

FLAC MANUAL

The Finger Lakes Council of Square and Round Dance

FLAC By-Laws, Policies, Recommendations and History

Last Update Sept 24, 2017

Please bring this manual to every FLAC meeting.

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Definitions of Terms

- A. FLAC: Finger Lakes Area Council of Square and Round Dance Clubs
- B. Council: FLAC, all governing board member clubs plus associate clubs
- C. Board: The Governing Board of FLAC made up of delegates and alternate delegates from each Governing Board Square Dance Club and officers
- D. By-Laws: A legal document outlining the self imposed rules that an organization will regulate the organization's own actions and to govern themselves.

BYLAWS
of the
Finger Lakes Area Council of Square and Round Dance Club (FLAC)

ARTICLE 1 — Name and Purpose

The name of this non-profit organization shall be the Finger Lakes Area Council of Square and Round Dance clubs, hereinafter referred to as the "Council". The acronym: FLAC — may be used to designate this same organization where appropriate.

A. The purpose of the Council shall be to promote the growth and improvement of Modern (Western Style) Square and Round dancing by:

1. Promoting greater public understanding and a favorable image of modern square and round dancing;
2. Encouraging cooperative relationships among Square and Round Dance Clubs and groups with interested agencies and institutions;
3. Providing a clearing house for dance scheduling;
4. Cooperating with Caller and Teacher Associations and other club Federations for the common interest.
5. Provide liability insurance for Governing Board Member Clubs.

B. **THE COORDINATOR** is a news and information publication printed periodically throughout the years at intervals determined by the board.

1. The editor shall be appointed by the Board.
2. Principal subjects to be included in THE COORDINATOR are:
 - a. The current calendar for the period of publication containing all dances or member and associate clubs.
 - b. A master calendar listing all events being scheduled in the area by FLAC member and associate member clubs. This should include all regular club dances and all special events and guest caller dates. The purpose is to provide one location where anyone may find information on plans already made by a club.
 - c. Advertising of member clubs and other sources not considered to be detrimental to square dancing (on a space available basis), rates to be determined by the Board.
 - d. News of FLAC events, meetings, etc.
 - e. Guest calling dates of FLAC club callers.
 - f. FLAC Board minutes.
 - g. Any other information considered of value to dancers.
 - h. FLAC sponsored dances shall advertize on the cover free of charge.

3. The editor will forward information to the FLAC web site.
4. Copies of THE COORDINATOR shall be made available to each member club in numbers corresponding to the number of dancer members for whom dues are paid.

ARTICLE 11 —Affiliation and Membership

A. Membership shall be two types: Governing Board and Associate.

1. Governing board: Membership shall be composed of clubs which are dancer organized, controlled and shall be entitled to delegates to the Governing Board. All clubs which are dancer organized and controlled shall be entitled to one delegate (person or couple) and one alternate to the Governing Board.

2. Associate: This member shall be composed of clubs or groups meeting regularly which shall not be assessed fees or dues based on dancer-members but shall be assessed a nominal yearly fee to be determined by the Governing Board. They shall have no voice in the decisions of the Board. This membership shall be available only to groups whose dancer membership is a duplication of those in Governing Board affiliated clubs or a group under the leadership of a FLAC area caller or cuer.

B. The conditions and qualifications for affiliation in the council shall be:

1. Any Square or Round dance club that supports the objectives and purpose of this council is eligible for affiliation in the Council, provided the club meets regularly and has been organized and dancing as a club for at least one year.

2. All clubs seeking affiliation shall file a written application with the secretary of the Board.

3. An affiliation fee shall accompany the application for affiliation.

4. Election to governing Board or Associate affiliation shall be by vote of the Governing Board. A majority vote shall be sufficient to approve a club for affiliation

5. A Governing Board affiliated club shall continue to be eligible for affiliation as long as it continues to pay the annual dues or fees set by the board and meet the conditions of Section A1 of this Article.

6. An Associate affiliated club's membership may be terminated by Board action showing just cause.

C. All reference to an affiliated club outside this Article shall mean a Governing Board membership hereafter called the Board or FLAC.

