

# **Sarnia Ballroom Dancing Club Bylaws**

## **Approved at Sarnia, Ontario on May 28, 2022.**

ARTICLE I – Name of the organization:

Section 1: The name of the organization shall be The Sarnia Ballroom Dancing Club, hereinafter known as the Club.

Section 2: The address of the Club shall be: Sarnia Ballroom Dancing Club, c/o current President at his/her home address.

Section 3: The Club is a Registered Not-For-Profit Ontario Organization.

ARTICLE II – Objectives:

Section 1: The objectives of the Club shall be to promote and provide an opportunity for international and recreational ballroom dancing in the city of Sarnia and surrounding area.

Section 2: The activities of the Club shall be carried out without any purpose of financial gain for its members. Any income, profits, or other revenue earned by the Club shall be used for the purpose of accomplishing the objectives of the Club.

ARTICLE III – Membership:

Section 1: Membership shall be open to any couple or person who pays the yearly membership fee.

Section 2: The yearly membership fee shall be determined by the Board and approved at the Annual General Meeting by a majority vote (50% + 1) of members in attendance.

Section 3: The Membership fee shall be paid:

- a) prior to participating in Sarnia Ballroom Dancing Club sponsored dancing lessons.
- b) prior to receiving reduced dance entry rates.
- c) prior to participating in other selected Sarnia Ballroom Dancing Club activities.

Section 4: Honourary Membership may be conferred to individuals who have demonstrated exemplary contributions in accomplishing the objectives of the Club. Honourary Membership shall be approved by a unanimous vote of the Board and it shall be conferred at the Annual Meeting of the Club by a majority vote of members in attendance. A Honourary Member shall have all of the rights and privileges of a member of the Club, but shall be exempt from the payment of the annual membership fee.

#### ARTICLE IV – Board:

Section 1: The Board shall be elected/appointed at the Annual General Meeting for a one-year term. Election of Board officers may be a vote of hands, or by an unsigned ballot if requested by a majority of the membership present.

Section 2: The Board shall be comprised of up to 15 members.

Section 3: The Board shall have the following positions.

- a) President
- b) Secretary
- c) Treasurer
- d) Music Director

The Board positions may then include:

- a) Vice President
- b) Social Director
- c) Public Relations Officer
- d) School Board Liaison
- e) Webmaster
- f) Sarnia Ballroom Dancing Club Ex-officio Officer(s)

Section 4: No person shall hold office if he/she is not a member of the Club.

Section 5: No ballroom dancing instructor actively teaching with

the Sarnia Ballroom Dancing Club or any other organization shall be eligible to run for office.

Section 6: The officers of the Sarnia Ballroom Dancing Club shall perform the duties as outlined below:

6.1: President: The President shall preside over all meetings of the Club and the Board, and shall be responsible for all activities of the Club. The President is to ensure that required documentation is sent to the Ontario Government so that the Club's Not-For-Profit status is maintained.

6.2: Vice-President: In the event that a Vice-President is elected, or appointed, the Vice-President shall assist the President and shall assume the duties of the President in his/her absence. The Vice-President shall assist any other members of the Board in carrying out their duties when requested by the President or the Board.

6.3: Secretary: The Secretary shall record the minutes of each Board meeting and the Annual General Meeting; handle all correspondence; maintain an up-to-date membership list; and be responsible for the safe storage of Club documents and minutes.

6.4: Treasurer: The Treasurer shall be responsible for all monies received and expended by the Club; for issuing a monthly financial report to the Board; and a yearly financial report to members present at the Annual General Meeting. The Treasurer shall be responsible for depositing all Club funds in a chartered financial institution in the name of the Club.

6.5: Social Director: In the event that a Social Director is elected, or appointed, the Social Director shall be responsible for decorations and prizes, if any, and for refreshments at Club dances and for all other items related thereto as directed by the Board.

6.6: Music Director: The Music Director shall be responsible for

preparing and for playing the music at each Club dance. The Music Director shall also recommend to the Board the purchase of new sources of ballroom dance music that may be required.

6.7: Public Relations Officer: This officer shall be responsible for the promotion of the Sarnia Ballroom Dancing Club through various means of advertising.

6.8: School Liaison Officer: This officer shall maintain communication with the local school boards for purposes of attaining space.

6.9: Webmaster: This officer will be responsible for the Sarnia Ballroom Dancing Club's Website.

6.10: Sarnia Ballroom Dancing Club Ex-officio Officer(s): This officer's responsibilities will be determined within the Board.

#### ARTICLE V – Powers of the Board:

Section 1: The Board shall have the authority to organize ballroom dances and ballroom dancing lessons as may be required to accomplish the objectives of the Club and to promote Club membership.

Section 2: The Board shall select and hire such instructors as it deems qualified to instruct students in ballroom dancing.

