

<p><b>University of Calgary Ballroom Dance Club</b></p> <p><b>Bylaws</b></p> <p><b>NAME</b></p> <p>1) The name of the organization shall be “The University of Calgary Ballroom Dance Club”, herein referred to as the Club.</p> <p><b>CLUB SEAL</b></p> <p>2) The Club shall not have a Club Seal.</p> <p><b>LOCATION</b></p> <p>3) The headquarters of the Club shall be the University of Calgary in the city of Calgary.</p> <p><b>DEFINITIONS</b></p> <p>4) In these Bylaws</p> <ul style="list-style-type: none"> <li>a) “Alumnus” means an individual who meets the qualifications identified in Schedule I – Alumni Membership Policy.</li> <li>b) “Bylaws” means the bylaws of the University of Calgary Ballroom Dance Club.</li> <li>c) “Dance Professional” means an individual contracted by the Club, whose primary function is to train Club Instructors and Teaching Assistants in ballroom dance.</li> <li>d) “Election Assistant” means a Member appointed by the Executive to assist the Returning Officer in the administration of the Annual Election or a By-Election.</li> <li>e) “Executive” means the elected Executive body of the Club.</li> <li>f) “Instructor” means a Member of the Club who has been selected by the Dance Professional(s) and Executive, whose main function is to lead dance instruction and classes.</li> <li>g) “Member” means any person who holds a valid membership card and has agreed to abide by the Club’s regulations.</li> <li>h) “Returning Officer” means the Member appointed by the</li> </ul>	<p><b>Track Changes University of Calgary Ballroom</b></p> <p><b>XXXXXXXXXXXXXXDance Club</b></p> <p><b>Bylaws</b></p> <p><b>NAME</b></p> <p>1) The name of the organization shall be “<u>The University of Calgary Ballroom Dance Club</u>”, <u>XXXXXXXXXXXX</u> herein referred to as the Club.</p> <p><b>CLUB SEAL</b></p> <p>2) The Club shall not have a Club Seal.</p> <p><b>LOCATION</b></p> <p>3) The headquarters of the Club shall be the <u>????????-Mail</u> in the city of Calgary.</p> <p><b>DEFINITIONS</b></p> <p>4) In these Bylaws</p> <ul style="list-style-type: none"> <li>a) <u>“Alumnus” means an individual who meets the qualifications identified in Schedule I – Alumni Membership Policy.</u> <u>Alumnus members have been grandfathered as of</u></li> <li>a) “Bylaws” means the bylaws of the <u>XXXXXXXXXXXX University of</u> <u>Calgary Ballroom Dance Club</u>.</li> <li>b) <u>“Dance Professional” means an individual contracted by the Club, whose primary function is to train Club Instructors and</u> <u>and</u> <u>Teaching Assistants in various dances.</u> <u>The Dance Professional may also teach more advanced classes, workshops, and</u> <u>perform other duties</u> <u>for which she/he has signed a separate Contract for Services.</u></li> <li>b) <u>c) “Election Assistant” means a Member appointed by the</u> <u>Executive to assist the Returning Officer in the administration of</u> <u>the Annual Election or a By-Election.</u></li> <li>c) <u>d) “Executive” means the elected Executive Members of the Club.</u></li> <li>c) <u>e) “Instructor” means a Member of the Club who has been</u> <u>recommended selected</u> <u>by the Dance Professional(s).</u></li> </ul>
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<p>Executive to coordinate and preside over the Annual Election or a By-Election.</p> <p>i) "Student's Union" means the University of Calgary Student's Union.</p> <p>j) "Teaching Assistant" means a Member of the Club who has been selected by the Dance Professional(s) and Executive, whose main function is to assist in the delivery and administration of dance instruction and classes.</p> <p>k) "Transition Meeting" means the meeting at which the outgoing and incoming Executive Members meet to facilitate the transfer of operation of the Club to the incoming Executive.</p> <p>l) "Volunteer" means a Volunteer of the Club, as designated by the Executive, and includes Instructors, Teaching Assistants, and Executive Members.</p>	<p><u>and selected by the</u> <del>and</del> Executive, whose main function is to lead dance instruction and classes.