

MIAMI VALLEY FOLK DANCERS
METHOD OF OPERATIONS GUIDELINES

1973 edition

In these guidelines the experience of the past has been distilled in the hope it may prove useful as information and a source of guidance to future councils. It is recommended that each new council review these guidelines to glean what gold they may find. It is requested that each council consider revising these guides as circumstances and their added experience may suggest. The business of the club is governed by the Rules and Regulations and by adopted motions and resolutions of the membership, but not by these guidelines.

I DUES

- A. Dues, as established by the membership, are \$1.00 per month for each member or associate member.
- B. The guest fee, set by the Rules and Regulations at \$0.50, is generally not assessed on the initial visit of a guest.

II COUNCIL

- A. Vacancies should be filled by special election as soon as possible. If a vacancy occurs after mid-November it may be left until the next annual meeting.
- B. Duties of the council's elected officers:
 - 1. Chairman
 - a. Calls and presides at all business meetings of the council and of the club. Notifies Miss Vera Pacey, ex-officio advisory council member, of such meetings when appropriate.
 - b. Monitors activities of appointed committees to assure close liaison with the council.

II B. 1. c. Orients new members

d. Brings any requests for demonstrations or donations by the MVFD to the club for approval.

2. Secretary

a. Sends a list of names and addresses of council members, designating offices where applicable, to Miss Vera T. Pacey, Division of Recreation, City of Dayton. This should be done as soon as possible after organization of the council.

b. Distributes copies of the minutes of the annual meeting to the membership as soon as possible after the meeting. Sends copy to Miss Pacey.

c. Keeps minutes of all meetings of the council and of the club.

d. Performs any other secretarial duties that may be required for the council.

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 member who becomes three months in arrears in the payment of dues.

c. Keeps accurate records of all financial transactions made in the name of the club. The finances of weekend workshops and of the Tri-City workshop will be accounted separately. Advanced payments may be made to those authorized by council to make purchases for these workshops.

d. Balances the accounts quarterly.

e. Presents a complete financial report at the annual club meeting and sends a copy of the report to Miss Pacey for audit.

- II B. 3. f. Banks all monies in a bank account except for a petty cash fund. All accounts will be in the name of the Miami Valley Folk Dancers and will be established with resolutions authorizing transactions by the Treasurer or the Chairman. New resolutions will be executed whenever these officers change.
- g. Obtains the names and addresses of guests and new members, as well as recording changes of addresses of members.
- h. Maintains the mailing list used for workshop invitations.

III PROGRAM COMMITTEE

As soon as possible after each council is organized, they will appoint a Program Committee. The council delegates its authority for "general program policies" to this committee. The council may appoint the committee chairman or request the committee to select their chairman. The committee is usually composed of three to five members. Council members may be appointed if the council wishes. At least one new member is appointed to the committee each year.

The purpose of the committee is to build and maintain a varied repertoire of dances known by most of the club members, and to aid in the planning of weekly programs as needed. The duties of the committee include the following:

- a. Make and keep up a schedule of members to conduct the weekly dance programs. The assignments should be made at least six weeks in advance and it is unwise to schedule members who have been absent from dancing for many weeks.
- b. Purchase all records needed by the club as determined by a majority of the committee. Maintain record indexing and instruction books

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- b. and purchase record cases if needed.
- c. Select old and new dances to be taught or reviewed to maintain and expand a well rounded repertoire of dances familiar to the whole club. Schedule teaching sessions and ask club members who can to teach the selected dances.
- d. Develop programming guidelines, repertoire lists and otherwise offer assistance to the members who are conducting the weekly programs.
- e. Conduct the dance program at special parties, such as New Year's Eve, during request portions of workshops and on the second Sunday workshops. These chores should be shared so that no one gets stuck for hours on end.
- f. Coordinate with selected leadership for weekend workshops concerning dances to be taught. Obtain instructions and arrange for reproduction for the syllabus. Tri-City workshop requires coordination with other dance groups but not a syllabus.

IV WORKSHOPS

Successful workshops require many special efforts beyond the selection of leadership by the Council, and the overall program planning by the Program Committee. These efforts are generally accomplished by ad hoc committees appointed by the Council.

a. Food Committee

- 1) Totally responsible for menu, preparation, serving and clean-up of all scheduled meals and snacks. -Saturday dinner, Sunday light supper, light snack for a break in each dance session.-
- 2) Check "Center" for adequate supply of dishes, silverware, pots,

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- a. serving utensiles, tables and chairs.
 - 3) If additional help is desired it can be sought through scholarships. This must be coordinated with the invitation committee.
- b. Invitation Committee
 - 1) Prepares and mails invitations to potential attendees, generally 4-6 weeks in advance.
 - 2) Prepare syllabus covers and name tags.
 - 3) Coordinate designs of invitations, syllabus covers, and name tags with the decorations committee.
 - 4) Coordinate with the registration committee regarding mailing address for advance registrations.
 - 5) Assemble syllabi.
- c. Decoration Committee
 - 1) Plan, prepare, install and clear decorations for the dance hall and dinner tables.
 - 2) Coordinate decorative theme with the invitation committee.
 - 3) Coordinate with the food committee on table arrangements.
- d. Registration Committee
 - 1) Receive advance registrations for the workshop.
 - 2) Coordinate dinner reservations with the food chairman.
 - 3) Prepare pre-printed registration cards.
 - 4) Handle registration of participants at each session.
 - 5) Distribute name tags, syllabi, dinner tickets as appropriate.
 - 6) Justify accounts and deliver money and completed registration cards to the Treasurer.

V ANNUAL MEETING

- A. The annual meeting of the members is held as soon as conveniently possible after January 1. The second Sunday of January has been most convenient in recent years.
- B. The annual meeting is held for the purpose of electing new council members as necessary. It is also a time to review the progress and activities of the club during the previous year.
- C. The membership is notified in writing of the date, time and place of the meeting at least two weeks prior to the meeting date.

VI ELECTIONS

- A. Elections for members to serve on the council are by secret ballot.
- B. A nominating ballot is first cast. Nominees receiving the highest number of votes are then posted alphabetically for the election balloting. Numbers of votes received are not posted. There should be twice as many posted nominees as there are council vacancies. More will be posted in the event of tie votes.
- C. The election ballots are taken after the posting of nominees. The winners are announced, but not the number of votes received. A run-off ballot may be taken between tied nominees if necessary. If any vacancies are for one year terms, these will be filled by the winning nominees receiving the smaller number of votes.
- D. Both nominating and electing ballots may contain no more names than there are vacancies, but will be accepted with fewer. No ballot will be counted as more than one vote for a given candidate.

VII SYMPATHY REMEMBRANCES

- A. Motions adopted by the club at its 9 January 1972 meeting restrict sending of flowers or other remembrances to those occasions where a member's spouse or child has died.
- B. Motion adopted by the club at its 9 January 1972 meeting urges the council to use its discretion in sending flowers to members who are ill or incapacitated.