

CONSTITUTION
of the
MIAMI VALLEY DANCE COUNCIL, INC.

ARTICLE I: NAME

The name of the organization shall be the MIAMI VALLEY DANCE COUNCIL, INC., a non-profit organization in the State of Ohio, sponsored by the Division of Recreation & Parks of the City of Dayton, Ohio.

ARTICLE II: PURPOSE

The purpose of the Council is to

1. Perpetuate and encourage a high standard of square, round, contra, clog, and folk dancing.
2. Stimulate an active fellowship among area dancers through the dance clubs.
3. Create a forum for area square, round, contra, clog, and folk dance clubs.
4. Provide dancer capability through basic lesson classes and workshops.
5. Coordinate member club dance activities.
6. Participate in public relations programs.
7. Aid in promoting or sponsoring benefits, state conventions and other dance-related functions.
8. Affiliate with the Ohio Corporation of Dance Clubs, Inc.

ARTICLE III: INCORPORATION

The Miami Valley Dance Council was incorporated under the laws of the State of Ohio on 24 April 1980 by Certificate #553700. The Law Clinic of D. W. Bench, 3560 W. Siebenthaler Avenue, Dayton, Ohio 45406, will maintain the corporation record book.

- Section 1. A listing of new officers and trustees and any constitution revisions shall be included each year.
- Section 2. A statement of continual existence of the Corporation must be filed with the Ohio Secretary of State every five years.
- Section 3. The Council president, listed as the statutory agent for the Corporation at the time of the initial or subsequent filings, shall serve in the position for five years.
- Section 4. The Corporation was declared federal income tax exempt under Internal Revenue Code Section 501(C) (4) as of April 26, 1991.

ARTICLE IV: OPERATION

Council members as a corporate body shall determine policies of the Miami Valley Dance Council, Inc. The trustees shall oversee operation of the Council. Elected and appointed officers shall assure efficient and effective operation and management.

ARTICLE V: MEMBERSHIP

Clubs that have been accepted into the Council, including their individual members, are considered Council members. Membership is available to any Miami Valley area club that adheres to the purpose stated in ARTICLE II. A written request submitted to the president of the Council shall include the following:

1. Club name
2. Type of club (square, round, contra, clog, folk)
3. Where and when dances are held
4. Club officers
5. Proposed club representative to Council
6. Reasons for joining
7. Agreement to uphold the constitution/bylaws of this Council
8. Copy of club's constitution and bylaws or operating procedures

ARTICLE VI: OFFICERS

The elected officers of the Council shall be the trustees, the president, vice president, secretary and treasurer. The appointed officers shall be the editor of the Miami Valley Dance News and representatives to the Ohio Corporation of Dance Clubs, Inc. Officers will remain in office until duly qualified persons are appointed or elected to replace them. Said period is not to exceed one (1) year beyond their specified terms.

ARTICLE VII: MEETINGS

- Section 1. The regular business meetings of the Council shall be held on the second Tuesday in the odd-numbered months.
- a. Two-thirds of the eligible voters of the Council (see BYLAWS, ARTICLE III, Section 1) shall constitute a quorum for conducting business.
 - b. *Robert's Rules of Order* shall be used as a guideline.
- Section 2. Special meetings may be called at the discretion of the president. The calling of a meeting is mandatory if requested by at least five club representatives. The purpose of a special meeting must be stated and no other business may be transacted at that meeting.
- Section 3. An executive board organizational meeting shall be held in December with current and newly-elected officers present.

ARTICLE VIII: DISSOLUTION

In the event the Council is dissolved, any funds in the Council treasury or equipment owned by the Council itself shall become the property of the City of Dayton, Division of Recreation & Parks. Such funds shall be deposited in the Recreation Trust Fund and the equipment shall be used by the Division of Recreation & Parks.

ARTICLE IX: AMENDMENTS

This constitution can be amended at any regular Council meeting by a two-thirds vote of the eligible voters present at the meeting, provided that the amendment has been submitted in writing at the previous meeting. This constitution shall be reviewed every five years.

AMENDMENT dated November 1, 1988

ARTICLE VI: OFFICERS

The elected officers of the Council shall be the trustees, the president, vice president, and secretary. The appointed officers shall be the treasurer, editor of the Miami Valley Dance News, and representatives to the Ohio Corporation of Dance clubs, Inc.

