

**CONSTITUTION
of the
MIAMI VALLEY DANCE COUNCIL, INC.**

November 13, 2001

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 City of Dayton, Department of Parks, Recreation, and Culture. The term *Council* as it appears in this document shall refer to Miami Valley Dance Council, Inc. The term *City* as it appears in this document shall refer to the City of Dayton, Department of Parks, Recreation, and Culture.

ARTICLE II. PURPOSE

The purpose of the Council is to:

1. Perpetuate and encourage a high standard of square, round, contra, clog, folk, and country western dancing. (Amended March 9, 1993.)
2. Stimulate an active fellowship among area dancers through the dance clubs.
3. Create a forum for area square, round, contra, clog, folk, and country western dancing. (Amended March 9, 1993.)
4. Provide dancer capability through basic lessons 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.

**CONSTITUTION
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November 13, 2001

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

Council members are clubs that have been voted into membership. 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, and country western) (Amended March 9, 1993)
3. Where and when the club dances
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, the vice president, the secretary and the treasurer. The appointed officers shall be the editor of the Miami Valley Dance News and representatives to the Ohio Corporation of Dance Clubs, Inc. (Amended on November 1, 1988, and rescinded on September 10, 1991.)

**CONSTITUTION
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MIAMI VALLEY DANCE COUNCIL, INC.**

November 13, 2001

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.

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. Such funds shall be deposited with the Division of Recreation.

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. Amendments must be submitted in writing and read to all club representatives at least one meeting prior to voting. This constitution shall be reviewed every five years.

BY-LAWS
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MIAMI VALLEY DANCE COUNCIL, INC.

November 13, 2001

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, ARTCILE II, SECTION 5D.)
 - 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 and 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.

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 a 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.

BY-LAWS
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MIAMI VALLEY DANCE COUNCIL, INC.

November 13, 2001

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. Candidates must be members of at least one Council club.
- 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. Voting Procedures

- A. At the September Council meeting the president shall appoint three (3) Council members to count ballots.
- B. The ballots will be preprinted and numbered with a provision to tear off the number.
- C. Each club representative will register with the ballot counters to receive a numbered ballot
- D. The eligible voter will drop the ballot into the ballot box.
- E. Ballot counters will present election results to the Council president who will announce the winner.

Section 4. New officers shall take office January 1.

Section 5. 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.
 - 1. The trustees shall be elected for a two-year term and may be reelected for one additional term.
 - 2. The treasurer shall be elected for a one-year term and may be reelected for an unspecified number of terms.
- B. A Council member may be elected to an office previously held after a two-year interim.
- C. An elected officer may be elected to any other office but may not serve two offices at one time.
- D. An appointed officer, excluding callers and leaders, must also be a member of at least one Council club. The appointee shall be ratified by the Council and serve a one-year term except 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.

BY-LAWS
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MIAMI VALLEY DANCE COUNCIL, INC.

November 13, 2001

ARTICLE III. MEMBERSHIP

- Section 1. Members of the executive board (see BYLAWS, ARTICLE VI, SECTION 1), 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. Promote smooth dancing.
 - E. Support City 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 the club constitution and bylaws or operating procedures.
 - C. Support and attend activities sponsored by the Council.
 - D. Visit Council member clubs if possible.

BY-LAWS
of the
MIAMI VALLEY DANCE COUNCIL, INC.

November 13, 2001

- E. Promote square, round, contra, clog, folk, and country western 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 club, disburse remaining funds as agreed by club members or donate to the Miami Valley Dance Council, Inc. if desired.
- H. Assist whenever possible in the maintenance and improvement of said facilities.
- I. For those clubs using facilities owned by the City:
 - 1. Operate the organization within the framework of the general laws, ordinances, rules and regulations of the City.
 - 2. Conduct the organization such that any person shall have equal opportunity to join and continue as a member.

