

**FLORIDA STATE SQUARE AND ROUND DANCE CONVENTION
PROCEDURES**
(Amended May 2012)

The Florida State Square and Round Dance Convention is jointly sponsored by The Florida Federation of Square Dancers, The Florida Callers Association and the Round Dance Council of Florida.

GENERAL CHAIRMAN:

1. A General Chairman for the state Convention is selected by the Federation President with the approval of the Federation Board, and once selected, has complete and absolute responsibility for the proper hosting of the Convention. As Chief Executive Officer, the General Chairman retains the right to make final decisions.
2. Appoints the Caller and Cues Chairman, subject to the approval of their respective organizations.
3. Appoints all Committee Chairmen.
4. Establishes the duties and responsibilities of all committees.
5. Sets an agenda and timetable of accomplishments with definite deadlines
6. Coordinates the Halls for dancing, together with the hours of operation with the Caller and Cues Chairman, but relies on their respective organizations to program the Halls with the proper Caller and Cues personnel.
7. Plans and coordinates the Kick-Off program with a committee which includes the Caller and Cues Chairman, as well as his Executive Committee.
8. Schedules Committee Meetings and makes an agenda for progress reports. Troubleshooting where necessary.
9. Establishes timetable for determining slogan, logo, theme, banner, costumes, registration forms, advertising, booster buttons, after parties and fund raisers.
10. Makes final decisions on all disbursements.

ASSISTANT GENERAL CHAIRMAN

1. Appointed by the General Chairman. Will assist the General Chairman in all matters and will assume leadership in the absence of the General Chairman.
2. Can only serve on one Convention at a time.
3. Is a member of the Executive Committee.

VICE CHAIRMAN

1. One Vice Chairman appointed by each participating Association to assist in all matters.
2. Acts as liaison between the General Chairman and the participating Association.

CONVENTION SECRETARY

1. Records all minutes of meetings
2. Conducts all correspondence and maintains records and files.
3. Assembles and preserves a record of all matters of importance (ribbons, programs, pictures, etc.) for the Florida Federation Historical Chairman, who will incorporate this information into the historical records of the Convention.
4. Is a member of the Executive Committee.

TREASURER

1. Establishes a Bank account - requiring the necessary signatures.
2. Receives all monies, keeping the proper records, in accordance with acceptable bookkeeping procedures.
3. Pays all bills as authorized by the General Chairman.
4. Submits a monthly financial statement to members of the Executive Committee.

5. Submits the final accounting records and statements to the General Chairman for reporting to the three sponsoring organizations.
6. Is a member of the Executive Committee.

CALLER CHAIRMAN

1. On behalf of the FCA President, the Caller Chairman shall send out invitations to callers to attend the State Convention, which includes the caller profile sheet. Profile sheet should include a block showing callers equipment availability.
2. Profile sheet returned to Caller Chairman by Sept. 1.
3. Caller Chairman lists callers in alphabetical order as to level, days available for the convention. This will be a worksheet for programming at October meeting.
4. Caller Chairman receives profile sheet to assign callers to be responsible for sounding required halls.
5. Caller Chairman to keep in touch with FCA Secretary as to who has paid their dues.
6. Caller Chairman will keep a list of caller cancellations.
7. After program approval by the FCA President and the Convention Chairman, the Caller Chairman will mail out caller assignments and hall sounding assignments.
8. Caller Chairman will keep the program updated and will notify FCA President of all changes.
9. Caller Chairman will be responsible for coordinating Hospitality room operations, such as coffee, water, etc.
10. Caller Chairman will maintain a list of callers who provide equipment. This list will be given to Convention Treasurer to procure funding for said equipment.
11. Consult with the General Chairman for a room for the FCA Sunday meeting.
12. Caller Chairman programs halls not covered in the fall seminar program meeting i.e. advance/challenge/youth halls as required.
13. Caller Chairman sends completed program to FCA President by March 1 and upon approval then sends to General Chairman for assembling.
14. Utilize the Assistant Caller Chairman in all capacities of assigned duties.
15. Caller Assistant Chairman will be responsible for arranging equipment availability and sounding halls.
16. Caller Chairman will ensure compliance with FCA by-laws.
17. Caller Chairman coordinates with General Chairman on the level of dance in each hall.
18. Assist in the planning and programming of the kick-off presentation.

