, “The Houston Hoedown”.
- F. The Hoedown shall be held any weekend in the 4th quarter each year.
- G. Hoedown Committee is a standing committee consisting of the First Vice-President, Second Vice-President, Treasurer, and Secretary. The purpose of this committee is to plan future Hoedowns and make its recommendations to the Council.

Section IX – AWARDS

- A. The Council shall present an award entitled “Dancer of the Year” at the annual Hoedown. This award shall be decided by the Executive Board, District Directors, and past recipients, who are active members with an HSRDC Club, each person having one (1) vote. See Procedures Manual for more details.
 - a. The purpose of the “Dancer of the Year” award is to acknowledge contributions of service to the community for promoting the art of American folk dancing.
 - b. Executive Board members shall not be eligible for the award while serving on the Executive Board unless approved for eligibility by a majority vote of the HSRDC.
- B. The Council shall present an award entitled “Caller/Cuer of the Year” at the annual Hoedown. Nominations will be taken from any member of a group belonging to HSRDC. This award shall be decided by the Executive Board, District directors and past recipients who are active members with an HSRDC group. This award may be received more than one time. See Procedures Manual for more details.
- C. The Lifetime Achievement Award may be awarded at anytime during the calendar year to a couple, individual or caller/cuer who has shown 20+ years of service to the square, round and clogging dancers of greater Houston. Nominations are welcome at anytime and requires a unanimous vote of the Executive Board. Awards may be presented at any major dance within any member organization of the Council.

Section X – AMENDMENTS

These Rules of Order maybe amended at any regular meeting of the Council by a majority vote of the attending delegates.