

NORTHWEST FLORIDA SQUARE AND ROUND DANCE
ASSOCIATION, INCORPORATED

STANDING RULES

AMENDED JANUARY 28TH 2016

**SANDING RULES
OF THE NORTHWEST FLORIDA SQUARE AND ROUND DANCE
ASSOCIATION, INCORPORATED**

Guideline I. Arranging Northwest Association Annual Roundup (Roundup Chairperson):

- A. Arrange for the building and dates of Roundup.
- B. Plan and arrange for decorations and/or flowers (stage and lobby).
- C. Procure Master of Ceremonies (MC) for the dance.
- D. Make every possible effort to procure a vendor from within the Northwest Association to display at the Roundup. If there is no Northwest vendor available to participate in the Roundup, attempt to procure a Florida vendor. If no Florida vendor is available, attempt to locate a vendor from another state to participate.
- E. Complete publicity and promotion activities as follows:
 - 1. Prepare fliers or have Northwest Association Newsletter prepare fliers for next year and make sure they are available at current Roundup;
 - 2. Distribute fliers throughout Northwest Florida and neighboring states;
 - 3. Deliver 500 fliers to Panhandle Press;
 - 4. Send publicity article to Bow & Swing;
 - 5. Visit Northwest clubs to publicize Roundup;
 - 6. Send complimentary tickets to Executive Board members of the Florida Federation and the Presidents of the other Florida area associations.
 - 7. Confirm contracts with callers and cuers and make motel reservations for them;
 - 8. Appoint a refreshment chairperson to handle coffee, soft drinks, ice, etc;
 - 9. Obtain workers for the door during the entire event;
 - 10. Arrange for Setup and Cleanup Committee(s);
 - 11. Arrange for exhibition or special event during Saturday night dance;
 - 12. Double check and confirm all arrangements/plans two or three weeks before Roundup date;
 - 13. Select a cuer from qualified cuers certified by ROUNDALAB who cues in the Northwest Florida area;
 - 14. Require the Chairperson of the Roundup to provide a final report to the Northwest Association, stating the number of dancers and any recommendations to the next Roundup Chairperson.

Guideline II. New Member Incentives:

- A. Any Club which is a full-voting Member of NWFSRDA will receive an incentive reward for each dancer who graduates from a class sponsored by that Club AND who joins that Club. The class curriculum (e. g., Caller lab or Roundalab) must be approved by the NWFSRDA Board. The amount of that reward shall be \$5.00 per graduate. This amount may be changed by a majority vote of the Board of Delegates at a regular business meeting.
- B. These new members should be encouraged to join NWFSRDA. For every member who joins NWFSRDA, the club will be rewarded an additional \$5.00, provided that they join by the end of that calendar year. The Treasurer will provide Incentive Request forms to each club.

Guideline III. Procedures for selecting Northwest Dancer of the Year:

(Previous January 23, 2016 NWFSRDA meeting held in Pensacola, Fl. At Ragon Hall. Old Business: Status of DOY 2016: The Delegates voted to suspend DOY indefinitely until we have sufficient interest and numbers to reinstate the program.)

A. COMMITTEE APPOINTMENT:

1. The President will appoint a Dancer of the Year Chairman following installation at the October Roundup.
2. By January 31, the Dancer of the Year Chairman will appoint four Committee members to represent the areas of: Pensacola, Fort Walton Beach, Panama City, and Tallahassee. An area Representative must be active members of an Association member club.
3. The Chairman will assign those representatives with the Clubs that will be their contact responsibility.
4. By August 1, representatives will distribute nomination forms provided by the Chairman to their assigned Clubs.
5. They should encourage participation in the Club/Northwest Florida Dancer of the Year selection and inform the Chairman of each Club's desire to participate.

B. CLUB NOMINEE SELECTION:

1. Member Clubs wishing to submit a nominee will select one current, active member dancer, or a dance couple, who demonstrates significant accomplishments in the support of square, round, contra, clogging, line and/or heritage dance activity locally and in the Northwest Association.
2. The same member may not be selected for Northwest Dancer of the year for two (2) consecutive years.
3. Nominees must have been dancing for at least three (3) years and have served as a club, local association, or NWFSRDA officer for at least one (1) year. If a caller/Cuer Club has no officers, the Club and its Caller/Cuer may submit a nomination for that Club, indicating the service the nominee(s) provide for their Club.
4. No previously selected NWFSRDA Dancer of the Year recipient(s) will be eligible to receive the award again. (This does not pertain to a "Club's" nominees.)