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 State Corporation meetings on behalf of the Council may be reimbursed for mileage and one meal at the government-accepted per diem rate. Reimbursement shall not exceed actual expenses.

ARTICLE VI. COMMITTEES

- Section 1. Executive Board
 - A. Consists of elected and appointed Council officers (see CONSTITUTION, ARTICLE VI) and immediate past president.
 - B. Functions for emergency action only between regular Council meetings.
 - C. Has powers of the Council, except to reverse any action of the Council.
 - D. Provides minutes of special meetings at the next regular Council meeting.
- Section 2. Executive Committee
 - A. Consists of the Executive Board plus the chairpersons of all committees.

BY-LAWS
of the
MIAMI VALLEY DANCE COUNCIL, INC.

November 13, 2001

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

Section 3. Standing Committees & Representatives

These committees and representatives serve a one-year term unless otherwise indicated. Chairpersons need not be Council representatives but must be ratified by the Council unless otherwise indicated.

A. Community Relations / Publicity Committee

1. Develops and implements a public relations program including community service activities.
2. Creates publicity for Council-wide activities.
3. Arranges public demonstrations of all forms of recreational dance available through the Council.

B. Schedule-Printing Committee

1. Requests club dance schedules and consolidates them into a Council-wide schedule.
2. Prints and distributes Council-wide schedule at an interval determined by the Council.

C. Awards Committee

1. Implements Council-wide award programs including but not limited to Honor Roll Dancers program, club anniversary recognition, and banner raid program.
2. Recommends guidelines for implementation of awards programs to the Council for its approval.
3. Publishes and distributes Council approved guidelines for award programs.
4. Maintains award displays including but not limited to banner raid board, club anniversary plaques, honor roll dancers, Council past presidents, and plaques awarded to the Council. Maintenance of award displays at the Michael Solomon Pavilion will be in cooperation with the Michael Solomon Support Committee.
5. Plans and implements an annual Honor event to recognize award recipients.

D. Historian

1. Maintains a pictorial and narrative history of the Council.
2. Maintains and keeps Council quilt and banner.

E. Michael Solomon Support Committee

1. Management - The MSSC shall manage the Michael Solomon Pavilion by
 - a. performing building and yard maintenance and improvements with the permission of the City,
 - b. planning expenditures through the use of a Council approved budget,
 - c. providing a schedule function,
 - d. recommending usage fees for approval by the Council, and
 - e. publishing schedule information, usage guidelines, and approved usage fees.

BY-LAWS
of the
MIAMI VALLEY DANCE COUNCIL, INC.

November 13, 2001

2. Chair - The Chair of the MSSC
 - a. shall be selected by the membership of MSSC,
 - b. shall serve for a term to be determined by the MSSC membership,
 - c. shall act as liaison between the Pavilion users, the Council, and the City in matters concerning the Pavilion, and
 - d. shall report status of MSSC activities and finances to the City.
3. Membership - The membership of the MSSC shall consist of one representative from each organization that meets regularly (at least 6 meetings a year) in the Michael Solomon Pavilion. The Council shall be represented by a Trustee. The President of the Council shall be an ex-officio member of the MSSC.
4. Monies
 - a. The MSSC shall prepare and submit a budget for Council approval each year.
 - b. The MSSC shall maintain a support fund separate from Council monies.
 - c. Usage fees shall be deposited into the support fund.
 - d. The support fund shall be used only for the management (as defined above) of the Michael Solomon Pavilion.
 - e. The MSSC shall submit a financial report for each regularly scheduled Council meeting.
 - f. MSSC finances shall be subject to audit by the Council and the City.
5. Meetings - The MSSC shall hold at least four (4) meetings per year.
6. Operating Procedures – The MSSC may create and approve internal operating procedures without the further approval of the Council as long as such operating procedures are not in conflict with the Council Constitution and By-Laws.

