

BY-LAWS

OF

INTERNATIONAL COUNCIL OF KINETOGRAPHY LABAN

1. Policy

The Council shall maintain a document of By-Laws which shall serve to explain the Articles of the Code of Regulations and to specify working procedures of the Council.

Any resolution proposing an amendment to the By-Laws must be proposed and seconded in writing by members of the Council. The text of any proposed amendment must be delivered to the Secretary not less than sixty (60) days nor more than one hundred eighty (180) days prior to the meeting at which it is to be presented. The Secretary shall, not later than fifteen (15) days after receipt of a proposed amendment complying with the immediately preceding sentence, send to each member of the Council, by means of first class United States mail, or its equivalent in other countries, the text of the proposed amendment. Proposals for amendments must be entertained at the General meeting next following their submission. Amendments to amendments properly submitted as above may be accepted at the General meeting. To become effective an amendment to the By-Laws must be approved by two-thirds (2/3) majority of the members present and voting. Amendments to Article V of the Code of Regulations -- Fellowship -- shall be voted on only by Fellows and carried by 2/3 majority of Fellows present and voting.

2. Meetings of Council Members

- (a) An annual meeting shall be held each year at a time and place determined by the Board.
- (b) A conference shall be held at intervals of two years. The date and place shall be decided by the Board of Trustees.

3. Honorary Members

(a) Nomination Procedure

It shall be open to all members to nominate individuals for Honorary Membership for consideration by the Board of Trustees. Nominations are submitted in writing to the Board.

(b) Qualifications and Rights of Honorary Membership

- (i) Honorary membership is granted to those persons who have over many years been a member of ICKL, have participated in ICKL activities, and have made genuine contributions to the work of ICKL.
- (ii) Honorary members are exempt from the subscription fee.

4. **Fellows**

(a) Application for Fellowship of the Council

When applying for Fellowship applicants must supply evidence of two of the following dealing directly with their practical and theoretical knowledge of the system:

- (i) original notations at advanced level
- (ii) study at advanced level
- (iii) original publications or texts relating to the system
- (iv) teaching experience; responsibility for student studies at advanced level; attendance and lecturing at courses dealing with advanced level work
- (v) other relevant evidence the applicant may wish to submit in support of his/her level of practical and theoretical knowledge of the system.

(b) Rights and Obligations

Rights The primary right of Fellowship is the deciding vote on changes or additions to the Laban system of notation.

Obligations

- (i) Fellows are expected to participate actively in the technical matters of ICKL, either through correspondence and/or attendance at ICKL conferences.
- (ii) It is understood that Fellows will remain current in their knowledge of changes or additions to the system.

5. **Financial Assistance to Members**

Supported Membership. A supported member is exempt from part or all of the Council subscription fee. Supported members retain all rights and privileges of ordinary membership. Support is to be granted to members who are actively using the Laban system of notation and who have demonstrated their ability to contribute to the work of ICKL, and:

- (a) who have especially limited incomes
- (b) whose countries impose currency restrictions. Members living under currency restrictions are encouraged to support their membership

through exchange of publications or other arrangements benefitting ICKL or its members. The Board shall assist such members in distribution of publications.

6. **Grants to Members**

The Board is authorized to issue grants to members covering part or all of ICKL conference fees, room and board at ICKL conferences, or travel expenses related to ICKL conferences, or other expenses directly related to ICKL work. The amount available for such grants must be included in the biennial budget approved by the General Meeting or be specifically raised for conference support.

Grants shall be awarded to:

- (a) members presenting research or otherwise involved in conference organization.
- (b) members whose countries impose currency restrictions.

Members may apply for grants in writing at least six months prior to issuance of the grant; the application must state reasons for need of assistance. Money will be awarded at the discretion of the Board.

7. **Board of Trustees**

(a) Election of the Board of Trustees [amended in 1999]

- (i) Nominations for the Chair and Treasurer may be received at the first conference of the standing Chair and during the ensuing year. Nominations for the Vice Chair, Secretary and Assistant Treasurer may be received at the first conference of the standing Vice Chair, Secretary and Assistant Treasurer and during the ensuing year.
- (ii) Election of the Chair and Treasurer shall take place during the 4th year of the standing Chair. Election of the Vice Chair, Secretary and Assistant Treasurer shall take place during the 4th year of the standing Vice Chair, Secretary and Assistant Treasurer.
- (iii) The incoming Officers shall take office when the Conference Report is completed, or at the latest by JANUARY 1 of the Conference year.
- (iv) It is desirable that the Chair, Secretary and at least two other members of the Board live near enough to meet conveniently.

(b) Duties of the Board

- (i) To organize and execute the Conference, working with the Research Panel in determining number and placement of the Technical Sessions.
- (ii) To appoint a Meeting Organizer for each Conference.

- (iii) To appoint a chair/s for the Conference technical sessions in collaboration with the Research Panel Chair.
- (iv) To produce the Conference Proceedings.
- (v) To carry on the business of the Council between Conferences.
- (vi) To maintain and make available the archives of the Council.
- (vii) To operate within the biennial budget approved at the General Meeting.

8. Committees

(a) Election of the Research Panel

Nominations for members of the Research Panel from the body of Fellows may be received at the Biennial Meetings.

(b) Duties of the Research Panel

- (i) To send out a call for research papers and guidelines for presentation in the preceding year to the Conference.
- (ii) To receive and review research papers submitted by members of the Council and provide advice and editorial assistance to the authors.
- (iii) To select the papers to be presented at the Conference and to plan the Technical Agenda.
- (iv) To ensure that the prepared technical material is circulated to all members a minimum of four (4) months before the Conference if possible.
- (v) To organize and schedule and arrange the technical presentations for the Conference in collaboration with the Board.
- (vi) To be responsible for explaining to Conference participants technical matters under discussion.
- (vii) To prepare the Technical report for the Conference Proceedings.
- (viii) The Research Panel shall normally meet for 2 - 5 days after the Conference to prepare the Technical Report.

(c) Submission of Papers to the Research Panel

- (i) All Council members may initiate research topics by sending a copy of the paper to the Chair and all members of the Research Panel. A paper can be presented as either an exposition of a problem, or as an exposition of a problem with a recommended solution.
- (ii) All members of the Research Panel shall consider the paper.
- (iii) Research Panel members shall study the paper and send comments to the author/s and all other members of the Panel.

- (iv) based on the recommendations of the Research Panel, the Chairperson shall then decide whether the material is suitable for presentation at the next Conference, or whether further work needs to be done over a period of time.
- (v) The whole series of papers submitted to and exchanged by the research panel will be looked upon as reference material, and not normally be circulated to members. They should be available if asked for, and duplicated if necessary.
- (vi) At the Conference papers may be presented by the authors, by members of the Research Panel, or someone designated by the author/s.
- (vii) Papers must meet the deadlines and conform to the guidelines established in the 'Call for Papers'. Exceptions are made at the discretion of the Research Panel.

9. **Subscription Fee**

- (a) Subscriptions shall be payable on September 1st.
- (b) Members joining during a year shall pay the full subscription for the current year.
- (c) No member will receive Conference Technical Papers or Conference Proceedings unless all his/her subscriptions are paid up-to-date.
- (d) Membership shall cease after a two-year lapse in payment of the subscription fee.

10. **Voting**

Parliamentary Authority. The rules contained in the latest edition of Robert's Rules of Order shall govern the Council in all cases to which they are applicable and in which they are not inconsistent with the articles, the Code of Regulations, these By-Laws and any special rules of order the Council may adopt.