

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

(Constitution dated November 12, 2002;  
Bylaws dated March 10, 2009;  
Standing Policies dated March 10, 2009)

**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 recreational dancing (including, but not limited to, square, round, contra, clog, folk, and country western dancing).
2. Stimulate an active fellowship among area dancers through the dance clubs.
3. Create a forum for area recreational dancing.
4. Provide dancer capability by sponsoring or supporting lessons, classes, and workshops.
5. Coordinate member club dance activities.
6. Promote recreational dancing to the general public.
7. Promote or sponsor community service activities.
8. Promote or sponsor state dance conventions and other dance-related functions.
9. 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 Council secretary will maintain the corporation record book.

**Section 1.** A listing of new officers and trustees and any constitution revisions shall be included in the corporation record book 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 shall be listed as the statutory agent for the Corporation at the time of the initial or subsequent filings. That person shall serve as statutory agent 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.

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**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 for membership submitted to the president of the Council shall include the following:

1. Club Name
2. Type of recreational dance club
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 representatives to the Ohio Corporation of Dance Clubs, Inc.

**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.

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**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. If a vote is to be taken at a special meeting, it must be announced in advance of the meeting. A quorum must be present to take a vote.

**Section 3.** To facilitate an orderly transition, an executive board organizational meeting shall be held prior to January 1. The purpose of this meeting is for current and newly elected officers to exchange office information and records.

**ARTICLE VIII. DISSOLUTION**

The Council may be dissolved at any regular Council meeting or special Council meeting by a two-thirds vote of the eligible voters present and voting at that meeting. A quorum must be present to take a vote. (See Constitution, Article VII, Section 1.A.) Any Council assets will be distributed according to the direction of the Council members. Such will be done by two-thirds vote of the eligible voters present and voting. (See Bylaws, Article III, Section 1.)

**ARTICLE IX. AMENDMENTS**

This constitution can be amended at any regular Council meeting by a two-thirds vote of the eligible voters present and voting at the meeting. (See Bylaws, Article III, Section 1.) 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.

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**BYLAWS**  
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**ARTICLE I. DUTIES OF THE OFFICERS**

**Section 1. Trustees (Four)**

- A. Oversee operation of the Council
- B. Provide future planning recommendations to the Council.
- C. Assume the duties of any temporarily incapacitated officer except the President until the officer is able to resume the duties of the office.

**Section 2. President**

- A. Presides at Council meetings.
- B. Manages business of the Council.
- C. Prepares and submits a budget, with Executive Committee inputs, for council approval in November each year.
- D. Appoints
  - 1. Officers. (See Constitution, Article VI, and Bylaws, Article II, Section 5D.)
  - 2. Standing committees (with the exception of the Michael Solomon Support Committee), and (See Bylaws, Article VI, Section 3.)
  - 3. Ad hoc committees. (See Bylaws, Article VI, Section 4.)
- E. Serves as chair of the executive committee.
- F. Is an ex-officio member of all committees, except the nominating committee.
- G. Maintains official files.

**Section 3. Vice President**

- A. Manages operation of lessons, 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.
- B. Keeps a list of all committee members.
- C. Keeps current copies of the Constitution and Bylaws. Keeps standing policies current with decisions made during Council meetings.
- D. Maintains the corporation record book. (See Constitution, Article III.)
- E. Processes business correspondence for the Council as required.

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**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.** State Representatives (2)

- A. Represent Council at meetings of the Ohio Corporation of Dance Clubs, Inc.
- B. Act in advisory capacity to 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 are eligible for nomination. Candidates must be members of at least one Council club.
- B. Each nomination 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. Additional nominations may be made at the September and November meetings.

**Section 2.** Election of officers shall be by majority vote of eligible voters present and voting at the November meeting. (See Bylaws, Article III, Section 1.)

**Section 3.** Voting Procedures

- A. If there are more than one candidate for any office follow the procedures (Article II, Section 3, C, D, E, F)
- B. If there is only one candidate for each office then a verbal vote for the entire slate can be accepted in place of the written ballots.
- C. At the September Council meeting the president shall appoint three (3) Council members to count ballots.
- D. The ballots will be preprinted and numbered with a provision to tear off the number.
- E. Each eligible voter will receive a numbered ballot. (See Bylaws, Article III, Section 1.)
- F. Ballot counters will present election results to the Council president who will announce the winner.

**Section 4.** New officers shall take office January 1.

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**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. In the event that no other person(s) volunteer to take an office, the current officer can be re-elected for one year additional term(s).
  - 1. Two trustees shall be elected in odd years for a two-year term. Two trustees shall be elected in even years for a two-year term. Trustees may be re-elected 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. An individual 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. One state representative is appointed each year. Each state representative serves a two-year term. (There are a total of two state representatives.) All appointed officers may be reappointed by the president. The number of terms is not limited.
- E. The immediate past president shall serve for one year.

