

By-laws
of
The University of Alberta Dance Club

As adopted on June 20, 2003



BYLAWS OF THE UNIVERSITY OF ALBERTA DANCE CLUB

1. TERMINOLOGY

In these bylaws, unless the context otherwise requires:

- A) "Club" means the University of Alberta Dance Club;
- B) "Members" means all members of the Club;
- C) "Executive" means the Club Executive, duly elected in accordance with these bylaws;
- D) "Students' Union" means the University of Alberta Students' Union, duly elected in accordance with Students' Union regulations;
- E) "Special Resolution" means a resolution passed
 - i. at a general meeting of which not less than 21 days' notice specifying the intention to propose the resolution has been duly given, and
 - ii. by the vote of not less than 75% of those members who, if entitled to do so, vote in person or by proxy;
- F) Whenever the term "he" or any derivation is used, it shall apply to either sex as may be appropriate to the context.

2. NAME

The name of this club shall be the University of Alberta Dance Club (U of A Dance Club).

3. LOCATION

The headquarters of this Club shall be at the University of Alberta in the City of Edmonton.

4. OBJECTIVES

The Club shall offer ballroom dance instruction, provide an opportunity for its members to practice the material taught, and provide a social atmosphere in which to participate.

5. CLUB OPERATIONS

The Club shall be a registered society and a University of Alberta Student Group. As such, all Club functions and activities shall be organised and conducted in accordance with the rule of law and specifically:

- A) the Alberta Societies Act;
- B) University of Alberta Regulations;
- C) Students' Union Regulations;
- D) these bylaws; and,
- E) Executive Policy.

As a representative democracy, the Executive shall have full power and authority over the affairs of the Club except for the instances specified in these bylaws reserved to members at the Annual General Meeting or a Special General Meeting. The will of the Executive shall be expressed in Executive Policy, which the Executive shall revise from time to time as it deems necessary.

6. MEMBERSHIP

Membership is available to U of A students and community members alike, subject to University of Alberta and Students' Union regulations.

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Subject to conditions stated herein, all members have the right to attend the Annual General Meeting, all Special General Meetings, vote and hold office, register in dance classes subject to class sizes and male/female ratios within each class, and participate in Club events.

A) Application for Membership

A completed "Application for General Membership" shall be submitted together with required credentials and necessary fees to the Executive or its appointed representative. After consideration of any application, the individual may be granted membership, or the application may be rejected.

B) Transfer of Membership

Membership in the Club shall not be transferable between individuals.

C) Termination of Membership

Any membership may be terminated by the Executive. The member shall be notified of the contemplated action and its reason, and be given reasonable opportunity to make representations either in writing or in person to the Executive at the Annual General Meeting or a Special General Meeting. If the member fails to appeal the decision within thirty days of notification, the membership shall be deemed terminated. Otherwise, the appeal shall be heard at the next Annual General Meeting or Special General Meeting. Cause for termination shall include actions detrimental to the welfare of the Club or non-payment of fees.

D) Resignation of Membership

Members may resign by indicating in writing to the Executive.

E) Expiration of Membership

All memberships shall expire September 1 of each year with the exception of the incumbent executive and board members specified in these bylaws whose membership shall expire September 1 of the following year.

7. CLUB EXECUTIVE AND OFFICERS

A) Composition

The Executive shall consist of nine officers, three quarters of whom must be Students' Union members in accordance with the Code of Student Behaviour.

B) Officers

Officers of the Executive shall be the President, Vice-President Internal, Vice-President External, Secretary, Treasurer, Social Director, Workshops Director, Volunteer Director and Competitions Director.

C) Election of Executive

The Executive shall be elected annually for a one-year term. No Member shall hold more than one office simultaneously.

D) Removal from the Executive

An Officer may be removed from the Executive by the passage of a Special Resolution. The Officer shall be notified of the contemplated action and be given reasonable opportunity to make representations in

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person at an Annual General Meeting or Special General Meeting.

E) Resignation from the Executive

An Officer may resign by indicating in writing to the Executive.

F) Vacancies

In the event of a vacancy occurring in the office of the President, either the Vice-President Internal or Vice-President External, as determined by a vote of the Executive, shall assume the authority and duties of the President. If both Vice-Presidents decline then the position shall, at the discretion of the Executive, be filled by an Officer through a vote of the Executive, or by election at a Special General Meeting. All other vacancies among the officers shall be filled by election at a Special General Meeting.

G) Obligation of Executive Officers

Each Officer of the Club in exercising his powers and discharging his duties shall act honestly and exercise the care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances. Each Officer is accountable to the Club for actions performed in the name of the Club.