ARTICLE 111 — Governing Board

A. The Governing board of the Council shall be a composed of the one delegate from each affiliated club.

1. This delegate couple (person) shall have one vote on all matters coming before the Board.

2. All committee chairpersons when needed, shall be appointed from the delegates.

3. One alternate couple/person shall be named from each affiliated club and this alternate may vote in the absence of the delegate.
 4. Delegates and alternates are expected to attend all board meetings.
 5. Delegates and alternates may succeed themselves at the club's preference. Delegates and alternates shall be chosen for a two-year term where possible with alternate year expiration help provide continuity.
 6. The affiliated club shall determine it's method of choice of delegates and alternates.
- B. The Governing Board shall have no voice in the internal affairs of any affiliated club.

ARTICLE IV - GOVERNING BOARD OFFICERS AND COMMITTEES

A. Officers — The officers of the Board shall be president, vice-president, secretary, and treasurer and shall be elected by the Governing Board at the annual Spring meeting. Term of officers shall be for 2 years, starting on July 1. Any member in good standing of an affiliated club is eligible to be an officer of the FLAC Board.

1. The duties and responsibilities of the president shall be that of the principal executive of the Council, guiding and directing its affairs. The president:
 - a. Shall call and preside over all meetings of the Governing Board.
 - b. Shall appoint and remove the chairman of all permanent and temporary committees as necessary.
 - c. Shall appoint, from the delegates someone to perform the functions of any other of the elected officers who may temporarily be unable to do so.
2. The duties and responsibilities of the vice-president shall be that of the principal assistant and deputy of the president,
 - a. Shall serve in the president's absence.
 - b. Shall perform such other duties as the President may assign.
3. The duties and responsibilities of the secretary shall be:
 - a. Custodian of all records and property of the Council except for moneys and records thereof
 - b. Shall perform all normal secretary functions including keeping minutes of all meetings, sending notices of meetings, handling correspondence, preserving and maintaining files and records.
 - c. Shall forward copies of minutes (exclusive of the treasurer's report of all meetings to THE COORDINATOR editor for inclusion in the next issue.

4. The duties and responsibilities of the treasurer:
 - a. Handle all financial transactions of the Council, receive all moneys due the Council from dues and other sources and shall pay all legitimate expenses incurred on behalf of the council by official representatives.
 - b. Shall maintain a checking account in the name of the Council and keep accurate records of all receipts and disbursements.
 - c. Shall be prepared to render at general meetings or at the request of the president a full statement of the financial status of the council.
 - d. Shall keep THE COORDINATOR editor informed of updated club membership for correct number of THE COORDINATORS to be printed and forwarded to each club,

B. Meeting and Voting

1. At least two regular meetings of the Governing Board shall be held annually. The meetings shall be held on the same day and same location as the FLAC dances which shall be held at the Church of the Redeemer, as long as it is available to FLAC. The meetings will start one hour prior to the start of the early rounds of the FLAC dance. Meeting dates and times will be listed in THE COORDINATOR.
2. The annual meeting for the purpose of electing officers shall be held at the first meeting of the calendar year.
3. Special meetings may be called by the president, or upon the written request of the delegates of two or more clubs, provided two weeks notice has been given to each delegate-couple/person by the secretary. The purpose of the special meeting shall be stated in the notice and the only business in order at the special meeting is that for which the meeting has been called.
4. A quorum shall be the majority of regular delegates or their alternates.
5. Voting shall be one vote per member club delegate couple/person. In case of the absence of the regular delegate-couple/person, the alternate shall vote in the place of the regular.
6. Voting procedure shall be conducted by the presiding officer, usually the president of the Board.
7. All meetings shall be conducted in accordance with these by-laws.

V FINANCE

- A. The fiscal year shall be from July 1 through June 30.
- B. Annual dues of the clubs to FLAC shall be determined by the Board according to the number of paid per club. No part of the earnings of the Council or the Board shall benefit a delegate, officer or other individual.
- D. Annual fees for associate member clubs shall be set by the Board by June for the next fiscal year.
- E. If there should be a deficit resulting from any FLAC sponsored event the Board treasury shall make it up.
- F. By June the Board shall set the recommended donations for FLAC dances to be held in the following year

VI FLAC Events

- A. FLAC dances shall be scheduled on some fifth Saturdays or fifth Sundays. Clubs should not schedule any activity when a FLAC event is held.
- B. All FLAC fifth Sunday or Fifth Saturday dance events will be sponsored by member clubs selected from a rotation list(p.7). The designated clubs will be responsible for a selection of a hall, a contract with a caller and cuer and arrange for all publicity. A front-page advertisement of the FLAC event is published in THE COORDINATOR free of charge to hosting club(s) provided by the Board. All FLAC dancers attending are expected to bring finger foods, unless otherwise notified.
- C. The fee for FLAC sponsored events shall be determined by the Board.

