

## **DUTIES OF THE SW-SDAW PRESIDENT**

1. Preside and maintain order at SW-SDAW meetings. Always appear at the rostrum a few minutes before the scheduled meeting.
2. Acquire a working knowledge of parliamentary procedure and a thorough understanding of the Articles of Operation and Standing Rules of the organization.
3. Have on hand a list of committees for a guide in naming new appointments.
4. Maintain the calendar of events for the year. Include Southwest area significant events such as Jamborees, meetings, County Fairs, and exhibitions.
5. Be informed on communications.
6. Execute all items on the agenda.
7. Explain and decide all questions of order and maintain decorum.
8. Entertain only one main motion at a time and ensure all motions are worded properly.
9. Permit none to debate motions before they are seconded and stated. Encourage debate and assign the floor to those properly entitled to it. All attendees shall be given an equal opportunity to speak.
10. Refrain from discussing a motion. Leadership is provided for a topic prior to motion being made.
11. Be fair and impartial.
12. Extend every courtesy to opinions on either side of a motion.
13. Exercise vote in case of tie.
14. Give your signature when necessary.
15. Be ex officio member of all committees.
16. Show appreciation to officers and chairmen of committees for devoted service.
17. Perform such duties as are prescribed in the Articles of Operations.

## **PRIVILEGES OF THE SW-SDAW PRESIDENT**

1. To debate motions before the floor, 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.
2. 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 an objection, President must take a vote.
3. To preside during nominations and elections even if he/she is the candidate. When he/she is the sole nominee, merely out of a sense of delicacy, he/she permits the Vice-President to put the question to a vote.

Adopted: February 8, 1999  
Revised: November 3, 2025

## **DUTIES OF THE SW-SDAW VICE-PRESIDENT**

1. In the absence of the President, presides and performs the duties of the President.
2. Serves as parliamentarian and assures adherence to the Articles of Operations and Standing Rules.

## **DUTIES OF THE SW-SDAW SECRETARY**

1. At all meetings, record the minutes, pass out attendance sheet, take Roll Call, and verify that a quorum is present. The Secretary will retain the official approved copy of the minutes of the organization for two full years. After two years the minutes shall be turned over to the SW-SDAW Historian.
2. Type and mail or email copies of the minutes to the SW-SDAW officers, delegates, and all notified of the meeting.
3. Type and email the agenda to the Presidents of Leaders Council and Callers Council, 10 days prior to quarterly meeting.
4. Conduct all necessary correspondence.
  - a. Update contact list.
  - b. Send new Delegates, Sunshine, and Tips and Cues their "List of Duties".
  - c. Send records that are two years old to Historian. Keep the records of the immediately preceding year.
5. Update and distribute listings of names, addresses, phone numbers, and email addresses (if available) of all area club officers, club delegates and alternates. Make distribution to the State SDAW Secretary, SW-SDAW officers, SW-SDAW delegates and alternates.
6. The Secretary can submit a bill for printing cost and postage, for reimbursement.

## **DUTIES OF THE SW-SDAW TREASURER**

1. Attend all meetings of SW-SDAW
  - a. Financial Report for each meeting showing list of all checks and deposits.
  - b. Vouchers for each check written signed by President of SD-SDAW
  - c. Keep track of CD's and interest earned.
2. Spring & Fall Jamboree's
  - a. Collect donations for dance and door prize tickets. Split profit with Callers Council.
  - b. Pay MC and Hall rental for the Dance.
  - c. Keep track of the Club's attending and how many dancers from each club.
3. Attend State SDAW meetings when held in our area (Southwest)
  - a. Collect meeting fees and donations for dances. (9:00 a.m. – 4:00 p.m.)
  - b. Pay all bills and split profit with Callers Council.
  - c. Pay all bills approved by the SW-SDAW meetings and regular bills to run the association; a bill should be presented. Printing costs and postage to mail minutes fall under this category, and these should be paid immediately.
4. When the State Square Dance Convention is in our area:
  - a. SW-SDAW oversees Trails End Dance.
  - b. Collect all donations.
  - c. SW-SDAW officers will designate where money will go.
5. Collect dues from all clubs in the SW-SDAW area.
  - a. Figure dues for State SDAW.
  - b. Mail dues and breakdown report to State SDAW Treasurer.
  - c. Notify club of delinquent accounts 30 days after dues become payable.
6. Record in the ledger cash received and expenses paid.
7. Be sure the balance in the checking account does not go below the minimum to avoid service charges.
8. Prepare books for audit before turning them over to the new treasurer. Books should be passed on to the officer elect prior to January.
9. Prepare/submit Annual Report for the State, non-profit organizations.

## **DUTIES OF THE SW-SDAW HISTORIAN**

1. Organize and provide storage for all items and records received pertaining to square dance history in the Southwest area.
2. Fill requests for historical items whenever possible.
3. Make arrangements to have a table available to display SW-SDAW historical items at the State Convention.