



SQUARE & ROUND DANCE
FEDERATION OF NOVA SCOTIA



FEDERATION EXECUTIVE
GUIDEBOOK

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(Updated March 2014)

FEDERATION EXECUTIVE ACTIVITY PLANNING CALENDAR

Winter Meeting

- (even years) Select nominees to be Nova Scotia Society Directors
- (odd years) Review plans for the summer FESTIVAL
- Discuss the SRDFNS Budget
- Discuss/review/accept Provincial and Regional Promotion Plans
- Establish deadline for receiving Summer Brochure information
- Distribute updates of Club Lists and Executive Contact Information
- Set time and location for Spring Meeting

Spring Meeting

- Consider necessary changes to the By-laws and Guidelines
- Review/Accept Awards nominees
- Discuss plans for Annual General Meeting Activities
- Establish Federation Executive Nominating Committee
- Distribute Summer Dance Brochures
- Set time and location for Summer Meeting

Summer Meeting

- Review/Accept proposed changes to the By-laws and Guidelines
- Prepare Notices of Motions for Changes to By-laws (Circulate at least 30 days before AGM)
- Confirm arrangements for Annual General Meeting Activities
- Review Nominations to the Executive
- (odd years) Report on Festival and begin plans for the next Festival
- Appoint Audit Committee

Fall Annual General Meeting

- Review/Approve changes to the By-laws \
- Elect Executive Committee Officers
- Accept volunteers as Executive members
- Accept volunteers as Regional Representatives
- Accept volunteers to Committee appointments
- Provide Guideline and Policy information to new Executive members
- Update Award Recipient Records for all awards during the last year
- Determine and/or approve location for next year's AGM

Mini-Executive Meeting (after AGM)

- Introduce new Executive members
- Set time and location for Winter Meeting

FEDERATION BURSARY GUIDELINES

BURSARY APPLICATION CRITERIA

Any dancer wishing to become a square dance caller or round dance cuer or any current caller/cuer wishing to upgrade skills may apply to the Nova Scotia Square and Round Dance Federation for a bursary to help offset the expenses incurred.

New callers/cuers and applicants from remote areas will be given preference over callers/cuers wanting refresher training. Preference will also be given to those wishing to attend Canadian schools and clinics.

Bursary applications should be submitted to the Federation President or Secretary at least two months before the school. Applications are normally discussed during the Spring Executive meeting and the maximum allotted in the budget is two bursaries per year.

For the first application by a new leader the maximum is \$500 per school.

For an existing leader the maximum is \$200 per school.

The bursary will be paid to the applicant upon receipt of report from the school or clinic, showing attendance and participation.

HOW TO APPLY

- Obtain the Bursary Application Form from the Guideline section of the website.
- Write a letter stating your reason for choosing a particular school.
- Obtain regional and/or club approval and comments.
- New caller/cuers obtain a caller/cuer reference and comments.
- Mail completed application and all the required accompanying documents to the current SRDFNS President.

CSRDS BURSARY

Note that CSRDS also has bursaries available up to \$500 per school.

See www.squaredance.ca and look under Leaders; then under Leadership Training Grants.

**SQUARE AND ROUND DANCE FEDERATION OF NOVA SCOTIA
CALLER / CUER BURSARY APPLICATION FORM**

(Refer to APPLICATION CRITERIA and HOW TO APPLY instructions.)

NAME _____ PARTNER'S NAME _____

ADDRESS _____

PHONE _____ E-MAIL _____

NAME OF CLUB _____

SCHOOL YOU WISH TO ATTEND _____

PLEASE ENCLOSE A DESCRIPTION OF THE COURSE OR SCHOOL FLYER. _____

BRIEF HISTORY OF THE APPLICANT

NUMBER OF YEARS DANCED _____ CALLED _____ CUED _____

LEVEL MOST COMMONLY DANCED _____ CALLED _____ CUED _____

BRIEF REASON FOR YOUR CHOICE OF SCHOOL OR CLINIC:

(APPLICANT SIGNATURE AND DATE)

REGIONAL and/or CLUB APPROVAL

Comments (add another sheet if more space is needed):

(SIGNATURE AND DATE)

CALLER/CUER REFERENCE (new Caller/Cuer applicants)

Comments (add another sheet if more space is needed):

(CALLER/CUER SIGNATURE AND DATE)

SPECIAL FUNDING GUIDELINES

The following types of funding were approved in April 2011 as possible allocations of the profit from Halifax National Festival 2010. They will still be given consideration by the Federation Executive.

