

MIAMI VALLEY FOLK DANCERS

METHOD OF OPERATIONS

January, 2020

ARTICLE I: PURPOSE

The Miami Valley Folk Dancers (MVFD) will develop and promote international folk dancing as follows:

- A. Weekly Sessions. Each week on Thursday evening, members and non-members meet in the Michael Solomon Pavilion to share and enjoy international folk dances. A portion of these sessions will be devoted to club-sponsored instruction.
- B. Second Sundays. On the Second Sunday of each month, members and non-members meet in the Michael Solomon Pavilion to review and/or learn dances selected by the program committee.
- C. Special Workshops. Workshops are sponsored to bring in authoritative instructors to review old dances and teach new dances. Wide publicity is given to these workshops to encourage other groups and guests to participate.
- D. Community Service. Members are encouraged to promote international folk dancing in the community through demonstrations and instruction.

ARTICLE II: MEMBERSHIP

- A. Member - Those persons interested in developing, promoting, and participating in International Folk Dancing, and who have met the requirements for membership, enjoy the following rights, privileges, and responsibilities in MVFD:
 - 1. Voting.
 - 2. Participating in all group activities.
 - 3. Sharing their knowledge of International Folk Dances not only within the organization but with other groups as well.
 - 4. Serving on the Council, Standing Committees, and Ad hoc Committees.
 - 5. Receiving special rates for MVFD activities, if offered.
 - 6. Being responsible for a weekly session when assigned by the Program Committee.
 - 7. Serving monthly refreshments when assigned.
 - 8. Bringing requests for demonstrations to the attention of the Council.

B. Member Emeritus (formerly Honorary Member) – At its discretion, Council may designate a member or former member as a Member Emeritus. A Member Emeritus has all the rights, privileges, and responsibilities of a member, but is not expected to pay dues. The intent is to provide a feeling of continuity and continued belonging to the MVFD “family” even though continued participation may not be viable. Council should be sensitive to the spirit and intent of this section when applying the guidelines for designating a Member Emeritus that follow:

1. The person should be or have been a member in good standing for a minimum of 10 years. Current membership is not required as it may have lapsed due to age, health, or location.
2. The person is unable to participate due to age, health, or location and is not expected to be able to participate in the future.

ARTICLE III: DUES AND FEES

Membership dues are forty dollars (\$40.00) per calendar year. The fee for non-members for a regular Thursday evening is three dollars (\$3.00). Spectators and first time participants will not be charged a fee for a regular Thursday evening. Guest fees paid during the current calendar year may be applied toward the annual membership fee for the current calendar year for any individual eligible for membership. Any person, member or non-member, may participate in regular Thursday night dancing free of charge on, or prior to, their 21st birthday.

ARTICLE IV: THE COUNCIL

A. The responsibilities of the Council are as follows:

1. Conduct the primary operations of the organization.
2. Appoint standing and ad hoc committees as required.
3. Monitor activities of appointed committees to assure close liaison with the Council.
4. Orient new members.
5. Plan special events such as workshops, parties, picnics, and demonstrations.
6. Maintain a list of the official membership of the club.
7. Maintain a mailing list of non-members to be used for special events.
8. Nominate candidates for Miami Valley Dance Council Honor Roll Dancers award.
9. Notify the membership of club activities such as weekly programs, teaching, and special events through various means such as newsletters, email, website, and announcements.
10. Encourage a feeling of belonging to the club and a cohesiveness among members.
11. Encourage retention of dancers by contacting absentee members and guests.
12. Be sensitive to the welfare of members and send cards when serious or prolonged illness is involved.

- B. The responsibilities of the officers are as follows:
1. Council Chair:
 - a. Calls and presides at all meetings of the Council and of the membership.
 - b. Authorizes all disbursements made by the Treasurer.
 2. Vice-Chair:
 - a. Assists the Chair and assumes responsibility in the absence of the chair.
 3. Secretary:
 - a. Keeps the minutes of all Council and membership meetings.
 - b. Performs any other secretarial functions at the direction of the Council Chair.
 - c. Takes attendance at weekly sessions.
 4. Treasurer:
 - a. Collects dues and fees and keeps accurate records of payments made by members and non-members.
 - b. Notifies any member whose dues are more than three months in arrears.
 - c. Makes authorized disbursements and keeps accurate records of all financial transactions made in the name of the group. The finances of special workshops shall be accounted separately from the regular receipts and expenditures. Advance payments may be made to those authorized by the Council to make purchases for these activities.
 - d. Balances the accounts after each quarter.
 - e. Presents a complete financial report at the annual meeting.
 - f. Deposits all monies in a bank account, except for a petty cash fund. All accounts shall be in the name of the Miami Valley Folk Dancers. New resolutions shall be executed and co-signed by the Council Chair.
 5. Member-at-large:
 - a. Serves as representative to the Miami Valley Dance Council.
 - b. Keeps the Miami Valley Dance Council informed of MVFD activities.
 - c. Keeps MVFD informed of Miami Valley Dance Council activities.
 - d. Submits articles about MVFD to the Miami Valley Dance News.