C. AREA REPRESENTATIVE RESPONSIBILITIES:

1. No later than September 1, the area representatives will submit area nominations in writing on forms provided by the NWFSRDA Dancer of the Year Chairman.
2. Nominee's names will be published in the Panhandle Press as they are submitted. The Chairman will write the article.
3. Each area representative will be given a written ballot listing all Club nominees. The selection of the NWFSRDA DOY will be done using the following evaluation system:
 - a. All representatives will mark ballots beside the appropriate name, with their first (1st) second (2nd) third (3rd) and fourth (4th) choices.
 - b. Using the following point system, the Chairman will compile points from each completed and signed ballot:

Point evaluations:

 1. First (1st) ten (10) points
 2. Second (2nd) seven (7) points
 3. Third (3rd) four (4) points
 4. Fourth (4th) one (1) point
 - c. The DOY Chairman will present the completed ballots to the NWFSRDA President for tabulation verification. The official tabulation sheet will be signed by the Chairman and the President. The nominee with the highest total will be declared Northwest Florida Dancer(s) of the Year.

D. PRESENTATION CEREMONY:

1. The Northwest DOY chairmen will work with the President and Roundup Chairman to prepare an appropriate ceremony for Dancer of the Year announcement at October Roundup. The ceremony should include introduction of the Area Representatives and outgoing DOY.
2. The Northwest Florida President will present each Club nominee with a badge designating them as their Club's Dancer of the Year. This badge can be worn with their Club badge.
3. The nominees will receive a Certificate from NWFSRDA honoring their selections as Dancer of the Year by their Club.
4. These badges and certificates will be ordered/prepared by the DOY Chairman.

E. DANCER of the YEAR AWARD:

1. The President will present the Northwest Florida Square and Round Dance Association "Dancer(s) of the Year" with appropriate badge(s) and certificate(s).
2. The NWFSRDA DOY's name, club name, and city where the club dances will be engraved on a gold bar and attached to a special plaque which will be large enough for ten (10) years
3. This plaque will be given to the DOY for display at their dance location until four (4) weeks before the Round up. At that time, the plaque will be returned to the DOY Chairman of the NWFSRDA. Also, the plaque will be provided on request to be displayed at NWFSRDA functions and meetings
4. The DOY will be introduced by the MC or caller at any NWFSRDA dance and at any dance held by an Association member club.
5. The DOY receives free membership for the upcoming year. His/her/their club will be given free membership, not including insurance, for the upcoming year.

F. ASSOCIATED EXPENSES:

1. The NWFSRDA DOY Chairman will submit all bills pertaining to the DOY selection to the NWFSRDA Treasurer at the October Roundup.

Guideline IV. Dress Code

The NWFSRDA outfit and colors shall be the color and dress selected by the Northwest Association for the Northwest hosted Florida State Square and Round Dance convention. The outfit and colors shall be selected two (2) years prior to the Florida State Square and Round Dance convention and will be the official Northwest Association outfit until the next Florida State Square and Round Dance Convention outfit is selected.

Guideline V. Insurance/Membership Procedures

- A. Receive the annual insurance packet from the Florida Federation, insurance Chairman, usually by mid-September.
- B. Reproduce and distribute insurance packets to Clubs including membership and other forms as soon as possible. The packet will contain instructions relating to procedures and deadlines.
- C. Deadline for return of completed packets from Clubs (including membership dues) is November 1 of each year. However, completed packets will be accepted up to December 15th of each year.
- D. Membership application forms are provided by the Northwest Association for clubs and individual membership. These forms specify the various benefits provided by each type of membership.

- E. The Insurance/Membership Committee shall review completed forms for accuracy including: (1) Minimum fees have been paid, (2) no dancer pays more than once, (3) other insurance criteria have been met.
- F. Submit the necessary completed forms to the Florida Federation Insurance Chairman by December 15th of each year.
- G. Upon receipt of Insurance Certificates (Additional Name insured) mail/distribute certificates to Clubs.

Guideline VI. Membership Forms

- A. Membership application forms are provided by the Northwest Association for clubs and individual membership. These forms specify the various benefits provided by each type of membership.
 - 1. Attachment 1 Individual Membership
 - 2. Attachment 2 Club Membership Application
- B. The application forms will require review annually to insure currency (treasurer's name, address, dues structures, etc.)

Guideline VII: Door Fees for NWFSRDA sponsored Dances

- 1. The door fee for NWFSRDA sponsored dances will be determined by a majority vote of the Board of Delegates at a regular business meeting prior to any advertisement of the dance.
- 2. Current Northwest Association Members, having paid renewal dues, will attend dance at half regular door fee.
- 3. Non-Northwest Association Member, having joined and paid new membership dues, will attend dance at half regular door fee.
- 4. All other dancers will attend dance at full regular door fee.
- 5. The NWFSRDA Board may approve other admission rates for special guests.

