

Standing Rules of the Alamo Area Square and Round Dance Association, Inc.

(Robert's Rules of Order defines the Standing Rules as written rules of parliamentary procedures formally adopted by an assembly or an organization. Such rules relate to the orderly transaction of business in meetings and to the duties of officers in that connection.) (Paragraph numbers generally correspond to the Bylaws Articles and Sections they supplement.)

Article III – Officers and Duties

New officers shall be installed. The outgoing President shall install the incoming President immediately after the election, at the end of the meeting. The President-Elect will install the other officers at a time, place, and date decided by the elected officers, but NLT July 1st. Any two or more offices may be held by the same person, except the offices of President and Secretary. On July 1, the elected officers will assume the duties of the office to which they were elected.

Section A – Duties of the President

The President:

- a. Shall appoint the delegates necessary to represent the Association at all meetings of the Texas State Federation of Square and Round Dancers (TSFSRD). Consideration should be made to arrange for a delegate couple to split their vote at the TSFSRD meetings
- b. Shall be a member of the Board of Directors of the San Antonio Fiesta Commission and shall appoint a commissioner to this commission as long as this organization is a member of said commission.
- c. Shall appoint during July of each year an annual Review Committee consisting of two (2) active members of the Alamo Area SRDA not from the same member club. The Committee shall examine the books and/or records of the Association for the immediate past and prior Fiscal Years, at such other time as assigned by the Executive Committee, or in the event of a change of Treasurer other than at the end their term of office.

Section C – Duties of the Treasurer

The Board of Directors must approve items of expense that exceed \$200.00.

Article IV – Directors

Section D – Alternates

Alternate delegates must have a written authorization signed by the club President/Leader or a delegate of the concerned club.

Article V – Membership and Dues

Section A – Membership

1a. The initiation fee for new clubs shall be \$25.00.

3. Provisional Membership

The provisional club must make application for regular or associate membership within 16 months of approval as a provisional club or further membership privileges will be withdrawn.

Section B – Dues

Member club dues are currently \$10.00 per year, but include an additional per-dancer component levied by the TSFSRD which is currently \$5.00 per person which will cover their insurance and dues to the TSFSRD. A dancer belong to multiple clubs need only pay from one club. Member clubs suspended for nonpayment of dues may be reinstated to full membership privileges upon payment of dues for a current and any prior year (not more than two prior years required) in arrears. A waiver of the payment of prior year's dues for special circumstances may be made upon request by the suspended club.

Article VI – Meetings of the Organization

Section A – Board of Directors.

A Delegate/Director will be a dues paying member of an Alamo Area SRDA member club and listed on the last quarterly club roster submitted for TSFSRD insurance.

Section B – Regular Meetings

1. The regular meetings of the Association will be held at the discretion of the President in the months of July, November, and March.
2. The regular meetings will be held in Bexar County or any county adjacent to Bexar County.
3. Notice including agenda shall be provided to the delegates at least thirty (30) days prior to the meeting date.
4. Minutes of all meetings shall be distributed to the delegates not more than thirty (30) days after each meeting for review and corrections. If no corrections/comments are

received within an additional thirty (30) day period, the minutes will be filed for record.

Section D – New Business

1. New business may be put on the agenda by:
 - a. Executive Committee may present business for action.
 - b. Delegates may submit item(s) to the Executive Committee in writing, signed by two delegates from different clubs.
 - c. Members of other organizations such as the San Antonio Area Callers Association, Alamo Area Round Dance Teachers Association, Past Presidents and any other organization or individual may have business to be considered by the Alamo Area SRDA. The President or representative of the organization or any individual may submit a written request to the Executive Committee for business to be considered. Any action by the Executive Committee including submission to the Board of Directors shall be at the discretion of the Executive Committee.
 - d. In the new business portion of the regular meeting, a motion made and seconded at the meeting will be put on the agenda for the following meeting. To suspend this rule will require a 2/3 vote of the delegates.
2. The Executive Committee may make recommendations on any item before the Board of Directors.