This amendment was rescinded September 10, 1991.

BYLAWS
of the
MIAMI VALLEY DANCE COUNCIL, INC.

ARTICLE I: DUTIES OF THE OFFICERS

Section 1. Trustees (4 elected)

- a. Oversee operation of the Council.
- b. Provide future planning recommendations to the Council.

Section 2. President

- a. Presides at Council meetings.
- b. Manages business of the Council.
- c. Appoints
 - 1) Officers. (see CONSTITUTION, ARTICLE VI and BYLAWS, ARTICLE II, Section 4a)
 - 2) Standing committees. (see BYLAWS, ARTICLE VI, SECTION 3)
 - 3) Ad hoc committees. (see BYLAWS, ARTICLE VI, Section 4)
- d. Serves as chairman of the executive committee.
- e. Becomes an ex-officio member of all committees, except the nominating committee.
- f. Maintains official files.

~~Section 3. Vice President~~

- a. Manages operation of lesson classes and workshops sponsored by the Council.
- b. Assumes the duties of the president in his/her absence.

Section 4. Secretary

- a. Records minutes and attendance of all business proceedings; keeps a list of all committee members and a copy of the constitution.
- b. Processes business correspondence for the Council as required.
- c. Provides the City of Dayton, Division of Recreation & Parks, a copy of the minutes of each Council meeting within one week of the meeting.

Section 5. Treasurer

- a. Receives monies, pays bills and maintains auditable financial records.
- b. Provides financial reports to Council meetings.
- c. Furnishes yearly report.
- d. Submits records for yearly audit.

Section 6. Editor of Miami Valley Dance News

- a. Edits, prepares for publication, and distributes the Miami Valley Dance News six times a year.

Section 7. State Representatives (2)

- a. Represent Council at meetings of the Ohio Corporation of Dance Clubs, Inc.
- b. Act in advisory capacity for the Council.

ARTICLE II: ELECTION OF OFFICERS

- Section 1. The nominating committee shall present a slate of candidates at the September meeting.
- a. Candidates for elected offices shall not be limited to representatives to the Council. Members of any Council club, excluding callers and leaders, are eligible for nomination.
 - b. Each name presented must be accompanied by a letter from the candidate stating he/she understands and will accept the duties and responsibilities of said office if elected.
 - c. Council members may nominate additional candidates at the September and November meetings provided they have a letter from the nominee attesting to the above.
- Section 2. Election of officers shall be by majority vote of eligible voters in attendance at the November meeting. (see BYLAWS, ARTICLE III, Section 1)
- Section 3. New officers shall take office January 1.
- Section 4. Terms of office
- a. An elected officer, except the trustees and treasurer, shall serve a one-year term and may be re-elected for one additional term in that office. The representative of the City of Dayton, Division of Recreation & Parks is a permanent trustee.
 - 1) The trustees shall be elected for two (2)-year terms (except 1991 when two will be elected for two-year terms and two will be elected for one-year terms.)
 - 2) The treasurer may be re-elected for an unspecified number of terms.
 - 3) Vacancies shall be filled by the president subject to approval by the executive board and the Council.
 - b. After an interim period of two years, an elected officer may be elected to an office previously held.
 - c. An elected officer may be elected to any other office but may not serve two offices at one time.
 - d. An appointed officer, who may be a member of any Council club, excluding callers and leaders, shall be ratified by the Council and shall serve a term of one year except the state corporation representatives who serve two-year terms. All appointed officers may be reappointed by the president. The number of terms is not limited.
 - e. The immediate past president shall serve as a member of the Council and the executive board for one year.

ARTICLE III: MEMBERSHIP

- Section 1. Members of the executive board (see BYLAWS, ARTICLE VI, Section 1), standing committee chairpersons (see BYLAWS, ARTICLE VI, Section 3), and one representative from each club shall have one vote at Council meetings. Each representative shall represent one club only. No individual shall have more than one vote.
- Section 2. Any dancer may attend Council meetings and take part in discussions but may not introduce a motion or vote on Council business.
- Section 3. Club representation to at least four of the six bi-monthly meetings is required to retain membership.
- Section 4. Membership in the Council is automatically withdrawn when a club is dissolved.

