



OTONABEE SQUARES – *BYLAWS*

Updated March 2012

1.0 ORGANIZATION

- 1.1 This organization shall be known as 'OTONABEE SQUARES' hereinafter referred to as the Club.
- 1.3 The goal of the Club is to teach and dance Modern Square dancing at the BASIC AND MAINSTEAM levels, as defined by CALLERLAB.
- 1.4 Dances shall be held weekly from early September until mid-May (except over the Christmas holidays) subject to approval at the Annual Meeting.
- 1.5 The fiscal year for the club shall be from 1 April to 31 March.

2.0 MEMBERSHIP

- 2.1 A membership fee is charged annually, the amount will be voted on at the Annual Meeting.
- 2.2 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.
- 2.3 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).
- 2.4 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.
- 2.5 All regular dancers at the Club must purchase insurance and membership from the Canadian Round and Square Dance Society, unless they are insured through another square dance Club. This will be done through the Club Treasurer in conjunction with the purchase of Club membership.

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; Registrar and Advertising/Publicity Officer.
- 3.3 Executive officer positions may be held by an individual or shared by two people. Each position will have one vote on the executive committee.
- 3.4 With the exception of the Treasurer/s, all terms of office shall be for a period of one year. Elected officers may hold an office for a maximum of four terms.
- 3.5 The Treasurer's term of office can be extended with the approval of the executive and the general membership.
- 3.6 The Past President/s' term of office shall be for one year only.
- 3.7 Should a member of the executive be unable to complete their term of office, the executive may appoint a replacement until the next Annual General Meeting election of officers.
- 3.8 New Executive officers will assume office on 1 June, following election.
- 3.9 To be elected a president, at least one co-president elect must have served on the club's executive for at least one year.
- 3.10 The spouse/partner of the elected executive member may attend executive meetings at the invitation of the executive committee. That person will not have a vote.



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Updated March 2012

4.0 DUTIES OF THE EXECUTIVE OFFICERS

4.1 The President/s shall

- a) be the principal Executive officer/s 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. Such contract must be signed by the President and one other signing officer. Find an alternative hall when necessary.
- i) strike a subcommittee when necessary (for special events, etc).

4.2 Vice-President/s 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) in the event of there being only one treasurer, the vice-president/s will assist the treasurer if needed
- g) assist the treasurer with sign-in at all dances and workshops
- h) maintain attendance records (sing-in sheets) and keep contact with absentee members
- i) convene a committee for the organization and running of each new dance class
- j) maintain communication between new dancer classes and the club activities

4.3 Secretary/ies 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
- e) shall compile a telephone tree list for club communication

4.4 Treasurer/s shall

- a) be custodian of all Club funds
- b) collect membership (insurance/registration) dues and weekly dance fees
- c) maintain records of all transactions, bank statements and pay bills in a timely manner
- d) present a financial report to executive meetings and at the Annual General meeting
- e) prepare an annual budget for presentation and acceptance at the Annual General Meeting. The approved budget shall form the basis for the next year's operation.



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Updated March 2012

4.5 Social Convenor/s shall

- a) purchase supplies necessary for refreshments during regular club nights, new dancer classes, special dances and workshops
- b) recruit volunteers to make the tea/coffee for weekly dance nights and maintain a sign-up sheet for such volunteers

4.6 Registrar/s shall

- a) maintain a register of all paid up members
- b) maintain an up-to-date address, phone and email address list of all members and distribute this list to all executive members
- c) will purchase the insurance for the club and it's members
- d) distribute insurance/membership cards to members and maintain this registry.

4.7 The Past President/s shall

- a) assist, guide and advise the new president/s as required.

4.8 Advertising and Publicity Officer/s 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 (e.g. Radio stations, TV and cable networks, web sites, etc)
- d) be responsible for informing the webpage manager of changes, etc., required on the web site.

5.0 CALLER

- a) 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.
- b) The Caller will provide all sound equipment and music
- c) shall use his/her judgement as to whether a dancer can advance to the next dance level.

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 1st 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.
- 6.8 An auditor and a Nominating Committee for the coming year will be appointed/elected at the Annual General Meeting.



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Updated March 2012

7.0 ELECTIONS

- 7.1 Election of officers shall take place at the annual general meeting
- 7.2 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.
- 7.3 In the event of more than one person running for a particular position, voting will take place by ballot.
- 7.4 No member of the nominating committee is allowed to run for office.
- 7.5 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.
- 7.6 To run for President, the member must have held an executive office with the Club for at least one year.

8.0 BYLAWS

- 8.1 Any changes to the Bylaws must be passed by a two thirds majority at a General meeting or special meeting called for this purpose.
- 8.2 Notice of a meeting to amend the Bylaws, outlining all such amendments, must be sent/given to all members at least two weeks prior to such a meeting. This can be done by email.

9.0 CLUB MEMBERS' RESPONSIBILITIES

- 9.1 Be socially courteous and pleasant.
- 9.2 Be sure visitors are included in squares and make them feel welcome at your Club
- 9.3 Know and adhere to your dance level
- 9.4 Talk to the executive about any problems and desires for the Club.
- 9.5 Volunteer to perform Club functions without having to be asked.
- 9.6 Be willing to take your turn as a committee or an executive member
- 9.7 Assist the leaders in the set-up and clean up of the hall for all dances
- 9.8 Participate in area dances, conventions and other events
- 9.9 Wear your badge at all square dances
- 9.10 Dancers will refrain from using alcohol or illegal drugs when participating in Club activities.
- 9.11 Perfumes and scents can be offensive to others so dancers will refrain from using scented products.
- 9.12 Good personal hygiene is important for the enjoyment of all the dancers