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 individuals who are not current Council officers.
 2. Presents slate of officers at the September Council meeting.
- B. Ohio State Convention Committee
 1. The chairperson shall be appointed following the last Dayton-hosted convention. All other members of this committee shall be appointed by the chairperson.
 2. Plans, organizes and coordinates the Ohio State Square and Round Dance convention for the year it is held in Dayton.
 3. Serves until the completion of the convention for which it was originally assembled.

BY-LAWS
of the
MIAMI VALLEY DANCE COUNCIL, INC.

November 13, 2001

- C. Audit Committee
 - 1. Annually audits the financial records of the Council.
 - 2. Presents audit reports to the Council president no later than the March meeting
- D. Constitution Committee
 - 1. Proposes revisions and/or amendments to the Constitution, By-laws, and Standing Policies.
 - 2. This committee shall be created no less than once every five (5) years.
- E. Membership Committee
 - 1. Investigates the legitimacy of club applications for Council membership.
 - 2. Presents recommendations to Council.
- F. Other Committees
 - 1. Formed by the president for purposes not specifically stated in this document

ARTICLE VII. AMENDMENTS

These bylaws can be amended at any regular Council meeting by a majority vote of the eligible voters present at the meeting. Amendments must be submitted in writing and read to the club representatives at least one meeting prior to voting. These bylaws shall be reviewed every five years.

MIAMI VALLEY DANCE COUNCIL

STANDING POLICIES

November 13, 2001

1. Any Council club which has been dancing for 25 years or more will be recognized with a plaque. For each 5 years beyond 25, the club will be recognized with a silver star. For the 50th anniversary, the club will be recognized with a new plaque. For each 5 years beyond 50, the club will be recognized with a gold star. To receive this honor the club must make a written request and provide a brief written history of the club.
2. The Council will print and distribute free coupon books to mainstream or plus lesson class graduates. The coupon books will contain coupons for free admissions to clubs that are interested in participating.
3. Council will recognize dancers with 100 raids by adding names to the Pavilion wall plaque.
4. Council will drop the Honor Couples Dinner in place of paying for the Honor Raider badges.
5. Honor couples nominee forms will be due at the November council meeting.
6. Current year Honor Couples from all areas of the state who are wearing their Honor badges shall be admitted free to Council club dances for one year.
7. Representatives of Council clubs will write or change Banner Raid rules.
8. Banner Raid rules will be published yearly in the *Miami Valley Dance News*.
9. Council will adopt and publish a detailed budget.
10. Council will provide a two million dollar liability insurance policy for Council clubs.
11. Insurance forms will be due at the January Council meeting and payment will be due at the March meeting.
12. Council will set up and maintain an Education Fund to pay dues to other organizations. A maximum of \$300 will be provided to dancers attending Mini-Legacy.
13. Council will provide paid registrations to the state convention for the Honor Couple.
14. Council will pay for the Council president to attend the State Corporation luncheon at the state convention.
15. Council clubs will suspend dancing on state convention weekend.
16. Council will pay the booking fee to reserve the convention center for Dayton conventions.
17. Council will provide a hospitality room one year prior to Dayton's convention. Council will develop and promote a special badge and publicity dress for the state convention in Dayton.
18. Council may advertise a Dayton convention no sooner than the Friday night of the preceding convention.

**MIAMI VALLEY DANCE COUNCIL
STANDING POLICIES**

November 13, 2001

19. Council will have a publicity banner.
20. The Council quilt will be displayed at conventions and other events.
21. Council will publish a pamphlet listing Council clubs with names and numbers to contact. This pamphlet will be placed in tourist and business locations.
22. Jo and Paul Bonnell given Life Membership to the Council, with Full Voting privileges, as Honorary Chairmen of Buckeye State Dance Conventions.
23. Council will use the emergency call for medical assistance recommended by the recognized callers' groups.
24. Council will keep up the Honor Raider and Friendship Boards and pay for the plates that go on both Boards.
25. Council will pay for all Honor Raider badges except ones that have been lost starting January, 1997.