

**UNITED SQUARE DANCERS OF AMERICA  
(USDA)**

**An Arkansas 501 (c) (3) Non-Profit Corporation**

**STANDING RULES**

6/24/2015 - Supersedes Standing Rules of 6/26/81 as amended through 6/22/2016

1. The **REGIONS OF THE UNITED SQUARE DANCERS OF AMERICA** shall be:

**Eastern Region**

Connecticut  
Delaware  
District of Columbia  
Maine  
Maryland  
Massachusetts  
New Hampshire  
New Jersey  
New York  
Pennsylvania  
Rhode Island  
Vermont  
Virginia

**Central Region**

Alabama  
Florida  
Georgia  
Indiana  
Kentucky  
Michigan  
Mississippi  
North Carolina  
Ohio  
South Carolina  
Tennessee  
West Virginia

**Plains Region**

Arkansas  
Illinois  
Iowa  
Kansas  
Louisiana  
Minnesota  
Missouri  
Nebraska  
North Dakota  
Oklahoma  
South Dakota  
Texas  
Wisconsin

**Western Region**

Alaska  
Arizona  
California  
Colorado  
Hawaii  
Idaho  
Montana  
Nevada  
New Mexico  
Oregon  
Utah  
Washington  
Wyoming

**STANDING RULES**

*(continued)*

2. The **PROCEDURE TO APPLY FOR AFFILIATE MEMBERSHIP** in the UNITED SQUARE DANCERS OF AMERICA is to send the following documents or copies to the USDA Vice President of the region in which the applicant is located:
- a. a resolution of intent to apply for Affiliate Membership (USDA form 001);
  - b. a completed Application for Affiliation (USDA form 002);
  - c. the applicant's Articles of Incorporation (if incorporated);
  - d. statement of non-profit status;
  - e. the applicant's Constitution (if any);
  - f. the applicant's Bylaws;
  - g. the applicant's current roster of officers, including the proposed delegates and alternates to the USDA Board of Directors, showing titles, names, addresses, telephone numbers, and the date(s) on which their election/appointment would ordinarily take place;
  - h. a check for dues for the current fiscal year or remaining portion thereof from the tables on page 2;
  - i. a map of the area to be represented by the applicant.

3. **TABLES FOR AFFILIATE'S DUES, DIRECTORS, AND VOTING RIGHTS**

- a. where a state association exists:

If a state organization represents fewer than 51% of the square dancers in a state, it will be considered as Regional;

| <u>Scope of Organization Authorized</u> | <u>Approx. % of State's S/D Represented</u> | <u>Annual Dues</u> | <u>Directors Authorized</u> | <u>Votes</u> |
|---|---|--------------------|-----------------------------|--------------|
| State                                   | 76/100                                      | \$100              | 4                           | 4            |
| State                                   | 51/75                                       | \$ 75              | 3                           | 3            |
| Regional or area                        | 26/50                                       | \$ 50              | 2                           | 2            |
| Regional or area                        | 5/25  | \$ 25              | 1                           | 1            |

- b. where no state association exists, but all dancers are in one state:

No more than three votes are authorized to any one regional or area association;

| <u>Scope of Organization Authorized</u> | <u>Approx. % of State's S/D Represented</u> | <u>Annual Dues</u> | <u>Directors Authorized</u> | <u>Votes</u> |
|---|---|--------------------|-----------------------------|--------------|
| State                                   | 51/75                                       | \$ 75              | 3                           | 3            |
| Regional or area                        | 26/50                                       | \$ 50              | 2                           | 2            |
| Regional or area                        | 5/25  | \$ 25              | 1                           | 1            |

**STANDING RULES**

(continued)

**3. TABLES FOR AFFILIATE'S DUES, DIRECTORS, AND VOTING RIGHT: (continued)**

- c. where regional or area associations have defined area in parts of two or more adjacent states:

