

Allons Danser Committee
Operating Procedures
Reviewed and Approved February 13th 2017

Operating Procedures of the Allons Danser Committee (aka ADC). The Allons Danser Committee is a standing committee of the Philadelphia Area Traditional Music and Dance (aka PATMAD).

Article 1. Name. The name of this committee is the Allons Danser Committee (aka ADC).

Article 2. Purpose. Allons Danser promotes knowledge of and participation in Cajun, Creole and Zydeco music, dance and culture in the greater Philadelphia area by sponsoring workshops, dances, and other events that offer musicians, dancers, and teachers the opportunity to teach, learn, perform, and participate. This mission is and shall remain consistent with the mission of PATMAD stated in its Articles of Incorporation.

Article 3. Committee Members. All activities related to the management and administration of AD will be the responsibility of the Committee Members.

The Committee has sole authority to establish all rules relating to the management of any dance it sponsors; to set schedules and dates for the year; to set fees and rates to cover costs of operation; to set honoraria paid to dance leaders and musicians, or others; to rent necessary facilities; to approve engagements and/or other special activities undertaken in the name of AD. The Committee shall determine the need for and the responsibilities of standing or special sub-committees to carry out projects or special programs.

The power to enter into binding contracts or otherwise incur obligations is reserved to the Committee. The Committee may vote to delegate its authority to enter into contracts.

In the event of a vacancy on the Committee, the remaining Committee members shall, by a majority vote, appoint a new member to fill the unexpired term.

A member of the Committee may be removed from office, after reasonable notice and opportunity to be heard, by a two-thirds majority vote of the entire Committee.

The Committee shall consist of 5-10 members. The actual number will be set by the Committee and may be changed by majority vote of the Committee.

Article 4. Meetings of the Committee.

The Committee will meet not less than twice annually.

A quorum for transaction of business is 50% of the Committee members.

A majority vote of those Committee members present is necessary to transact any business brought before the Committee, except as otherwise noted by these procedures.

The dance and music leaders or chairpersons of standing or special sub-committees, whether or not they are members, may attend meetings for the purposes of advising or receiving suggestions from the Committee concerning the programs of AD.

Article 5. Officers. The Officers of ADC are Chairperson, Vice Chairperson, Secretary and Treasurer. The Term of office is one year. Every July, at the first Committee meeting of the

fiscal/program year, the Committee shall elect from among themselves the Chairperson, Vice Chairperson, Secretary and Treasurer.

Duties of the Officers:

Chairperson. The President is the executive officer responsible for the operation of the group. He or she presides at meetings, calls regular or special meetings of the Committee as needed, appoints the Chairpersons of standing or special sub-committees.

Vice Chairperson. The Vice Chairperson acts as Chairperson in the absence or illness of the Chairperson and in the event of the Chairperson's resignation or incapacity to serve shall succeed to the office until the next regular election of officers. The Chairperson may delegate to the Vice Chairperson such official or other duties as may be necessary for the conduct of business.

Secretary. The Secretary keeps records and minutes of Committee meetings; maintains an up-to-date list of AD members; sends notices and flyers; receives and distributes information from other groups and organizations.

Treasurer. The Treasurer is responsible for the collection of fees and charges, for the disbursement of fees and honorariums to musicians, teachers and others and for payment of authorized expenditures. The Treasurer advises the Committee about the finances of the organization and assists in formulating the budgets for the regular and special activities. The Treasurer also presents an annual and semi-annual balance sheet and statement of operations to the Committee. The Treasurer is also responsible for communicating AD financial information to PATMAD as required.

Article 6. Election of Committee Members. The AD Community shall elect the Committee members annually. This election will take place in June, at the AD Annual Meeting. Only dues paying members of AD can vote at this meeting. The term of office is 2 years, with the terms of approximately half the Committee members expiring each year. The one exception to this is that half of the original members will serve one year initial terms to ensure that only half will rotate off of the Committee at one time.

Candidates for the Committee must be members of the AD community.

Every May the Chairperson will appoint a Nominating Sub-Committee consisting of at least three Committee members.

The Nominating Sub-Committee will seek appropriate candidates, collect any other nominations, and obtain agreement of the nominees to serve. The Nominating Sub-Committee will collect nominations for two weeks in May.

The Nominating Sub-Committee will endeavor to put forward a slate of candidates that is representative of the AD Community, including making every attempt to propose a slate of candidates that has gender balance.

The Nominating Sub-Committee will communicate the proposed slate to the AD Community members at least one week prior to the start of the elections.

The slate must be approved by a simple majority vote of the AD Community.

Article 7. Fiscal Year. The fiscal year of ADC is July 1 through June 30.

Article 8. Amendments to the Procedures. Amendments to these Procedures may be adopted at any meeting of the Committee. The proposed amendment notice must be sent to Committee members at least 4 weeks prior to the meeting at which it will be voted upon. A two-thirds majority vote of those voting is required for adoption.