Article VIII – Standing Committees and Chairpersons

1. Standing Committees and Functions shall be:
 - a. Publicity – responsible for complete coverage of all activities of the organization and its member organizations and its individual members, through Public Service Announcements on radio and television stations in the area and written article to all news organizations.
 - b. Editor, Association Newsletter – responsible for the publication and distribution of a monthly newsletter.
 - c. Fiesta San Antonio Commissioner – responsible for representing this organization at all Fiesta San Antonio Commission meetings.
 - d. Fiesta Dance – responsible for organizing all dance activities of the Association during Fiesta San Antonio.
 - e. Special Dance – responsible for contracting of facilities and dance directors for all approved special dances.
 - f. Insurance – responsible for promoting the Texas State Federation of Square and Round Dancers' insurance

program in order that all member organizations and individual members may participate.

- g. Fund Raising – responsible for organizing members and clubs to participate fund raising activities.
 - h. Parliamentarian – responsible for explaining meeting procedures to all interested parties and insuring the Bylaws and Standing Rules of this organization are adhered to by all members during meetings of the organization.
 - i. Directory – responsible for:
 - (1) Updating the Association Directory of members.
 - (2) Producing mailing labels monthly for the Alamo Area SRDA newsletter and
 - (3) Maintaining a computerized industry standard database of all members and member organizations of the Association.
2. Such other special assistants as the President may deem necessary.

Article IX – Salaries and Expenses

It will be up to the President to appoint the delegation of two (2) directorships or one (1) couple and (1) single directorship to represent the Association with one (1) couple splitting their vote at regularly scheduled and called meetings of the TSFSRD outside of San Antonio and will be reimbursed as follows:

- a. A limit of \$300 will be considered for each directorship or single. Receipts for housing will be required for reimbursement. Reimbursement for mileage will be calculated as point to point based on MapQuest and current IRS charitable rate for the driven vehicle up to the \$300 maximum.
- b. Reimbursement for meals and entry to dances will not be made at any time.

Section C – Standing Rules Suspension or Amendment

1. Any rule within these Standing Rules may be temporarily suspended at a regularly scheduled quarterly meeting or special meeting to accomplish the desires of the Board of Directors.
 - a. The motion to suspend must state the term (length of time) of suspension and the specific rule to be suspended.
 - b. The motion must pass by a majority vote of the delegates present unless otherwise specified within the rule itself.
2. Any rule within these Standing Rules may be amended at a regularly scheduled quarterly meeting or special meeting to accomplish the desires of the Board of Directors.

- a. Amendments are not temporary in nature and become a permanent part of the Standing Rules.
- b. The motion must pass by a two thirds (2/3) vote of the Board of Directors present.

guidelines for its distribution will be in accordance with those published by the Executive Committee in their Operating Procedures. If you desire that the Association Newsletter print your flyers, the cost to the club will be in accordance with rates established by the Executive Committee in their Operating Procedures.

Article XVIII – Other Activities

- 1. Newsletter. Each member club may make one free distribution of a flyer each year (July 1 – June 30) in the newsletter. The cost, number of copies required and

- 2. The Executive Committee will provide the Board of Directors a copy of their current Operating Procedures at the regularly scheduled meeting in November of each year.

Standing Rules as approved at Delegates Meeting on April 10, 2005

Standing Rules as amended (Article V, Section B) at Delegates Meeting on October 22, 2006.

Standing Rules as amended (Article VI, Section D, Paragraph 1d and Article IX, Section C, Paragraph 1b) at Delegates Meeting on April 15, 2007.

Standing Rules as amended (Article III and Article IX, Paragraph d (1)) at Delegates Meeting on October 12, 2008.

Standing Rules as amended (Article III, Section A, Subparagraph c.; Article IV, added Section A; Article IV, Section D; Article V, Section B) at Delegates Meeting on January 24, 2010.

Standing Rules as amended (Article III; Article III, Sec A, Para a; Article V, Section B; Article VI, Section B; Article IX; Article XVIII, Paragraph 2) at Delegates Meeting on July 28, 2014.