

I. Mission Statement

The Hellenic Dance and Cultural Arts School of the GOCGSL is dedicated, through Orthodox Christian fellowship and committed leadership, to promoting, encouraging and perpetuating Hellenic heritage and culture among individuals and families expressed in folk dance, art, music and song.

II. Objective

- *To bring together our leadership, dancers and their families in a spirit of Orthodox Christian fellowship and love.*
- *To teach our participants the art and history of Hellenic folk dance and song and prepare them for opportunities to share and perform this art to our community and communities beyond.*
- *To teach and set by example, leadership, sportsmanship, teamwork, and the tenets of the Orthodox Christian faith to all participants.*
- *Our ultimate achievement to be gained is the element of sharing, teaching and love. Never promote the idea or thought that one's good fortune is another's misfortune, but strive to see that all of us grow tighter in spirit and strength. We will always seek to bring out the best of each participant in terms of ethics, morality and character, holding high the banner of Christianity.*

III. Membership

1. The Hellenic Dance and Cultural Arts School of the GOCGSL is under the auspices of the Holy Trinity and Prophet Elias Greek Orthodox Church of Salt Lake City, Utah under the supervision and administrative authority of the Parish Priest.
2. The Hellenic Dance and Cultural Arts School of the GOCGSL will consist of students either by themselves and/or their parents being current stewards of any other Orthodox Church. Religious education is an important aspect of being a good steward of the Church. Thus, the following requirements for Hellenic dance students are: for high school students and younger active participation in the Sunday School Program/Altar; for college students and older, regular church attendance is mandatory. Attending Divine Liturgy regularly is mandatory of all Dancers.

IV. Group Guidelines:

1. Each group must have a minimum enrollment of ten dancers except when approved by the board.
 - A. If the group does not meet the minimum enrollment, the placement of dancers will be at the discretion of the Hellenic Dance and Cultural Arts School of the GOCGSL instructors of groups that are affected.
 - B. Groups affected are the groups immediately below and above the group that does not meet the minimum enrollment
2. The group target public school grade ranges are as follows:

Lambs, Hope and Joy	Kindergarten to 5th Grade
Jr GOYA	6-8th Grade
Sr GOYA	9-12th Grade

- A. All attempts will be made to keep students who are in the same grade together in the same group.
- B. From year to year, the instructors may adjust the ranges for each group due to the distribution of students' grade levels & age and/or for the good of the dance school.

V. General Enrollment:

1. All new students will be placed into a dance group according to the above guidelines, taking into consideration the students' grade level, age, dance knowledge and for the good of the dance school after consultation with the directors and parent(s) of said students.
2. All returning students will be placed into a dance group by the directors of the dance school according to the above guidelines, taking into consideration the students' grade level, age, dance knowledge and for the good of the dance school (please see section VII 19 for details of matriculation process).
 - A. A student's progression through the dance school shall not be limited by ability or special needs.

3. The Dance School is a year-round program, with breaks for Holy Week. The school year begins and ends September 15th. Calendar to be determined on a yearly basis.

VI. Tuition:

1. Tuition is required per dance school year per dancer in an amount determined by the Board.
2. A down payment is required to be paid at the time of registration in the amount specified by the Board on the registration form, to be paid to the Treasurer. (Registration for each Dance School year will be determined by the Dance Board).
3. Payments for dancer tuition are to be paid to the Treasurer/Dance School by the registration date.
4. If any financial difficulties arise or hinder a dancer from becoming involved in the dance school, the Parish Priest or Dance School Treasurer will resolve tuition in his/her discretion. The Parish Priest and/or Dance School Treasurer shall maintain strict confidentiality in handling such situations.

VII. Instructor's Responsibilities:

1. The Instructors will begin each practice, performance and competition with a Prayer.
2. Instructors will be solely responsible to instruct students on all dances of Greece and to teach cultural traditions in a spiritual setting.
3. Instructors are responsible for selecting dances, music, costumes, and staging.
4. Instructors will begin lessons promptly at designated hour.
5. Instructors, paid and volunteer, will record and return to the Treasurer a written report of instruction time.
6. Instructors must find a competent board approved substitute if he/she is to be absent for more than two weeks.