Use the sum total of the percent of square dancers represented in each state the regional or area association has members in to determine the number of votes it may be authorized. Example - Fox River Valley Association has members in three states. It represents 20% of the dancers in State A, 25% of the dancers in State B, and 10% of the dancers in State C for a total of 55% - it may be authorized three votes. However, should this authorization result in more than a total of four votes being assigned to any of the states involved, or more than a total of three votes being assigned in any region or area, the matter will be resolved by the Membership Committee.

| <u>Scope of<br/>Organization<br/>Authorized</u> | <u>Approx. % of<br/>State's S/D<br/>Represented</u> | <u>Annual<br/>Dues</u> | <u>Directors<br/>Authorized</u> | <u>Votes</u> |
|---|---|------------------------|---------------------------------|--------------|
| State   | 51/75   | \$ 75                  | 3                               | 3            |
| Regional or area                                | 26/50   | \$ 50                  | 2                               | 2            |
| Regional or area                                | 5/25  | \$ 25                  | 1                               | 1            |

- d. Each director is authorized one vote;
- e. No more than a total of four votes is authorized in any one state;
- f. If the state association is eligible for fewer than four votes; the remaining votes are available to the regional and area association in the state, if they are not members of the state association;
- g. If a state association does not wish to affiliate with USDA, area or regional associations from that state may do so. If at a later date the state association becomes an Affiliate of USDA, the area or regional association(s) may have to yield its/their USDA Affiliate Membership;
- h. Where there is no state association, the regional and area associations may claim up to a total of three votes. If at a later date a state association is formed and becomes an Affiliate of USDA, the Membership Committee will make new authorizations based on Table a. and the new percentage of square dancers represented in the state by each organization involved.

## **STANDING RULES**

*(continued)*

### **4. PROCEDURE FOR MEMBERSHIP COMMITTEE'S REVIEW:**

- a. The Membership Committee shall consist of the USDA President and the four Regional Vice Presidents;
- b. Documents submitted are reviewed by the Regional Vice President concerned for completeness and general conformity with USDA's goals and purposes. Any questions are reconciled with the applicant's President. When the documents are in order, they are forwarded intact to the USDA Membership Committee for approval. Upon approval, the USDA President will send a letter of conditional acceptance to the applicant indicating eligibility to participate in the USDA insurance program at the affiliate rate starting the date of conditional acceptance and to participate in all other USDA programs. The Executive Committee will ratify the Membership Committee's action at their first meeting following. Final acceptance rests with the USDA Board of Directors at the annual meeting immediately following the conditional acceptance. An applicant should be present at the annual meeting to answer any questions of the Board. If the applicant is absent and the questions can't be resolved, final acceptance could be delayed or denied.

### **5. EFFECT OF NON-PAYMENT OF ANNUAL DUES OR SPECIAL ASSESSMENT**

- a. Affiliate Members annual dues are payable to the USDA Treasurer on or before January 1;
- b. Affiliates enrolled in the USDA insurance program should remit their dues on or before October 1 to ensure availability of their Certificate of Insurance by January 1;
- c. Affiliates will be sent an "Annual Dues Notice" sixty days before payment is required; ten days after the date payable a "Past Due Reminder" will be sent to each organization still unpaid with a warning that if payment is not received within sixty days after the date due it will be dropped from membership for non-payment of dues; a copy of such notices will be sent to the USDA President and the Regional Vice President concerned;
- d. in the event a special assessment is voted by the board of Directors, a notice will be sent indicating the amount due and when payable; the follow-up procedure indicted above for dues will also be used for special assessments with the same penalty for non-payment of assessment;
- e. An Affiliate dropped from membership for nonpayment of dues or special assessments may be reinstated by submitting a letter requesting reinstatement, with a check in payment of any charges theretofore accrued or unpaid, to their Regional Vice President who will initiate a review as in the foregoing rule 4.b.