Hearing Enhancement Equipment

If a club applies for assistance with the purchase of hearing enhancement equipment, we will consider the request on its merits up to a maximum of \$500.

Support Charity Fund Raising Dances open to the General Public

We agreed that it is a good idea to encourage clubs to hold more charity fund raisers. In order to support this concept we offer clubs or organizations the option of applying for a grant to offset rental expenses for a charity event. SRDFNS will assist up to half of the rent and a maximum of \$100.

Outside Caller for Special Dance

We agreed that the Federation is willing to consider hosting a special dance if an outside caller is travelling in the Maritimes. The general consensus is that we do not see the need to pay travel expenses to bring in outside leaders. We have good local leaders and recognize that we often cannot pay them what they are worth.

Promotion for New Dancers

We passed a motion to allocate \$5000 towards promotion during the next 3 years. Splitting this up between the current 20 clubs who bring in new dancers provides \$250 per club. Clubs wishing to apply for their share are requested to submit a plan for their expenditure. Their proposal will be discussed by the Federation Executive before funding is approved.

CALENDAR OF EVENTS GUIDELINES

Updating and E-mailing

The Calendar of Events shall be updated on the website at least monthly. The events shall be listed in chronological order and subject to the guidelines below. At the beginning of each month during the regular dance season an updated Calendar shall be e-mailed to all club representatives. Dancers may request to be included in the e-mail list.

Special Events

Special Events shall be listed in bold type. Clubs are allowed to designate one special Event during each dance year and are requested to try to avoid conflicts with the Special Event of another nearby club.

Submitting an Event Listing

Calendar of Event information should be submitted to the Webmaster by the 15th of the month for inclusion in the next e-mail update. The standard information is: Date, Host Group, Name of Event, Location, Dance Hours, Admission Price, Type of Dance, Dress, Refreshments, Callers and Cuers, and Contact Information. Posters may also be submitted in either MS Word Document or .pdf format. These will be added to the Dance Flyer page and linked to the calendar.

FEDERATION FESTIVAL GUIDELINES (Revised January 2008)

1. The purpose of the Festival is to provide a special summer event within Nova Scotia where new, experienced, local, and visiting dancers can gather and dance together.
2. The Festival will be held every second year during the off years to the National Conventions.
3. If possible the Festival will rotate through the six regions of Nova Scotia. It may be held in conjunction with some other special event in the hosting region.
4. The Festival Committee will attempt to involve all clubs in the hosting region and the Committee Chair-Couples should be selected to represent those clubs.
5. Taking into account the facilities available, the Festival committee should at least have square dancing at the Mainstream and Plus levels as well as Phase II to IV Rounds. If registration warrants and space and leaders allow, then some time for Basic, Contras and the higher levels should be considered.
6. In order to support our own callers and cuers, it is recommended that all hired leaders for the Festivals be ANSSRDT members who are also in good standing with the Federation. The exception to this may be the Guest Caller/Cuer who should be chosen for his/her ability to draw dancers to the Festival. Available financial resources must be considered if this person is chosen from outside the Maritimes.
7. As soon as the guest caller/cuer is tentatively selected by the Festival Committee, the President of the Federation shall be advised of the choice(s). The Federation Executive will approve or reject the choice(s).
8. A caller and a cuer should be involved in the process of determining the program. Whenever possible these leaders should come from the hosting region.
9. Since the Federation is responsible for any financial losses incurred by the Festival, the Federation shall have representation on the Festival Committee and, if possible, be represented at each planning meeting.
10. Festival expenses must be in accordance with the purpose of the Federation as listed in Article II of the SRDFNS By-Laws. Particularly attention must be paid to section G:
 - G) To operate as a not-for-profit organization without purpose of gain for its members, and any profits or other accretion to the organization shall be used in promoting its objectives.
11. Profits from the Festival will be split 50/50 between the Federation and the Festival Committee. The goal should be sufficient profits to repay any start-up loans from the Federation and enough more so that the Federation's share of the profits should be at least equal to 15% of the registration fees. The Festival Committee controls the use or disbursal of their share of the profit.

FEDERATION AWARDS GUIDELINES

The Federation recognizes the following types of achievement. These awards are normally presented to Federation members by the President or his/her designate at a suitable dance function.

Club Representatives, Dancers, Callers, and Cuers should notify the Awards Committee through their Regional Representative of anyone or any club eligible for any of the following awards.

