

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

2022 Proposed August, 2018 Revision

Bylaws 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-~~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 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 “New Member” Information Form and returning it ~~which is returned~~ to the Study Group Chair and Secretary, or 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 ICTM. ~~Persons~~ Members who have not engaged with ~~contributed to~~ the Study Group activities at least via correspondence for a period of four consecutive years are considered Inactive ~~members~~.

c. Active Study Group Members have the right to propose presentations for symposia, participate in ~~the~~-business meetings and discussions, and to vote.

d. Members shall assemble and participate in business meetings, normally held biennially at ~~in association with~~ Study Group symposia. ~~Extraordinary business meetings (physical or virtual), may be called by the Executive~~ Committee.

4. Elected Officers and Responsibilities

Commented [a1]: This sentence is a new proposal: The ICTM Statutes state (General Provisions, para 3): “Members of Study Groups shall also be members of the ICTM. ... A Study Group may allow others who are not members of ICTM to participate in its activities on a temporary basis. While their participation is welcome, they cannot become members of the Study Group until they become members of the ICTM.”
We propose to change our terminology, to explicitly allow for non-member “Associates.”
This para is moved up from “c” before.

Commented [AN2]: As stated in the ICTM Memorandum on Study Groups, 6th paragraph.

Commented [AN3]: Moved to para 8.

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.

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~~ **shall** be made to a designated ~~electronic or postal~~ address prior to a business meeting, ~~or orally during the 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 ICTM Study Group.**

f. The duties of the **Chairperson** shall include responsibility to the Executive Committee of the Study Group and the ICTM for all current affairs of the Study Group; presiding at business meetings, presiding at ~~the~~ 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 ICTM ~~President and~~ Secretary General **for the attention of the ICTM Executive Board**; and serving as the sole spokesperson of the Study Group to the ICTM 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 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 **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

Commented [AN4]: By deleting the postal and oral nominations, we streamline the process. We definitely want to allow for electronic participation to allow online and absent members to vote. It is proving to be difficult to have BOTH electronic and from-the-floor nominations, and the Symposium Committees ask that the Business meeting become as streamlined as possible.

Commented [a5]: We propose that this deadline be set to allow for online voting to be open for approx. 10 days before the Business meeting.

Commented [AN6]: According to this proposed revision, we imagine Plan A will be as follows: Nominees will be announced online and electronic votes will be open from about 10 days, until the morning of the Business meeting. Then people in-person at the business meeting can engage in discussions, nominees can make public statements, etc, and vote on paper ballots. We will need some way to ensure only Active Members actually vote, and that Members do not vote twice. Then at that point, we simply add up the electronic and the paper votes for each nominee and have our results. We hope this accommodates those members who have expressed specific desire to have the live aspect of campaigning available as well. We hope this wording in the bylaws is specific enough, but also allows the voting to continue evolving as we gain more experience and as new situations arise.

Commented [a7]: New rule made explicit by ICTM.

(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 ICTM ~~President and Secretary General~~ for the attention of the ICTM Executive Board ~~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. 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 ICTM 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. In this case, the remaining Executive Committee members shall ~~appoint~~ elect a replacement to the office of Vice-Chairperson. A vacancy in any other office may be filled until the next business meeting ~~election~~ by the majority vote of 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 ~~in addition, the~~ Chair Leader of the Publication Committee, the Chair Leader of the upcoming Symposium Organising Committee, and the Chair Leader 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 Executive Committee members. Any three 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. The Executive Committee may conduct its business and make decisions in person or by means of various communication media.

c. The Chair Leader of ~~the~~ a 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 leader may be active on the Executive Committee at any time.

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

e. The Executive Committee shall supervise the affairs of the Study Group between

Commented [a8]: These changes are not intended to be substantial, just reordering the sentences, and hopefully adding clarity.

Commented [a9]: Proposal to rename the key person of each committee as "Chair" to recognize their significant contribution, and perhaps assist them in getting appropriate credit at their home institution.

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.

Commented [a10]: New proposal.

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 ~~approved~~ by a majority of members attending present 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 ~~Leader~~ of the Symposium Organising Committee shall establish a ~~local~~ committee which assists his/her work in providing the appropriate budget, transport, accommodation, symposium venue, ~~necessary~~ 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 ICTM World conference ~~nor, when possible, other ICTM events.~~

Commented [a11]: The proposal in this paragraph updates the Bylaws to match recent practice (some of it for decades now), which has become an important standard.

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

c. **The Publication Committee** shall consist of the Chair ~~Leader~~ of the Publication Committee, the Vice-Chairperson of the Executive Committee and others as determined by this Chair ~~Leader~~. Together with the Chair of the Symposium Organising Committee, who generally is an editor of the proceedings, the Chair of the Publication Committee ~~Leader~~ is responsible for the proceedings of symposia. Study group publications, as ICTM documents, should be prepared in accordance with ICTM'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 ICTM World Conference, and shall be announced to participants through the *ICTM 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~~ Operating Procedures

The ~~Bylaws~~ Operating Procedures of the Study Group can be amended by a two-third majority vote of active Study Group members ~~attending~~ present and voting at a business meeting. A proposed amendment to the ~~Bylaws~~ 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.

Revised 2002, 2014, 2018. Revised by the Executive Committee: Catherine Foley, Siri Mæland, Andriv Nahachewsky, Tvrtko Zebec, Dalia Urbanivičienė, and Rebeka Kunej, 2022.

Commented [a12]: Important clarification compared to earlier Bylaw texts.

Commented [AN13]: Moved here from 3d.

Commented [a14]: We propose this wording to allow future Executive Committees flexibility. We imagine, for example, a hybrid vote that might include electronic votes from people present on-line, and paper votes added to them for people who are physically at the meeting (but therefore don't have to sit with their computer and try to all log in at the same time during a meeting).

Commented [AN15]: Does someone remember the year the Bylaws were first composed?