

# DANZATIONS

## CONSTITUTION & BY-LAWS

### ARTICLE I: NAME, PURPOSE & OBJECTIVE

#### Section 1 - Name

The name of this organization shall be Danzations (Program), a program formed under the auspices and authority of the Parkville Recreation Council, Inc. (Council) located in Parkville, Maryland

#### Section 2 - Purpose

- The purpose of this Program shall be to promote and maintain a public relation dance program in cooperation with Parkville Recreation Council, Inc.
- To formulate policies, to advise, recommend, promote and maintain public recreation affairs in this community in cooperation with the Baltimore County Board of Recreation and Parks and the Baltimore County Board of Education, in accordance with the laws and agreements governing public recreation in Baltimore County and the State of Maryland.
- To provide a recreational dance program, making use of the physical properties available in the Parkville area, and to provide for all citizens regardless of race, religion, gender, mental or physical disabilities, creed, personal beliefs, or national origin.

#### Section 3 – Objective

The objective of the Program is to teach the fundamentals of dance with an emphasis on skills and technique. Through the Program’s leadership and instructors, it will demonstrate and encourage the ideals of good character and friendship to the dancers.

### ARTICLE II - AFFILIATION

The Program is directly under the Council, of which it is a member. The Council has full authority to control the dance activities in this area. The Council will be the governing factor in the program. The Program will adopt and adhere to the Council’s Constitution and By-Laws. The Program will be a member in Good Standing of the Council.

## **ARTICLE III – MEMBERSHIP**

### Section 1 – Membership

The membership of Danzations shall consist of all registered participants, or are family members of registered participants, Instructors and Assistants. All memberships shall be for the fiscal year August 1 thought July 30.

## **ARTICLE IV – BOARD**

### Section 1 – Officers, Directors & Advisors

The Program Board shall consist of no less than 6 officers and directors: Chairperson, Executive Teachers Director, Secretary, Treasurer, Fundraising Director, Executive Advisory Director, and Parent Advisors

### Section 2 – Nominations

The Chairperson will nominate all board members for any open positions.

### Section 3 – Length of Office

All officers and directors shall serve one (1) year term. There is no limit as to the number of terms that may be served.

### Section 4 – Removal from Office

Members of the Board may be removed from office at a duly convened special meeting of the Board provided two-thirds (2/3) of the members agree that there is due cause for removal, and is in the best interest of the program.

## **ARTICLE V – QUORUM**

A Quorum for regular or special Board Meetings of the Program shall consist of those in attendance.

## **ARTICLE VI – MEETINGS**

### Section 1

Parent Informational Meetings shall be held once a year. The Board shall meet upon request of the Chairperson or upon a request of two or more officers. The Board may conduct voting and meetings by phone and through email.

### Section 2

The annual meeting shall be held each year on a date specified by the Chairperson.

## **ARTICLE VII – COMPENSATION TO OFFICERS AND MEMBERS**

### Section 1

No part of the assets of this Program shall insure to the benefit of, or be distributed to, its members, trustees, officers, or other private persons, except in reasonable compensation for services rendered in furtherance of its stated objectives.

## **ARTICLE VIII – PARLIAMENTARY AUTHORITY**

### Section 1

Robert's Rules of Order shall be the parliamentary authority of this organization, subject to any special rules contained in this Constitution and By-laws.

## **ARTICLE IX – AMENDMENTS**

### Section 1

All proposed amendments shall be submitted in writing to the Secretary and presented to the Board for approval by majority vote.

## **ARTICLE X - DUTIES OF OFFICERS**

### Section 1

It is the duty of the Chairperson to enforce all items referenced in the constitution and By Laws, or the adopted Rules for each year. The Chairperson shall have the power to make all other decisions relating to the administration of program with the guidance of the Board.

The duties of the officers and directors shall be as follows:

#### **Chairperson**

- Call the meeting to order at the appointed time.
- Preside and maintain order at all meetings.
- Announce the business in its proper order.
- State all questions and put them to vote.
- Announce the result of every vote and next business in order.
- Be impartial in assigning the floor.
- Protect the rights of each member.
- Appoint and dissolve committees as needed.
- Coordinate and perform services necessary for the orderly operation of the program.
- Preside over any disciplinary hearings as requested by an affected party.

