

STANDING RULES
MOUNT BAKER SQUARE and ROUND DANCE COUNCIL

Revised 9/6/23

1. Membership dues shall be as follows: (Note: Members shall be those listed as primary members for The Club by the State Federation Membership/Insurance Coordinator.) Clubs shall not be required to Pay Council dues for members who join after the annual Council dues have been paid.
 - A. Annually to the Mount Bakr Council: \$1.00 per member
 - B. Annually to the State Federation: \$5.00 per Club.
2. Council Meetings will be the first (1st) Wednesday of each month in the Council Area unless otherwise noted.
3. The Officers authorized for bank account access shall be the President, the Recording Secretary, and the Treasurer. Only one signature shall be required.
4. Standing Committees and their responsibilities include: Committee Chairpersons shall conduct their own correspondence within their committee. All committee chairpersons shall present any report, in writing, to the Recording Secretary.

A. Computer Coordinator

The Computer Coordinator shall be the administrator for the Council website.

B. Council Dance

The Council Vice-President, acting as Council Dance Advisor, shall prepare, update, and maintain Four (4) sets of Council Dance Guideline Books that are available to future clubs planning to host a Council Dance. The Council Dance Committee shall be the Committee selected by each Host Club and shall be responsible for the planning and conducting of their respective Council Dance.

C. Council Directory

The Council Directory Chairperson shall be responsible for updating and printing of the Council Directory. Twenty (20) copies of the Council Directory shall be given to the MBC Area Delegate For distribution at the Fall State Federation meeting.

The Council Directory Editor is responsible for the maintenance of the ad that is published in FOOTNOTES and paid for by the Mount Baker Council. The ad is to be reviewed and compared with the information provided in the Council Directory when a new directory is published. At that time, a printed or electronic file of the complete ad is to be provided to the FOOTNOTES Editor by the deadline for the October issue of FOOTNOTES. A printed or electronic file of the complete ad is to be provided to the FOOTNOTES Editor within 30 days of the receipt of any corrected information outside the time frame stated above.

D. Council Notes

The Council Notes Editor shall be responsible for editing, publishing, and distributing the Council Notes. The Editor shall be responsible for arranging advertising in the Council Notes. The Editor may select his/her own committee to assist in meeting these responsibilities.

E. Education & Leadership

The Education Committee shall be responsible for publishing a list of Student Level Dances each dance season. This Committee shall also be the liaison for the Leadership Seminar and other educational activities within the Council area, The Education Chairperson will promote the learning and leadership development skills related to all Square, Round, Clog, and Contra dance activities (i.e. Leadership Seminar or any other special educational or learning activity).

F. Fair Coordinator

The Fair Committee shall be the liaison for local Fairs within Mount Baker Council and shall coordinate the Caller(s), Cuer(s) and Dancers for these Fairs. The Fair Committee shall encourage the participation of Member Clubs at local fairs to recruit new dancers, e.g. Square, Round, Clog, and Contra dance exhibitions and display booths.

G. Footnotes Reporter

The Footnotes Reporter shall be responsible for editing articles submitted from people and Clubs in the Mount Baker Council and forwarding the articles to the Footnotes Editor.

H. Heritage Center

The Heritage Center Committee shall be responsible for coordinating contributions of monies and memorabilia to the Heritage Center. The Heritage Center Council Representative shall be the liaison between the Council and the State Heritage Center Trustees and will report any pertinent information.

I. Historian

The Historian shall be responsible for maintaining the historical records of the Council, except for those records to be maintained by the Recording Secretary. The Historian shall be the keeper of the bound books of the Council Minutes and the set of Leadership Seminar Books (added yearly). Books over ten (10) years old shall be donated to the Heritage Center.

J. Membership & Insurance

This Committee Chairperson shall be the Treasurer, whose duties are detailed under By-Laws Article III, Section 5.

K. New Dance Book

This Committee shall be responsible for editing and publishing a New Dancer Book to be distributed to graduates of Member Club New Dancer Classes.

L. Parliamentarian

The Parliamentarian shall be responsible for providing guidance to the President on parliamentary issues and potential conflicts with the Constitution and By-Laws of the Washington State Square and Folk Dance Federation. The Parliamentarian shall provide copies of the current By-Laws and Standing Rules to the Advisor for inclusion in the Delegate Packet for the September Meeting and to each Council Officer, Delegate and Committee Chairperson. The Parliamentarian shall also be the Chairperson of any By-Law and/or Standing Rule Review Committee.

M. Properties

The Council Properties Chairperson shall be responsible for the inventory of all Council property at the end of each term of office and shall assign this property to the incoming Officers or Committee Persons.

N. Publicity & Promotion

The Publicity & Promotion budget of \$1,000.00 annually shall be available to the Chair who may use up to \$300.00 in discretionary spending. The Publicity & Promotion Committee shall be responsible for coordinating and implementing those publicity and/or promotion activities directed by the Council. The Publicity & Promotion Committee shall encourage people to Square, Round, Clog, and Contra dance and coordinate with the designated committee(s) for the fair booth(s) and fair dancing. (5/3/20)

O. Round Dance

The Round Dance Committee shall be responsible for participating in the selection process for the "Round-of-the-Month" as selected by the Washington State Square and Folk Dance Federation, and for reporting the selections to the Council.

P Round Tuit

The Round Tuit Committee shall be responsible for administering the Round Tuit Program in the Council and for presenting this Award to those Dancers in the Council who have earned it.

Q. Scrapbook

The Council Scrapbook shall be maintained by the Scrapbook Committee using Club and Council input.

R. Solos

The Solo Committee shall be responsible for coordinating Solo activities in the Council.