7. The Instructors along with the parents will decide by October 1st the commitment FDF.
8. If and when the instructor wishes to resign, a two-month notice should be given to the Board.
9. Instructors are welcomed and encouraged to call Directors' Meeting at their discretion.
10. The instructor must be fair in evaluating and placing dancers, keeping in mind the sensitivity of dancers.
11. Instructor(s) shall decide which of his/her students are ready for performances. In keeping with the sensitivity of the student the instructor(s) will try to include all students with good attendance in some way into the performance.
12. The instructor(s) shall not discriminate against any dancers other than his/her ability to perform.
13. Instructors can structure their lessons at their discretion.
14. Instructors are required to attend all Board Meetings. If there are two instructors teaching one dance group, at least one instructor must attend Board Meetings.
15. Instructors are able to become non-voting members of the Board, and to be able to chair an event (Fundraiser).
16. In order to keep accurate financial records:
 - (i) Instructors are to submit separate expense requests for each dance group
 - (ii) All budgets should be on the same expense request form, provided by the Board
 - (iii) Expense requests should be specific in regards to costumes, music, and props.
17. Instructor(s) are required to keep attendance records for all practices and submit reports to the Board in a timely fashion or if requested.
18. At the end of each school year, the instructors will meet to discuss the matriculation of the dancers according to grade level, age, dance knowledge, and for the good of the Dance School. Instructors will discuss individual cases and be sensitive to the dancer's needs.

VIII. Parent's Responsibilities:

- IX.** Parents are responsible for the payment of tuition promptly.
- X.** Parents/Guardians must bring students to their classes punctually and faithfully. Parents should ensure that they pickup their child(ren) promptly from class. Parents should be sure that child is with the supervising adult prior to leaving the premises.
- XI.** All dance school students, including parents are responsible for supporting all fund-raising efforts.
- XII.** Concerns and questions should be taken to the Parent Representatives and/or instructor(s) regarding issues pertaining to the group. If a problem or concern cannot be resolved between parent and director, the issue should be brought in writing to the board.
- XIII.** Parents and students are responsible for maintaining dance school costumes in preparation for performances and costume return. Any missing and/or damaged costumes, as determined by the costume librarians and directors, will be the responsibility of the respective parent for replacement and/or repair.
- XIV.** Parents are responsible for the conduct of the students and sibling(s) and should ensure their proper behavior during practices. In addition, the parents of the students are required to clean up after each practice leaving the Church property in good order.
- XV.** Temporary alterations to dance school costumes will be funded by parents by the deadline determined by instructors.
- XVI.** Lessons/practices are for the participants and therefore, the instructor reserves the right to ask parents, families, and friends to wait outside the practice room to maintain peace and order during instruction time.
- XVII.** All parents must support the Greek festival with time, talent or treasure.

XVIII. Students' Responsibilities:

- XIX.** Dancers are to be prepared to begin lessons at scheduled time.
- XX.** Dancers will respect all church property and any other facilities while representing our parish.

3. Dancers will respect instructors, their fellow dancers, and Parent Representative(s).
4. All dancers performing in the Greek Church Festival are expected to also work at the festivel.
5. Criteria for FDF – All criteria to be met and determined by the instructor(s):
 - (i) Demonstration of Christian behavior during all dance related programs
 - (ii) Adherence to attendance policy that is determined by the instructors and/or Board
 - (iii) Competent understanding of rhythm, dance steps, and stage presence
 - (iv) Productive at practice

X. Dance Board:

1. The Board will be comprised of:
 - A. The officers of the Board (as described in sub-section IX.2)
 - B. One Parent Representative from each dance group and an alternate. A Parent Representative for a particular dance group is a parent of a registered dancer in such dance group who is elected by the parents of such dance group.
 - C. Parent Representative(s) are required to complete the Youth Protection Policies of the Church.
 - D. Parent Representatives are to represent the interests and concerns of their respective group as well as the overall good of the Dance School.
 - E. Each dance group will elect representatives by October 30th (or sooner). The Representative may only be elected to serve one group per term. The Parent Representatives are elected to represent their respective dance group at Dance School Board Meetings. Parent Representatives have the right and responsibility to make Dance School Board decisions and contribute. They are also required to raise parents' concerns to the director or Dance School Board. Finally, the Parent Representatives are required to report back to their respective groups actions and/or concerns discussed by the Dance School Board.

