

MIAMI VALLEY FOLK DANCERS

METHOD OF OPERATION

1972

DUES

Approved dues for members and associate members are \$1.00 (one dollar) per Person per month.

COUNCIL

A. VACANCIES

1. Vacancies occurring before November 15 shall be filled by special election.
2. Vacancies occurring after November 15 will be filled by election at the annual meeting of the next year.

B. DUTIES

CHAIRMAN

1. Presides at all meetings of the Council and the membership.
2. Calls meetings of the Council and the membership.
3. Orients new members.
4. Brings all requests for demonstrations and money donations by the M.V.F.D. to the group for their approval.
5. Various Workshop Chairman
  - a. Food Committee (Social Secretary)  
Duties:
    - Prepare or cater meals
    - Serve Saturday and Sunday dinners
    - Serve Saturday and Sunday snacks
    - Clean Up
    - Check "center" for adequate supply of dishes and silverware, pots, pans, serving spoons, tables and chairs.
    - Scholarships co-ordinate with Invitation Committee.

b. Registration Committee (Treasurer)

Duties:

- Receive registrations for workshop.
- Co-ordinate dinner registrations with Food Chairman.
- Handle registration at each session.
- Distribute name tags and syllabi.
- Receive and disburse monies.
- Prepare itemized account.
- Leadership transportation and expenses.

c. Invitation Committee

- Prepares and mails invitations.
- Make syllabus covers.
- Make name tags and supply pins.
- Assemble syllabi
- Co-ordinate with Registration Committee.

d. Decoration Committee

## Duties:

Decorate hall and tables  
 Co-ordinate with food chairman on table and seating arrangements, getting service tables.

e. Program Committee

Determine dances to be taught by "Leader"  
 Prepare dances in syllabi  
 Conduct request programs, assist Leader with records or record player.  
 Purchase records for use by membership at subsequent dance sessions.

## SECRETARY

1. Keeps the minutes of meetings of all Council and membership meetings.
2. Sends a copy of all minutes to the City of Dayton, Bureau of Recreation office and a list of names and addresses of Council members.
3. Performs any other secretarial chores at the direction of the Council Chairman.
4. Notifies the ex-officio Council member of the time and place of Council meetings.
5. Make 2 or 3 copies of annual report as soon after annual meeting as possible and make it available to membership.

## TREASURER

1. Serve as Chairman of registration committee
2. Collects dues and guest fees and keeps accurate records of payments made by members and guests.
3. Notifies the Council Chairman of any members who become more than three months (3) in arrears in the payment of dues.
4. Keeps accurate records of all financial transactions made in the name of the group. The finances of weekend institutes 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 weekends.
5. Balances the accounts quarterly.
6. Presents a complete financial report at the annual meeting and sends a copy of the report to the City of Dayton Bureau of Recreation for audit.
7. Banks all monies in a bank account. All accounts shall be in the name of the Miami Valley Folk Dancers and shall be established with resolutions authorizing any one of the officers to make transactions. New resolutions will be executed whenever there are new officers.
8. Obtain the names and addresses of guests and new members, as well as recording changes of addresses of members.

PROGRAM COMMITTEE

As soon as possible after each new Council is organized, a Program Committee will be appointed. The Council's authority for "general program policies" is delegated to this Committee. The Program Committee will be responsible for the following functions:

1. Teaching old and new folk dance material as required to maintain a well rounded repertoire for the club member leadership.
2. Suggested leadership for weekend institutes.
3. Securing leadership for weekend institutes
4. Assignment of couples, on a rotating basis who will plan and conduct each weekly session.
5. Develop programming guidelines, repertoire lists and otherwise offer assistance to those responsible for the weekly program.
6. Procure records, as they deem necessary. Maintain records, indexing and instruction files.

ANNUAL MEETING

- A. The annual meeting of the members is held as soon as conveniently possible after New Year's Day.
- 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 previous year.
- 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.

ELECTIONS

- A. Elections for members to serve on the Council is by secret ballot.
  - B. A nominating ballot is cast to select names to fill existing vacancies. Those person' names receiving the highest number of votes are posted for the electing ballot, but the number of votes cast for each person is not posted. There should be at least twice as many names posted as there are vacancies.
  - C. An electing ballot is then taken following the nominating ballot. Each vote shall contain as many names as there are vacancies. Those candidates' names receiving the highest number of votes are posted, but the number of votes cast for each person is not posted.
  - D. The voting judges selected by Council Chairman shall select at least double the number of candidates as existing vacancies from members receiving the highest votes on the nominating ballot. The names are posted by voting judges but the number of votes are not posted. All votes are to be destroyed.
- An election ballot is taken following the nomination ballot. The candidate receiving the highest vote is posted by the number of votes is not posted.