

BYLAWS
of the
MIAMI VALLEY DANCE COUNCIL, INC.
September 8, 2015

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, 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.

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 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 after taking the Oath of Office.

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 re-elected 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, cuers 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 re-appointed 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.)

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. 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. Administer a Liability Insurance Program.
 - 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.
- F. Misconduct, regardless of when it occurs (whether at a dance or otherwise), shall be challenged. Miami Valley Dance Council Officers and or Trustees may remove, and/or bar any person from attendance of Council functions for reasons of misconduct. Removal shall be conducted by the highest ranking Officer and/or their designee(s) as practical. A special meeting may be conducted at a later date, of the Council Officers and Trustees 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 Council President. The third party committee's decision shall be by a consensus of the committee members. Appeals must be filed in writing to the Council President within 14 days of the removal and/or barring event and should be completed within 60 days of the request.

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 Ohio Dance Convention, by encouraging suspension of 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.
- 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.

H. Pay the premium for the Council Liability Insurance each year to maintain Council membership. The club must submit a list of members to the Council Treasurer with notations of members that belong to more than one club. Participating in the Liability Insurance is required although the participants may have another insurance policy through a group or as an individual.

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 \$300.00 or less may be approved by Council officers. Expenditures over \$300.00 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.

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 (MSSC)

1. General Responsibilities

- a. Manage, schedule, maintain, and improve the Michael Solomon Pavilion (the Pavilion).
- b. Prepare and submit a budget for Council approval each year.
- c. Recommend Pavilion usage fees for approval by Council.
- d. Publish Pavilion schedule, usage guidelines, and usage fees.

2. The MSSC positions and their responsibilities shall be.

a. MSSC Coordinator

- (a) Shall act as liaison between all Pavilion users, the Council, and the City in matters concerning the Pavilion.
- (b) Shall report status of MSSC activities and finances to the Council and the City.

b. Pavilion Maintenance Coordinator shall organize and perform building and yard maintenance and improvements with permission of the City.

c. Pavilion Scheduler shall maintain the Pavilion schedule.

- d. MSSC Member at Large
 - (a) Shall support each coordinator in carrying out responsibilities.
 - (b) Shall take minutes of each meeting, or assign another committee member to do so.
 - (c) Shall provide an article for each MVDC newsletter.
- e. Council Trustee – Shall provide MSSC oversight.
- f. MSSC Treasurer
 - (a) Shall receive monies, pay bills, and maintain auditable financial records.
 - (b) Shall maintain a support fund separate from Council monies. The support fund shall be used exclusively for management/maintenance of the Pavilion.
 - (c) Shall deposit all Pavilion usage fees into the support fund.
 - (d) Shall provide financial reports for each regularly scheduled Council meeting.
 - (e) Shall make records available for audit if requested by the Council or the City.

3. Meetings

- a. The MSSC shall hold six meetings per year.
- b. Meetings shall be scheduled no less than two weeks prior to the Executive Board meeting.
- c. Minutes of each meeting are due to the Council President no later than two weeks after the meeting takes place.

4. Membership

- a. The MSSC shall consist of representatives from no fewer than 3 different organizations that meet regularly (at least six meetings a year) in the Michael Solomon Pavilion and at least 1 representative from a MVDC member club that does not regularly dance at the Michael Solomon Pavilion .
- b. MSSC Coordinator, MSSC Treasurer, and MSSC Member at Large shall be appointed in odd years for a two year term. Appointees to these positions in 2010 (date of new committee formation) shall serve a three year term.
- c. Pavilion Maintenance Coordinator and Pavilion Scheduler shall be appointed in even year for a two year term.
- d. Council Trustee to the MSSC shall be appointed each year.

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.
- 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 Dance Convention Committee

1. The chair shall be appointed by the Miami Valley Dance Council. All other members of this committee shall be appointed by the chair.
2. Plans, organizes and coordinates the Ohio Dance Convention for the year it is hosted by Miami Valley Dance Council.
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.