## **STANDING RULES**

*(continued)*

### **6. PROCEDURE FOR SECRET BALLOTING IN ELECTIONS**

The Secretary will distribute, to the accredited Directors, ballots preprinted with the names of the nominees for each office and having space for additional nominations from the floor. As additional nominations are made, the presiding officer will spell the nominee's names for the voters so they can write them in on the ballots. When all nominations are in, the presiding officer will announce the nominations are closed and instruct the voters to mark their ballots. When the balloting is closed, the presiding officer will instruct the appointed tellers to collect the ballots and retire to a secluded location to count them while the meeting proceeds to other business. When the tellers have completed their counting, they will return to the meeting room and quietly give their written report to the presiding officer who will announce the results at the first convenient break in the progress of the meeting. If there is no possibility that a recount may be ordered, the presiding officer may then order that the ballots be destroyed.

### **7. USDA NOTEBOOK:**

Every USDA officer and chairman of a standing committee will maintain a notebook containing information pertinent to current and pending operations in his/her area of responsibility. This notebook will be passed on to his/her successor along with the other files of the office to speed that peoples process of taking over the position, typical contents of the notebook would include:

#### **Section 1. duties/responsibilities/schedule**

This section will contain a current copy of the duties and responsibilities for the appropriate office and a schedule that depicts when repetitive duties are to be accomplished.

#### **Section 2. permanent files**

This section will contain copies of the following USDA documents;

- Articles of Incorporation
- Bylaws
- Standing Rules
- Policies
- Agreements
- Contracts (if applicable)
- Insurance

#### **Section 3. calendars**

This section will contain the current copy of the USDA Planning Calendar listing planned USDA events.

#### **Section 4. executive committee/board of directors agenda/minutes**

#### **Section 5. USDA correspondence**

#### **Section 6. rosters**

This section will contain the current roster of the USDA Executive Committee, Affiliates, etc.

## STANDING RULES

*(continued)*

### Section 7. general information

This section will contain any other square/round/clogging/contra/line/heritage and organizational material deemed advisable.

### 8. NOMINATION FOLLOW UP BY REGIONAL VICE PRESIDENT

Sixty days before the annual meeting elections, the USDA Regional Vice Presidents shall contact the Presidents of each Affiliate in their regions to verify that the Affiliate has submitted nominees who meet the bylaws requirements of Article IV Sections 2 and 4; and, if Affiliate has submitted no nominees, that it is made aware of the offices for which no one has been nominated by any Affiliate and is urged to present a qualified candidate for one of these offices by nomination from the floor.

### 9. SUPPLIES MAINTAINED BY SECRETARY

The Secretary will procure and maintain a supply of the following items for distribution as required;

- a. Current copies of USDA Articles of Incorporation, Bylaws, Standing Rules, and Policies;
- b. Resolution for Affiliation (USDA form 001);
- c. Application for Affiliation (USDA form 002);
- d. USDA Regional Map (USDA form 005).

### 10. SUBSIDIARY FUNDS

- a. The USDA fiscal year shall be the calendar year (January 1 through December 31);
- b. Subject to the approval of the USDA Treasurer, the chairman of the Insurance and Credit Card Committees shall establish bank accounts for the subsidiary funds of their committees and are the agents of the Treasurer for their particular fund and will report to the Treasurer on its status. None of these subsidiary funds should contain more than necessary working capital, the excess being transferred periodically to the USDA general fund.