ROUND DANCE CHAIRMAN

1. Keeps in contact with Convention General Chairman. Attend convention meetings
2. Helps with Kick-off program in any way asked. Caller Chairman usually heads this up.
3. Select teachers, cuers, helpers, clinicians as early as possible.
4. Coordinates with the Round Dance Council President to program the Rounds to be danced in each hall.
5. Works with General Chairman and Publicity Chairman.
6. Prepares (or delegates) the Syllabus for the Round Dance Program. Have teachers submit resumes and pictures early.
7. Coordinates with the General Chairman about printing the Syllabus.
8. Sounding the Round Dance Hall is the responsibility of the Round Dance Council. The bill for use of equipment is to be submitted to the Convention Treasurer within two weeks of the end of the convention.
9. Coordinates with the Round Dance Council President and General Chairman to schedule the hall and time for the RDCF meeting and any testing times.
10. Responsible for checking-in the Round Dance Cuers, Teachers, and Clinicians.

REGISTRATION CHAIRMAN

1. Coordinates with the General Chairman and the Executive Committee on the wording and content of the registration form.
2. Coordinates with the Executive Committee to determine fees, prizes and incentives.
3. Establishes a secure manner to receive registrations via mail.
4. Recruits a person to act as assistant and a committee to staff the Registration Booth during the Convention.
5. Conveys all monies to the Treasurer for proper deposit and accounting.
6. Submits regular reports to the General Chairman on registration sales.
7. Coordinates with the Treasurer for security of monies and deposits during the Convention.
8. Mails ribbons, etc. to registrants.
9. Distributes registration forms and ribbons as instructed by the Executive Committee and the Publicity Chairman.

VENDOR CHAIRMAN

1. Prepares Vendor Contracts.
2. Recommends and establishes with the Executive Committee, booth rental fees.
3. Distributes contracts to Vendors attending the previous Convention. (see Convention Requirements/Procedures section for more information).
4. Assigns booths, with the assistance of the Vendors Assistant Chairman, in accordance with the Vendors Seniority List.
5. Make arrangements with the Facility for the requested tables, chairs, etc. at the proper locations.
6. Provide the General Chairman with the vendor names, and booth locations for inclusion in the printed Program.

PUBLICITY/PROMOTION CHAIRMAN

1. Provide monthly news releases to all State and Area Publications.
2. Send copies of Logo and Theme to each publication, in reproductive quality.
3. Prepare and distribute articles and promotional news releases.
4. Schedule promotional visitations to all local Square and Round Dance Clubs and to all Special Dances Statewide.
5. Add the Convention & Visitors Bureau Logo to promotional items.

SEWING CHAIRMAN (Optional)

1. Arrange for displays, hands-on sessions, and demonstrations during the Sewing Clinic hours.
2. Secure various machines and operators to show and demonstrate various sewing and related tasks.
3. Arrange prizes and handout items for those in attendance.

FASHION SHOW CHAIRMAN (Optional)

1. Design and present a costume during the designated General Convention Committee meeting, for acceptance as "The Convention Dress". The design (usually the simpler the better to encourage the making of the dress) and the availability of the material are very important.
2. Develop a plan and theme for the Fashion Show.
3. Recruit models and develop a program for the introductions to match the theme.
4. Submit the plans to the Publicity/Promotion Chairman for news releases and to the General Chairman for the printed program.

GRAND MARCH CHAIRMAN (Optional)

1. In a meeting with the Executive Committee, design a plan for the Grand March.
2. Be sure to follow the outline put forth in the Convention Requirements/Procedures.
3. Arrange for a color guard and a presentation of National Anthem.
4. Submit the final plans for inclusion in the printed program.
5. Coordinate your plans with the Entertainment Chairman who will be the emcee during the Grand March.

ENTERTAINMENT CHAIRMAN (Optional)

1. Arrange with the Grand March Chairman for the emcee for the Grand March.
2. Arrange for exhibitions throughout the Convention.
3. Arrange with the General Chairman for an after party on Saturday night.