#### **Executive Teachers Director**

- Assist the Chairperson in the general supervision of the Board
- Perform the Chairperson's duties in the absence of the Chairperson
- Responsible for providing practice schedules, rules and related materials to the instructors
- Appoint teachers with the approval of the Chairperson
- Appoint assistants with the approval of the Chairperson
- Represent the instructors at the meeting
- Resolve any issues that are directly related to the instructors and/or assistants

#### **Secretary**

- Keep the minutes in an orderly fashion for the business history of the program
- Record all votes at meetings and actions taken without a meeting
- Distribute the minutes of each meeting to all proper persons within thirty (30) days after a meeting
- Assist with costumes, recital duties, and other tasks necessary for the operation of Danzations

## **Treasurer**

- Receive and disburse and keep accounting records for all funds of the organization in accordance with direction resulting from a regular or special meeting or as required by the Constitution and By-laws of the Parkville Recreation Council Inc.
- Receive and disburse all funds of the organization in accordance with direction resulting from a regular or special meeting or as required by the Constitution and By-laws of the Danzations and Parkville Recreation Council Inc.
- Submit a written report of receipts and disbursements at each regular meeting.
- Assist with costumes, recital duties, and other tasks necessary for the operation of Danzations

## **Fundraising Director**

- Develop and implement a fund-raising strategy, setting priorities, goals and budgets, and communication with the Board Members with a report at the meetings
- Other duties may include, but not limited to writing proposals to obtain donations, direct mail campaigns, and overseeing event planning as needed.
- Assist with costumes, recital duties, and other tasks necessary for the operation of Danzations

## **Advisory Director**

- Coordinate all duties of the Parent Advisors
- Develop and coordinate all special events
- Assist with the coordination of Recital Volunteers and Room Moms
- Assist with costumes, recital duties, and other tasks necessary for the operation of Danzations

## **Parent Advisors**

- Supervise any and all special events
- Assist with costumes, recital duties, and other tasks necessary for the operation of Danzations

## **ARTICLE XI – FISCAL YEAR**

### Section 1

The fiscal year of this organization shall run from August 1 of a calendar year through July 30 of the succeeding calendar year. In the event that Parkville Recreation Council Inc. changes its fiscal year, this organization will conform their year to those changes.

## **ARTICLE XII – PURCHASING**

### Section 1 – Budget

The Executive Teachers Director shall prepare and present to the Board an estimated, itemized budget, listing the equipment and supplies needed for the ensuing year. After approval and/or change to this budget, it will be submitted to the Parkville Recreation Council Inc. for final approval.

## **ARTICLE XIII – CODE OF CONDUCT**

All parents, dancers, spectators, and members must comply and agree with the terms and conditions of the Parkville Recreation Council, Inc. Parents Code of Conduct, Waiver and Release of Liability, The Danzations Handbook, and this Constitution and By-Laws as provided as part of your registration.

### Section 1 - Discipline

Any Instructor has the right to ask a dancer to sit out of a class for unfriendly, disrespectful, unruly, disruptive or harmful behavior either to themselves or others.

### Section 2 - Suspension

Members are subject to a suspension for unfriendly conduct and violation of the rules or the Code of Conduct by a recommendation of the Executive Teachers Director and the Chairperson. A suspension will start immediately. This includes, but is not limited to recital dress rehearsals and recital days. Further action, if determined necessary, may be taken by the Board.

### Section 3 – Suspension of Instructors and Assistants

Instructors and Assistants will be subject to suspension for unfriendly conduct and violation of rules or the Code of Conducts by the Executive Teachers Director and/or the Chairperson. The suspension will start immediately. This includes, but is not limited to recital dress rehearsals and recital days. Further action, if determined necessary, may be taken by the Board.

### Section 4 – Removal

A removal of any instructor, assistant, or member from the program may be warranted with a recommendation from the Executive Teachers Director. The Chairperson will conduct a fair and impartial investigation of any and all charges. If removal is deemed advisable, it may be made by majority vote of the Board. There are no refunds.

## Section 5 - Request for Hearings

In the event that a member is suspended, either temporarily or permanent, the affected party has a right to a hearing. A request for a hearing with the Board must be made in writing to the Chairperson within three (3) days of the receipt of the notice. The hearing shall be held no later than 10 days from the date of the request for a hearing, to investigate the alleged misconduct of the alleged offending member for the purpose of removal from the program or other disciplinary action. The alleged offending member shall be invited by the Chairperson to attend a hearing at a time and place designated by the Chairperson. The Chairperson shall conduct the hearing. The formal rules of evidence do not apply. The Chairperson shall outline the offending conduct and the evidence which supports the allegations. Written statements are admissible. The alleged offending member shall then have the opportunity to question and present evidence in response. The alleged offending member can for good cause shown, ask for any member of the Board to recuse themselves from the determination. If the Chairperson is recused, the Executive Teachers Director will conduct the hearing. The Chairperson will make the determination if there has been a showing of good cause. Also attending the hearing shall be at least a majority of the Board. After hearing both sides, the Board, in a private meeting, will vote on removal, suspension, or other disciplinary action, if any. The written recommendation of the all parties will be considered. The Chairperson shall issue a written determination, and all decisions are final. The affected member will be advised they have a right to further review by the Parkville Recreation Council Inc.

