

PRIVILEGES of the SDAW PRESIDENT

- To discuss motions before the house, if essential, but must surrender the Chair until the vote has been taken. The Vice-President is asked to take the Chair until motion has been disposed of.
- To use “general consent”, which saves much time when routine matters are considered. Form: “If there is no objection, we will continue”. If there is objection, he/she must take the vote.
- To preside during nominations and elections even if he is the candidate. When he/she is the sole nominee, merely out of a sense of delicacy, he permits the Vice-President to put the question to a vote.
- Would be able to sign checks in the absence of the Treasurer. The third officer would be the Vice-President with authorization to sign checks in the absence of the Treasurer and President.

Accepted	August 18, 1996	SDAW Meeting	Madison, WI
Revised	January 27, 2013	SDAW Meeting	Antigo, WI

DUTIES of the SDAW PRESIDENT

- Preside and maintain order at quarterly SDAW meetings. Always appear at the rostrum a few minutes before the meeting is scheduled to begin.
- Acquire a working knowledge of parliamentary law and procedure and a thorough understanding of the constitution, by-laws, and standing rules of the organization.
- Have on hand a list of committees for a guide in naming new appointments.
- Prepare an agenda for each SDAW meeting, and have copies available for those attending.
- To explain and decide all questions of order.
- To announce all business.
- To be informed on communications.
- To entertain only one main motion at a time and state all motions properly.
- To permit no discussion on motions before they are seconded and stated; to encourage discussion and assign the floor to those properly entitled to it. (No member may speak twice on the same question if there are others who wish to claim the floor.)
- To put all motions to a vote and give results; to decide a tie vote or not to vote at all; to abstain from voting, if wiser.
- To stand while stating the question and taking the vote.
- To enforce the rules of decorum and discipline. To talk no more than necessary when presiding.
- To refrain from discussion a motion when presiding.
- To be absolutely fair and impartial.
- To extend every courtesy to the opponents of a motion even though the motion is one that the presiding officer favors.
- To give signature when necessary.
- To be ex officio of all committees, except the nominating committee if so prescribed in the By-laws.
- To show appreciation to officers and chairmen of committees for devoted service.
- To perform such other duties as are prescribed in the By-laws.

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DUTIES of the SDAW VICE-PRESIDENT

- In the absence of the President, presides and performs the duties of the President.
- Head an important committee or share in supervising a committee as outlined in the By-laws, or at the request of the President.
- Third in line authorized to sign checks in the absence of the Treasurer and/or President.

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DUTIES of the SDAW SECRETARY

- Keep records of the meetings and proceedings. Safely and systematically keep all books, papers, records and documents of the organization.
- Type and distribute copies of the minutes to all Delegates, Chairman, Contact Secretary, Convention Board Chairman, future Convention Chairman, Flag Foundation Delegate, and Historian. The Secretary then should submit a bill for printing cost and postage to the Treasurer for reimbursement.
- Conduct all necessary correspondence.
- Take roll call. After roll call is taken, verify that a quorum is present.
- Keep a listing of names and addresses of all area dancer delegates and alternates.
- Minutes of the SDAW Meeting and a copy of the flyer for next meeting will be sent out within 30 days following the SDAW meeting.

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DUTIES of the SDAW TREASURER

- Collect annual dues from the Areas. Each Area Club pays \$5.00. The Callers' Association pays \$15.00 and the Dancer's Association (leaders) also pays \$15.00.
- Treasurer will mail out reminders for payment of dues, with necessary forms, to all Areas following the State Convention.
- Record in the ledger cash received and expenses paid.
- Pay all bills approved at the SDAW meeting and regular bills to run the Association – a bill should be presented. Printing costs and postage to mail minutes fall under this category, and should be paid in a timely manner.
- Prepare a Treasurer's Report for the SDAW meetings.
- Prepare books for audit before turning them over to a new Treasurer.
- Set a time and place to meet the new Treasurer to go over the books and give them any information to help them understand the way the books are set up.
- Be sure the balance in the checking account does not go below the minimum to avoid service charges.
- Bank signature card shall contain names of the Treasurer, President and Vice President.
- All financial records shall be retained for a five year time period and then be properly destroyed.

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DUTIES of the SDAW PUBLICITY CHAIRMAN

- The Publicity Chairman is responsible for maintaining a display board containing information about events sponsored by and/or supported by SDAW. Currently these events include: SDAW Jamborees held three times per year, and the annual Wisconsin State Square and Round Dance Convention.
- The board is displayed at as many Wisconsin dance events as possible and is taken annually to the National Square Dance Convention.
- Prepare ad for the State Convention Souvenir Book when such ad is authorized. Any other advertising as requested by the officers.

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DUTIES of the SDAW HISTORIAN

- Provide storage for all items received pertaining to square dance history in Wisconsin.
- Fill requests for historical items whenever possible.
- Maintain, create and up-date the Convention Boards as new items are received.
- An updated board will be made as soon as possible after the current convention ends. Current boards are being recycled and old displays will be consolidated to binders for continued viewing.
- Make arrangements with the current Convention Showcase of Ideas Chairman for displaying Convention boards at the Convention. Also make arrangements to have tables available to display other SDAW historical items.
- SDAW shall reimburse the Historian for mileage expense to attend SDAW meetings at the current Convention Board rate, unless the Historian is also the Delegate from that area in which the meeting is held. In that case, there will be no reimbursement by the SDAW. If the SDAW meeting is in the area of the Historian, no mileage expense shall be reimbursed. Also, there will be no mileage reimbursement for attending the annual State Convention.

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