SERVICE CATEGORY AWARDS

MAYFLOWER AWARD - The Mayflower Award is an award of excellence in recognition of 20 years or more of outstanding contribution in Nova Scotia to square and round dancing, and all other dance categories recognized by the Federation, at the local, or regional, or provincial level. Nominations may be presented by a member club or five or more square/round dancers from anywhere in the province. Nominations must include the credentials of the candidate(s), which will be read at the presentation of the award. Deadline for submission is March 30th of the year in which the award is to be presented. The number of awards is limited to a maximum of two per year, but it will not be mandatory that it be presented each year.

CALLERS/CUERS - Callers/Cuers should be recognized at retirement for services of 10 years or more in Nova Scotia. Active callers/cuers should be recognized for 20 years of service in Nova Scotia and again for every additional 5 years thereafter.

LONGEVITY CATEGORY AWARDS

CLUBS – A member club will be issued a Certificate of Appreciation after 20 years of continuous* dancing and for every additional 5 years thereafter.

DANCER – Dancers are eligible for a 10 year dangle after every 10 years or more of continuous* dancing. A dancer or dancing couple is eligible for a Certificate of Appreciation when they complete 20 years or more of continuous* dancing.

*** Continuous:**

“Continuous” shall be interpreted for a club as offering regular dances during a normal dance season.

“Continuous” shall be interpreted for a dancer as reasonably steady attendance at square/round/contra dances during a normal dance season. Such attendance should be in Nova Scotia at the time of the award but years of square/round/contra dancing elsewhere may be counted in the total.

For both clubs and dancers, the total number of dancing seasons must be at least 20, but they do not have to be consecutive.

SPECIAL AWARDS

Club Representatives may also request a Special Award for other significant milestones that will be receiving recognition during a special dance.

SRDFNS AWARDS COMMITTEE GUIDELINES

The Awards Committee should consist of at least two couples with at least one from the Federation Executive. Its mandate is to oversee the presentation of the three types of Federation Awards. This includes gathering names of eligible recipients, evaluating nominations, arranging for the production and presentation of the awards, and reporting awards presented to the SRDFNS AGM each year.

The Awards Committee is responsible for advertising the availability of the SRDFNS Awards. This should be done through the Regional Representatives, by direct e-mail to SRDFNS member clubs, and by making the award presentations at major events.

The Awards Committee shall solicit nominations for the Mayflower Award and evaluate those received. It shall choose a maximum of two couples per year to recommend to the Federation Executive for its approval. When possible the Mayflower Awards shall be presented during a Federation Festival or other major event. The nomination information should be transmitted to the webmaster for inclusion in the Awards section of the website.

Club Representatives should request Caller/Cuer Service Awards and Club Longevity Awards through their Regional Representative and arrange for an appropriate presentation ceremony.

Information regarding individual dancers eligible for Longevity Awards should come to the Federation from the Club Representatives and will occur automatically if the Club Membership lists include the dates when the dancers began dancing. The Awards Committee is responsible for compiling the list of those eligible to receive an award during the next year. The lists shall be sent to each club asking for corrections and additions and a presentation date.

REGIONAL AND CLUB REPRESENTATIVE GUIDELINES

Duties of Club Representatives to your Federation

- To attend Annual General Meetings of the Federation (normally only one per year in October) and express the opinions, concerns, and requests of your club.
- To be the communication link between your club and your Regional Representative and between your club and the Federation Executive.
- Together with representatives from other clubs in your region of the Province, elect a couple to represent your region on the Executive of the Federation. Also to assist that Regional Representative as needed in carrying out their assigned duties.
- To enjoy your dancing and fellowship and communicate that enjoyment to others.

Duties of Regional Representatives to your Federation

- To represent all the clubs in your region at executive meetings of the Federation.
- To maintain contact with each club in your region and discuss mutual concerns.
- To ensure that each active club in your region has Federation representatives and to keep the Federation informed about the formation of new clubs or the demise or inactivity of old clubs.
- To encourage the development or continuance of a regional association or council to deal with regional activities or concerns.

- To be the Federation's representative in your region and to inform the clubs in your area about Federation activities and about information received through the Federation about Provincial, Maritime, National and International Square and Round Dance activities. This includes distributing any written or other materials related to the transfer of information.
- To report at each Executive Meeting, in written form, the square and round dance activities within your region. This should include publicity efforts, numbers of new dancers, and information about special events.
- To report at the Annual General Meeting, in written form, a summary of the region's activities during the past year. This should include any problems or concerns that your region might have.

- To be prepared to accept additional Federation Executive duties as may be required.
- Together with other regional representatives and executive members carry out the purpose of the Federation as stated in the By-Laws.