ARTICLE V: STANDING COMMITTEES

- A. Program Committee: The council shall appoint Program Committee members so that there are experienced members serving with those who are new. The committee will be

appointed in January and will serve from March through February. Functions of the Program Committee are as follows:

1. Plans the teaching of old and new folk dance material as required to maintain a well-rounded repertoire by using part of each weekly dance session to provide one-half hour of instruction.
 2. Assumes responsibility for Second Sunday programs unless a special event has precluded the Second Sunday.
 3. Assigns members, on a rotating basis, to plan and conduct the weekly sessions. New members are to be assisted in both the planning and conducting of the program by a member of the Program Committee or another qualified Miami Valley Folk Dancer.
 4. Develops programming guidelines and repertoire lists and offers assistance to members who are conducting the weekly sessions.
 5. Maintains hard copy or electronic dance instructions.
 6. Works with the Recordings and Equipment Committee to procure music needed by the club.
 7. Plans and conducts the dance portion of special events when requested by the event chair.
 8. Keeps a record of dances taught at Thursday Orientation Class, Thursday Advanced, Second Sundays, Workshops, etc.
 9. Makes sure all items belonging to MVFD are properly stored and locked in the assigned cabinet.
 10. Makes sure the Michael Solomon Pavilion is closed per Miami Valley Dance Council guidelines.
 11. The previous chair of the Program Committee will facilitate the transition to the new Committee.
- B. Orientation Class Committee: The Council shall appoint an Orientation Class Committee consisting of members who are experienced dancers and dance teachers. The committee will be appointed in January and will serve from March through February. The function of the Orientation Class Committee is to provide one hour of dance instruction for new dancers each week.
- C. Publicity Committee:
1. Submits news and schedules to the media and seeks ways to publicize the MVFD.
 2. Provides information to other organizations about MVFD activities.
- D. Refreshment Committee:
1. Makes arrangements for refreshments at designated weekly sessions.
- E. Kitchen Committee:
1. Maintains necessary kitchen supplies for refreshments, meals, and special events.

2. Makes sure the event refreshment committee cleans the facilities used (kitchen, tables, floor, serving ware).
3. Makes sure all items belonging to MVFD are stored and locked in the assigned cabinet.

F. Recordings and Equipment Committee:

1. Maintains and repairs the equipment owned by the MVFD, conducting periodic inspections of said equipment to determine the condition and necessity for repairs.
2. Advises the Council on replacement and repairs needed.
3. When so directed by the Council, purchases needed equipment and performs installation operations.
4. Instructs members on the proper use of new or modified equipment.
5. Instructs new members on the use of the equipment.
6. Maintains recordings and a listing of the recordings owned by MVFD.
7. Adds recordings acquired by MVFD to the recording collection.

G. Historian

1. Maintains a written history of the club.
2. Encourages the retention of and retains artifacts that document the history of the club.

ARTICLE VI: ANNUAL MEETING

- A. The Annual meeting of the members is held as soon as conveniently possible after January 1.
- B. The Annual meeting is held for the purpose of electing new Council members and persons to fill unexpired vacancies, if necessary. It is also a time to review the progress and activities of the group during the past year, to dispose of other business, and to address suggestions brought forth by the membership.
- C. The membership is notified in writing of the date, time, and place of the meeting at least two weeks prior to the meeting date.

ARTICLE VII: ELECTION

- A. Vacancies on the Council occurring before November 15 shall be filled by special election. Vacancies occurring after November 15 shall be filled by election at the annual meeting in January.
- B. Election of members to serve on the Council is by secret ballot.

- C. A nominating ballot is cast for as many names as there are vacancies to be filled. Nominees not present must have given their consent for nomination prior to the balloting. Nominees receiving the highest number of votes are posted alphabetically for the electing ballot; there should be twice as many nominees posted as there are vacancies (more will be posted in the event of a tie). Numbers of votes received are not posted.
- D. An electing ballot is taken after the posting of nominees. Each ballot may contain as many names as there are vacancies. The winners will be announced, but not the number of votes received. A run-off ballot will be taken between tied nominees, if necessary.

ARTICLE VIII: SYMPATHY REMEMBRANCES

Flowers or other remembrances will be sent only on those occasions when a member, a member's spouse, or a member's child has died. The cost of flowers or other remembrances should not exceed \$50.

ARTICLE IX: CHANGES IN THE METHOD OF OPERATIONS

The Method of Operations document supplements the Rules and Regulations and is primarily to guide the Council and Committees. Changes to this Method of Operations document will be made if required by changes in the Rules and Regulations. A majority of the Council may waive or add to a specific method if the change does not conflict with the Rules and Regulations. Any permanent changes to this document will be voted on by the membership at a called membership meeting.