

# **FLAC MANUAL**

The Finger Lakes Area Council of Square and Round Dance Clubs

FLAC By-Laws, Policies, Recommendations and History

Last Update: July 2019

Please bring this manual to every FLAC meeting.

## TABLE OF CONTENTS

1. By-Laws – page 1 to 5
2. Policy – pages 6 to 8 (Including Banner Stealing)
3. Recommendations – pages 9 and 10
4. History – pages 11 to 13
5. Record of Changes – page 14

### **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 Clubs (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 year 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 - all in evening, except when indicated

Monday:	Relaxed Squares Grand Paraders
Tuesday:	7-Valley Whirl-A-Ways
Wednesday:	Canyon Squares Penn Yan Friendship Squares Workshops
Saturday:	1st and 3rd Penn Yan Friendship Squares 2 <sup>nd</sup> and 4 <sup>th</sup> Champagne Whirl-A-Ways
Sundays:	1 <sup>st</sup> and 3 <sup>rd</sup> Shufflin' Shoes - afternoon dances Ithaca Sunday Squares (Associate Club)

### II. Special Dances

New Year's Eve:	Canyon Squares Shufflin' Shoes
May	Southern Tier Wheelers (Associate Club) (3 <sup>rd</sup> weekend): Fun Weekend at Campbell Campground
June	Southern Tier Wheelers (3 <sup>rd</sup> weekend): Fun Weekend at Campbell Campground
July:	Grand Paraders S'more Weekend (3 <sup>rd</sup> weekend)
August:	Southern Tier Wheelers (3 <sup>rd</sup> weekend): Fun Weekend at Campbell Campground Canyon Squares Annual Campout (4th weekend)
September:	Southern Tier Wheelers (1st weekend): Fun Weekend at Campbell Campground Penn Yan Friendship Squares Watkins Glen Weekend (3 <sup>rd</sup> weekend)
October:	Southern Tier Wheelers (1st weekend): Fun Weekend at Campbell Campground

**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 the FLAC secretary.

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.

VIII. Election of New Officers of FLAC - Spring FLAC meeting

Two Year Term: July 1 to June 30

<u>Term of Office</u>	<u>Clubs Responsible for Nominations</u>
2019 - 2021	Relaxed Squares and Penn Yan Friendship Squares
2021 - 2023	Canyon Squares and Shufflin' Shoes
2023 - 2025	7-Valley Whirl-A-Ways and Champagne Whirl-A-Ways
2025 - 2027	Grand Paraders and Relaxed Squares

IX. FLAC Dance Host Club Rotation List

Fall Dances honor club presidents.

2018	Spring Dance	Shufflin' Shoes
	Fall Dance	Champagne Whirl-A-Ways
2019	Spring Dance	Relaxed Squares
	Fall Dance	Canyon Squares
2020	Spring Dance	Grand Paraders
	Fall Dance	Penn Yan Friendship Squares
2021	Spring Dance	7-Valley Whirl-A-Ways
	Fall Dance	Shufflin' Shoes

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.

\*To let clubs know they are to be visited, so extra finger foods can be provided and a banner is available.

## RECOMMENDATIONS

### 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 for 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 1<sup>st</sup> and 2<sup>nd</sup> 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.

### **Updates:**

1. Recommendation for the FLAC Board that dances be held at the Church of the Redeemer, 130 Oakwood Avenue, Elmira Heights NY.
2. Scheduling of the church is done by Myles Horton (607-739-0452)
3. Alternates for a key:
  - Gerry Brown (607-857-2973)
  - Andrew DonDero (607-732-9827)

## 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."

The preamble was dated May 25, 1969, and signed by delegates from the following clubs:

Gingham Squares	Square-A-Naders
Friendship Squares of Penn Yan	Soaring Twirlers
Shufflin' Shoes	Twin Tier Squares

### Some FLAC sponsored events held over the years:

- \* **FLAC Fest**
- \* **Mall Dance** held on a Friday in September at the Arnot Mall.
- \* **Windmill Market demos** during the summer by Penn Yan Friendship Squares
- \* **Mystery Rides** - Travel to a square dance with dinner, but riders don't know where they are traveling.