Duties of all Dancers

- To enjoy your dancing and fellowship and communicate that enjoyment to others.
- To support the efforts of your elected officers and representatives.

FEDERATION ARCHIVES POLICY

Background

The Square and Round Dance Federation of Nova Scotia – Archives has been a repository of material such as photos, meeting minutes, posters, attire, badges, ribbons, dangles, correspondence, special events organizational working documents and summary reports, and retired banners. The collection is categorized as an “artificial” collection because most items do not have clear provenance (record of source and of custody), it is not in its original order, and pieces have been removed for various repurposing.

Sources of Holdings

The SRDFNS Archives is comprised of material donated by:

- individuals
- on behalf of deceased individuals
- by Clubs
- internal transfers from Federation executive, festival and convention organizing committees.

Archivist Duties

The essential task of the SRDFNS Archivist is to receive, arrange and catalogue, preserve and secure the material forming the archive collection of the Federation according to policy and practice set out by the Federation.

I. Accepting/Assessing Donations

In accepting/retaining appropriate items, an objective assessment must be made as to its -

- 1) significance to the organization;
- 2) potential use, future need;
- 3) size of accession;
- 4) storage and retrieval.

II. Criteria for Potential Archive Material

Donors shall be required to prepare material for assessment and/or acceptance into the SRDFNS Archives.

- 1) Material shall be clean—free of water staining, mold, or odours
- 2) No material with doodles or scribbles will be accepted
- 3) One copy documents only – no duplicates
- 4) No envelopes or blank paper
- 5) All photos must be dated, identify all persons, state occasion/event.
Disbanded clubs may donate their albums provided they are prepared as above.
- 6) 2 maximum club badges accompanied by club profiles, ribbons, pins, dangles will be accepted.
- 7) Banners will not be accepted—rather, a photograph of the banner to be accompanied by a short profile about the club

8) Attire should be of significance to the SRDFNS, clean, wrapped in tissue accompanied by a narrative on its history.

9) Recordings must be fully identified—music, dance program, caller/cuer/prompter.

II. Deed of Gift Form

A “deed of gift form”, per attached, shall be completed for all donations accepted into SRDFNS Archives. Completion of this document transfers ownership (legal control) over the holding by documenting the transaction; provides intellectual control by knowing what material is in the archives and where it came from (source).

III. Organizing the Collection

To organize this collection, an order will have to be imposed, such as a Subject/Chronological arrangement, grouped into:

- Administrative documents
- Artifacts and Attire
- Correspondence
- Financial documents
- Legal documents
- Minutes
- Photographs, CD’s, videotapes
- Posters
- Printed or published material (books, pamphlets, other printed material)
- Scrapbooks
- Sound recordings (records, CD’s, cassette tapes)
- Special events (Festivals, Conventions);

catalogued, filed in archival storage boxes labeled by consecutive number and stored on shelves.

III. Physical Control

Maintain physical control over the holdings of the SRDFNS Archives by cataloging, orderly and proper storage, and securing them against theft, damage—environmental or human hazards.

IV. Access to Users

Archival materials shall be made available for use by the SRDFNS members, donors, Dance Nova Scotia and the general public. The attached Loan Form shall be completed on each occasion material is temporarily removed and re-stored into the collection upon its return.

**Square and Round Dance Federation of Nova Scotia
Archives Record of Transfer**

Accession No.: _____ Date: _____

Date Received: _____ Location: _____

Name of Donor: _____

If Club – Representative of: _____

Address: _____

Phone No.: _____ E-mail: _____

Item: _____

Description: _____

Restrictions: _____

Donor/Club Rep. Signature

Archivist – SRDFNS

**Square and Round Dance Federation of Nova Scotia
Archives Loan Agreement**

Accession No.: _____ Location: _____

Date Loaned: _____

Name of Borrower: _____

If Club – Representative of: _____

Address: _____

Phone No.: _____ E-mail: _____

On behalf of SRDFNS in the position of Archivist, I hereby loan the following material:

Description: _____

For the purpose of: _____

Anticipated date of return to SRDFNS: _____

Borrower/Club Rep. Signature

Archivist – SRDFNS

I hereby acknowledge the safe return of the material described above:

Date

Archivist – SRDFNS

Returned to Box No. _____

SRDFNS PRESIDENT

The President shall normally preside at all Federation meetings and shall conduct meetings according to accepted rules of procedure. Therefore the President should be familiar with Robert's Rules of Order. The President is expected to be impartial and above any club or area politics during his/her term of office. The President shall uphold the Act of Incorporation and the By-Laws of the Federation.