</p> <p>④⑤⑥ "Member" means any person who holds a valid, <u>dated</u>, membership <del>card</del> <del>card</del> and has agreed to abide by the Club's <u>Bylaws, Policies, Procedures, Practices and Regulations</u>.</p> <p>④⑦ "Returning Officer" means the Member <u>who is</u> appointed by the Executive to coordinate and preside over the Annual Election or a By-Election.</p> <p><del>"Student's Union" means the University of Calgary Student's Union.</del></p> <p>④⑧⑨ "Teaching Assistant" means a Member of the Club who has <u>met the requirements of a Teaching Assistant and has been recommended</u> <del>selected</del> by the Dance Professional(s) and <u>selected by the</u> Executive, whose main function is to assist in the delivery and administration of dance instruction and classes, <u>as listed in the Teaching Assistant and Instructor's Manual</u>.</p> <p>④⑩ "Transition Meeting" means the meeting at which the outgoing and incoming Executive Members meet to facilitate the transfer of <u>the authority to operate</u> <del>ion</del> of the Club to the incoming Executive.</p> <p>④⑪ "Volunteer" means a Volunteer of the Club, as designated by the Executive, and includes Instructors, Teaching Assistants, <u>and</u> Executive Members, <u>and any others as selected by the executive</u>.</p>
<p><b>MEMBERSHIP</b></p> <p>5) The Executive shall determine membership fees, class fees and other fees for Club sponsored activities. Such fees shall be set as low as reasonably practical to ensure operational costs are met while fulfilling the purpose of the Club.</p> <p>6) Any person who is interested in ballroom dancing may apply to be a Member of the Club.</p> <p>7) Registration for membership in the Club by students, staff and faculty of the University of Calgary shall be encouraged.</p> <p>8) A person shall be admitted as a Member of the Club upon receipt and acceptance by the Executive or its authorized officer(s) of</p> <p>a) a completed Club membership application, and</p> <p>b) full payment of the Club membership fee and signed waiver.</p> <p>9) Membership shall be valid for one (1) year commencing July 1 to June 30 of the following year. If memberships are purchased after July 1, (i.e. August or September) in one year, they shall still be valid until June 30 of the following year.</p> <p>10) Subject to section 8, a Member is entitled to</p>	<p><b>MEMBERSHIP</b></p> <p>5) The Executive shall determine membership fees, class fees, and other fees for Club sponsored activities. Such fees shall be set as low as <u>is reasonably</u> practical to ensure operational costs are met while fulfilling the purpose of the Club.</p> <p>6) Any person who is interested in <u>ballroom</u> <del>various</del> <u>dances</u> <del>ing</del> <u>styles</u> <del>offered by the Club</del> may apply to be a Member of the Club.</p> <p><del>Registration for membership in the Club by students, staff and faculty of the University of Calgary shall be encouraged.</del></p> <p>7) A person shall be admitted as a Member of the Club upon receipt and acceptance by the Executive or its authorized officer(s) of</p> <p>a) a completed Club membership application, and</p> <p>b) full payment of the Club membership fee, and</p> <p>b) a <u>duly</u> signed waiver.</p>

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<ul style="list-style-type: none"> <li>a) attend General Meetings and Elections of the Club,</li> <li>b) cast one (1) vote during an Annual Election or By-Election, or on matters raised at a General Meeting,</li> <li>c) seek nomination for an Executive position in the Club, except where limited by the Bylaws,</li> <li>d) participate in Club sponsored activities at such fees as the Executive may determine.</li> </ul>	<ul style="list-style-type: none"> <li>8) Membership shall be valid for one (1) year commencing July 1 <u>of one year through</u> to June 30 of the following year. If memberships are purchased after July 1, (i.e. August or September) in one year, they shall <del>still</del> be valid until June 30 of the following year, <u>unless cancelled by a decision of the Executive.</u></li> </ul>