**Section 6. Removal from Office** – Any officer may be removed from office for misconduct or neglect of duty by a two-thirds vote of the eligible voters present and voting. (See Bylaws, Article III, Section 1.)

**Section 7. Filling a Vacated Office** – The Executive Board may appoint a temporary replacement for a vacated office and notify the council members of a special election to be held at the next regularly scheduled meeting. If the time remaining in the term of office is four months or less, the appointed replacement will complete the term and no special election will be held.

**ARTICLE III. MEMBERSHIP**

**Section 1. Voting Rights.**

- A. Members of the executive board (see Bylaws, Article VI, Section 1), and one representative from each club shall have one vote at Council meetings.
- B. No individual shall have more than one vote.
- C. All voting shall be considered valid if there is a quorum of eligible voters present. A quorum is defined as two-thirds of the eligible voters. (See Constitution, Article VII, Section 1.A.)

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**Section 2.** Motions.

- A. Any eligible voter may introduce a motion.
- B. 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 representatives must attend at least four (4) of any six (6) consecutive Council meetings.

**Section 4.** Membership in the Council is automatically withdrawn when a club is dissolved.

**Section 5.** Membership of a club may be rescinded at a Council meeting by a two-thirds vote of the eligible voters present and voting 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. Consolidated member clubs' dance schedules;
  - 3. Sponsoring or supporting lessons, classes, and workshops;
  - 4. Promoting or sponsoring community service activities;
  - 5. Promoting or sponsoring state dance conventions and other dance-related functions;
  - 6. Liability insurance; and
  - 7. Council-wide award programs.
- B. Endorse proper dance attire appropriate to the recreational dance type. 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 (4) of any six (6) consecutive Council meetings to maintain membership in the Council. (See Bylaws, Article III, Section 3.)
- B. Support the Buckeye Dance Convention by suspending club dancing on Friday evening and all day Saturday of the convention weekend.
- C. Support and attend activities sponsored by the Council.
- D. Visit Council member clubs if possible.
- E. Submit dance schedules when requested for consolidated printing.



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- F. Assist whenever possible in the maintenance and improvement of dance facilities.
- G. 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 and president shall be bonded.

**Section 3.** Monies shall be received from Council-sponsored activities. 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 president.

**Section 6.** Minor expenditures of \$100 or less may be approved by Council officers. Expenditures over \$100 must be authorized by the Council. All approved 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. If Mileage is over 75 miles from Dayton one nights lodging may also be paid. 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 chairs of all committees.
- B. Assists in the management of and makes recommendations to the Council.

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**Section 3. Standing Committees & Representatives**

These committees and representatives serve a one-year term unless otherwise indicated. Chairs need not be club 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.

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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.
- F. Hotline Committee
1. Maintains recorded hotline with up-to-date information on dance activities, including schedule changes, location changes, and cancellations.
  2. Requests schedule information from clubs.
  3. Responds to hotline inquiries or directs inquiries to appropriate contacts.
- G. Newsletter Committee
1. Collects club dance news and schedules.
  2. Solicits advertisements and subscribers.
  3. Prepares newsletter for reproduction.
  4. Distributes newsletter bimonthly.
  5. Maintains records of advertisers and subscribers.

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6. Maintains editorial standards.

**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 chair shall be appointed following the last Dayton-hosted convention. All other members of this committee shall be appointed by the chair.
  2. Plans, organizes and coordinates the Buckeye Dance Convention for the year it is held in Dayton.
  3. 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.
  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, Bylaws, 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 and voting at the meeting. (See Bylaws, Article III, Section 1.) 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

(Constitution dated November 12, 2002;  
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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 50<sup>th</sup> 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. Insurance forms will be distributed at the January Council meeting and the insurance form, club roster and payment will be due at the March meeting.
10. 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.
11. Council will provide paid registrations and luncheon fee for the Honor Couple to attend the state convention.
12. Council will pay for the Council president and a guest to attend the State Corporation luncheon at the state convention.
13. Council will pay the booking fee to reserve the convention center for Dayton conventions.
14. 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.
15. Council may advertise a Dayton convention no sooner than the Friday night of the preceding convention.
16. The Council quilt will be displayed at conventions and other events.

## **MIAMI VALLEY DANCE COUNCIL STANDING POLICIES**

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17. Council will publish a pamphlet listing Council clubs with names and numbers to contact. This pamphlet will be placed in tourist and business locations.
18. Council will use the emergency call for medical assistance recommended by the recognized callers' groups.
19. Council will keep up the Honor Raider and Friendship Boards and pay for the plates that go on both Boards.
20. Council will pay for all Honor Raider badges except ones that have been lost starting January, 1997.