The President shall be an ex-officio member of all committees with the right to attend meetings and receive minutes. The President shall be the official Federation representative at activities requiring representation and should be prepared to speak on behalf of the Federation as opportunity permits.

The President may delegate any Federation member to represent the presidency and the Federation at a particular event, and such a member shall be accorded the same recognition and privileges by the members as would normally be granted the President.

The President shall be responsible for forwarding necessary documents to the Registry Office within fourteen days of the Annual General Meeting, as set out in the Societies Act for the Province of Nova Scotia. These documents include payment for the upcoming year, lists of current officers and directors, financial statements, and revisions to the By Laws.

SRDFNS VICE-PRESIDENT

The Vice-President shall assist the President in routine matters and act in place of the President in the case of the President's absence or incapacity. Actions by the President should be observed, in the event that the Vice-President may be required to assume this position. If the change appears permanent, a new Vice-President should be appointed and approval sought from the Board as soon as possible.

The Vice-President selects the time and location of Executive Meetings, unless already decided at a prior meeting. The following factors should be taken into consideration:

- The date and location suggested at some previous meeting.

- The date and location of the next SRDFNS Festival and of dances supporting the Festival.

- The date and location of proposed SRDFNS or CSRDS awards.

- The date and location of other special dances in the province.

A reasonable attempt should be made to minimize conflicts and to make and publicize the selection as soon as possible. Time and location decisions made by the Vice-President do not need to be approved by the Board.

The Vice-President shall be prepared to chair special committees or projects.

The Vice-President shall maintain custody and control of Federation badges, danglers, pins, and other associated supplies. Records will be kept of the stock of badges and other supplies and monies derived from sales. Monies will be transferred to the Treasurer, as soon as possible after they are received.

SRDFNS PAST PRESIDENT

The Past President acts as an advisor to the members of the Federation Executive.

The Past President provides continuity and historical information for new Federation Executive members.

The Past President normally chairs the nominating committee responsible for finding and recruiting new Executive Officers.

The Past President assists the Webmaster in updating the Guidelines section of the Federation website and the .pdf version of the Federation Executive Guidebook.

SRDFNS SECRETARY

The Secretary records the minutes at each of the Federation Executive general meetings, the Annual General Meeting, and the items processed via E-mail. The Secretary may refer to tapes recorded on the SRDFNS PA system or the E-mail records.

Guidelines for the recording of Minutes:

For other than E-mail meetings, the minutes shall contain the names of those present, the time of calling to order and the time of adjournment.

Motions shall be recorded verbatim. Details of discussions leading up to a vote only need to be recorded, if they are required to make a motion clear to a member who was not present.

The name of the mover shall be recorded, but the name of the seconder does not necessarily need to be included. If the motion is not seconded, it dies, and is recorded as such. Withdrawn motions need not be recorded. Tabled motions and motions referred to a committee, are recorded.

If a vocal vote is taken, the vote is recorded "passed" or "defeated". If a secret vote is taken, the vote is recorded as "passed" or "defeated" without revealing the actual count. If the vote is taken with a show of hands, the actual numbers "in favour", "against" and "abstentions" are recorded.

Minutes of meetings shall be forwarded to all members. At the next meeting, minutes shall be amended as necessary, then approved as accurately reflecting the previous meeting. Major corrections to minutes shall be recorded in the minutes of the next meeting.

The Secretary shall ensure that copies of proposed Notice of Motions to amend the By-laws are distributed to all clubs at least thirty days before the Annual General Meeting. Also the Secretary shall ensure that the time and location of the next AGM shall be published in the Calendar of Events as soon as it is set.

The Secretary shall deal with matters of outgoing correspondence as directed by each meeting or by the President.

If, at a scheduled meeting time, both the President and the Vice President are absent, the Secretary shall call the meeting to order and appoint a temporary recording secretary.

If a PA system is used, the Secretary is responsible for its maintenance and repair.

SRDFNS TREASURER

The treasurer looks after the operating funds of the Federation. At the present time there is only one signature needed on cheques. The Finance Committee has its own bank account and pays to the treasurer any interest income they have when the Federation requests it for their operations.

The treasurer is responsible for keeping the accounting records for the Federation. Quarterly Financial Reports should be prepared for each Executive Meeting. A yearly Financial Report should be prepared for the Annual General Meeting. The Treasurer should ensure that sufficient copies are made to distribute one to each couple. At the present time the fiscal year runs from August 1 to July 31 of the next year. The books are to be audited annually.

