

# MIAMI VALLEY FOLK DANCERS

## RULES AND REGULATIONS

JANUARY, 1991

PURPOSE: The purpose of the Miami Valley Folk Dancers (the Club) is to develop and promote international folk dancing under the sponsorship of the City of Dayton, Division of Recreation and Parks.

MEMBERSHIP: Anyone interested in folk dancing is eligible for associate membership in the Miami Valley Folk Dancers. After becoming an associate member and participating in twenty (20) hours of club sponsored instruction, a person is accorded full membership. Associate members are entitled to all the rights, privileges, and responsibilities of membership, except voting, serving on council, and membership rates for dues and workshop fees. If an experienced and accomplished international folk dancer requests membership, the council, by unanimous vote, can substitute the requirement of attending and participating in twenty (20) regular programs instead of the participation in twenty (20) hours of club-sponsored instruction.

DUES: Dues, as determined by the membership, shall be payable monthly. Members in arrears three (3) months shall be automatically dropped. Such members may be reinstated by paying all back dues, or they may rejoin as associate members.

FEES PER PERSON: Associate members and participating guests, 50 cents; spectators and first time participants, no charge.

THE COUNCIL: The Council shall consist of five (5) members, elected by the membership for two-year terms. Election shall be held annually for either two or three new members to the Council. At the first meeting of the Council after election of new Council members, a Council Chair, Vice-Chair, Secretary, and Treasurer shall be chosen by the members of the new Council from among their number to serve for a term of one year. The Council shall also appoint a Program Committee.

The Council shall determine such matters as general program policies and anything pertaining to the welfare of the Club, provided such action shall not be in conflict with the policies of the Division of Recreation and Parks. A representative of the Division of Recreation and Parks shall be, ex-officio, an advisory member of the Council. The Council shall be responsible for other major decisions, with the approval of the membership.

COMPENSATION: No club member shall receive any compensation from the Club except reimbursement for authorized expenses incurred on behalf of the Club.

**DISSOLUTION OF THE CLUB:** Upon decision of two thirds (2/3) of the members present and voting, following due notification of the membership, the Club may be disbanded. All funds held at the time of such disbandment shall be transferred to the Division of Recreation and Parks.

**CHANGES IN RULES AND REGULATIONS:** Changes in these rules and regulations may be made at any called membership meeting, provided that a notice containing the time and place of the meeting, as well as the proposed changes, is delivered to the membership at least two weeks prior to the time of such meeting.

## MIAMI VALLEY FOLK DANCERS

### Method of Operations

January, 1991

#### ARTICLE I: PURPOSE

The Miami Valley Folk Dancers (MVFD) will develop and promote international folk dancing as follows:

- A. Weekly Sessions. On Thursday evening each week, members, associate members, and guests meet in the Michael Solomon Pavilion to share and enjoy international folk dances. A portion of these sessions will be devoted to club-sponsored instruction.
- B. Ethnic Sundays. On the Second Sunday of each month, members, associate members, and guests meet in the Michael Solomon Pavilion to review and/or learn dances with an ethnic or special theme and enjoy a covered dish meal together. Admission to this monthly program consists of a covered dish, preferably related to the theme.
- C. Special Workshops. Workshops are sponsored to bring in authoritative instructors to review old dances and teach new dances. Wide publicity is given to these workshops to encourage other groups and guests to participate.
- D. Community Service. Members are encouraged to promote international folk dancing in the community through demonstrations and instruction.

#### ARTICLE II: MEMBERSHIP

Those persons interested in developing, promoting, and participating in International Folk Dancing, and who have met the requirements for membership, enjoy the following rights, privileges, and responsibilities in MVFD:

- A. Voting.
- B. Participating in all group activities.
- C. Sharing their knowledge of International Folk Dances not only within the organization but with other groups as well.
- D. Serving on the Council, Standing Committees, and Ad hoc Committees.
- E. Receiving special rates for MVFD activities, provided they serve on an ad hoc committee for the activity if asked.
- F. Being responsible for a weekly session when assigned by the Program Committee.

G. Serving monthly refreshments when assigned.

H. Bringing requests for demonstrations to the attention of the Council.

ARTICLE III: DUES

The dues for members are One Dollar (\$1.00) per month per person.

ARTICLE IV: THE COUNCIL

The primary operations of the organization will be conducted by the Council. Vacancies on the Council occurring before November 15, shall be filled by special election. Vacancies occurring after November 15 shall be filled by election at the annual meeting in January. The Council appoints standing and ad hoc committees as required. The officers, with their respective responsibilities, are as follows:

A. Council Chair:

1. Calls and presides at all meetings of the Council and of the membership.
2. Notifies the ex-officio member of the Council and the Program Committee Chair of the time and place of Council meetings.
3. Monitors activities of appointed committees to assure close liaison with the Council.
4. Authorizes all disbursements made by the Treasurer.
5. Orients new members.
6. Brings all requests for MVFD demonstrations to the attention of the Council.

