

**International Council for Traditions of Music and Dance (ICTMD)
Study Group on Ethnochoreology**

Draft, Revised
May 2024

Bylaws

1. Name and Status

The name of the organisation is ICTMD Study Group on Ethnochoreology (hereby “Study Group”). The Study Group is an approved group of the Executive Board of the International Council for Traditions of Music and Dance (ICTMD Statutes 2023: Paragraph 6 and the “Memorandum on ICTMD Study Groups,” August 2023). The ICTMD is an international non-profit, non-governmental, professional organisation admitted to Category B of relations to UNESCO.

2. Objectives

The Study Group promotes dance research (especially the fields of ethnochoreology, the anthropology of dance, and dance ethnology) through documentation, interdisciplinary studies, and dissemination of the created dance knowledge worldwide. It provides a forum for cooperation among scholars and students of dance research by means of international meetings, publications, and correspondence. The Study Group may undertake such projects as are in support of its stated objectives, including organisation of biennial Study Group symposia, working in sub-study group formation, publication of symposium proceedings, and research of the sub-study groups.

3. Membership

- a. Membership in the Study Group is open to all members of the ICTMD in good standing who are involved in the field of dance research, either as a specialist in this field or in related fields which include consideration of materials relevant to dance research. Membership is formalised by filling out the Study Group “New Member” Form and returning it to the Study Group Chair and Secretary, or their delegate.
- b. The Study Group recognises “Associates” who are supportive dance researchers and who participate in its activities on a temporary basis, but are not current members of ICTMD. Members who have not engaged with the Study Group activities at least via correspondence for a period of four consecutive years are considered Inactive.
- c. Active Study Group Members have the right to propose presentations for symposia, participate in business meetings and discussions, and to vote.
- d. Members shall assemble and participate in business meetings, normally held biennially at Study Group symposia.

4. Elected Officers and Responsibilities

- a. The elected officers of the Study Group, who must be active members of ICTMD

and the Study Group, shall be Chairperson, Vice-Chairperson, and Secretary.

- b. The term of office shall be four years or until successors are elected. Terms will be staggered so that one or two new officers are elected at each business meeting of the Study Group.
- c. A call for nominations shall be announced to Active Study Group members at least 60 days prior to a business meeting. Nominations shall be submitted by any Active Study Group member. Nominations shall be made to a designated electronic address prior to a business meeting. Deadlines for receipt of nominations shall be 14 days prior to a business meeting. Nominations require consent of the nominee to be placed on a ballot.
- d. Voting for officers shall be by electronic and/or paper ballot, as designated by the Executive Committee. Voting will end no later than the business meeting, with 20% of the Active Members constituting a quorum. Officers are elected by the majority of members voting.
- e. No member shall hold more than one office at a time, and no member shall be eligible to serve more than two consecutive terms in the same office. A person may not simultaneously chair more than one ICTMD Study Group.
- f. The duties of the **Chairperson** shall include responsibility to the Executive Committee of the Study Group and the ICTMD for all current affairs of the Study Group; presiding at business meetings, presiding at Executive Committee meetings; calling Executive Committee meetings in person or electronically; securing written decisions of the Executive Committee; making Executive Committee decisions in case of a tie vote; acting as corresponding secretary; co-signing, with the Secretary, annual reports which shall be sent to the ICTMD Secretary General for the attention of the ICTMD Executive Board; and serving as the sole spokesperson of the Study Group to the ICTMD Executive Board. The current membership list shall be kept by both the Chairperson and the Secretary; all files and official Study Group correspondence shall be transferred to the ICTMD Archives.
- g. The duties of the **Vice-Chairperson** shall be to assist the Chairperson in the management of the Study Group and its activities; to represent the Study Group publicly when the Chairperson is not present; to assist the Chairperson whenever possible with Study Group participation in the ICTMD World Conference; to assist the editors and Publications Committee whenever possible in the production of the Study Group publications; to serve as *ex officio* member of the Publication Committee. The Vice-Chairperson shall undertake the duties of the Chairperson in the Chairperson's absence, resignation, or removal from office.
- h. The duties of the **Secretary** shall be to assist the Chairperson in the management of the Study Group; to keep a record of all proceedings of Study Group business meetings (noting proposals and motions, and giving names of individuals who made them, discussions and decisions); to prepare the official annual report of activities and achievements of the Study Group which shall be co-signed by the Chairperson and sent to the ICTMD Secretary General

for the attention of the ICTMD Executive Board; to manage Study Group monies and to maintain records of all financial affairs which shall be reported annually to the membership. The current membership list shall be kept by both the Chairperson and the Secretary; all files and official Study Group correspondence shall be transferred to the ICTMD Archives. All past minutes, files and financial records shall be transferred to the successor Secretary.

i. If a vacancy occurs in the office of the Chairperson, then the Vice-Chairperson shall perform the duties of the Chairperson. A vacancy in any other office remains vacant until the next election by the Membership can be organised by the remaining Executive Committee members.

j. If a business meeting cannot be held in any given year for an election of those officers whose term ends, then those officers remain in their positions, and the election will be conducted at the next business meeting.