VII CLUB RESPONSIBILITIES

- A. Promote and support FLAC events.
- B. Consult the master calendar in THE COORDINATOR when scheduling guest caller and special events to avoid conflicts with activities of other clubs,
- C. Forward information to THE COORDINATOR editor as soon as dates for guest callers, cuers and special events are confirmed.

VIII AMENDMENTS TO THE BYLAWS:

2/3 vote of the delegates or their alternates present provided that:

1. The proposed change was presented at the preceding meeting.
2. The change is sent to all delegates and to the secretaries of the affiliated Clubs at least 2 weeks prior to the meeting at which the proposed change is to be voted upon.
3. A quorum is present.

IX DISSOLUTION:

If the FLAC council shall be dissolved, the Governing Board shall determine the distribution of any remaining funds. The remaining funds must be used for the benefit of Square Dancing.

POLICIES

I. Schedule of FLAC member clubs' regular dances. (3/1/12)

Monday:

Relaxed Squares
Grand Paraders

Tuesday:

7 Valley Whirl-A-Ways

Wednesday:

Canyon Squares

Saturday:

1st and 3rd Penn Yan Friendship Squares
2nd and 4th Champagne Whirl-A-Ways
1st and 3rd Shufflin Shoes

II. Special Dances

New Years Eve:

Canyon Squares
Shufflin Shoes

June: Laurel Festival, Canyon squares

July: Grand Paraders S'more Weekend

August: Johnny Preston by Grand Paraders

Canyon Squares Annual Campout

Sept: Watkins Glen Weekend by

PYFS

III. If All FLAC Clubs will adhere to this recommended schedule the result could be larger turnouts for all clubs.

IV. If at any time it becomes necessary to change scheduling or if a conflict arises from this schedule, the courteous approach is to contact the Club and discuss the conflict.

V. Relationship of Governing Board to the FLAC Council.

A. All FLAC Board actions shall be consistent with non-interference with club operations. The Board shall make recommendations which it deems best for square and round dancing and for member clubs, and then request acceptance and compliance from member clubs.

B. Names of club officers, delegates and alternates should be kept up-to-date with THE COORDINATOR editor and secretary of FLAC.

VI. Recognized callers and cuers shall not be required to pay a dance fee or contribution when attending FLAC events. It is recommended that member clubs extend this same courtesy.

VII. Guest caller dates scheduled by FLAC member clubs should not conflict with dates set by other member clubs. Conflict is suggested to mean not only the dance dates but also dates just a few days apart.

New Officers of FLAC - Two Year Term
July 1 to June 30
Nominating Committee for the FLAC Board Officers

2013-2015 Penn Yan and 7 Valley Whirl-A-Ways

2015-2017 Canyon Squares and Shufflin Shoes

2017-2019 Grand Paraders and Champagne Whirl-A-Ways

2019-2021 Relaxed Squares and Penn Yan

*Corrections/adjustments made 3/14 when Penny Promenaders dissolved their club.

FLAC Dance Rotation List

2014 Spring 7 Valley Whirl-A-Ways

2014 Fall President's Dance Shufflin Shoes

2015 Spring Champagne Whirl-A-Ways

2015 Fall President's Dance Relaxed Squares

2016 Spring Canyon Squares

2016 Fall President's Dance Grand Paraders

2017 Spring Penn Yan

2017 Fall President's Dance 7 Valley Whirl-A-Ways

2018 Spring President's Dance Shufflin Shoes

2018 Fall Champagne Whirl-A-Ways

2019 Spring President's Dance Relaxed Squares

2019 Fall Canyon Squares

2020 Spring President's Dance Grand Paraders

2020 Fall Penn Yan

Rotation adjusted 3/14 when Penny Promenaders club dissolved

Note: If any small club finds it difficult to sponsor a dance, they may ask a neighboring club for assistance.

BANNER STEALING RULES

As of June 2013

Objective: To encourage camaraderie and visitation among clubs, meeting other dancers and experience other callers

1. To STEAL another club's banner, the visitor club must bring four (4) paying club couples (a square) and notify the club president of their intentions prior to the dance as a courtesy.*

Only one host banner may be stolen by the visiting club at one dance even if more than one square attends.