S. Ways & Means

The Ways & Means Committee shall be responsible for administration of the fundraiser activities authorized by the Council, except for the Council Dances.

T. Youth Coordinator

The Youth Coordinator shall be responsible for encouraging cooperation between Youth Clubs. This Coordinator shall also serve as liaison between the Youth Clubs and the Council. The Coordinator shall encourage and assist youth of the Council to apply for the State Federation's merit-based scholarship and follow all the requirements.

5. The Council may reimburse for one (1) family registration per Club to the Washington State Leadership Seminar.
6. The President, Area Delegate and Delegate to State Nominating Committee (unless paid by the State Federation) are to be paid for lodging and mileage reimbursement at the rate of \$.30 per mile and up to A maximum of \$75.00 per night for lodging when attending State Federation meetings. Application for Reimbursement is optional and must supported by pertinent documentation or receipts. (5/3/20)
7. Council Dances shall be hosted by Mount Baker Council Clubs. Any Club not wishing to host a dance will provide written notice to the Council. Any profits shall be split 60/40 (Club/Council) after expenses are paid. No Host Club shall be held accountable for losses for a Council Dance. A minimum of a one-eighth (1/8) page ad will be placed in any local Square Dance publications. New Clubs shall be added to the rotation at ten (10) years from the year of acceptance by the Council. (5/3/20)
8. The Corresponding Secretary shall notify all Washington State Federation Councils of future Mt Baker Council Dances as soon as the date and location are available.
9. Past President Pins shall be given to the out-going President Couple at the end of their term(s).
10. All principal (main) motions shall be presented, in writing, to the Recording Secretary.
11. Dates of additions, omissions and amendments shall be included in By-Law and/or Standing Rule updates. This information shall automatically be deleted after five (5) years.
12. The Council Advisor shall update and supply a hard copy, and/or electronically, to each Delegate and the Council's Publicity Chair, an information package containing, but not limited to the following:
 - A. Duties of Delegates
 - B. Delegate Report Form
 - C. Properties list to each Club's Delegate No. 1
 - D. Council Dance Rotation list
 - E. A copy of the current By-Laws and Standing Rules
 - F. Copies of the Incident Report form to be passed on the Club President & Treasurer, so they are available at all dance events. The packages shall be returned to the Advisor for the next term at the June Meeting for updating and distribution at the September Meeting. (3/4/20)
13. The Council will pay up to \$25.00 for business cards per club per year, specifically for the promotion of lessons and dancing. (3/4/20)

14. The Council shall reimburse the Heritage Center Representative to attend up to three (3) meetings per year. The Council will reimburse this Representative at the rate of \$.30 per mile and up to a maximum of \$75.00 per night for lodging when attending State Federation meetings. Application for reimbursement is optional and must be supported by pertinent documentation or receipts. (5/3/20)
15. The Council may pay up to \$25.00 to the Fair Chairperson for travel expenses. Application for Reimbursement is optional and must be supported by pertinent documentation or receipts. (3/4/20)
16. All monies from a 50/50 or Split the Pot at a Mount Baker Council function, sponsored by a Mount Baker Club, shall be maintained and managed by the sponsoring Club.
17. The Council may pay up to \$100.00 per Club per event for the hiring of a Caller or Cuer to use at Promotional events. (9/6/23)
18. A Youth Fund of up to \$600.00 per year shall be established to assist the youth of the Council. This fund Shall benefit all youth clubs within the Council and shall be maintained by the Council Treasurer. The fund shall not be carried over to succeeding years. The Youth Coordinator and the Youth Committee shall make recommendations for the expenditure of this fund.
19. An annual award named the Ila Williams Memorial Award shall be established and presented at the Mount Baker Council Spring Dance to a Mount Baker Council area dancer (individual, couple, caller, or cuer) who has done an outstanding job of promoting Square, Round, Clog, or Contra dancing in the Mount Baker Council area. The current holder shall retain the award for one (1) year and shall select the following year's recipient, outside of their own club. Each recipient shall receive a pin or bar to wear denoting the award. The current holder will purchase an appropriately engraved plaque to present to the new recipient as a permanent keepsake. Mount Baker Council will reimburse the cost of the keepsake. (5/3/20)
20. Mount Baker Council shall donate \$25.00 in memoriam to the Heritage Center on behalf of deceased Council President couples, past and present, and Ila Williams recipient couples.
21. The Council Website shall not contain links to personal Websites unless prior approval is granted by the Council.
22. The Mount Baker Council Executive Board shall administer the Mount Baker Council Callers & Cuers Scholarship Fund. The Scholarship Fund shall be a Budget item in the amount of \$750.00 per fiscal year. Each application shall be screened by the Executive Board. Applicants may be funded up to \$250.00 per person per year and must be new, aspiring Callers or Cuers within the Mount Baker Council. (3/4/20)
23. Banner Trading Guidelines as updated and adopted shall be made available to the clubs in Mount Baker Council who wish to participate.
24. Council Portable Stage
The stage can be used by any club in the Council, but not rented out due to liability issues. The stage and its storage location shall appear on the Vice-President's property list.
25. Recognition of Club Presidents
the Council may conduct a recognition ceremony of the Club Presidents at a meeting designated for this purpose. Notice of such a ceremony is to be announced in the previous month's meeting and minutes as well as the meeting agenda for the meeting in which the ceremony is to occur. An invitation is to be extended to the Club Presidents by US mail or e-mail after the date for the recognition is set. (3/4/20)
26. The Council shall purchase State Directories for each Council Board member. (3/4/20)

Steve Sworen, President	June 5, 2024
	Date
Melody Scalzo, Recording Secretary	June 5, 2024
	Date