Each year the Registrar of Joint Stock Companies sends a report to be completed. After the AGM we must send audited financial statements and a list of our officers and directors with their civic address and occupation. If a CGA or CA does not audit the books then two officers of the Federation must sign the statements required. (See President's Duties.)

The Treasurer is responsible for keeping an up-to-date club membership list.

Coordination is required between the Treasurer, Webmaster and Communications Officer and the Membership and Insurance Officer. Registration forms from Nova Scotia clubs are due by the end of October. The information and checks received must then be processed to achieve the following:

- a) The Webmaster needs the club information to update the Website.
- b) The Communications Officer compiles and distributes the new club information in January.
- c) The Treasurer deposits the payments into the SRDFNS account and itemizes the allocation of funds between SRDFNS membership, CSRDS membership and insurance, and DANS membership.
- d) The Membership and Insurance Officer needs the club information and insurance details to complete the Society forms and submit payment for CSRDS membership and insurance.

If clubs pay for DANS Membership then DANS must be notified of the name and address and the money sent to them. (DANS current address is 1113 Marginal Road, Halifax, NS, B3H 4P7.)

SRDFNS FINANCE COMMITTEE OPERATING PROCEDURES

The Finance Committee of the SRDFNS consists of at least two members elected for a period of three years by the Executive Committee of the SRDFNS. Appointments or reappointments to the Finance Committee shall be by the Federation Executive after consideration of recommendations from the Finance Committee. The criteria for appointment should be financial experience as well as concern for the future of square and round dancing in Nova Scotia.

The Finance Officer shall be appointed from and by the Finance committee members, and ratified by the Federation Executive. The Finance Officer Chairs the Finance Committee, acts as a financial advisor to the SRDFNS, and is a member of the Executive.

The Finance Committee invests funds that originated from the profits of the National Convention in 1982 and were later supplemented by the profits of the National Convention in 1994. These are maintained independently of the normal operating accounts administered by the Treasurer of the Federation. The Executive of the Federation normally uses only the interest from this capital fund. Any unused interest reverts to capital yearly. The fund thus is expected to grow slowly. The original fund was \$29,000 and about \$10,000 was added in 1994.

Although there are few restrictions as to investment vehicles, the Finance Committee has usually invested funds in GICs, and the interest has been withdrawn yearly. Discussions of possible investments take place, usually by telephone, just prior to maturity dates. Minutes of meetings need not be kept, but decisions taken should be recorded.

Auditing of the Finance Committee accounts will be carried out annually in conjunction with the auditing of the accounts of the SRDFNS Executive.

Signing authority forms are to be renewed following the Annual General Meeting, if required. A new form will be forwarded to each financial institution (NEW certificate accounts and bank accounts). These contain the names of the President, Vice-President, Treasurer and the Finance Committee Chairman and Members who have signing authority. With the exception of the Finance Committee Chairman, no voting member of the Federation Executive of SRDFNS may have signing authority. The date of the minute authorizing signing authority must be included.

Normally bank charges and funds passed to the Executive Committee are the only direct expenses of the Finance Committee. All other expenses are processed through the Federation Treasurer.

Additional details can be found in the Finance Committee Terms of Reference in the appendix to the SRDFNS By-Laws.

FINANCE COMMITTEE - FINANCIAL REPORTS and BOOKKEEPING

BOOKKEEPING:

Two accounts must be kept: An Interest Account and a Capital Account. The Interest Account records expenses and interest income. Normally, cash will not be held in the Capital Account for any length of time, but will be invested. All cash, both operating and capital, may therefore be kept in one bank account, but accounted for separately.

Separate rules apply to capital funds and interest funds. Capital funds are spent for investments, and on rare occasions as directed by a motion at a Federation Annual General Meeting. Interest funds are to be made available to the Federation on an as required basis, with 75% of the remainder of these funds available to the Federation at any one time. In addition, at the end of each fiscal year, surplus funds not spent by the Federation will be transferred to the Capital Account. Day to day expenses, stamps, copying, will normally be claimed as an expense requested from SRDFNS Executive for reimbursement.

REPORTS:

- (1) Operations - A listing is required of all income and expenses during the period.
- (2) Assets - This is a list of assets held in the Capital Account of cash and investments. The Capital asset information is obtained from previous reports and updated with the changes that took place during that period. Interest cash and Capital cash are added together to give the total in the bank.
- (3) Forecast of interest available - Calculations should be made of the expected interest for the coming year and totaled. Dates of interest due will be shown for the coming year.