2. A club will provide a banner to be stolen. The banner will be hung in the hall of the stealing club until it is retrieved. (No computer generated paper banners will be allowed.)

3. To RETRIEVE a banner, the retrieving club must bring four (4) paying club couples, one square, to dance at the stealing club's dance and notify them of their coming as a courtesy.*

4. If a RETRIEVING club also wishes to steal the banner of the club they are visiting, they must bring four (4) couples to retrieve and four (4) couples to steal (8) couples total.

5. A club which does not want to participate in banner stealing should notify the FLAC president, the Coordinator editor, and webmaster to publicize their intentions.

6. If a club has not retrieved its stolen banner after one year, one (1) couple holding the banner may get into a regular dance free to return the banner, or make arrangements for its return.

7. Banners must be returned.

8. Banners can be stolen or retrieved at any dance a club has, except a multi-day dance.

9. It is each club's responsibility to take care of the stolen banner while it is in their possession.

*The reason to let clubs know they are to be visited is so extra finger foods are provided and a banner is available.

RECOMMENDATIONS I.

I. Relationship of Clubs to the FLAC Board.

A. Names of club officers, delegates and alternates should be kept up to date with THE COORDINATOR editor and secretary of FLAC.

B. Recognized callers and cuers shall not be required to pay a dance fee or contribution when attending FLAC events. It is recommended that member clubs extend this same courtesy.

II. It is recommended that FLAC clubs do not incorporate and that club money be kept in a checking account. This will help to maintain a non-profit stance and prevent involuntary forwarding of interest income to the IRS.

III. It is recommended that the word 'hoedown' not be used in connection with Western style square dancing.

IV. Delegates/alternate responsibilities and suggestions. What does (or should) a delegate do?

A. For FLAC:

1. Attend all FLAC Board meetings.
2. Take part in discussions and decision making at the Governing Board.
3. Work on committees and other tasks involved in FLAC activities.
4. Make club's position known in discussions.
5. Through the Club sponsors some FLAC dances and events_

B. For their Club:

1. Keep Club informed on FLAC activities, plans and policies.
2. Seek out dancers' viewpoints.
3. Provides a constant reminder of FLAC presence.
4. Communicates with Club Presidents.
5. Reports to Club Board and/or membership on FLAC activities.

C. Good practices:

1. Be active in discussions, committees, in Club.
2. Visit with other Club delegates, and Associate reps and visitors.
3. Take notes at FLAC meetings.
4. Work with Club President.
5. Check with Club President/Board before each FLAC meeting.
6. Discuss FLAC problems, suggestions, activities, and policies with Club.
7. Keep copy of FLAC Manual handy for reference. (Take to all meetings.)

D. Mechanics of making announcements (to the club).

1. Select best time for announcement.
2. Get President or Caller's approval for time.
3. Identify yourself clearly and completely.
4. Be prepared, keep it short and to the point.
5. Sign off with some concern your Club may have, make regular appearances.

V. GUIDELINES FOR CHAIRMAN: of FLAC Fifth Saturday or Sunday dances.

1. Make arrangement for a Hall. Negotiate the cost of the hall. Make arrangements for caller station. Check with FLAC Secretary for a form of “proof of insurance”. Have table for fliers, coat racks, chairs, tables for refreshments, etc.
2. Hire a Caller. The caller will be selected by the host club. The Chairperson for the Host Club will negotiate the amounts paid the caller. If requested, arrange housing for caller at a motel or a private home. Send caller directions to find hall, send promotional flyers. It is suggested that a caller who is calling in a FLAC area Club within six-month period not be engaged.
3. Make arrangements for a Cuer. Select a cuer and negotiate the cuer's fee. It is customary to have a round dance party prior to the square dance as well as rounds between tips.
4. Miscellaneous: Make up fliers and send approximately 12 to each club. Prepare a special welcome sign for caller and cuer. Door prizes are optional. Refreshments are to be provided by all FLAC member dancers (unless otherwise specified). This should be noted on the flier. Have a cash box and attendant at the door. The sponsoring club treasurer pays all bills from dance receipts and turns the balance over to the FLAC treasurer. In the event the proceeds don't cover the expenses, FLAC will reimburse the sponsoring club the difference. Have Club President make introductions after 1st and 2nd tip and general announcements later. Introduce both caller and cuer and their spouses. Arrange for someone to help caller with equipment.