- Section 5. Membership of a club may be rescinded by a majority vote of the Council if it is determined by an ad hoc committee of three that such club does not operate within the constitution and bylaws of this Council.

ARTICLE IV: MEMBERSHIP GUIDELINES

- Section 1. The Miami Valley Dance Council, Inc. shall
- a. Provide services to member clubs including, but not limited to,
 - 1) Council-wide news and publicity.
 - 2) Member clubs' semi-annual dance schedules.
 - 3) Lesson classes and workshops sponsored by the Council.
 - 4) Sewing clinics sponsored by the Council.
 - 5) Leadership-operation clinics sponsored by the Council.
 - 6) Participation in benefits and state conventions.
 - b. Endorse proper square dance attire, including prairie skirts as an alternative to but not a replacement for traditional dress, at all regularly-scheduled dances. Women who always dance the man's part may wear slacks. Any deviation is at the discretion of the sponsoring club and should be announced beforehand.
 - c. Adhere, in accordance with state bylaws, to the policy of no alcoholic beverages before or during dances.
 - d. Be committed to smooth dancing.
 - e. Assist, as possible, in financing construction of new facilities where member clubs may dance.
 - f. As Council dancers, support the City of Dayton recreation programs whenever possible.

- Section 2. Council member clubs shall
- a. Provide a club representative to at least four of the six bi-monthly Council meetings. (see BYLAWS, ARTICLE III, Section 3)
 - b. Provide the Council with an updated copy of club constitution and bylaws or operating procedures.
 - c. Support and attend activities sponsored by the Council.
 - d. Visit Council member clubs if possible.
 - e. Promote square, round, contra, clog and folk dancing without competition for awards in any area of dancing ability.
 - f. Submit semi-annual dance schedules (January-June and July- December) to the schedule-printing committee at the March and September Council meetings.
 - g. In the event of dissolution of clubs not using facilities owned by the City of Dayton, disburse remaining funds as agreed by club members or donate to the Miami Valley Dance Council, Inc., if desired.
 - h. For those clubs using facilities owned by the City of Dayton, assist whenever possible in the maintenance and improvement of said facilities.
 - i. For those clubs using facilities owned by the City of Dayton, adhere to all regulations specified in ARTICLE VII, BYLAWS.

ARTICLE V: OPERATIONAL PROCEDURES

- Section 1. The Council shall operate on the calendar year.
- Section 2. The treasurer, president and vice president shall be bonded.
- Section 3. Monies shall be received from Council-sponsored lesson classes, workshops, special activities and Council-hosted Ohio state conventions. Monies remaining after payment of operating expenses shall be used for the benefit of Council clubs and dancers.

- Section 4. Monies received shall be deposited in the name of Miami Valley Dance Council, Inc.
- Section 5. Authorized signatures for checks shall be that of the treasurer and either the president or vice president.
- Section 6. Minor expenditures of \$100 or less shall be approved by Council officers. Major expenditures shall be authorized by the Council. All expenditures shall be paid upon presentation of voucher/receipt to the treasurer.
- Section 7. Persons authorized to attend meetings on behalf of the Council may be reimbursed in an amount approved by the Council.

ARTICLE VI: COMMITTEES

Section 1. Executive Board

This committee serves a one-year term and consists of elected and appointed Council officers (see CONSTITUTION, ARTICLE VI), immediate past president, and the representative from the Division of Recreation & Parks of the City of Dayton.

- a. Functions for emergency action only between regular Council meetings.
- b. Has powers of the Council, except to reverse any action of the Council.
- c. Provides minutes of special meetings at the next regular Council meeting.

Section 2. Executive Committee

This committee consists of the Executive Board plus the chairpersons of all committees.

- a. Assists in the management of and makes recommendations to the Council.

Section 3. Standing Committees

These committees serve a one-year term. Chairpersons need not be Council representatives but must be ratified by the Council. They then become voting members.

- a. Community Relations Committee
 - 1) Develops and implements a public relations program.
- b. Publicity Committee
 - 1) Processes publicity for Council-wide activities.
- c. Membership Committee
 - 1) Investigates the legitimacy of club applications for membership.
 - 2) Presents recommendations to Council.
- d. Schedule-Printing Committee
 - 1) Receives dance schedules for semi-annual printing. (see BYLAWS, ARTICLE IV, Section 2e)
 - 2) Prepares, submits, and proofs material for printing.
 - 3) Distributes printed schedules.
- e. Club Leadership-Operation Committee
 - 1) Coordinates Council-sponsored club leadership-operation clinic(s).