H) Duties

In addition to their specific duties, each Officer shall make a reasonable attempt to attend one class every week while a term is in session, submit a year-end report, and assist as required by the Executive.

- 1) *President:* The President shall co-ordinate all Club activities, have one of the three signing authorities for Club vouchers, and preside at the Annual General Meeting and all Special General Meetings. He may appoint any committee for any purpose within the objectives of the Club. The President shall be, ex officio, a member of all committees.
- 2) *Vice-President Internal:* The Vice-President Internal shall have such powers and duties as may be assigned to him by the President, and in particular, shall have responsibility for co-ordinating the volunteer activities of the Teaching Assistants. In the absence of the President, the Vice-President Internal shall perform the duties of the President.
- 3) *Vice-President External:* The Vice-President External shall have such powers and duties as may be assigned to him by the President, and in particular, shall have responsibility for co-ordinating recruitment and registration of general members. He shall work to maintain and foster relations between the Club and external dance organisations. The Vice-President External shall have one of the three signing authorities for Club vouchers. In the absence of both the President and the Vice-President Internal, the Vice-President External shall perform the duties of the President.
- 4) *Secretary:* The Secretary shall attend all Annual General Meetings, Special General Meetings, Executive and Changeover Meetings, and keep accurate minutes of the same. He shall have charge of the Seal of the Club, which Seal whenever used shall be authenticated by the signature of the Secretary and the President, or failing, the Vice-President Internal or Vice-President External. In the absence of the Secretary, his duties shall be discharged by such members as may be appointed by the President. The Secretary shall be responsible for the records of all members of the Club and notifying them of meetings as required. Unless otherwise stated herein, the Secretary shall be responsible for all internal/external correspondence and for maintaining and updating all official Club documents.
- 5) *Treasurer:* The Treasurer shall be custodian of all official property and financial records of the Club and shall have one of the three signing authorities for Club vouchers. He shall deposit all funds of the Club in a Bank or Trust Company designated by the Executive. He shall collect all monies, keep complete accounts, arrange for payment of all approved indebtedness of the Club and keep proper vouchers for such payments. He shall submit an annual financial report and any other financial reports as required.

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- 6) *Social Director*: The Social Director shall organise all social events sanctioned by the Executive.
- 7) *Workshops Director*: The Workshops Director shall organise all workshops sanctioned by the Executive.
- 8) *Volunteer Director*: The Volunteer Director shall organise all activities of the Volunteer Assistants as sanctioned by the Executive.
- 9) *Competitions Director*: The Competitions Director shall organise any internal dance competitions and practice sessions as sanctioned by the Executive.

8. CLUB MEETINGS

Club meetings shall be conducted according to Robert's Rules of Order and voting shall be decided by a simple majority of those present except where otherwise stated in these bylaws.

A) Annual General Meeting

- 1) An Annual General Meeting shall be held each year within 90 days of the fiscal year end. Whenever possible, the Annual General Meeting shall be held during a social event.
- 2) Members shall be notified of the meeting date by announcement in class or by electronic means at least twenty-one days in advance.
- 3) The Orders of the Day shall include the election of the Executive, the election of the Judicial Authority and Elections Administration Board, presentation of an audited or reviewed financial statement, and appointment of auditors or reviewers for the next fiscal year. Subject to conditions stated elsewhere in these bylaws, all further items for inclusion on the Orders of the Day shall be submitted in writing to the Executive and announced to all members at least seven days prior to the meeting.
- 4) One-fifth (or 25, whichever is fewer) of the Members in good standing shall constitute a quorum. All votes shall be made in person and not by proxy or otherwise.
- 5) Except during elections of executive officers, the President shall chair the meeting if he so wishes; otherwise, the chairman shall be elected by a majority of the members present.

B) Special General Meetings

- 1) Special General Meetings constitute all other general and special meetings, which involve the entire membership. When feasible, a Special General Meeting shall be held during a social event.
- 2) Any member may call a Special General Meeting. The member must either obtain approval by a majority of the Executive, or be supported by a minimum of one-fifth (or 100, whichever is fewer) signatures of Club members by petition.
- 3) All items for inclusion on the Orders of the Day shall be submitted in writing to the Executive.
- 4) Subject to conditions stated elsewhere in these bylaws, all members shall be notified of the meeting date and the Orders of the Day by announcement in class or by electronic means at least seven days prior to the meeting.
- 5) One-fifth (or 25, whichever is fewer) of the members in good standing shall constitute a quorum. All votes shall be made in person and not by proxy or otherwise.
- 6) Except during elections of executive officers to fill vacancies, the President shall chair the meeting if he so wishes; otherwise, the chairman shall be elected by a majority of the members present.
- 7) No Special General Meeting shall occur between September 1 and the first fall term Club class.

