

**BY-LAWS OF THE DANCE ADVISORY COMMITTEE
of St. Demetrios Greek Orthodox Church**

November 5, 2008 amended June, 2011

ARTICLE I

MISSION STATEMENT

The mission of the Dance Program of St. Demetrios is to teach, preserve and perpetuate the history and tradition of the Greek culture through dance while espousing the values of the Orthodox Christian faith.

ARTICLE II

DANCE ADVISORY COMMITTEE

The Dance Advisory Committee (DAC) operates under the auspices of the Education Youth and Culture Committee (EYCC) of St. Demetrios, which reports to the Parish Council and the Clergy. The DAC was formed to implement the rules and guiding principles of the Dance Program and to effect its management.

ARTICLE III

MEMBERSHIP

Membership in the DAC shall be open to the parents, guardians and/or grandparents of children presently registered in the Dance Program. They must all be members in good standing of the St. Demetrios Parish. The DAC shall consist of at least seven (7) persons. Dance Directors and Instructors may attend meetings of the DAC.

ELECTIONS

Elections will take place no later than the third (3rd) Sunday of October of each year and shall be supervised by the Education Youth and Culture Committee. The electorate shall consist of all parents or guardians, and/or grandparents of children presently registered in the Dance Program. There shall be one (1) vote per family in good standing of the St. Demetrios Parish. Notice of the Election and the Nomination form shall be sent out by all means possible at least 15 days prior to the election set by the EYCC to the entire community. Nomination Forms shall be submitted to the Church Office no later than 5 days prior to the election. For the first year (2007) the four (4) recipients of the highest number of votes shall serve for a term of two (2) years. The three (3) recipients of the second highest number of votes shall serve for a term of one (1) year. Thereafter three new members will be voted on every year to serve a term of two years each. A person's term begins upon taking the oath of office. A member of the DAC may resign by giving written notice to the President of the DAC who will then forward it to the EYCC. A vacancy shall be filled by the process outlined above.

EXECUTIVE BOARD OF THE DAC

The Executive Board shall consist of a President, a Vice President, a Secretary and a Treasurer. The President and Vice President must have been members of the DAC for at least one (1) year prior to holding office in the Executive Board. They shall be elected by the seven (7) members of DAC following the general election and no later than two (2) weeks following the election of DAC Board Members. They in turn will elect the offices of the Executive Committee for a one (1) year term. The election will be under the Chairmanship of the Clergy or appointed member of the EYCC.

ARTICLE IV

THE DUTIES OF OFFICERS

President:

The President is the chief executive officer of the DAC. The President shall prepare the agenda of an upcoming meeting and shall preside over it. The President shall preview and approve all communication sent to the general membership by the DAC and/or the dance directors and instructors. The Priest, the Parish Council and the EYCC shall be informed in advance of all meetings of the Executive Committee or General Membership. Each year in May, the President shall review the performance of all teachers and shall make recommendations for retention or dismissal to the EYCC.

Vice President:

The Vice President shall assume all the powers and shall perform all functions of the President in case of the latter's absence or disability. In addition he/she shall support the President following up and executing the decision made by the DAC.

Secretary:

The Secretary shall attend all meetings of the DAC, record all minutes and votes and prepare them for distribution to the general membership and the Church Office. In addition, the Secretary shall mail all notices of impending meetings and updates.

Treasurer:

The Treasurer shall have custody of all funds of the DAC and the Dance Program; shall keep accurate records of receipts and disbursements; shall deposit in the appropriate accounts all monies received; shall disburse the funds as voted, ordered and authorized by the DAC; and shall render an account of the finances at regular meetings. The treasurer and the President shall have the sole co-signing authority on all financial instruments, accounts and checks.

ARTICLE V

MEETINGS

DAC Meetings:

Regular meetings of the DAC shall be held every four to six weeks and at other times should it be deemed necessary. The meetings shall take place at the Community Center of the Church of St. Demetrios. The President shall notify the members at least one (1) week in advance of an impending meeting via electronic mail or the telephone.

General Meetings:

General meetings of all parents, guardians and/or grandparents of the dancers will be held no later than the third (3rd) dance practice and prior to the end of January of each year.

Special Meetings:

Periodically, special meetings of the parents/guardians of the dance group may be held as deemed necessary in order to gather information, to enlist volunteers and chaperons, to provide a forum for the airing of grievances and concerns and for any other reason at the discretion of the DAC.

All meetings shall follow the Parliamentary Procedures set by Robert's Rule of Order and all members shall comport themselves according to regulations of the local By-Laws and the Uniform Parish Regulations.

ARTICLE VI

VOTING

Voting shall take place in the presence of the Executive Board members, i.e. President, Vice President, Secretary and Treasurer. A quorum of the DAC is needed. Voting on a motion shall be by show of hands or by consensus.

ARTICLE VII

STANDING COMMITTEES

The DAC may establish, as it deems necessary, special standing committees to carry out the work and responsibilities of the organization. The committees shall include Finance/Fundraising, Costumes, Festivals, Travel, Education and Parent Ambassadors. Each committee must be led and supervised by a DAC Board Member. Annually, two members of the EYCC shall meet with the President and Treasurer to perform an independent audit and to report their findings to the Parish Council. Committees shall be open to the parents, guardians and/or grandparents of children presently registered in the Dance Program, as well as any members in good standing of St. Demetrios Parish who have completed the required EYCC Volunteer Application.

ARTICLE VIII

ACTIVITES AND FUNCTIONS

Scheduling of all activities must be pre-approved by the EYCC.

ARTICLE IX

AMENDMENT OF BY-LAWS

The By-Laws of the DAC may be amended at a special meeting of the parent families by a two-thirds (2/3) majority, each family in good standing casting one (1) vote.

Any proposed change to the By-Laws shall be contained in a notice about the meeting to be sent to the general membership no less than thirty (30) days prior to the proposed date. The Secretary shall send the requisite notice by both regular and/or electronic mail.