FINANCE COMMITTEE - INCOME TAX PREPARATION

The income tax year will be 1 January to 31 December. Income tax is payable by 31 March of the following year, (not 30 April as for personal income tax).

The income tax rules that apply are those that are applicable to “other inter-vivos trusts”, using income tax form T3. A guide to the T3 form and an Interpretation Bulletin IT83R2 is provided by Revenue Canada.

There is a standard \$2000 deduction for non-profit organizations. Taxes are calculated on the remainder at the highest rate for Federal and Provincial Income Tax.

WEBMASTER AND COMMUNICATIONS

Website:

The pointer is www.squaredance.ns.ca

The URL is <http://www.chebucto.ns.ca/Culture/SRDFNS/index.html>

The federation website is hosted by Chebucto Community Net: <https://www.chebuctro.ns.ca/>

Annual cost: \$50, payable in August of each year, using private Visa.

Passwords for site maintenance are known by Webmaster, Secretary, and President.

Calendar of Events:

The Webmaster is responsible for the maintaining the Federation's "Calendar of Events". Refer to the Guidelines for the Calendar of Events section regarding the submission of information.

The Communications Officer shall maintain an up-to-date e-mailing list of contact persons for member clubs in Nova Scotia and for individual dancers receiving the Calendar of Events and other notices.

The Communications Officer shall arrange for the periodic e-mailing of the Calendar of Events and other material published or acquired by the Federation and intended for general distribution to the membership.

Newsletter:

The original newsletter for the Federation was known as "Between Tips" which was printed and distributed monthly to the clubs for many years. Currently this has been replaced by "The Phantom" which is an HTML format publication available on the website. The webmaster gathers information and produces an issue when sufficient material has accumulated.

The goal of the newsletter is to inform the membership of Federation policies and activities, of the latest developments and trends in the square and round dance movement, about newsworthy people and club events, and to enable all members to voice an opinion through letters to the editor or in signed articles.

MEMBERSHIP AND INSURANCE

The Membership and Insurance Officer shall be the liaison between clubs, the Federation, and the National Society regarding membership and insurance. Significant coordination is required between the Membership and Insurance Officer, Webmaster and Communications, Treasurer, Database Manager and the National Society. The following events should occur:

- a) Creation of an updated Registration Form for membership in SRDFNS and CSRDS.
- b) Distribution of the form along with the previous year's membership records to each club.
- c) Compilation and sorting of returned forms and funds to update all aspects of membership.
- d) Forwarding of payment and membership data as required to and the National Society for CSRDS members.
- e) Updating of club dance details and contact information both on the website and in a printed version.
- f) Updating of club and individual dancer information in the database.
- g) Distribution of CSRDS membership cards and insurance certificates.

MARKETING

The Marketing Committee shall arrange for all advertising of Federation activities through the available mediums such as radio, press, television, and the internet. This shall include cooperative publicity that promotes the square and round dance activity to potential new dancers. The goal is to provide useful information, to benefit all clubs, and to present our activity in the best possible light to the general public.

The Marketing Officer will act as liaison between the National Society Publicity Committee and the SRDFNS.

- a) They will bring to the Society suggestions and concerns from the Federation.
- b) They will keep the Federation informed of any promotional ideas and materials distributed by the Committee.
- c) They will attend publicity meetings at National Conventions and participate in any marketing related teleconferences.

The Marketing Officer will collect information for and produce the Federation's Summer Brochure. The procedure is as follows:

- a) Approach all clubs by E-mail or phone asking for information about their summer programs.
- b) Compile all material using previous Federation Summer Brochures as a guide.
- c) Print an appropriate number of brochures (number to be verified yearly by the Executive).
- d) Distribute brochures by regions via regional representatives with emphasis on border tourist bureaus (Amherst, Yarmouth, and Digby), local tourist spots and to clubs for member couples.

MEETING GUIDELINES

FEDERATION EXECUTIVE MEETING OPERATING PROCEDURES:

Executive Meetings are normally held three or four times per year

- 1) October Annual General Meeting (including a mini-Executive meeting afterwards)
- 2) January Winter Meeting
- 3) April Spring Meeting
- 4) July Summer Meeting in years when there is a Federation Festival

These are usually afternoon meetings held from 1:30 to 5:00 pm with a short coffee/tea and snack break in the middle. An attempt is made to vary the location and hold meetings in at least three different regions. When possible they are scheduled to coincide with a special dance near the meeting location.