C) Executive Meetings

- 1) The Executive shall meet as required, but not less than once a month. Each Officer shall have at least two (2) days notice of any meeting.

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- 2) All votes shall be made in person and not by proxy or otherwise. Only Officers may vote at these meetings.
 - 3) A majority of the Executive shall constitute a quorum.
 - 4) The President shall chair the meeting.
- D) Changeover Meeting
- 1) There shall be a Changeover Meeting of the incumbent and incoming Executives within 10 days of the fiscal year end.
 - 2) Procedures described for "Executive Meetings" shall apply for Changeover Meetings, and shall include both the incumbent and incoming Executives.

9. NOMINATIONS AND ELECTIONS

- A) Nominations and elections for the Executive shall be held at the Annual General Meeting. All vacancies shall be filled at Special General Meetings.
- B) Any Member in good standing may run for the Executive, subject to Students' Union regulations. To qualify for office, all candidates must be present at the election and fully disclose any conflicts of interest they may have in becoming an officer.
- C) Officers shall be elected in the following order: President, Vice-President Internal, Vice-President External, Secretary, Treasurer, Social Director, Workshops Director, Volunteer Director and Competitions Director.
- D) Voting shall be by show of hands. All votes shall be made in person and not by proxy or otherwise. In the event of an acclamation, the candidate must obtain a majority approval by the members present at the election.
- E) The Chair shall announce the names of the successful candidates to the members at the elections.

10. FINANCES

- A) The fiscal year of the Club shall run from the first day of the month of May of any year to the thirtieth day of the month of April of the following year.
- B) The Treasurer shall prepare a budget for approval by the Executive. All financial transactions shall follow the guidelines set forth in the budget, with the exception of expenditures directed by the passage of a Special Resolution.
- C) The Executive may use the funds of the Club in any way which will further the objectives of the Club, but not to remunerate members or officers of the Club for personal services unless a full disclosure of monies paid is made available to the membership.
- D) For the purpose of carrying out the objectives of the Club, the Executive may borrow or raise or secure the payment of money in such manner as it thinks fit, and in particular by the issue of debentures, mortgages, pledges, or charge upon the property of the Club, provided that any proposals to do so be sanctioned by a Special Resolution of the Club prior to their consummation.
- E) The books, accounts and records of the Club may be inspected at the Club's office by any member upon not less than seven days notice in writing to the Executive.
- F) A financial statement audited or reviewed by a duly qualified accountant, or by two Club members elected for the purpose and not currently serving or elected as Executive Officers, shall be submitted annually to the Secretary prior to the Annual General Meeting. This statement shall be made available to the membership at the Annual General Meeting.
- G) For the purpose of carrying out the objectives of the Club, the Executive shall save a minimum of \$5,000 each year, and invest it in guaranteed long-term investments. The Executive may spend the long-term investments of the Club, provided that any proposals to do so are sanctioned by a Special Resolution of the Club prior to their consummation.
- H) The Executive shall budget for a 2.5% surplus each year to protect the Club against cost overruns and revenue decreases.

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11. HUMAN RESOURCES

- A) A performance review of each employee/contractor shall be conducted by the outgoing Executive prior to the changeover meeting.
- B) The Executive shall not offer a contract exceeding one year in duration to any employee/contractor.
- C) Any remunerative Club position not awarded to the incumbent shall be advertised and open to competition.

12. JUDICIAL AUTHORITY AND ELECTIONS ADMINISTRATION

- A) Jurisdiction

A "Judicial Authority and Elections Administration Board" shall be responsible for the interpretation of these bylaws and administration of all Club elections in accordance with these bylaws and Executive policy.

- B) Composition and Election

The Board shall consist of three members elected at the same time, in the same manner, and for the same term as the Executive. The President shall appoint one of the Board members to serve as chair.

- C) Role of Board Chair

The Chair shall preside at all Board meetings and at all elections held during the Annual General Meeting and Special General Meetings.

- D) Executive Exclusion

No member of the Executive may serve on the Board.

- E) Removal

A Board member may be removed in the same manner as an Officer may be removed from the Executive.

- F) Resignation

A Board member may resign by indicating in writing to the Executive.

- G) Vacancies

In the event of a vacancy occurring on the Board, the President shall appoint a new member.

13. BYLAW AMENDMENTS

- A) The bylaws of the Club shall be added to, altered or rescinded only by Special Resolutions.

Adopted June 20, 2003