2. There will be an annual election for President, Vice-President, Recording Secretary, Corresponding Secretary, Treasurer, Costume Librarian and Historian at the March meeting of the Dance School Board. The newly elected officers will take their offices beginning October 1st (or sooner). Any steward of the Greek Orthodox Church of the Greater Salt Lake is eligible to serve as a President, Vice-President, Recording Secretary, Corresponding Secretary, or Treasurer. Dancer representatives may not serve in an officer capacity. Officers are not eligible to contemporaneously serve as Parent Representatives and, if an existing Parent Representative is elected to serve as an officer, he or she must pass his or her position as Parent Representative to the existing alternate of their respective group.
 - A. President will preside at all meetings and serve as official representative of the organization. He/She will serve as ex officio member of all committees. He/She will create an Agenda for the meetings and be a signer of the bank account.
 - B. Vice-President will serve and aide the President. The Vice-President will preside over any meeting that the President is absent from. He/She will be a signer of the bank account.
 - C. Recording Secretary will be responsible for recording and reporting the minutes for all General and Board Meetings. He/She will be a signer of the bank account.
 - D. Corresponding Secretary will handle all correspondence and serve as Public Relations officer. He/she is responsible for coordinating all performances, keeping a master calendar and negotiating fees for all dance group performances.
 - E. Treasurer will be responsible to pay all bills incurred by the Hellenic Dance and Cultural Arts School of the Greek Orthodox Church of the Greater Salt Lake, collect and deposit tuition and all fundraising moneys, and present financial reports at each General or Board Meetings. He/She will be responsible for collecting the expense requests from the instructors and compile a budget to be presented for a vote at the September meeting. He/She will be a signer and keeper of all documentation related to the bank account and tuition payments.
 - F. Costume Librarian together with the instructors shall distribute all costumes to the dancers of our school. Only Costume Librarian shall have the authority to loan or rent Dance School Costumes to other parishes with Board approval. The Costume Librarian shall be given a key to the costume library. The Costume Librarian shall also maintain the costume library in an organized and secure manner. Costume Librarian will conduct an annual inventory and give a report to the Board by as needed.
 - G. Historian will accumulate digital media for historical purposes. This is a non voting position.

- H. The President may appoint a Dance Board Advisor to serve in an advisory capacity. This position should be filled by an individual who is a member of either the Holy Trinity or Prophet Elias Parish and who is knowledgeable about the Greek Orthodox Folk Dance Festival and the Dance School. It can be but not limited to any out going Executive Officer that has held a position of two years or more. The Dance Board Advisor shall be a voting position on the Board.
 - I. Instructor Representative will be elected by the Dance/Teacher Committee and will having one vote on the Board.
 - J. The Parish Priest will serve as the spiritual leader of the Dance School to ensure that the teachings and doctrine of the Orthodox faith are upheld and maintained by all participants.
- 3. Instructors' salaries are to be voted upon and approved by the Board.
 - 4. Each dance group must have adult supervision at all practices and performances.
 - 5. The Board will be responsible for engaging/dismissing instructors.
 - A. All prospective instructors for a group will submit a resume. And shall be interviewed by the Dance Board for Directorship. Parish Priest and Officers of the Board will interview prospective instructor(s) and bring their recommendation to the Dance Board for approval. The Priest will have to give their consent and approval.
 - 6. The Board shall meet quarterly under the guidance of the Parish Priest. If needed, additional meetings may be called by the President or Parish Priest.
 - 7. The President will prepare agendas for all meetings.
 - 8. The Board may review and amend the by-laws as necessary and appropriate once per calendar year.
 - 9. The Board has the authority to suggest, act and vote, on any rules not defined in our by-laws of the Dance School.

XI. General Meetings:

General Meetings of the Dance School will be held on the opening day of each Dance School year. The matriculation of the dancers as well as any other Dance School business that the Board deems appropriate shall be discussed at the General Meeting. Additional General Meetings may be called as needed by the President or the Parish Priest.

XII. Treasury:

1. There will be only one bank account for the entire Hellenic Dance and Cultural Arts School of the GOCGSL. It is a treasury for and by the School and for the School to meet all financial operating obligations. The Bank Account shall require two signatures of the authorized Officers. The Treasury is responsible to pay for the following:
 - A. Instructors' salaries (MANDATORY). Practice in preparation for our church festival will be taught au gratis.
 - B. The School Costume Library –the goal is to acquire costumes for the entire school.
 - C. Music and Dance Library.
 - D. Complete package to FDF and expenses for Parish Priest.
 - E. The cost of one FDF package will be paid for by the Dance School Treasury per dance group. If a group has multiple instructors, the package cost will be divided accordingly. After review from the Treasurer, if the Dance School is able, then a package for each of the instructors will be purchased

2. Costume Library:

The goal of the Dance School is to acquire costumes for each of the dance groups as recommended by the instructors. Instructors shall select and approve the costume materials to be utilized. Expenses associated with the purchasing of costumes shall be included in the annual Dance School Budget. All parents of dancers are encouraged to support fund raising efforts intended to help the Dance School to fulfill this goal. Parents of individual dancers may purchase a costume for their dancer to keep.