All Fifth Saturday or Sunday dances are to be held in sponsoring club's area or in a location convenient for all clubs. It is customary for Clubs to host these dances in rotation. The Club and their FLAC delegate-couple/person make all arrangements. For the rotation lists see p.7 of policies.

HISTORY

Some history of FLAC.

Those clubs that sponsored the organization of FLAC signed the following preamble:

"We the undersigned, in order to foster and to perpetuate the advancement and the growth of Modern Western style Square Dancing, in order to promote the teamwork, coordination and cooperation among various clubs, in order to encourage and stimulate the friendly association and broadening acquaintances among the individual members, and in order to establish and to maintain an efficient, feasible and desirable organization for the accomplishment of these objectives, do hereby create THE FINGER LAKES AREA COUNCIL OF SQUARE AND ROUND DANCE CLUBS and adopt the Constitution and Bylaws attached thereto."

Dated May 25, 1969, signed by delegates from the following clubs:

Gingham Squares
Friendship Squares of Penn Yan
Shufflin' Shoes

Square-A-Naders
Soaring Twirlers
Twin Tier Squares

*Some FLAC sponsored events held over the years:

*FLAC Fest: See the following pages for organization of, etc.

*Mall Dance held on a Friday in September at the Arnot Mall.

*A caller directory listing all callers and cuers within 150 miles of the geographical center of FLAC issued in the 1970's. Discontinued.

*Windmill Market demo's during the summer called by Penn an

*Mystery Rides- Travel to a square dance with dinner that riders don't know where they are traveling.

Former FLAC Clubs

Athens, Pa.
Cananadaigua, NY
Corning, NY
Horseheads, NY
Geneva, NY
Hornell, NY
Knoxville, Pa.
Newfield, NY
Montour Falls, NY
Owego, NY
Penn Yan, NY
Pine City, NY
Vestal, NY
Wyalusing, Pa.

Penny Promenaders
Happy Hoofers
Crystal Spinners
Soaring Twirlers
Friendship Squares
Buds and Blossoms
Valley 49ers
Square-A-Naders
Gingham Squares
Cire-q-lators
Kast-Aways
Twin Tiers Squares
Shirts and Skirts
Yellow Rock Squares

Clubs as of October 2015

Canyon Squares, Wellsboro, Pa.
Champagne Whirl-A-Ways, Bath, NY
Grand Paraders, Troy, Pa.
Penn-Yan Friendship Squares, Penn Yan, NY
Relaxed Squares, Horseheads, NY
7 Valley Whirl-A-Ways, McGraw, NY
Shufflin Shoes, Binghamton, NY

Area Callers & Cuers as of October 2015

Callers

Jeff Bobst: Canyon Squares and Grand Paraders

Keith Harter: 7 Valley Whirl-A-Ways

Keith Harter: Shufflin Shoes

Mike Heme: Champagne Whirl-A-Ways,

Gary Pruyne: Relaxed Squares

Dick Schweitzer: Penn Yan Friendship Square

Richard Rosenfield

Gerry Brown

Mike Conning

Andrew DonDero

Dave Eno

Cuers

Lisa Treichler: Penn Yan Friendship Squares

Judy and Jake Doane and Dottie Griffiths: Champagne Whirl-A-Ways

Jeanne Harter: 7 Valley Whirl-A-Ways

Jeanne Harter: Shufflin Shoes

Eileen Webster

Carl Drake

Bill Howard

Record of Changes

Date	Page	Section	Description of Change
10/2015	all	all	Created Electronic Master Doc of By Laws
10/2015	14	Record of Change	Added this Section to record changes
10/2015	Cover	Cover	Added Current Date
10/2015	Table of Content		Added Record of Changes
10/2015	4	B. 1.	Changed FLAC meeting from March to April
10/2015	6	I.	Removed Penny Promenaders from list
10/2015	12	Club List	Updated Penny Promenaders
10/2015	13	Caller/Cuer List	Updated Area Caller Cuer List
1/2017	3	Article IV A 1 a	Removed meeting date reference
1/2017	4	Article IV B 1	Changed from 3 to 2 annual meetings
1/2017	4	Article IV B 2	Changed meeting ref for election of officers
5/2017	3	Article IV A	Changed from June to Spring Meeting
5/2017	4	Article V D	Changed in June to by June
5/2017	4	Article V F	Changed in June to by June
5/2017	7	Policies VII	Changed term to July 1 to June 30
9/2017	7	Rotation	Added rotation schedule through 2020