PRINTED PROGRAM CHAIRMAN

1. Gather information to be included in the program from all Chairmen.
2. Arrange and request the General Chairman's approval of the information as it will appear in the printed program.
3. Appoint additional personnel to sell advertisements for inclusion into the printed program book.
4. Obtain printing bids and submit for the General Chairman's approval.

**FLORIDA STATE SQUARE AND ROUND DANCE CONVENTION
REQUIREMENTS AND PROCEDURES**

CONVENTION REQUIREMENTS

1. The Florida State Square and Round Dance Convention will be held annually around the Memorial Day weekend (Friday, Saturday and Sunday).
2. The Convention shall be located within a hundred (100) mile radius of Interstate Highway 4 (I-4). This affords an approximate central location for dancers.
3. The Federation Secretary is responsible for the publication and distribution of these documents to the General Chairman, Caller Chairman, and Cuer Chairman.

CONVENTION PROCEDURES

1. The Federation President, with the approval of the Federation Board, shall appoint a Convention General Chairman three years prior to the scheduled Convention year. Said General Chairman may come from any area of Florida.
2. The General Chairman shall invite his Assistant General Chairman to all Federation meetings and all of the Vice Chairmen to the Working Weekend starting two years prior to their Convention.
3. Programming and Calling in Square Dance Halls is to be handled by the Florida Callers Association within the guidelines established by The Convention General Chairman and the Caller Chairman. The Guidelines shall include specific halls to be utilized, times available and level of dance in each. The Florida Callers Association has specific guidelines within their association to program Callers. The Florida Callers Association will be responsible for requesting availability of Callers and equipment. The Florida Callers will be paid for the sounding of the square dance halls, \$60 for each amplifier used and \$15 for each speaker used.
4. Programming, Cueing, and sounding of the Round Dance Halls is to be handled by the Round Dance Council of Florida within the guidelines established by the Convention General Chairman. The guidelines shall include specific halls to be utilized, times available and level of dance in each. The Round Dance Council of Florida will be responsible for requesting availability of cuers and equipment. The Cuers will be paid for the sounding of the Round Dance Halls, \$60 for each amplifier used and \$15 for each speaker used.
5. The General Chairman shall obtain approval of the Caller Chairman and the Round Dance Chairman of the Caller/Cuer printed program before it goes to the printers.
6. There may be two (2) Rounds between each "tip" in the Plus Dance Halls.
7. All introductions and announcements, other than the Callers and Cuers emceeding, shall be handled by the Convention General Chairman.
8. It is suggested, the Grand March shall be organized in the following order:
 - Convention General Chairmen & Executive Board
 - Officers of the Florida Federation
 - Officers of the Florida Callers Association
 - Officers of the Florida Round Dance Council
 - Officers of the Central Association
 - Officers of the Northeast Association
 - Officers of the Northwest Association
 - Officers of the Southeast Association
 - Officers of the West Coast Association
 - Officers of the Florida Singles Association
 - Officers of the Florida Camper Dancers Association
 - Florida Clubs
9. Only advertising relating to The Florida State Square and Round Dance Convention shall be made from the Caller/Cuer platform.

10. All contracts and insurance shall be in the name of "The ___th (annual number) Florida State Square and Round Dance Convention. (Example: The 55th Florida State Square and Round Dance Convention.)
11. Dismantling or removal of Convention Decorations, Showcase displays or Vendor Booths can only be done after 9:30 P.M. on the last day of the Convention.