## Section 6 – Attendance Policy and Recital ejections

All Instructors, Assistants and Members will be given a copy of the Attendance Policy outlined in The Danzations Handbook at Registration. The Attendance Policy must be physically or electronically signed by the Parent/Guardian at registration. Registration will not be accepted without it. It is important that all dancers report to their scheduled classes. If a dancer is more than 5 minutes late for a class, he/she may not be able to participate in that particular class, and may be marked absent. If a dancer is absent from 4-5 classes, he/she will receive a courtesy email from the Chairperson, reminding of our attendance policy. If more than 5 classes are missed, the Chairperson, Executive Teachers Director, and Instructors reserve the right to determine whether that dancer will be able to participate in the recital. Dancers will not be able to participate in the recital if 2 absences occur during the last 2 weeks before recital. Dancers will not be able to participate in the recital if any part or whole of **MANDATORY DRESS REHEARSALS** are missed by the dancer. Any extenuating circumstances and prior knowledge of absences occurring during mandatory times must be requested and submitted in writing/email to the Chairperson and the Executive Teachers Director 30 days in advance. Any request is subject to approval and/or denial.

## **ARTICLE XIV – FINANCIAL POLICY**

### Section 1 – Enrollment

Enrollment is for an entire session and no refunds or deductions will be granted for absence or withdrawal, unless for medical reasons.



## Section 2 – Registration

Registration opens online on August 1<sup>st</sup>. Class availability is on a first come basis. Registration is not complete until the registration fee is paid along with the properly electronically signed forms.

## Section 3 – Payments

Payments can be paid in the forms of cash, check or credit card. If there are extenuating circumstances regarding payment, please speak to the Chairperson **BEFORE** payment is due.

For your convenience, registration for more then one class may be divided into installment payments as follows:

- 1) First Installment payment must be made at the time of registration.
- 2) Costume fees are due in full the 3<sup>rd</sup> week of November
- 3) Final installment payment is due the 3<sup>rd</sup> week of January

## Section 4 – Late Payment Policy

If an installment payment is more than 1 week behind, a friendly email will be sent to the member who registered the dancer. If there has been no return communication from the parent/guardian within one week, a friendly letter will be sent home with the dancer. If there has been no attempt at a return communication from the parent/guardian, or a payment arrangement has not been made and approved by the Treasurer within one week of the friendly reminder, the dancer will not be allowed to participate in class until a payment agreement can be reached and approved by the Chairperson and Treasurer.

## Section 5 – Costume Distribution Policy

If a dancer has any outstanding charges, they will be denied their costumes for Recital until the account is brought up to date, or if a payment arrangement has been made and approved by the Chairperson and Treasurer

## Section 7 – Returned Check Policy

Checks returned to us by the bank, will incur a N.S.F. fee of \$40 and all future payments must be in the form of cash, money order or cashier's check. All checks should be made payable to PRC. Registration fees and Costume fees are NON- REFUNDABLE and NON-TRANSFERABLE.

## Section 8 - Bad Weather Policy

If at any time it is necessary to cancel classes due to inclement weather, there will be NO reduction of tuition. All classes cancelled will NOT be rescheduled.

## Section 9 - Discard Policy

We reserve the right to cancel or deny registration with NO REFUND or REDUCTION of payments for the following reasons:

- Non-payment or excessive late payment of registration or costume fees.
- Not observing the rules set forth in the Constitution & By-Laws, violating the Code of Conduct or Danzations Handbook
- Physical and/or verbal abuse of staff or children, by any parent/guardian or child.

## **Article XV – SELECTION OF DANCERS**

Dancers will be placed in their chosen classes by age first, skill second. Requests of same age relatives and dancer having special circumstances to be placed in the same class may be allowed for good cause approved by the Executive Teacher Director and Chairperson prior to September 1<sup>st</sup>. Relatives include cousins, stepsisters/brothers, and children residing at the same address. Special circumstances include medical necessity, or other unusual circumstance that warrants an exception to the rules. Instructors are allowed to evaluate and make changes to class rosters based on the dancers skill level. Changes must be made in writing to the Executive Teachers Director. The Chairperson will then contact the parent/guardian to notify them of the change. Changes must occur before the fourth week of classes.

## **Article XVI – AMENDMENTS**

All proposed amendments shall be submitted in writing and presented to the Board for approval by two-thirds (2/3) majority vote.

DANZATIONS BY-LAWS APPROVED June 23, 2013

Approved by Parkville Recreation Council, Inc. June 2013

July 2015 Amendments Approved