

**International Council for Traditional Music (ICTM)
Study Group on Ethnochoreology**

July, 2014 Revision

Operating Procedures

1. Name and Status

The name of the organisation is ICTM Study Group on Ethnochoreology (hereby “Study Group”). The Study Group is an appointed committee of the Executive Board of the International Council for Traditional Music (ICTM Rules 1984: Paragraph 8, article 1). The ICTM 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, dance anthropology 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 works of the sub-study groups.

3. Membership

- a. **Membership** in the Study Group is open to all members of the ICTM 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 formalized by filling out the Study Group Information Form which is returned to the Study Group Chair or delegate.
- b. **Active** Study Group members have the right to participate in the business meetings and discussions, and to vote.
- c. Persons who have not attended Study Group meetings or have not contributed to the Study Group activities at least via correspondence for a period of four consecutive years are **considered inactive members**.
- d. Members shall assemble and participate in business meetings, normally held biennially in association with Study Group symposia. Extraordinary business meetings (physical or virtual), may be called by the Board.

4. Elected officers and Responsibilities

- a. The elected officers of the Study Group, who must be active members of ICTM and the Study Group, shall be Chairperson, Vice-Chairperson, and Secretary/Treasurer.
- 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 may be made to a designated electronic or postal address prior to a business meeting, or orally during the business meeting. Nominations require consent of the nominee to be placed on a ballot.

d. Voting shall be by electronic ballot 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.

f. The duties of the **Chairperson** shall include responsibility to the Board of the Study Group and the ICTM for all current affairs of the Study Group; presiding at business meetings, presiding at the Study Group Board meetings; calling Board meetings in person or electronically; securing written decisions of the Board; making Board decisions in case of a tie vote; acting as corresponding secretary; co-signing, with the Secretary/Treasurer, annual reports which shall be sent to the ICTM President and Secretary General; and serving as the sole spokesperson of the Study Group to the ICTM Board. The current membership list shall be kept by both the Chairperson and the Secretary/Treasurer; all files and official Study Group correspondence shall be transferred to the ICTM 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 ICTM 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 recording **Secretary/Treasurer** 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 report of activities and achievements of the Study Group which shall be co-signed by the Chairperson and sent to the ICTM President and Secretary General for publication in the ICTM Bulletin; to manage Study Group monies and to maintain records of all financial affairs which shall be reported annually to the membership. All past minutes, files and financial records shall be transferred to the successor Secretary/Treasurer.

i. A vacancy in any office may be filled until the next election by the majority vote of the remaining Board members. If the vacancy occurs in the office of the Chairperson, then the Vice-Chairperson shall perform the duties of the Chairperson. In this case, the remaining Board members shall appoint a replacement to the office of Vice-Chairperson.

j. If a business meeting can not 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. Board

a. The Board of the Study Group shall consist of the three elected officers of the Study Group (Chairperson, Vice-Chairperson and Secretary/Treasurer). In addition, the Leader of the Publication Committee, the Leader of the upcoming Symposium Organising

Committee, and the Leader(s) of the past Symposium Organising Committee(s) (see 5.c below) are *ex officio* members of the Board.

b. Board meetings may be called by the Chairperson or any two Board members. Any three shall constitute a quorum at a Board meeting. Decisions of the Board require a majority vote of all members of the Board. The Board may conduct its business and make decisions in person or by means of various communication media.

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

d. The Leader of the Publications Committee is appointed by the Board periodically.

e. The Board 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 Board 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

a. **The Publication Committee** shall consist of the Leader of the Publication Committee, the Vice-Chairperson and others as determined by this Leader. The Leader is responsible for the proceedings of the symposia and other publications undertaken by the Study Group.

b. **Symposium Organising Committee.** The Study Group shall aim to hold a symposium at least every two years. The location, the topics and responsible local organiser of Study Group symposia shall be approved by a majority of members present and voting at a business meeting. The Study Group symposia and meetings shall be scheduled so as not to conflict with the ICTM World conference. The Leader of the Symposium Organising Committee shall establish a local committee which assists his/her work in providing the appropriate transport, accommodation, symposium venue, necessary infrastructure, etc. for the participants.

c. **Symposium Program Committee.** The members of the Program Committee shall be appointed by the Board for each symposium to evaluate the proposals and abstracts, to construct the program, and to work with the Symposium Organising Committee with the goal of smooth implementation during the symposium.

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 Study Group Board. 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 Business meetings. If a sub-study group remains inactive for an extended period of time, the board 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 ICTM World Conference, and shall be announced to participants through the ICTM Bulletin and the Study Group internet resources. The quorum for business meetings shall be 20% of the current active membership.

9. Amendment of the Operating Procedures

The Operating Procedures of the Study Group can be amended by a two-third majority vote of Study Group members present and voting at a business meeting. A proposed amendment to the Operating Procedures shall be submitted to the Study Group members through the Study Group [internet resources](#) or the ICTM Bulletin at least 60 days prior to the meeting at which the vote is to be taken.