FINANCES

1. The Florida Federation of Square Dancers, The Florida Callers Association and the Round Dance Council of Florida, shall underwrite all Florida State Conventions, acting through the Florida Federation
2. A General Fund, to total \$16,500.00, will be maintained in a special, separate line item within the Florida Federation for underwriting the expenses of the Convention. A maximum underwriting (seed money) of \$2,500.00 is advanced to each Convention, three (3) years in advance, in the form of a loan. The Florida Federation of Square Dancers Convention Fund will disburse the amount of \$3000.00 (or deposit requirement) to the Convention Facilities Center one (1) year out from the Convention date reserved. The total amount of (seed money) and (facility deposit) is repayable before the final report of said Convention is submitted. Should losses occur beyond the capabilities of this general fund, the losses shall be absorbed equally by the three sponsoring organizations.
3. The Florida State Square and Round Dance Hall of Fame and the www.floridasquaredance.com web site shall be funded by The Florida State Square and Round Dance Convention utilizing the following criterion. The maximum amount of seven hundred fifty dollars (\$750.00) may be contributed to the Hall of Fame and the total cost of the web site.
 - A. The net proceeds of the State Convention shall exceed \$7,500.00 and the contribution will not reduce the net proceeds to less than \$7,500.00.
 - B. The Hall Of Fame Committee shall provide the Treasurer of the State Convention with a financial statement at, or prior to, the Convention.
 - C. The web master shall provide the Treasurer of the State Convention with an invoice for the web hosting at, or prior to, the Convention
 - D. The net balance in the Hall Of Fame shall not be more than \$1,500.00 in order to receive the contribution. The amount contributed shall not increase The Hall Of Fame balance in excess of \$1,500.00, otherwise the contribution is adjusted downward so as not to exceed that total.
 - E. The Convention will deduct 20% of the Gross Revenue from their profit to be disbursed to the out year (upcoming) Convention, which will be a line item "Expense" on the Financial Reports as "20% Rollover Distribution Out Year Convention", prior to the net proceeds distribution.
 - F. The net proceeds are distributed as follows: Subtract one-third of the total amount contributed to the Hall of Fame and the web site expenses from each dividend allocated to the Florida Federation, the Florida Callers Association and the Round Dance Council of Florida. This dividend is determined by dividing the Net Proceed by four (4).

Example:

Assuming the Convention net proceeds are \$13,000.00 after all expenses.

- The Hall of Fame, reports a balance of \$750.00, therefore a contribution of \$750.00 is to be made to the Hall of Fame from the net proceeds which keeps their balance within \$1,500.00.
 - The Web Master reports an expense of \$144.00
 - \$13,000.00 Convention Proceeds divided by four (4) equals \$3,250.
 - 750.00 to Hall Of Fame divided by three (3) equals 250.00.
 - \$144.00 to the Web Master divided by three (3) equals \$48.00.
- The total of these amounts to \$298.00.

- Division of proceeds are as follows:

Florida Federation \$3,250 less \$298. equals \$2,952.00.

Florida Callers \$3,250 less \$298. Equals \$2,952.00.

- Round Dance Council \$3,250. less \$298. Equals \$2,952.00.

Participating Associations \$3,250.00 divided equally \$3,250.00.

Convention

Participating Associations are defined as stated in The Standing Rules of The Florida Federation of Square Dancers Section 6.

For reference, Section 6 of the Standing Rules states:

The Area Associations referenced in Article II of the By-Laws are further defined as the Northwest, Northeast, Central, West Coast, and Southeast Associations.

4. All bills shall be submitted no later than 30 days following the Convention for which they were incurred.
5. The State Convention General Chairman shall make a written report (including a financial report) using the Convention report outline and distribute one copy each as follows.
 - A. Florida Federation of Square Dancers
 - B. Florida Callers Association
 - C. Round Dance Council of Florida
 - D. The General Chairman of the next two Conventions
6. The State Convention General Chairman shall distribute all proceeds and make final reports as soon as possible after the Convention, but no later than the Fall Meeting of the Florida Federation of Square Dancers. It is recommended that the Convention Financial Final Report be reviewed by an IRS Committee before official release. A cover letter for the division of proceeds shall be sent or delivered to the Florida Federation of Square Dancers, The Florida Callers Association and Round Dance Council of Florida, stating that the distribution is an expense of the current Convention and the accompanying check represents income to their organization.
7. Florida State Sales Tax must be paid on all spectator admissions, button sales, and fund raising sale items, i.e. Cook Book, White Elephant or Flea Market items, etc.
8. The convention General Chairman should, upon appointment, make immediate contact with The Florida Federation Chairman of the BMI/ASCAP committee for proper licenses with these agencies.

