

## OTONABEE SQUARES CONSTITUTION

### **1.0 ORGANIZATION**

- 1.1 This organization shall be known as ' OTONABEE SQUARES' hereinafter referred to as "the club".
- 1.2 The goal of the club is to teach and dance Modern Square dancing at the BASIC AND MAINSTEAM levels, as defined by CALLERLAB.
- 1.3 Dances shall be held weekly from early September until mid-May (except over the Christmas holidays) subject to approval at the Annual Meeting.

### **2.0 MEMBERSHIP**

- 2.2 A membership fee is charged annually, the amount will be voted on at the Annual Meeting
- 2.3 A dance fee will be charged weekly to both members and dance visitors. The amount will be voted on at the Annual Meeting. Observers will not be charged.
- 2.4 Members in good standing (paid up members) are eligible to vote at any general meeting called by the President. The President reserves the right to decide on the form voting shall take (show of hands or ballot).
- 2.5 The Caller and the Caller's partner are to be considered members in good standing. However they do not have voting rights at any meeting.
- 2.6 Insurance, through the Canadian Round and Square Dance Society, will be purchased for the club and all members (unless they are insured at another club).

### **3.0 EXECUTIVE**

- 3.1 The Club is an executive-run organization
- 3.2 Executive positions consist of the following: President; Vice-President; Past President; Treasurer; Secretary; Social Convenor; and Advertising/Publicity Officer.
- 3.3 Executive officer positions are to be held by an individual but the spouse/partner may attend meetings but will not be a voting member on the executive.
- 3.4 With the exception of the Treasurer, all terms of office shall be for a period of two years. Officers may hold an office for a maximum of two terms.
- 3.5 The Treasurer's term of office can be extended with the approval of the executive and the general membership.
- 3.6 Executive officers can run for a different position after serving two terms in one position.
- 3.7 Should a member of the executive be unable to complete their term of office, the general membership should vote on any replacement.
- 3.8 New Executive officers will assume office on 1 June, following election.
- 3.9 For special dances, the executive shall decide what dancing levels will be offered.

### **4.0 DUTIES OF THE EXECUTIVE OFFICERS**

- 4.1 The **President** shall
  - a) be the principal Executive officer of the club
  - b) chair both executive and general meetings of the club
  - c) call meetings of executive
  - d) call meetings of the general members with the approval of the executive
  - e) delegate and assign duties to other officers in the best interests of the club.
  - f) liaise between the executive and the Caller
  - g) obtain the services of a substitute caller in the event the regular caller is absent

- h) negotiate all contracts with the Caller, rented premises and any other necessary for the running of the club and bring such contracts forward for approval by the executive. Find an alternative hall when necessary.
- i) strike a sub committee when necessary (for special events, etc).

#### 4.2 **Vice-President** shall

- a) assume the duties of the President in his/her absence
- b) use his/her leadership ability to assist the President as required and delegated
- c) be responsible for the safekeeping of the Club's banner
- d) be responsible for bringing to the attention of the membership, all flyers, notices, etc. relevant to square dancing.
- e) ensure that articles concerning the club activities be submitted to "Topics" magazine
- f) maintain contact with absentee members

#### 4.3 **Secretary** shall

- a) keep minutes of all executive and general meetings of the club
- b) maintain all correspondence and important records
- c) send greeting/sympathy cards to members, when necessary
- d) make a copy of minutes available to the membership

#### 4.4 **Treasurer** shall

- a) be custodian of all club funds
- b) collect membership dues and weekly dance fees
- c) maintain records of all transactions, bank statements and pay bills in a timely manner
- d) maintain attendance records for insurance purposes
- e) present a financial report to executive meetings and at the Annual General meeting
- f) maintain a current membership list

#### 4.5 **Social Convenor** shall

- a) co-ordinate the provision and purchasing of refreshments
- b) maintain a list of members who will provide food and beverages for weekly dance nights and special occasions
- c) maintain a list of members to make the tea/coffee for weekly dance nights

#### 4.6 The **Past President** shall

- a) assist, guide and advise the executive as required.

#### 4.7 **Advertising and Publicity Officer** shall

- a) be responsible for the promotion and advertising of the club with the objective of recruiting new members and raising the profile of square dancing and the club in the community.
- b) be responsible for the preparation and distribution of flyers promoting the Club's special events.
- c) maintain a list of all places where free advertising is available (eg. Radio stations, TV and cable networks, web sites, etc)

## **5.0 CALLER**

The caller is the professional employee of the Club and as such shall be responsible to design a dance program to meet the goals of the club as defined in section 1.2 .

## **6.0 MEETINGS**

6.1 All meetings shall be conducted according to Robert's Rules.

6.2 The executive shall hold a minimum of four meetings per year.

6.3 The Annual General Meeting shall be held on a date decided upon annually by the executive. Such meeting will take place prior to June 1<sup>st</sup> of each year.

6.4 The president may call a meeting of the membership at any time, if deemed necessary. Members must be given at least one week's notice of such a meeting.

6.5 An executive member may request a special meeting to deal with any concern.

6.6 The president reserves the right to veto announcements.

6.7 The Caller and partner may attend executive meetings at the invitation of the executive.

## **7.0 ELECTIONS**

7.1 Election of officers shall take place at the annual general meeting

7.2 The Executive or the general membership will appoint the nominating committee for a period of one year

7.3 The nominating committee chair will present a potential slate of officers at the Annual General Meeting. Additional nominations must be called for from the floor.

7.4 In the event of more than one person running for a particular position, voting will take place by ballot.

7.5 No member of the nominating committee is allowed to run for office.

7.6 All members in good standing shall be eligible for an elected executive position. The Caller and his/her partner may not run for the executive.

## **8.0 CONSTITUTION**

8.1 Any changes to the Constitution must be passed by a two thirds majority at a General meeting.

OFFICIALLY ADOPTED BY MEMBERSHIP ON FEB 25, 2010