

BYLAWS  
of the  
MIAMI VALLEY DANCE COUNCIL, INC.  
(Revised January 14, 2025)

ARTICLE I. DUTIES OF THE OFFICERS

Section 1. Trustees (4)

- A. Oversee operations and policies of MVDC.
- B. Provide future planning recommendations to MVDC.
- C. Assume the duties of any temporarily incapacitated officer, except the President, until the officer is able to resume the duties of the office.
- D. Plan fundraising events, as needed, to support MVDC activities.
- E. Liaison to member clubs. Provide notifications from MVDC to member clubs.
- F. Monitor attendance at meetings to determine the presence of a quorum.
- G. Perform yearly audits of MVDC and Michael Solomon Support Committee (MSSC) financial records, by a minimum of two (2) Trustees.

Section 2. President

- A. Presides at MVDC meetings.
- B. Manages business of MVDC.
- C. Appoints
  - 1. Officers. (See Constitution, Article VI, and Bylaws, Article II, Section 5D.)
  - 2. Standing committees, and (See Bylaws, Article VI, Section 3.)
  - 3. Ad hoc committees. (See Bylaws, Article VI, Section 4.)
- D. Serves as chair of the Executive Board.
- E. Is an ex-officio member of all committees, except the Nominating Committee.

Section 3. Vice President

- A. Manages operation of lessons, classes, and workshops sponsored by MVDC.
- B. Assumes the duties of the President in the absence of the President.

Section 4. Secretary

- A. Records minutes and attendance of all business proceedings.
- B. Keeps a list of all committee members, officers, and club representatives, as well as their contact information.
- C. Keeps current copies of the Constitution and Bylaws. Keeps Standing Policies current with decisions made during MVDC meetings.
- D. Maintains the corporation record book. (See Constitution, Article III.)
- E. Processes business correspondence for MVDC as required.
- F. Tracks club representative attendance for notification to Trustees of club membership at risk.

Section 5. Treasurer

- A. Receives monies, pays bills, and maintains auditable financial records.
- B. Submits financial reports at MVDC meetings.
- C. Submits a financial report at the end of each year.
- D. Submits financial records for a yearly audit by MVDC Trustees.
- E. Prepares and submits a budget, with Executive Board input, for MVDC approval at the November meeting each year.

- F. Files IRS Form 990-N annually, Ohio Statutory Agent Update (Form 521) every five (5) years and at the start of the Treasurer position, and the Ohio Statement of Continual Existence (Form 522) upon receipt of notice.
- G. Collects Liability Insurance payments from MVDC clubs and pays the Liability Insurance premium annually.

#### Section 6. State Corp Representatives (4)

- A. Represent MVDC at meetings of the Ohio Corporation of Dance Clubs, Inc.
- B. Act in advisory capacity to MVDC.

### ARTICLE II. ELECTION OF OFFICERS

#### Section 1. The Nominating Committee shall present a slate of candidates at the November meeting.

- A. Candidates must be members of at least one MVDC club. Candidates for elected offices shall not be limited to representatives to MVDC. All members of MVDC clubs are eligible for nomination.
- B. Each nomination presented must be accompanied by the nominating committee form signed by the candidate stating they understand and will accept the duties and responsibilities of the office if elected.
- C. Additional nominations may be made at the November meeting.
- D. The Nominating Committee should attempt to find nominees for officers that are from at least seven (7) different clubs.

#### Section 2. Election of officers shall be by majority vote at the November meeting. (See Bylaws, Article III, Section 1.)

#### Section 3. Voting Procedures

- A. If there is only one candidate for each office, a verbal vote for the entire slate of candidates can be accepted in place of the written ballots.
- B. If there is more than one candidate for any office, the following is the procedure:
  - 1. At the MVDC meeting to elect officers the President shall appoint three (3) MVDC members to count ballots.
  - 2. Each eligible voter will receive a ballot. (See Bylaws, Article III, Section 1.)
  - 3. Ballot counters will present election results to the MVDC President who will announce the winner.

#### Section 4. New officers shall take office after taking the Oath of Office at the January meeting.

#### Section 5. Terms of Office

- A. Elected officers, shall serve a two-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 unspecified additional term(s).
- B. Two (2) Trustees shall be elected in odd years for a two-year term. Two (2) Trustees shall be elected in even years for a two-year term.
- C. An individual may be re-elected to an office previously held after a two-year hiatus.
- D. An appointed officer must be a member of at least one MVDC club. Each State Corp representative serves a two-year term. All appointed officers may be re-appointed by the President. The number of terms is not limited.
- E. The immediate Past President should run for a Trustee position upon the election of a new President.