B. Vice-Chair

Assists the Chair and assumes responsibility in the absence of the Chair.

C. Secretary:

1. Keeps the minutes of all Council and membership meetings.
2. Sends a copy of all minutes to the City of Dayton, Division of Recreation and Parks.
3. Sends a list of the names and addresses of the Council members to the City of Dayton, Division of Recreation and Parks as soon as possible following the annual meeting.
4. Maintains the mailing list used for workshop invitations.
5. Performs any other secretarial functions at the direction of the Council Chair.

D. Treasurer:

1. Collects dues and fees and keeps accurate records of payments made by members, associate members, and guests.

2. Notifies any member who owes more than three months' dues.
3. Makes authorized disbursements and keeps accurate records of all financial transactions made in the name of the group. The finances of special workshops shall be accounted separately from the regular receipts and expenditures. Advance payments may be made to those authorized by the Council to make purchases for these activities.
4. Balances the accounts after each quarter.
5. Presents a complete financial report at the annual meeting and sends a copy of the report to the City of Dayton, Division of Recreation and Parks for audit.
6. Deposits all monies in a bank account, except for a petty cash fund. All accounts shall be in the name of the Miami Valley Folk Dancers. New resolutions shall be executed and co-signed by the Council Chair.
7. Obtains the names and addresses of guests and new members and records changes of addresses for members.

E. Member-at-large:

Serves as liaison to the Miami Valley Dance Council.

ARTICLE V: STANDING COMMITTEES

A. Program Committee: The council shall appoint Program Committee members so that there are experienced members serving with those who are new. Part of the committee will be appointed in January and part in July, each member to serve one year. Functions of the Program Committee are as follows:

1. Plans the teaching of old and new folk dance material as required to maintain a well-rounded repertoire by using part of each weekly dance session as follows:
  - a. One hour of instruction for new dancers;
  - b. One-half hour of instruction for the membership to review dances taught during Ethnic Sundays and workshops.
2. Assumes responsibility for Ethnic Sunday programs.
3. Assigns members, on a rotating basis, to plan and conduct the weekly sessions. New members are to be assisted in both the planning and conducting of the program by a member of the Program Committee or another qualified Miami Valley Folk Dancer.
4. Develops programming guidelines and repertoire lists and offers assistance to members who are conducting the weekly sessions.
5. Procures music needed by the group, as determined by a majority of the committee. Maintains instruction books and the listing of the music.
6. Plans and conducts the New Year's Eve dance program.

B. Publicity Committee:

1. Submits news and schedules to the media and seeks ways to publicize the MVFD.
2. Provides information to other organizations about MVFD activities.

C. Refreshment Committee:

1. Makes arrangements for refreshments at designated weekly sessions.
2. Maintains necessary kitchen supplies for refreshments and meals.

D. Membership Committee: The purpose of this committee is to help provide a cohesiveness among members and a feeling of belonging by fostering good communication among members. A second goal is the retention of members. These objectives may be met by:

1. Contacting absentees after a few weeks, by phone.
2. If absent members are sick or having family problems, by mailing them the newsletter.
3. Announcing achievements and losses of members either verbally or in the newsletter so that others can congratulate or console them.

E. Equipment Committee:

1. Maintains and repairs the equipment owned by the MVFD, conducting periodic inspections of said equipment to determine the condition and necessity for repairs.
2. Advises the Council on replacement and repairs needed.
3. When so directed by the Council, purchases needed equipment and performs installation operations.
4. Instructs members on the proper use of new or modified equipment.
5. Instructs new members on the use of equipment.

ARTICLE VI: ANNUAL MEETING

A. The Annual meeting of the members is held as soon as conveniently possible after January 1.

B. 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 past year, to dispose of other business, and to address suggestions brought forth by the membership.

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.

ARTICLE VII: ELECTION

A. Election of members to serve on the Council is by secret ballot.

B. A nominating ballot is cast for as many names as there are vacancies to be filled. Nominees not present must have given their consent for nomination prior to the balloting. Nominees receiving the highest number of votes are posted alphabetically for the electing ballot; there should be twice as many nominees posted as there are vacancies (more will be posted in the event of a tie). Numbers of votes received are not posted.

C. An electing ballot is taken after the posting of nominees. Each ballot may contain as many names as there are vacancies. The winners will be announced, but not the number of votes received. A run-off ballot will be taken between tied nominees, if necessary.

ARTICLE VIII: SYMPATHY REMEMBRANCES

A. Flowers or other remembrances will be sent only on those occasions when a member, a member's spouse, or a member's child has died.

B. The Council will be sensitive to the welfare of members and send cards when serious or prolonged illness is involved.

ARTICLE IX: CHANGES IN THE METHOD OF OPERATIONS

The Method of Operations document supplements the Rules and Regulations and is primarily to guide the Council and Committees. Changes to this Method of Operations document will be accomplished as specified for changes in the Rules and Regulations; however, a majority of the Council may waive or add to a specific method if the change does not conflict with the Rules and Regulations.