Section 3: The Board shall determine a location for ballroom dancing classes and shall make the necessary contractual and/or financial arrangements.

Section 4: Only members of the Board shall have the authority to advertise or promote themselves as representing the Club.

Section 5: The Board shall be empowered to act for and on behalf of the members in setting up policies and procedures pertaining to matters not fully covered in the Club Bylaws.

Section 6: The signing officers for all financial transactions of the Club shall be the President, Secretary, and Treasurer. All cheques drawn on the Club's bank account(s) shall be signed by

the Treasurer and one other signing officer.

6.1: Any expenditure up to the total amount allocated for a specific Club function may be paid in cash, cheque, or automatic debit. Receipts for such expenditures shall be obtained and kept by the Treasurer.

## ARTICLE VI – Meetings:

Section 1: A Board meeting shall be held once a month at a time and place determined by the President.

1.1: A quorum of the Board shall be three of its members.

1.2: Special meetings of the Board may be called by the President as required.

Section 2: An Annual General Meeting of the Club shall be held in May.

2.1: An inspected financial statement of the year's operations shall be distributed to the members present.

2.2: Officers for the coming year shall be elected.

2.3: Matters requiring the approval of the membership shall be presented.

2.4: A quorum of ten percent (10%) of the membership is required at the Annual General Meeting.

2.5: A member or members of the Club, not related to any Board Member, shall be appointed to inspect the financial records prior to the next AGM, upon authorization of the members present at the Annual General Meeting by a majority vote. The year end date for the financial statement shall be March 31st.

Section 3: A Special meeting may be held upon the call of the President or at the written request of ten percent (10%) of the members of the Club. The purpose of the meeting shall be set forth in a notice.

## ARTICLE VII – Dances and Dance Music:

Section 1: The Club shall hold dances at a time and place determined by the Board; the intention being to hold a dance approximately once a month.

Section 2: The Board may make arrangements for other dances such as Tea Dances and Student Dances.

Section 3: At least seventy-five (75%) percent of each dance program shall be devoted to strict tempo ballroom dancing music (e.g. Quickstep, Slow Waltz, Viennese Waltz, Slow Foxtrot, Tango, Rumba, Cha-Cha, Samba and Jive).

Section 4: A maximum of twenty-five (25%) percent of the dances, calculated as a percentage of the number of dances on the program, may be devoted to social and party dances such as Sequence and Line dances (e.g. Circle Dance, Barn Dance, Papa Loves Mambo, Polka, and Social Foxtrot, etc.). These dances shall be danced as announced by the Music Director.

## ARTICLE VIII – Voting:

Section 1: Voting regarding matters that need adjudication such as those at the Annual General Meeting (AGM) or Special Meeting may be done by members present or by ballot as noted below.

1.1: Voting at the meeting may be done by a show of hands or by unsigned ballot if requested by any member present.

1.1.1: Where the vote is to be done by ballot, a ballot box for ballots shall be provided.

1.1.2: At least two vote counters will be selected to tally and record the outcome of the vote.

1.1.3: The vote counters shall report the results to the President.

1.1.4: The President shall read the results to the membership.

1.2.: Members, who are unable to attend the AGM, but wish to

cast their vote may do so in absentia by contacting the President or Secretary. Voting in absentia by ballot shall be as follows:

1.2.1: An official ballot, embossed with the Club seal and bearing the President's initials, shall be mailed to the member by the Secretary.

1.2.2: A covering letter shall be prepared by the President or Secretary outlining the procedure and timelines for voting in absentia to the member(s).

1.2.3: The member(s) receiving the ballot for voting in absentia shall mail the completed ballot anonymously to the Secretary within the prescribed time.

#### ARTICLE IX – Parliamentary Authority Rules of Order:

The rules contained in the Modern Edition of Robert's Rules of Order shall govern the Club in all cases where they are not inconsistent with these bylaws and any special rules of order that the Club adopts.

#### ARTICLE X – Amendments to the Club's Bylaws:

The Club bylaws may be amended at any regular or special meeting of the Club by a two-thirds (66%) affirmative vote of the members present and votes in absentia, provided that notice of the amendments(s) has been given to all members at least thirty (30) days in advance.

#### ARTICLE XI – Dissolution of the Club:

Section 1: The dissolution of the Club shall require a seventy-five percent (75%) vote of the members in attendance at a special meeting called by the Board called for the purpose of dissolving the Club.

Section 2: Upon approval of dissolution of the Club and payments of all debts and costs incurred in the process,

including remuneration of a liquidator, the proceeds from the Club's assets shall be distributed to such charitable organizations that are registered under the provision of a Federal Income Tax Act. Registered charities that are determined to receive the assets by the Board will be confirmed by a simple majority of Club members in attendance.