ADVERTISING AND PROMOTION

1. The services of each of the Area Associations Publication/Newsletters shall be reimbursed in the amount of two hundred (\$200) dollars and Bow & Swing shall be reimbursed in the amount of three hundred (\$300) for providing published Convention information. These services should encompass such items as:
 - A. Convention theme, used as often as possible in all yearly publications.
 - B. Convention news articles, as provided by the Convention Publicity Chairman (limit one page)
 - C. Inserting The Convention Registration Form into publications at least twice (2) yearly. These forms will be provided by the Convention Committee, and should be furnished in the sizes and folded or remain flat as requested by the Publication Editors.
 - D. Copies of each Publication/Newsletter should be sent to the Convention Committee as proof of participation. Within ten (10) days of the closing of the Convention, the Publication Editors will make a written request for the reimbursement from the Convention Committee Treasurer.

REGISTRATION FEES

1. All callers/partners and cuers/partners who are programmed and dancer committee members, as determined by the Convention Chairman, will be provided free admission to the State Convention. All other attendees shall pay.
2. Registration forms or correspondence provided with each registration form will contain the following statements:
 - A. "Donations to the Florida Federation, The Florida Callers Association, The Round Dance Council of Florida, or their Convention are not tax deductible for income tax purposes".
 - B. "A dancer who is not an association member will be a provisional member of the Federation for the duration of the State Convention after the acceptance of the registration form. The application for registration signifies that the dancer will abide by the rules of the Convention, local regulations and laws".

Revised By-Laws Approved May, 2009
Federation Reorganization Committee:

Bruce & Colleen Morgan
Paul & Cheryl Miller
Ray & Elsa Huddleston
Don & Ann Slocum
Charlie & Val Newsome

Revised Convention Procedures Approved May, 2012
State Convention Procedures Doc. Revisions
Working Weekend Committee Meeting 2/12/12
Approved by FCA 6/8/2012

Paul Miller
Garland & Carole McKenzie
Don Slocum
Jim McConnaha
Penny & Jenny Green
Anita Taylor

VENDOR PROCEDURES

VENDORS

1. The Vendor Chairman will give a contract to all vendors present who will be invited to participate in the next scheduled State Convention. Additional contracts for vendors not present will be given/mailed no later than the first part of the month of September prior to the Convention. (Hint: Contracts can be ready and given to the Vendors during the Convention prior to yours, thus saving time and postage).
2. Contracts or cover letters thereto with Vendors should include a statement that the Vendor chairman will act as their agent for licenses (other than sales taxes), services, security, and equipment rentals. These charges are separate and in addition to space fees. (Note: The Financial Report for the Convention will not include these additional charges for reporting income or expenses from or for Vendors.)

VENDOR SELECTION CRITERIA

1. The Convention General Chairman shall be the final authority in the selection/mix and number of vendors. This decision should be based upon current sales experience and/or current dancer preferences.
2. Vendors participating at the current convention and who return contracts prior to the close of the convention, will have the first option to keep their current booth space for the following convention or the booth(s) of their choice provided it has not been selected by a vendor currently occupying that space.
3. After that, all booth(s) requested by number will be assigned on a first come, first choice basis (determined by selection precedence and/or post marked letter).
4. Once a vendor has been accepted for the State Convention, they are to be treated equally with all other vendors in accordance with the Vendor Rules and Regulations.

VENDOR SPACE AND SPACE ASSIGNMENT

1. Vendor's floor space will cover an area 10' x 10' in a designated area as close to the dance activity as practical. A diagram of the area and booth placements will accompany confirmations AFTER the number of attending vendors is determined, but no later than April 1 of the convention year.
 2. The management reserves the right to shift space assignments after the contract has been signed if they find it necessary to do so. It is understood that booth(s) assignment(s) will be made as described in Vendor Selection Criteria.
 3. Space is leased with the understanding that the business (hereinafter called Vendor) will hold Management harmless from any and/or all liability which may result from any cause whatsoever.
 4. If Vendor's business is sold after a reservation has been made, whether a deposit has been given or not, and the business name remains the same, that reservation is valid, if the business is sold and the name is changed, the reservation is no longer valid. The business is then treated as a new business.
- May 1999 (amended 2003) (Vendor Section Amended May 2004) 11