<p><b>11)</b> A person under the age of majority may make application to join the Club as a Member, however such a person may not hold an Executive position, or vote in an Annual Election, By-Election, or on matters raised at General Meeting(s).</p>	<p>9) Subject to section 8, a Member is entitled to</p> <ul style="list-style-type: none"> <li>a) attend General Meetings <u>and Special Meetings</u></li> <li><del>b) participate in the and Elections or By-Elections of the ClubExecutive,</del></li> <li><del>c) cast one (1) vote during an Annual Election or By-Election, or on matters raised at a General Meeting <u>or Special Meeting</u>,</del></li> <li><del>d) seek nomination for an Executive position in the Club, except where limited by the Bylaws,</del></li> <li><del>e) participate in Club sponsored activities at such fees as the Executive may determine.</del></li> </ul>
<p><b>12)</b> Fees for Club sponsored activities may be reduced or waived at the discretion of the Executive for Instructors, Teaching Assistants, Executive and Members selected by the Executive for special recognition.</p>	<p>10) A person under the age of majority may make application to join the Club as a Member. <u>If the application is accepted by the Executive, - however</u> such a person may not hold an Executive position, <u>nor</u> vote in an Annual Election, By-Election, <u>nor</u> on matters raised at General Meeting(s) <u>or Special Meetings</u>.</p>
<p><b>TRANSFER OF MEMBERSHIP</b></p> <p><b>13)</b> Membership in the Club is non-transferable.</p>	<p>11) Fees for Club sponsored activities may be reduced or waived at the discretion of the Executive for Instructors, Teaching Assistants, Executive and Members selected by the Executive <u>for special recognition</u>.</p>
<p><b>TERMINATION OF MEMBERSHIP</b></p> <p><b>14)</b> If a member wishes to resign from the Club, he/she may do so in a signed, written request addressed to the Club Secretary.</p> <p><b>15)</b> The Executive, upon majority vote, is empowered to revoke the membership of a Member. The Executive must inform a revoked member in writing.</p> <p><b>16)</b> The Executive may impose disciplinary action up to and including revocation of membership if a member's conduct, in the opinion of the Executive, is negligent, damaging to the character or interests of the club, discreditable, or is otherwise inconsistent with the purpose of the club.</p> <p><b>17)</b> If requested by the expelled Member within the Membership Term, the Executive shall hold a hearing within a reasonable period of time</p>	<p><b>TRANSFER OF MEMBERSHIP</b></p> <p><b>12)</b> Membership in the Club is non-transferable.</p> <p><b>TERMINATION OF MEMBERSHIP</b></p> <p><b>13)</b> If a <u>M</u>ember wishes to resign from the Club, he/she may do so in a signed, written request addressed to the Club Secretary <u>and delivered through the postal system or by e-mail at either his/her club address</u></p>

<p>at which the Member may defend his/her conduct.</p>	<p><u>or by e-mail to the e-mail address of the Club Secretary.</u></p>
<p><b>18)</b> The Executive shall decide by majority vote to re-admit or uphold the expulsion of the said Member, and such a decision shall be given within a reasonable period of time after the hearing.</p>	<p><b>14)</b> The Executive, upon majority vote, is empowered to revoke the membership of a Member. The Executive must inform a revoked member in writing <u>delivered through delivered by the postal service or by e-mail.</u></p>
<p><b>19)</b> Upon any person ceasing to be a Member of the Club for any reason whatsoever, that person shall not be entitled to the refund of his/her membership fee or any portion thereof.</p>	<p><b>15)</b> The Executive may impose disciplinary action up to and including revocation of membership if a <u>M</u>ember's conduct, in the opinion of the Executive, is negligent, damaging to the character or interests of the <u>C</u>lub, discreditable, or is otherwise inconsistent with the purpose of the <u>C</u>lub.</p>
<p><b>20)</b> A Member removed from the Club is not eligible to rejoin for the remainder of that Membership Term, or for a longer period as determined by the Executive.</p>	<p><b>16)</b> If requested by the expelled Member within the Membership Term, the Executive shall hold a hearing within a reasonable period of time at which the Member may defend his/her conduct.</p>