5. Study Group Executive Committee

a. The Executive Committee of the Study Group shall consist of the three elected officers of the Study Group (Chairperson, Vice-Chairperson, and Secretary) as well as the Chair of the Publication Committee, the Chair of the upcoming Symposium Organising Committee, and the Chair of the past Symposium Organising Committee(s) (see 5.c below), who are *ex officio* members of the Study Group Executive Committee.

b. Executive Committee meetings may be called by the Chairperson or any two elected Executive Committee members. Three members, including at least two elected members, shall constitute a quorum at an Executive Committee meeting. Decisions of the Executive Committee require a majority vote of all members of the Executive Committee, including at least two elected members. The Executive Committee may conduct its business and make decisions in person or by means of various communication media.

c. The Chair of the Symposium Organising Committee is appointed by the Executive Committee for each Symposium of the Study Group. He/she shall remain on the Executive Committee until the final completion of the Symposium business matters, including the publication of the proceedings. More than one Symposium Organising Committee Chair may be active on the Executive Committee at any time.

d. The Chair of the Publications Committee is appointed by the Executive Committee for a four year renewable term.

e. The Executive Committee shall supervise the affairs of the Study Group between its business meetings. It shall set the time and place of business meetings and shall recommend policy to the Study Group. The Executive Committee shall be subject to the resolutions of the Study Group and none of its acts shall conflict with the resolutions of the Study Group.

6. Committees

The Study Group has four committees that work closely with each other to produce symposia:

the Executive Committee, the Symposium Organising Committee, the Programme Committee, and the Publication Committee. The activities of the Committees are regulated by separate guideline documents produced and revised periodically by the Executive Committee and posted on the Study Group website, with revisions discussed at the subsequent Business meeting.

a. **The Symposium Organising Committee.** The Study Group shall aim to hold a symposium at least every two years. Members willing to host a symposium should make a proposal for this purpose. The location and first theme of Study Group symposia shall be voted upon by a majority of members attending and voting at a business meeting. The Executive Committee shall work with the person who made the proposal to host, and shall confirm the decision once it becomes clear that the proposal is viable. The Executive Committee shall then appoint a Chair of the Symposium Organising Committee, normally the person who made the successful proposal. The Chair of the Symposium Organising Committee shall establish a committee which assists his/her work in providing the appropriate budget, transport, accommodation, symposium venue, infrastructure, etc. for the participants. The Symposium Organising Committee shall work with the Programme Committee with the goal of smooth implementation during the symposium. The Study Group symposia and meetings shall be scheduled so as not to conflict with the ICTMD World conference nor, when possible, other ICTMD events.

b. **The Programme Committee.** The Chair or Co-Chairs and members of the Programme Committee shall be appointed by the Executive Committee for each symposium. The Programme Committee shall evaluate submitted proposals and abstracts, construct the symposium programme, and work with the Symposium Organising Committee with the goal of smooth implementation during the symposium.

c. **The Publication Committee** shall consist of the Chair of the Publication Committee, the Vice-Chairperson of the Executive Committee and others as determined by this Chair. Together with the Chair of the Symposium Organising Committee, who generally is an editor of the proceedings, the Chair of the Publication Committee is responsible for the proceedings of symposia. Study group publications, as ICTMD documents, should be prepared in accordance with ICTMD's publications guidelines (see <https://ictmusic.org/guidelines/publications>).

7. Sub-Study Groups

To conduct projects related to dance research, sub-study groups may be formed at the discretion of the members and on written application and acceptance by the Executive Committee. Members may self-declare participation in sub-study groups. Each sub-study group will be led by a Secretary, selected by its participants. Sub-study groups may publish the results of their activities. A report of activity shall be given by the Secretary of each sub-study group at each symposium. If a sub-study group remains inactive for an extended period of time, the Executive Committee may dissolve it.

8. Business Meetings

A business meeting shall be held at least once every two years, at each symposium of the Study Group or during the ICTMD World Conference, and shall be announced to participants through the ICTMD Bulletin and the Study Group internet resources. The Executive Committee and the Symposium Organising Committee shall normally make arrangements for the business meetings to be accessible to members in person and online. Members participating in person and virtually are equally counted as attendees. Extraordinary business meetings may be called by the Executive Committee. Voting for themes, locations and other issues shall be by electronic and/or paper ballot, as designated by the Executive Committee. The quorum for business meetings shall be 20% of the current active membership.

9. Amendment of the Bylaws

The Bylaws of the Study Group can be amended by a two-third majority vote of active Study Group members attending and voting at a business meeting. A proposed amendment to the Bylaws shall be submitted to the Study Group members through the Study Group internet resources or the *ICTMD Bulletin* at least 60 days prior to the meeting at which the vote is to be taken.

Revised 2002, 2014, 2018. Revised by the Executive Committee: Catherine Foley, Siri Mæland, Andriy Nahachewsky, Tvrtko Zebec, Dalia Urbanivičienė, and Rebeka Kunej. Amended and passed at the Business Meeting in Brežice 3 August 2022. Revised 2024.