Adopted as Standing Rules of the Northwest Florida Square and Round Dance Association, incorporated on the 30th day of January, 1988

Amended on the 13th day of February, 1993.

Amended on the 21st day of October, 1995.

Amended on the 9th day of August, 1997.

Amended on the 27th day of October, 2001.

Amended on the 30th day of October, 2004

Amended on the 7th day of June 2014.

Amended on the 28th day of January 2016.

NORTHWEST FLORIDA SQUARE AND ROUND DANCE ASSOCIATION, INC.

CLUB MEMBERSHIP APPLICATION FORM

(DUES PAYABLE AS OF NOVEMBER 1 OF EACH YEAR, AND EFFECTIVE JANUARY 1 OF COMING YEAR)

CLUB NAME _____ **DATE** _____

CLUB CALLER(S)/CUER(S): _____

NIGHT AND TIME OF DANCE _____

WHERE CLUB DANCES: NAME OF

HALL/SCHOOL/CHURCH,ETC.: _____

ADDRESS: _____

CITY: _____ **STATE:** _____ **ZIP:** _____

CLUB PRESIDENT:

NAME: _____

ADDRESS: _____

CITY: _____ **STATE:** _____ **ZIP:** _____

TELEPHONE NO.: _____ **E-MAIL:** _____

CLUB DELEGATE:

NAME: _____

ADDRESS: _____

CITY: _____ **STATE:** _____ **ZIP:** _____

TELEPHONE NO.: _____ **E-MAIL:** _____

DUES: INITIAL: \$12.00 PER YEAR RENEWAL: \$6.00 PER YEAR (CIRCLE ONE)

MAKE CHECKS PAYABLE TO: NWFSRDA (NORTHWEST FLORIDA SQUARE & ROUND DANCE ASSOCIATION)

MAIL TO: CURRENT NWFSRDA TREASURER

CLUB MEMBERSHIP BENEFITS:

1. THE RIGHT TO SEND A REPRESENTATIVE (VOTING DELEGATE) TO ALL REGULAR NWFSRDA MEETINGS.
2. A COPY OF THE DIRECTORIES OF MEMBER CLUBS AND INDIVIDUAL MEMBERS EACH YEAR
3. FREE INSERTION OF CLUB NEWS AND SPECIAL EVENTS IN THE PANHANDLE PRESS NEWSLETTER.
4. FIVE COPIES OF EACH ISSUE OF THE PANHANDLE PRESS NEWSLETTER (FOUR ISSUES PER YEAR).
5. LIABILITY INSURANCE COVERAGE (\$1,000,000) FOR THE CLUB, AND ACCIDENT MEDICAL INSURANCE FOR MEMBERS, IF THE CLUB CHOOSES TO PARTICIPATE IN THE INSURANCE PROGRAM.
6. REPRESENTATION AT STATE AND NATIONAL LEVELS.
7. EDUCATIONAL MATERIALS AVAILABLE ON REQUEST
8. PARTICIPATION IN ALL NWFSRDA FUNCTIONS.

INDIVIDUAL MEMBERSHIP APPLICATION FORM

NORTHWEST FLORIDA SQUARE AND ROUND DANCE ASSOCIATION, INC.

NAME _____ DATE _____
(As it should appear on the badge, if a new member)

(Spouse, as it should appear on the badge, if a new member)

ADDRESS _____

CITY _____ STATE _____ ZIP _____

PHONE _____ E-MAIL _____

PLEASE LIST ALL OF THE CLUBS TO WHICH YOU BELONG:

1. _____
2. _____
3. _____

DUES PER YEAR:

RENEWALS:
SINGLE: \$ 10.00
COUPLE: \$ 20.00

NEW MEMBERSHIP:
SINGLE: \$ 15.00
COUPLE: \$ 30.00

PLEASE MAKE CHECKS PAYABLE TO:
NWFSRDA (NORTHWEST FLORIDA SQUARE AND ROUND DANCE ASSOCIATION)

MAIL TO: CURRENT NWFSRDA TREASURER

INDIVIDUAL MEMBERSHIP ENTITLES YOU TO:

1. A Northwest Florida Association badge.
2. Four (4) issues of the Panhandle Press Newsletter.
3. Half-price admission to the annual Northwest Association Round-up in October.
4. Accident medical insurance (fee included in dues)
5. Representation at state and national levels
6. Participation in Northwest Association functions.