USE OF BOOTH(S), EQUIPMENT, AND FURNITURE

1. Management may forbid the installation of any exhibit not approved by it.
2. No signs, floor covering, or other materials can be pasted, cemented, nailed, stapled or otherwise attached to columns, ceilings, walls or floors.
3. Vendors may distribute printed matter, souvenirs, or other articles, only within the booth area. Throwing of souvenirs, loud shouting and making of any unnecessary noise, whether by human or mechanical means, puppet shows and similar devices to attract attention will not be permitted.
4. No food will be sold from any booth, except by the Owner of the building. All aisle space belongs to the Florida State Square and Round Dance Convention. No exhibits or advertising matter will be allowed beyond the booth(s).
5. Each booth space will be furnished one table (8' by 30") and two chairs; more may be requested on the reservation form. Convention Procedures 10 May 20, 2012

6. Orders for special lighting, wiring, water, gas, telephones or other special work and special items such as furnishings, equipment, facilities, etc., must be placed well in advance of the exhibition and will be at the expense of the Vendor. If requested from the Vendor Chairman, official requisition forms, obtained from the owner of the building, showing rates and basis for charges will be sent in advance of convention time

CARE OF EXHIBITS

- 1 Management will sweep and clean the aisles, but Vendors must, at their own expense keep their booths clean and their exhibits dusted and in good order.
2. Vendors are requested at all times to cooperate with Management by maintaining their exhibits throughout the convention in perfect condition with respect to material and personnel.
3. No Vendor will have the right prior to the closing of the Convention, to pack or remove articles of exhibit without the permission and approval, in writing, from Management.
4. The Management and the authorized representatives of the Management reserve the right to request modification of any questionable exhibit.
5. All Vendors exhibits must be removed from the building no later than one (1) hour after the closing of the convention unless such time is extended by the Management.

VENDOR REGISTRATION

1. Management will furnish two (2) Vendor Convention Registrations Badges for the first booth space. One (1) Vendor Convention Registration Badges will be issued for each additional space reserved. May 1999 (amended 2003) (Vendor Section Amended May 2004) 12

ADMISSION TO VENDOR AREA

1. The Management will have sole control over all admission of persons. All persons visiting the Vendor area will be admitted according to the Rules and Regulations of the convention as issued or amended.

STORAGE OF CONTAINERS

1. The Convention personnel will not be responsible for or handle the storage of empty containers, crates or cartons.

LIMITATION OF RESPONSIBILITY

1. The Convention will provide guard service throughout the closed hours of the Convention and exercise reasonable care for the protection of the Vendors material and displays. Beyond this the Management, the Convention Committee or any officer or staff member thereof will not be responsible for the safety of the property of the Vendor, his agents, or employees from theft, damage by fire, accident, or any other causes. Vendors must have an attendant in charge of exhibits each day during the hours of the Convention. No other persons will be permitted in the building after closing hours.

RULES AND REGULATIONS

1. Vendors will abide by all other provisions of the said Rules and Regulations and with fire regulations and all other regulations of governmental agencies and the Hosting Convention Facility. All draping and decorative material must be flame retardant.

COMPLIANCE WITH LAWS

1. Vendors must comply with all local laws, rules, regulations, and ordinances in force.
2. All Vendors are required to have a Florida State Retail Sales Tax Number.
3. Out of State Vendors may apply to the Internal Revenue Service, Sales Tax Division, State of Florida, Tallahassee, Florida, for a temporary permit covering the period of the convention. The Sales Tax Number or the Temporary Permit Number must be submitted on the Exhibit Space Contract.
4. A copy of Vendors Certificate of Insurance must also be submitted with the Exhibit Space Contract. May

FLORIDA STATE SQUARE AND ROUND DANCE CONVENTION FINAL REPORT

____ **th CONVENTION**, _____ **(YEAR HELD)**

CHAIRMAN/VICE CHAIRMAN

1. **PROBLEMS:** (include description, solutions and how to prevent in the future)
2. **POSITIVE ITEMS:** (include description of items that went well and reasons for there success)
3. **SUGGESTIONS FOR IMPROVEMENT:** (include description, reasons, expected results and suggested changes to the Convention procedures.)
(use additional pages as needed)