<p><b>EXECUTIVE</b></p>	<p><b>17)</b> The Executive shall decide by majority vote to re-admit or uphold the expulsion of the said Member, and such a decision shall be given within a reasonable period of time after the hearing.</p>
<p><b>21)</b> The Executive shall consist of ten (10) Members, elected by the membership. The 11th member shall be the immediate Past President.</p>	<p><b>18)</b> Upon any person ceasing to be a Member of the Club for any reason whatsoever, that person shall not be entitled to the refund of his/her membership fee or any portion thereof.</p>
<p><b>22)</b> The Executive shall consist of the following:</p>	<p><b>19)</b> A Member removed from the Club is not eligible to rejoin for the remainder of that Membership Term, or for a longer period as determined by the Executive.</p>
<p>a) President b) Vice President c) Treasurer d) Secretary e) Social Director f) Promotion Director g) Four (4) Directors at Large h) Past President</p>	<p><b>20)</b> The expelled <u>M</u>ember may not run for Executive position for a <u>minimum period of 5 years starting the year after the one in which membership was revoked.</u></p>
<p><b>23)</b> A Member of the Executive shall</p>	<p><b>EXECUTIVE</b></p>
<p>a) be a Member of the Club,  b) be bondable, c) have reached the age of majority.</p>	<p><b>20)21)</b> The Executive shall consist of ten (10) Members, elected by the membership. The 11th member shall be the immediate Past President, <u>for the term immediately following his/her presidency.</u></p>
	<p><b>21)22)</b> The Executive shall consist of the following:</p>

<p><b>24)</b> A Member of the Executive shall not hold</p> <ul style="list-style-type: none"> <li>a) the same Executive position for more than two (2) terms consecutively, unless no other nominations are received for that position,</li> <li>b) more than one (1) Executive position concurrently,</li> <li>c) an Executive position while holding a position of ownership, Executive office, administrative capacity, or otherwise hold a position deemed a conflict of interest with the Club.</li> </ul>	<ul style="list-style-type: none"> <li>a) President</li> <li>b) Vice President</li> <li>c) Treasurer</li> <li>d) Secretary</li> <li>e) Social Director</li> <li>f) Promotion Director</li> <li>g) Four (4) Directors at Large</li> <li>h) Past President</li> </ul>
	<p><b>22)</b> A Member of the Executive shall</p> <ul style="list-style-type: none"> <li>a) be a Member of the Club <u>for a minimum of two years prior to being elected to any position on the executive, and a minimum of five years for the positions of President or Vice President.</u></li> </ul> <p>Candidates for President or Vice President must also have <u>served</u> at least one year as an Executive Member.</p>
	<ul style="list-style-type: none"> <li>b) be bondable,</li> <li>c) <u>have reached the age of majority.</u></li> <li>d) <u>hHave never had their Mmembership in the Club revoked or have previously been removed from the Eexecutive.</u></li> </ul>
	<p><b>23)</b> A Member of the Executive shall not hold <u>the same Executive position for more than two (2) terms consecutively, unless no other nominations are received for that position.</u></p> <ul style="list-style-type: none"> <li>a) more than one (1) Executive position concurrently,</li> <li>b) an Executive position while holding a position of ownership, Executive office, administrative capacity, or otherwise hold a position deemed <u>by the Eexecutive be to create a situation of a</u> conflict of interest with the <u>Eexecutive Mmember's duties at the Club.</u></li> </ul>