F. An individual can be an elected officer and an appointed officer at the same time.

#### Section 6. Removal from Office

Any officer may be removed from office for misconduct or neglect of duty by a two-thirds vote. (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 MVDC 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 PRIVILEGES

#### 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 MVDC meetings.
- B. An individual shall have no 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 nine-sixteenths of the eligible voters including a minimum of seven (7) officers. (See Constitution, Article VII, Section 1.A.)

#### Section 2. Motions

- A. Any eligible voter may introduce a motion.
- B. Any dancer may attend MVDC meetings and take part in discussions but may not introduce a motion or vote on MVDC business.

### ARTICLE IV. MEMBERSHIP GUIDELINES

#### Section 1. Miami Valley Dance Council, Inc. shall

- A. Provide services to member clubs including but not limited to
  1. MVDC news and publicity.
  2. Publicize member clubs dance schedules.
  3. Sponsor or support lessons, classes, and workshops.
  4. Promote or sponsor state dance conventions and other dance-related functions.
  5. Administer a Liability Insurance Program.
  6. MVDC 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 Ohio Corporation of Dance Clubs Bylaws, to the policy of no alcoholic beverages before or during dances.
- D. Misconduct, regardless of when it occurs (whether at a dance or otherwise), shall be challenged. MVDC Officers may remove, and/or bar any person from attendance of MVDC functions for reasons of misconduct. A special meeting may be conducted at a later date by the MVDC Officers to determine if any further action is needed. Any appeal of the removed individual shall be heard by a third party committee, selected by the MVDC President. The third party committee's decision shall be by a consensus of the committee members. Appeals must be filed in writing to the MVDC President within 14 days of the removal and/or barring event and should be completed within sixty (60) days of the request.

Section 2. MVDC member clubs shall

- A. Provide a club representative to attend at least four (4) of any six (6) MVDC meetings and not miss two consecutive meetings in a calendar year to maintain membership in MVDC.
- B. Support the Ohio Dance Convention by encouraging suspension of Square Dance club dancing on Friday evening and all day Saturday of the convention weekend.
- C. Support and attend activities sponsored by MVDC.
- D. Visit MVDC member clubs if possible.
- E. Submit dance schedules when requested for posting on the MVDC website and calendar.
- F. Operate within the framework of the MSSC Guidelines when using Michael Solomon Pavilion owned by the City of Dayton.
- G. Pay the premium for the MVDC Liability Insurance each year to maintain MVDC membership. The club must submit the MVDC Liability Insurance Enrollment Form to the MVDC Treasurer with notations of members that belong to more than one club. Participating in the Liability Insurance program is required although the participants may have another insurance policy through a group or as an individual. (Miami Valley Callers Association (MVCA) is exempt.)
- H. Notify the MVDC President in writing by both of the dissolving club president and treasurer, so membership can be removed.
- I. Have their membership rescinded if the membership committee determines the club does not operate within the MVDC Constitution and Bylaws.

ARTICLE V. OPERATIONAL PROCEDURES

Section 1. The MVDC shall operate on the calendar year.

Section 2. The Treasurer and President shall be bonded.

Section 3. Authorized signature for checks is either the Treasurer or President.

Section 4. Monies received by the Treasurer shall be deposited in the MVDC general account.

Section 5. Monies shall be received from MVDC sponsored events. Monies remaining after payment of the event expenses shall be deposited in the MVDC general account.

Section 6. Minor expenditures of \$300.00 or less may be approved by the Executive Board. Expenditures of over \$300.00 must be authorized by MVDC. All approved expenditures shall be paid upon presentation of a receipt to the Treasurer.

Section 7. Persons authorized to attend State Corp meetings on behalf of MVDC may be reimbursed for mileage and one meal at the government-accepted per diem rate. If mileage is over 75 miles from Dayton, lodging for one night may also be paid. Reimbursement shall not exceed actual expenses.

ARTICLE VI. COMMITTEES

Section 1. Executive Board

- A. Consists of elected and appointed MVDC officers. (See Constitution, Article VI.)
- B. Functions for emergency action only between regular MVDC meetings.
- C. Has powers of MVDC, except to reverse any action of MVDC.

## Section 2. Standing Committees & Representatives

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

### A. Community Relations / Publicity Committee

1. Develops and implements a public relations program.
2. Creates publicity for MVDC activities and club activities.
3. Arranges public demonstrations of all forms of recreational dance available through MVDC.