- f. Insurance Committee
 - 1) Acts as liaison between the agent, Council, and clubs.
 - 2) Maintains insurance records and correspondence.
- g. Sewing Committee
 - 1) Coordinates sewing clinic(s).
- h. Special Events Committee
 - 1) Selects chairmen for and oversees events sponsored by the Council; e.g., hearing and speech benefit, honor dinner, Holiday-at-Home participation, Day in the Park.
- i. Historical Committee
 - 1) Maintains a pictorial and narrative chronological history of the Council.

Section 4. Ad Hoc Committees

These committees do not serve a set term but are for a specific purpose only.

- a. Nominating Committee
 - 1) Consists of three Council members who are not current Council officers.
 - 2) Presents slate of officers at the September Council meeting.
- b. Ohio State Convention Committee

The chairperson shall be appointed following the last Dayton-hosted convention. All other members of this committee shall be appointed by the chairperson.

 - 1) Plans, organizes and coordinates the Ohio State Square and Round Dance Convention for the year it is held in Dayton.
 - 2) Serves until the completion of the convention for which it was originally assembled.
- c. Audit Committee
 - 1) Annually audits the financial records of the Council and member clubs subject to the provisions of ARTICLE VII, BYLAWS.
 - 2) Presents audit reports to Council president at the March meeting.
- d. Constitution Committee
 - 1) Proposes revisions and/or amendments to the constitution and bylaws.
- e. Michael Solomon Support Committee
 - 1) Consists of a representative from each club or organization regularly dancing in Michael Solomon Pavilion. The chairperson is selected by that group and is the contact person between the clubs, Council and Division of Recreation & Parks in matters of decorating and maintenance.
 - 2) Maintains a Michael Solomon support fund separate from Council monies but subject to audit by the Council and the City of Dayton.
 - 3) Holds at least four (4) meetings of the full committee per year (one each quarter) and submits a financial report to the Council executive board immediately after each meeting.
- f. Computerized Records Committee
 - 1) Uses Council-provided computer to store and update various Council records.
- g. Other Committees
 - 1) Formed by the president for purposes not specifically stated in this document.

ARTICLE VII: CITY OF DAYTON GUIDELINES

For organizations sponsored by the
City of Dayton, Division of Recreation & Parks

These guidelines apply only to clubs provided a place to dance by the City of Dayton.

- Section 1. All such organizations must operate within the framework of the general laws, ordinances, rules and regulations of the City of Dayton.
- Section 2. All such organizations must be so conducted that any Dayton citizen shall have equal opportunity to join and continue as a member.
- Section 3. A member of the Division of Recreation & Parks shall at all times be an ex-officio member of the Executive Committee, Governing Board or Council of the organization. The representative of the Division shall be notified of all business meetings of the organization as a whole or of the governing authority so this representative can be in attendance.
- Section 4. The financial accounts of these organizations shall be audited annually, and a statement of such audit plus yearly attendance data shall be submitted to the Division of Recreation & Parks. All expenditures shall be for the benefit of the organization or club in general.
- Section 5. If for any reason any of these organizations is disbanded, any funds in the treasury or equipment owned by the organization shall become the property of the Division of Recreation & Parks with such funds to be deposited in the Recreation Trust Fund, the equipment to be used by the Division.

ARTICLE VIII: AMENDMENTS

These bylaws can be amended at any regular Council meeting by a two-thirds vote of the eligible voters present at the meeting. These bylaws shall be reviewed every five years.

ADDENDUM

The City of Dayton, Division of Recreation & Parks, as sponsors of the Miami Valley Dance Council, Inc., will

- a. Furnish places to dance, as available.
- b. Provide operational and maintenance support of the facilities owned by the City of Dayton.
- c. Provide administrative support to the officers of the Miami Valley Dance Council, Inc.
- d. Assist in publication of the Miami Valley Dance News.
- e. Provide a copy of the minutes of all Council meetings to all club representatives.