

OPERATING CODE THE DANCE ASSOCIATION of NORTH CAROLINA

Revised: 2018

I. NAME

- a. The name of this governing body shall be The Dance Association for North Carolina Educators (DANCE).

II. PURPOSE

- a. The purpose of DANCE is to promote quality dance education through the convention, regional workshops, publications, and other means consistent with the North Carolina Alliance for Athletics, Health, Physical Education, Recreation, Dance, and Sport Management (NCAAHPERD-SM) policy. By providing meaningful professional development opportunities to our members, every dance education teacher in North Carolina will have access to quality instructional materials. Ultimately, this results in relevant dance education instruction for our students.

III. MEMBERSHIP

- a. Individual members of NCAAHPERD-SM select DANCE as an association within the alliance.

IV. ORGANIZATION

- a. This Association shall be a standing association of NCAAHPERD-SM.
- b. The DANCE Board, the Executive Committee, and a regular business meeting of members shall govern the Association.
- c. The Executive Committee shall consist of Past President, President, President-Elect, and Vice-President.
- d. The DANCE Board recommends four voting members: A Past President, President, President-Elect, and Vice-President, are voting members.
 - i. All officers shall assume office upon the close of the annual meeting.
 1. The Past President, President, President-elect, and Vice-President shall serve terms of one year.
 - a. Each year a Vice-President shall be elected with the other officers rotating to the next position.
- e. No members of the DANCE Executive Committee shall be eligible for reselection during the two years immediately following the completion of their term on the DANCE Board.
- f. Members of the DANCE Board who do not meet their obligations (including, but not limited to duties described in the operating code, maintaining NCAAHPERD-SM membership, etc.) may be removed and replaced by the Executive Committee. The decision may be appealed to the full DANCE Board.

V. CONDUCT OF BUSINESS

- a. Meetings of the DANCE Board shall be held at the Annual Convention and at additional times set by the Executive Committee.
- b. A business meeting of the membership shall be held during the Annual Convention. All Members of the Association shall be eligible to participate.
- c. The agenda of the DANCE Board meetings shall be as follows:
 - i. CALL TO ORDER
 - ii. MINUTES
 - iii. APPROVAL OF AGENDA
 - iv. FINANCIAL REPORTS
 - v. OLD BUSINESS
 - vi. NEW BUSINESS
 - vii. COMMITTEE REPORTS
 - viii. ADJOURNMENT

Meetings will be conducted according to Robert's Rule of Order.

VI. DUTIES AND RESPONSIBILITIES OF THE DANCE BOARD

- a. Officers of the Board:
 - i. The President Shall:
 1. Represent DANCE on the NCAAHPERD-SM Executive Committee.
 2. Serve on the Executive Committee of the DANCE Board through regular attendance at meetings.
 3. Preside at DANCE Board Meetings.
 - a. Set the agenda for Board meetings.
 4. Serve as financial officer of the Association.
 - a. Establish budget and maintain financial records.
 - b. Report to the appropriate Alliance representative.
 5. Make appointments as needed for the implementation of Association business.
 6. Appoint individuals to fill vacancies before the term expires.
 7. Appoint a review committee for the DANCE Grant Programs.
 8. Ensure a DANCE Board member attends the Southern District AAHPERD leadership development conference.
 9. Serve as Association delegation to Southern District or provide for the election

of an Association delegate.

10. Prepare an end of the year report to NCAAHPERD-SM and the DANCE Board.

11. Represent the DANCE as needed during term of office.

ii. The President-elect shall:

1. Represent DANCE on the NCAAHPERD-SM Executive Board.

2. Serve on the Executive Committee of the DANCE Board through regular attendance at meetings.

a. Keep minutes of DANCE Board meetings and distribute to all members of the Board.

3. Be responsible for planning and conducting of convention programming.

4. Work on duties as designated by the President.

5. Assume the duties of the President in the event that the President cannot fulfill those duties.

iii. The Vice-President shall:

1. Attend NCAAHPERD-SM Executive Board meetings as an observer; serve as a proxy on votes if the President or President-elect is unable to attend.

2. Serve on the Executive Committee of the DANCE Board through regular attendance at meetings.

3. Assist the President-elect with convention programming.

4. Appoint an awards committee to determine:

a. the K-12 Dance Educator of the Year (TOY),

i. Send NC TOY materials on to Southern District.

ii. Present recipients to Vice President of NCAAHPERD-SM as required for NCAAHPERD-SM Awards Banquet

b. College/University Educator of the Year

c. College Student of the Year

d. Dance Administrator of the Year

5. Work on duties as designated by the President.

6. Assume the duties of the President in the event the President and President-elect are unable to fulfill those duties.

iv. The Past-President shall:

1. Attend NCAAHPERD-SM board meetings to serve as a proxy on votes if two

of the other three officers are unable to attend.

2. Serve on the Executive Committee of the DANCE Board through regular attendance at meetings.
3. Act as an advisor to the President and President-elect.
4. Chair a committee to select nominees for the DANCE Board.
5. Prepare a ballot for election of Board members.

VII. REVISION OF THE OPERATING CODE

- a. Revisions to the Operating Code shall be submitted to the DANCE Board for consideration and final action.
- b. Any proposed revisions to be considered at the DANCE Board meeting must be submitted to the President at least thirty (30) days prior to the date of the meeting.
- c. The proposed revisions to be considered must be presented to and approved by the NCAAHPERD-SM Board of Directors.
- d. The membership shall be informed of revisions of the Operating Code.