XIV. Grievance Procedure:

- XV.** Any grievance made by a parent, dancer or instructor should be submitted in writing, signed and in a sealed envelope to a Parent Representative of their respective dance group or directly to the Board. Grievances will be taken to the Board for evaluation and resolution.

2. All grievances must be filed within the 7 days from the time of the incident.
3. If the Board is unable to come to a resolution, the Parish Priest will make the final decision.

XV. Instructor Mentor Program:

The goal of the Instructor/Mentor program is to cultivate the dancers within our dance school for the opportunity as a instructor within our dance school. The mentorship allows the dancer to become a successful instructor by using their skills and experience throughout their tenure in the program and to adopt the necessary research skills needed for a successful group performance.

The Instructor/Mentor Program

1. The instructor/mentor program is to be overseen by a Director Supervisor. A Director Supervisor is one of the most experienced directors of the dance school.
2. In the event that the current Director Supervisor position resigns, the available position will be determined, by the recommendations of the outgoing Director Supervisor, the Dance School President and the Executive Board. The Dance School President will appoint the Director Supervisor.
3. Positions in the Instructor/Mentor Program are to be recommended by the Director Supervisor and Dance School President on an as needed basis as requested by the Instructors(i.e. Musician coordinator, Singing Expert)
4. The instructor/mentor program is a process that includes the following general steps:
 - A. Teach the apprentice how to connect with the group and parents. Learn beginning teaching skills, including performance and costume coordination.
 - B. Learn research skills, including music, song and costume coordination. Learn advanced performance coordination.
 - C. Responsibilities deepen with suite formation, including music, and village selection. Complete performance coordination.

The Mentor

1. A mentor is a more experienced (typically older) instructor in our program who has achieved all the necessary skills needed to fulfill the responsibilities of a mentor. This person offers guidance, advice, and assistance to an apprentice within the dance program.

Mentor Responsibilities:

1. To be a positive role model to all directors by showing Christian values and fellowship
2. To inspire a passion for Greek folk dance
3. To develop a more personal style of leadership
4. To guide the apprentice through the barriers of gaining knowledge in all aspects of Greek folk dance
5. To teach how to reach out to different sources within the laografia of Greek folk dance
6. To teach research strategies and methods regarding traditional Greek dance that is reflective of a specific village. These methods include:
 - A. Understanding the specific styling and movement of the chosen village
 - B. Appropriate music and song selection
7. To teach how to organize a successful performance through choreography, dance order, and dancer order
8. To discuss and teach issue resolution between dancers, parents, instructors, etc.

The Apprentice

1. An apprentice is a dancer in our dance program who wishes to learn the art of directing.
2. A dancer who is interested in becoming an apprentice is to correspond to the Dance School President and Dance Board their intention of becoming an instructor.
3. An apprentice must understand the long-term commitment involved in learning the techniques of directing
4. An apprentice should be an active dancer in our program

The Apprentice Responsibilities

1. To be a positive role model to all dancers by showing Christian values and fellowship

2. To further develop their knowledge of Greek dance
3. To gain the capacity to research appropriately and translate the authenticity of the research from video to actual movement
4. To understand appropriate village, music, costume, and song selection
5. To learn how to organize a successful performance through choreography, dance order, and dancer order
6. To learn how to conduct an effective practice while keeping dancers attentive and interested
7. To gain confidence in leadership ability
8. To become familiar with the logistics of the dance school (i.e. expense reports, payroll, FDF Group registration and paperwork)
9. To obtain and organize live musicians
10. To learn how to resolve issues with or between dancers and parents

The Instructor Team

1. The instructor team should communicate, collaborate, and support one another and all groups in the dance program. This includes substitute teaching, serving as extra help to fellow instructors during the year and at FDF, and offers advice regarding their areas of expertise.
2. The instructor team is to meet regularly throughout the year to discuss their individual instructor and group needs and to debrief and learn from each other's experiences
3. The instructor team and the Dance School president is to meet at the end of the school year to discuss the matriculation of the dancers in accordance to the Dance School by-laws
4. At the end of the year after discussion with all the instructors, the Director Supervisor, Dance School president, and mentors are to decide the placement of instructors for the upcoming year. The Dance School president is responsible for gaining input and insights from their board in regards to their director-placement recommendations prior to the meeting.

Bylaws Acceptance

I, _____ Dancer/Parent have read the Hellenic Dance and Cultural Arts School of the Greek Orthodox Church of Greater Salt Lake By-Laws and agree to abide by them.

Name _____

Signature _____

Date _____

I will insist that my children abide by the Bylaws as well.

I am the parent / guardian of the following Dancer(s):
