

PROCEDURAL GUIDE

**an extension of
the Statutes of the**

A M E R I C A N

T U R N E R S

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AMERICAN TURNERS

INTRODUCTION

At the National Convention of the American Turner held in Moline, Illinois, August 11, 1976, a resolution submitted by the National Council was passed by the Convention to issue a "Procedural Guide - An extension of the Statutes of the American Turners" and to amend the Statutes accordingly. The guide is issued to insure that greater uniformity and consistency will prevail at the Society and District levels to provide for improved homogeneity and greater stability, nationally.

The Guide includes and expands the "Duties of District President or District Representative" as formerly set forth in Articles 56 through 59, and the "Duties of Societies" as formerly set forth in Articles 89 to 94 and adds "Duties of Districts." Article numbers refer to the August, 1972 publication of the Statutes of the American Turners.

We are reminded that the District President or District Representative is elected by their respective District as their representative to the National Council. It is the responsibility and obligation of the District President or District Representative to fully familiarize him or herself with all phases of the influence and capability of the American Turners nationally and the many programs offered to aid the individual societies.

In return the individual Societies by virtue of having acquired a National Charter of the American Turners have a responsibility to abide and conform to the guide lines as set forth in The Principles and Statutes of the American Turners and to the recommendations as set forth in the accompanying Procedural Guide.

General adherence to these rules and recommendations will make for greater strength and viability in the individual Societies and the American Turners.

DUTIES OF DISTRICT PRESIDENTS OR DISTRICT REPRESENTATIVES

1. The District President shall be the executive head of the District and shall cooperate with the District members of the National Health and Physical Education Committee and with the members of the National Cultural Education Committee, members of the National Bowling Committee and with District members of such other National Committees as may be established.

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2. It shall be the duty of each District President or District Representative to attend the meetings of the National Council, unless excused.

2a. The District President, representative or secretary (i.e. authorized signature) **SHALL BE RESPONSIBLE FOR MAKING SURE THAT EACH** Society within their district forwards to him or her in a timely matter, their copies of the statistical report and upon receipt, verify the report as correct including all mathematics therein. If not, it **SHALL** be their duty to return the incorrect report to the erring society for

correction and again timely receipt prior to submitting these reports to the National Office. There shall be NO exceptions to these duties!

3. It shall be the duty of the District President or District Representative to act in an advisory capacity, keeping the National Officers advised as to what is going on in their respective District or Local functions, when it is not practical or convenient to send someone from National Headquarters. The holding of the office of District President or District Representative shall not interfere with the right of the incumbent to act as a delegate to a National Convention. An officer of a Society shall not be barred from serving as a District President or District Representative.

4. It shall be the duty of each District President to arrange for an Annual Meeting of the Societies within his District. The following should be present: Presidents, Secretaries, Chairman of various committees such as Physical Education, Cultural Education, Bowling, Golf and Society District Delegates as he may deem necessary to fulfill the purpose of the meeting. The purpose of the meeting shall be a general Round Table discussion and to dispose of such business as may be required for conducting District Turner activities.

5. It shall be the duty of the District President or District representative to be fully familiar with the Endowment Trust Fund, the Jahn Fund, the Leaders' Course, Scholarships, insurance programs, the bidding and promoting of District and National tournaments and other features of the American Turners have to offer.

6. It shall be the duty of the District President or District Representative to visit each society within his District no less than once a year. His expenses in visiting the Societies of his District are the responsibility of the District.

7. The District President or District Representative shall be available for any assistance or advice desired by any member or Society within his District.

8. The District President or District Representative shall be available as the intermediary between a member or Society within his District and the National Council.

9. The District President or District Representative shall investigate delinquencies of any nature of Societies and help them whatever way necessary.

10. The District President or District Representative should encourage and promote interest in the formation of new Turner Societies.

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11. In cooperation with his District Committee Chairman, the District President or District Representative should encourage District Competitions, Festivals, Bowling, Golf and Cultural events.

12. The District President or District Representative shall be reimbursed by the National Office for travel expenses incurred when attending National Council meetings.

DUTIES OF DISTRICTS

1. Districts shall submit a copy of their regular District meeting and Convention minutes to the National Secretary.

2. Districts upon inviting a representative from the National Office to attend a special or important District function, wherein distance and travel time are involved, are to equally share expenses resulting from travel, room and meals with the National Office.

3. Districts, upon receiving resolutions from the National Council requiring National Convention action, are to distribute same to the respective Societies within their Districts.

DUTIES OF SOCIETIES

1. In order to maintain membership in the American Turners, it shall be the prime duty of each Society to provide planned courses in Health & Physical Education for men, women and children.

2. The Societies shall periodically report their health and physical educational activities to the National Health & Physical Education Committee, as directed by said body.

3. The Societies shall periodically report their cultural educational activities to the National Cultural Education Committee, as directed by said body.

3a. The reports for the above shall be submitted on the Annual National Statistical report for the previous year.

4. Whenever possible the Societies shall organize and maintain Junior Sections composed of prospective members. Members of classes who have attained the age of not less than fourteen (14) years of age shall be entitled to membership in the Junior Sections. The Junior Section shall be conducted under special supervision of the Society.

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5. The Societies shall render to their District Council before the first day of February, an accurate statistical report covering the past year. The District Council shall attest the correctness of all reports of Societies in its District, and transmit the same to the National Council no later than the first of March.

6. Sick and death benefits shall not be made obligatory by the Statutes of any Society.

7. All expulsions must be reported to the National Council, and communicated annually to all the Societies by the National Council.

8. Societies shall welcome periodic visits from their District President or District Representative or any other member of the National Council.

9. Societies should encourage attendance of their District President or District Representative at Society meetings to aid and promulgate information for the good and welfare locally and nationally. It is recommended that the District President or District Representative have access to any information pertaining to the Society wherein his wisdom and counsel can help resolve problems.

10. Societies shall provide their District President or District Representative with information of all civic endeavors or major actions such as building improvements, urban development, etc., wherein a Society is involved.

11. Societies shall place their District President or District Representative name on the regular Society's mailing list to be made automatically aware of any and all Society functions.

12. Societies, upon inviting a representative from the National Office, other than their District President or District Representative, to attend a special or important Society function, wherein distance and time are involved, are to equally share expenses resulting from travel, room and meals with the National Office.