### B. Awards Committee

1. Implements MVDC award programs including but not limited to Honor Dancer(s) program, club anniversary recognition, and banner raid program.
2. Recommends guidelines for implementation of awards programs to MVDC for approval.
3. Provides MVDC approved guidelines to the MVDC webmaster.
4. Maintains award displays including but not limited to, banner raid board, club anniversary plaques, and honor dancer(s). Maintenance of award displays at the Michael Solomon Pavilion will be in cooperation with the MSSC.
5. Plans and implements an annual Honor Dance to recognize award recipients.

### C. Historian

1. Maintains a pictorial and narrative history of MVDC.

### D. Michael Solomon Support Committee (MSSC)

1. General Responsibilities and Structure
  - a. All committee positions are appointed by MVDC President.
  - b. Manage, schedule, maintain, and improve the Michael Solomon Pavilion (the Pavilion).
  - c. Review Pavilion usage fees every two years by an open meeting of interested parties.
  - d. Recommend Pavilion usage fees for approval by MVDC Executive Board.
  - e. Publish Pavilion schedule, usage guidelines, and usage fees on MVDC website.
2. The MSSC positions and their responsibilities shall be
  - a. MSSC Coordinator
    - (1) Shall act as liaison between all Pavilion users, MVDC, and the City of Dayton in matters concerning the Pavilion.
    - (2) Shall report status of MSSC activities to MVDC.
    - (3) Shall report finances and lease compliance to the City of Dayton and notify them prior to having work done on the building and the landscaping.
  - b. MSSC Maintenance Chair shall organize and perform building and yard maintenance and improvements with permission of MSSC and the City of Dayton.
  - c. MSSC Scheduler shall maintain the Pavilion scheduling calendar on the MVDC website.
  - d. MSSC Secretary
    - (1) Shall support each chair in carrying out responsibilities.
    - (2) Shall take minutes of each meeting or assign another committee member to do so.
  - e. MVDC Trustee – Shall provide MSSC oversight.
  - f. MSSC Treasurer
    - (1) Shall receive monies, pay bills, and maintain auditable financial records.
    - (2) Shall maintain a support fund separate from MVDC monies. The support fund shall exclusively be used for management/maintenance of the Pavilion.

- (3) Shall deposit all Pavilion usage fees into the support fund.
- (4) Shall provide financial reports for each regularly scheduled MSSC meeting on the MVDC website.
- (5) Shall make records available for audit by MVDC Trustees annually.
- (6) Shall keep Pavilion maintenance records including payee and amount.
- (7) Shall prepare and provide a year end report of qualifying expenses to be applied to the City of Dayton lease. The report will be provided to the MSSC Coordinator.

3. Meetings

- a. The MSSC shall hold six meetings per year in the even months.
- b. Minutes of each meeting will be posted on the MVDC website.

4. Membership

- a. Committee members shall serve an unspecified term. Upon their resignation, the MVDC President shall appoint a replacement.
- b. MVDC Trustee shall be appointed to the MSSC.

E. MVDC Website Committee

- 1. Maintains up-to-date information on dance activities, including schedule changes, location changes, and cancellations on the website.
- 2. Requests schedule, lesson, and club contact information from clubs.
- 3. Responds to inquiries or directs inquiries to appropriate contacts.

F. Newsletter Committee

- 1. Collects club dance news and schedules.
- 2. Solicits advertisements and subscribers.
- 3. Prepares newsletter for posting on the MVDC website bimonthly.
- 4. Maintains record of advertisers.
- 5. Maintains editorial standards.

Section 3. 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 MVDC officers.
- 2. Presents slate of officers at the November MVDC meeting.

B. Ohio Dance Convention Committee (ODCC)

- 1. General Responsibilities and Structure
  - a. The Chair shall be appointed by the MVDC President. All other members of this committee shall be appointed by the Chair.
  - b. Plans, organizes and coordinates the Ohio Dance Convention for the year it is hosted by MVDC.
  - c. Serves until the completion of the convention for which it was originally assembled.
- 2. ODCC Treasurer
  - a. Shall maintain a support fund separate from the MVDC monies.
  - b. Receives monies, pays bills, and maintains auditable records.

C. Audit Committee (consisting of at least two (2) MVDC Trustees)

- 1. Annually audits the financial records of MVDC and MSSC.
- 2. Presents audit reports to the MVDC 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 MVDC membership using the list of membership criteria, submitted material by the club to the MVDC President, and a club visit.
2. Investigates member club operations for compliance with MVDC Constitution and Bylaws.
3. Presents recommendations to MVDC Executive Board.

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 MVDC meeting by a majority vote when a quorum of the eligible voters are at the meeting. (See Bylaws, Article III, Section 1.) Amendments must be submitted in writing and read to the club representatives at least one (1) meeting prior to voting. These Bylaws shall be reviewed at a minimum of every five (5) years.