

MIAMI VALLEY FOLK DANCERS

METHOD OF OPERATION

Approved
(Adopted at the Annual Meeting of MVFD on 20 January 1963)

A. Membership

- 1) Trainees: The earlier portion of each dance session will be devoted to teaching, and the trainee will be expected to attend this portion of the session.
- 2) Associate Members: An associate member of this group enjoys all the rights, privileges and responsibilities of a regular member except for voting privileges, special weekend rate privileges and serving on the Council.
- 3) Members: Regular members are eligible to serve on the Council and have full voting privileges. Members are responsible for participating, insofar as possible, in all the group's activities, such as weekend institutes, workshops and demonstrations. Members are also expected to share their knowledge of the dance with the trainees during the teaching portion of the dance sessions.

B. Dues

The dues for members and associate members are \$1.00 (one dollar) per month per person.

C. The Council

Vacancies on the Council shall be filled by special election, provided that the vacancy does not occur after November 15. Vacancies occurring after November 15 will be filled by election at the annual meeting in January.

D. Duties of Officers

- 1) Council Chairman:
 - a) Presides at all meetings of the Council and the membership.
 - b) Calls meetings of the Council and the membership.
 - c) Notifies the ex-officio Council member and the dance director of the time and place of Council meetings.
 - d) Authorizes all disbursements made from the treasury.
 - e) Authorizes the treasurer to make disbursements from the flower and gift fund (not to exceed \$10.00 for any one disbursement).
 - f) Appoints a Council member to be in charge of the flower fund.

- g) Requests the Secretary to send a list of the names and addresses of the Council members to the City of Dayton, Bureau of Recreation office as soon as possible following the annual meeting.
- h) Orients new members.
- i) Brings all requests for demonstrations by the MVFD to the group for their approval.

2) Secretary:

- a) Keeps the minutes of meetings of all Council and membership meetings.
- b) Sends a copy of all minutes to the City of Dayton, Bureau of Recreation office and to the Dance Director.
- c) Performs any other secretarial chores at the direction of the Council Chairman.

3) Treasurer:

- a) Collects dues and guest fees and keeps accurate records of payments made by members and guests.
- b) Notifies the Council Chairman of any members who become more than three months in arrears in the payment of dues.
- c) Keeps accurate records of all financial transactions made in the name of the group. The finances of weekend institutes shall be accounted separately from the regular receipts and expenditures. Advanced payments may be made to those authorized by the Council to make purchases for these weekends.
- d) Balances the accounts after each quarterly payment to the Dance Director.
- e) Presents a complete financial report at the annual meeting and sends a copy of the report to the City of Dayton Bureau of Recreation for audit.
- f) Banks all monies in a bank account. However, a sufficient amount will be maintained in a checking account for payment of bills. All accounts shall be in the name of the Miami Valley Folk Dancers, and shall be co-signed by the Council Chairman.
(savings)
- g) Obtains the names and addresses of guests and new members, as well as recording changes of addresses for members.

E. Dance Director

- 1) The Dance Director teaches old and new folk dance material as required to maintain a well-rounded repertoire for the membership.
- 2) The Dance Director is responsible for obtaining leadership for weekend institutes as approved by the membership.
- 3) The Dance Director keeps the Council Chairman informed of requests for demonstrations received from outside the group, as well as requests from the membership.
- 4) The Dance Director is paid a weekly retainer of fifteen dollars (\$15.00), whether or not in attendance at dance sessions. Payment is made by the Treasurer at the end of each quarter.
- 5) If the Dance Director is unable to lead the dance session, he notifies the Council and arranges for a substitute leader.

F. Annual Meeting

- 1) The annual meeting of the members is held on a Sunday afternoon as soon as conveniently possible after New Year's Day. The meeting is held in one of the City of Dayton recreation centers.
- 2) The annual meeting is held for the purpose of electing new Council members and persons to fill unexpired vacancies, if necessary. It is also a time to review the progress and activities of the group during the previous year.
- 3) The membership is notified in writing of the date, time and place of the meeting at least two weeks prior to the meeting date.

G. Elections

- 1) Elections for members to serve on the Council is by secret ballot.
- 2) A nominating ballot is cast for as many names as there are vacancies to be filled. Those persons' names receiving the highest number of votes are posted for the electing ballot, but the number of votes cast for each person is not posted. There should be at least twice as many names posted as there are vacancies.
- 3) An electing ballot is then taken following the nominating ballot. Each vote may contain as many names as there are vacancies. Those candidates' names receiving the highest number of votes are posted, but the number of votes cast for each person is not posted.