The operating procedure follows Robert's Rules of Order. A general discussion of committee procedures can be found on the SRDFNS website in the Guidelines section, and Committee Manual subsection. It is an article written by Ron and Dot Connell titled "So You've Been Elected to a Committee!".

PROCEDURES FOR E-MAIL MOTIONS

E-mail motions may be used at any time, but they should be reserved for issues of a time-sensitive nature that cannot wait until the next regular meeting.

- (a) The originator of a motion will send the proposed motion to all members of the SRDFNS Executive. Motions should be accompanied with sufficient background to explain the purpose of the motion. To expedite the process the mover may find a seconder before sending the motion.
- (b) The seconder of the motion will send the seconding e-mail to all members of the executive. If no seconding is forthcoming within seven days, the president will declare the motion null and void.
- (c) E-mails of discussions or amendments will be sent to all members of the executive. Amendments shall be moved, seconded and discussed in the same way as for the original motion.
- (d) After a minimum of seven days for discussion, the President will request a vote from all members on the proposed amendment, if any. After the vote on the amendment, a vote will be requested on the original motion (as amended, if the amendment passes).
- (e) After seconding occurs, members may vote at any time; however, to allow for discussion and amendments, it is recommended that members wait until the President requests a vote. After at least seven days of discussion and a vote request from the President, all votes will be counted. At the time the President receives a vote of 50% + 1 votes of all available members, either for or against, the numerical result will be sent to all members. If insufficient votes are cast to reach 50% +1, but at least a quorum of the members vote before the vote deadline, then the vote of the majority shall be accepted. In the case of a secret ballot, the result will be in the form of "passed" or "defeated" and confirmed by the Secretary.

PROCEDURES FOR CONDUCTING E-MAIL MEETINGS

E-mail meetings will open as specified at a regular meeting or in an E-mail Motion duly conducted and passed as listed above. The President will select a day for adjournment, such date to be not later than the expected date of the next regular meeting, but allowing enough time for the preparation of minutes.

An Agenda will be sent to all members, containing the opening date, the date of adjournment and items to be considered.

Reports that would normally be given at regular meetings will be sent to all members.

After adjournment, minutes of the E-mail meeting, prepared by the secretary, will be sent to all members or passed out at the next regular meeting.

NOTE: To make this process more effective and to aid in the motion and voting process, members are requested to advise the President of any absences during the time period scheduled.

NATIONAL SOCIETY REPRESENTATIVE FROM NOVA SCOTIA

This couple shall be nominated by the SRDFNS but elected by the National Society. They shall be responsible for attending National Society meetings and carrying out such duties as they are assigned or accept.

They will act as liaison between the National Society and the SRDFNS making reports to the SRDFNS meetings regarding National Society activities. When requested by the National Society they have the authority to report on square and round dance activities in Nova Scotia.

SRDFNS DANS REPRESENTATIVE

Representation to Dance Nova Scotia is by individual, not couple. If the Official Representative of the Federation is elected to the Board of Directors of Dance Nova Scotia, then a new official representative shall be appointed by the President.

The Dance Nova Scotia Representative shall be responsible for:

- Representing and voting for the Square and Round Dance Federation at general meetings of Dance Nova Scotia;
- Maintaining contact with members of the Board of Directors of Dance Nova Scotia, especially those with Square and Round Dance backgrounds;
- Active participation in Dance Nova Scotia projects that involve or affect Square and Round Dancing;
- Acting as liaison between the Federation and Dance Nova Scotia including providing reports to each body concerning the activities of the other.

SRDFNS ANSSRDT LIAISON

The ANSSRDT Liaison shall be members of ANSSRDT and chosen by that body. The liaison shall be responsible for attending or sending an alternate to all ANSSRDT meetings and all SRDFNS Executive and General Meetings.

At ANSSRDT meetings the liaison will be responsible for the presentation of a report on matters relating to SRDFNS and CSRDS. At SRDFNS meetings they will be responsible for the presentation of a report on matters relating to ANSSRDT, MCCA, Callerlab, Roundalab and Contralab.

The liaison will act as coordinator between the SRDFNS and ANSSRDT in any event co-sponsored by the two organizations.

Decoder:

ANSSRDT = Association of Nova Scotia Square and Round Dance Teachers

MCCA = Maritime Callers and Cuers Association

SRDFNS = Square and Round Dance Federation of Nova Scotia

CSRDS = Canadian Square and Round Dance Society

Callerlab = The International Association of Square Dance Callers

Roundalab = The International Association of Round Dance Teachers

Contralab = The International Association of Contra Prompters