### 11. STANDING COMMITTEES

- a. **After Party Committee** whose duty it shall be to coordinate the annual USDA After Party at the National Square Dance Convention;
- b. **Alliance Committee** composed of at least five members who shall represent USDA at all meetings of the National Alliance of Square Dance Organizations – ARTS (The Alliance of Round, Traditional and Square – DANCE);
- c. **Badge Committee** whose duty it shall be to receive valid requests for USDA badges of all types and cause the badges to be procured and delivered to the requestors;
- d. **Budget Committee** composed of the Treasurer serving as Chairman with three additional members whose duty it shall be to prepare the USDA Annual Budget for approval of the Executive Committee during the Winter Meeting and approved by the Board of Directors at the Annual Meeting;
- e. **Centennial Award Committee** whose duty it shall be to receive and process valid requests to honor those Square Dancers who are eligible to receive this award;

## STANDING RULES

(continued)

### STANDING COMMITTEES (continued)

- f. **Credit Card Committee** whose duty it shall be to promote and administer the USDA Credit Card Program;
- g. **Education Committee** whose duty it shall be to develop, maintain and supplement a library of square dance educational material related to all aspects of the square dance activity, other than the dance itself, and to provide limited handouts of such material to Affiliate Members as requested;
- h. **Facilities Committee** whose duty it shall be to coordinate all block housing and meeting arrangements to accommodate the meetings of the USDA Executive Committee and Board of Directors held during the week of the National Square Dance Convention;
- i. **Handicapable Dancers Committee** whose duty it shall be to work to ensure that dancers with handicaps have the opportunity to enjoy square dancing;
- j. **Membership Committee** shall consist of the USDA President and the four Regional Vice Presidents, whose duty it shall be to receive applications for affiliation and review them for recommendation of acceptance or rejection as detailed in Section 4 b above;
- k. **National Folk Dance Committee** whose duty it shall be to ensure that the Square Dance is recognized and enacted permanently into law by the Congress and President of the United States of America as the National Folk Dance of the UNITED STATES OF AMERICA; and, thereafter to continually promote its recognition and acceptance as such;
- l. **Prescription Drug Card Program Committee** whose duty it shall be to promote and administer the USDA Prescription Drug Card Program;
- m. **Publications Committee** whose duty it shall be to publish and distribute a quarterly newsletter or magazine containing USDA news plus other articles of interest to square dancers nationwide;
- n. **Showcase of Ideas Committee** whose duty it shall be to coordinate the annual USDA Showcase of Ideas display at the National Square Dance Convention;
- o. **Social Media Committee** whose duty it shall be to review and approve requests to join the USDA Facebook page in addition to sharing and adding content that will be of interest to our social media following and explore additional social opportunities;
- p. **Sound Committee** whose duty it shall be to transport and set-up the USDA owned sound equipment for all USDA meetings;
- q. **Square Dancer's Insurance Committee** whose duty it shall be to promote and administer the USDA Insurance Program;
- r. **USA Traveler Program** whose duty it shall be to promote and administer the USA Traveler Program;
- s. **USDA Apparel Committee** whose duty it shall be to receive requests for the application of the USDA insignia on men's and women's apparel in conformance with the USDA approved design and causing the application to be done and the apparel returned to the requestors; and, to receive valid requests for USDA jackets and cause them to be procured and delivered to the requestors;
- t. **Ways and Means Committee** whose duty it shall be to promote and administer ways and means of raising funds to improve and expand USDA services to the Affiliate members, and to the general square dance community;
- u. **Youth Advisory Committee** whose duty it shall be to promote and support youth square dancing throughout the country;

## **STANDING RULES**

*(continued)*

### **STANDING COMMITTEES** *(continued)*

v. **Youth Scholarship Selection Committee** whose responsibility will be to identify the recipient of the USDA Founders Memorial Youth Fund Scholarship;

Shall be comprised of the following members:

- 1) USDA Founders;
- 2) USDA President;
- 3) Youth Advisory Committee Chair;
- 4) Two members of the USDA Executive Committee selected by the President with the approval of the Executive Committee

### **12. AMENDMENTS OF STANDING RULES**

These Standing Rules may be amended at any properly called annual or special meeting of the Board of Directors by a majority vote.

### **SQUARE DANCE – AMERICA’S NATIONAL FOLK DANCE**

**END**

6/22/2016 - Supersedes Standing Rules of 6/26/81 as amended through 6/24/2015