



## Anniversary Program

### 1. GENERAL

- 1.1. This operating procedure (OP) establishes guidelines for the Anniversary Program for Square Dance Minnesota, Inc. (SDM) and its associate organizations (under its Federal group exemption).

### 2. REFERENCES

- 2.1. SDM OP 17-01, "Standards of Conduct," January 29, 2017.
- 2.2. SDM OP 17-02, "Nonprofit Tax Exemption," January 29, 2017.

### 3. SUPERSESION

- 3.1. SDM OP 15-07, "Anniversary Program," March 13, 2015.

### 4. RESPONSIBILITIES AND PROCEDURES

#### 4.1. General

SDM has established an Anniversary Program to recognize associate organizations within the State of Minnesota and nearby counties in North Dakota, South Dakota, Iowa, and Wisconsin.

#### 4.2. Recognition

An associate organization will receive a certificate every five years that recognizes it for the years that it has supported and promoted square dancing.

#### 4.3. Associate Organization Responsibilities

Maintain its nonprofit group exemption status with SDM (see Reference 2.2.).

Promote and teach square dancing in all its heritage forms (by promoting square dancing and training new people in the activities of square dancing).

#### 4.4. **SDM Responsibilities**

Maintain records that reflect when an associate organization was organized, prepare an appropriate certificate recognizing the number of years the organization has existed, and present the certificate at a SDM or associate organization event.

Maintain records that reflect when a certificate was presented.

#### 5. **OP MANAGEMENT**

- 5.1. This OP may be amended by a majority vote of the board directors. The maintenance of this OP is the responsibility of the Marketing Director, who will answer questions and make any required changes.