A **directory** listing all callers and cuers within 150 miles of the geographical center of FLAC was issued in the 1970's but is now discontinued.

A **current list of active callers and cuers** for the FLAC area is given on page 13

In 2009, the box containing the banners of all the FLAC Clubs was found too heavy when lugged to and from FLAC dances, so the banners of Former Clubs were removed from the box, photographed, and discarded once the pictures were approved. Those pictures were grouped in a "**Banners of Former FLAC Clubs**" **poster** to be hung on the wall of the dance hall at each FLAC dance, along with the banners of the Current Clubs. Since that time, three more Clubs have stopped their activity: the Geneva Friendship Squares (2010), the Square-A-Naders (2012), and the Penny Promenaders (2014).

**Location**

Athens PA  
 Canandaigua 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

**Former FLAC Clubs**

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

**Location**

Wellsboro PA  
 Bath NY  
 Troy PA  
 Ithaca NY  
 Penn Yan NY  
 Elmira Heights NY  
 McGraw NY  
 Binghamton NY  
 CampBell NY

**Clubs as of July 2019**

Canyon Squares  
 Champagne Whirl-A-Ways  
 Grand Paraders  
 Ithaca Sunday Squares (Associate Club)  
 Penn Yan Friendship Squares  
 Relaxed Squares  
 7-Valley Whirl-A-Ways  
 Shufflin' Shoes  
 Southern Tier Wheelers (Associate Club)

## Our Dance Leaders - active as of July 2019

### Square Dance leaders of FLAC Clubs, and other Active Callers in our Area\*

Callers	Club
<b>Bobst, Jeff (Nancy)</b>	Canyon Squares Grand Paraders
Brown, Ron	
Bubel, Gary (Alice)	
Callahan, Mike (Wanda)	
DonDero, Andrew (Joanne)	
Eno, Dave (Karen)	
<b>Gotta, Jim (Lurine)</b>	Champagne Whirl-A-Ways
<b>Harter, Keith (Jeanne)</b>	7-Valley Whirl-A-Ways Shufflin' Shoes
Porter, Gil (Gerry)	
<b>Pruyne, Gary (Judy)</b>	Relaxed Squares
<b>Rosenfield, Richard (Lise)</b>	Penn Yan Friendship Squares (Workshops) Ithaca Sunday Squares (Associate Club)
Schweitzer, Dick	
Schweitzer, Ron (Julie)	

### Round Dance leaders of FLAC Clubs, and other Active Cuers in our Area\*

Cuers	Club
Bubel, Alice (Gary)	
<b>Gotta, Jim (Lurine)</b>	Champagne Whirl-A-Ways
<b>Griffiths, Dottie</b>	Da-Do Rounds
<b>Harter, Jeanne (Keith)</b>	7-Valley Whirl-A-Ways Shufflin' Shoes
Meyer, Chuck (Sharon)	
Thone, Mark (Marlene)	
<b>Treichler, Lisa (George)</b>	Penn Yan Friendship Squares
Webster, Eileen (Carl)	

\*whose residence is no farther than one hundred miles from the center of the Finger Lakes Area

## Record of Changes

<b>Date</b>	<b>Page</b>	<b>Section</b>	<b>Description of Change</b>
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	6	Schedule	Changed Shufflin' Shoes from Sat. to Sunday
5/2019	7	Nominating Comm.	Added thru 2027
		Rotation	Added thru 2021
5/2019	13	Callers & Cuers	Updated List
7/2019	6	Policies	Added dances and weekends of Associate Clubs
7/2019	11	History	Added "Banners of Former Clubs" poster
7/2019	12	Club List	Added Associate Clubs
7/2019	13	Caller/Cuer List	Listed names of active callers and cuers in area