	<p><b>CONFLICT OF INTEREST</b></p> <p><b>24)</b> A conflict of interest, <u>or a perceived an apparent conflict of interest</u> occurs when a Member acts in an official capacity <u>as an Executive Member, an Instructor or a Teaching Assistant of the Club, while holding a similar position for another entity that may be considered to compete with the Club, as determined by the Executive on behalf of the Club, while knowing there is opportunity to further his/her private interest by doing so.</u></p> <p><b>110)</b> An apparent conflict of interest occurs when there is a reasonable perception that a Member has acted in an official capacity on behalf of the Club, while knowing there is opportunity to further his/her private interest by doing so.</p>

<p>b) a person with decision-making authority of, or  c) a person receiving compensation from other dance related activities must disclose their interest to the membership when nominated. Failure to do so is considered a conflict of interest. In the event an Executive member engages in these roles subsequent to election or appointment, such activity must be disclosed to the Executive. Failure to do so is considered a conflict of interest.</p>	<p>25)26) Any possible conflict of interest on the part of an Executive Member, Instructor or a Teaching Assistant acting in an official capacity must be disclosed to the Executive, <u>in writing, before assuming the duties assigned by the Club, or soon after such a situation arises, as a matter of written record</u>. Such disclosure must be made <u>immediately when upon as soon as</u> the potential for conflict <u>arising</u> is recognized.</p>
<p>32) When it is determined that a conflict of interest has occurred, the offending Member may be removed from official capacity and/or have Club Membership revoked.</p> <p>33) Married or common-law partners cannot serve on the Executive simultaneously. If this situation arises while in office, one of the partners must resign immediately.</p>	<p>26)27) Executive Members must exercise the utmost good faith in all transactions concerning the Club and its property. In their dealings with and on behalf of the Club, they shall be held to a strict rule of honesty and fairness. <u>They shall not use their position or knowledge in a manner that could lead to a conflict between their own interest and that of the Club.</u></p>
	<p>27)28) When a possible conflict of interest exists, the Executive Member involved <u>shall/must not neither vote, nor attempt to influence the outcome of a vote as an Executive Member on a motion to determine the existence of a conflict of interest by said Member.</u></p>
	<p>28)29) It is recognized that an Executive Member in a possible conflict of interest may have valuable knowledge pertinent to an Executive decision. Therefore, the affected Executive Member <u>will/shall</u> not be prevented from stating his/her position on the matter or answering pertinent questions from other Executive Members.</p> <p>29)30) Due to the potential for conflict of interest, nominees for Club Executive, <u>Instructor, or Teaching Assistant</u> positions who are:</p> <p>a) a <u>board member</u> of,  b) a person with decision-making authority of,  c) <u>a person in an administrative or teaching position</u>, or  d) a person receiving compensation from</p> <p>i) other dance related <u>entities, activities</u> must disclose their interest to the <u>Executive membership</u> when nominated. Failure to do so is considered a conflict of interest. In the event <u>that an Executive Member, Instructor, or Teaching Assistant</u> engages in these roles subsequent to election or appointment <u>with the Club</u>, such activity must be disclosed to the Executive. Failure to do so is considered a conflict of interest. <u>The Executive shall then vote on allowing the nomination to be accepted or rejected based on Majority vote.</u></p>
<p><b>REMOVAL OF AN EXECUTIVE BOARD MEMBER</b></p> <p>35) Any Executive Member can be removed from office for cause. Cause</p>	<p>30)31) When it is determined that a conflict of interest has occurred, the offending Member may be removed from official capacity and/or have Club Membership revoked. <u>or both, as determined by the Executive.</u></p>

<p>for removal includes but is not limited to: failure to attend Executive Meetings as outlined in Executive guidelines, failure to perform the major duties of his/her position, negligent conduct and any form of conduct that is damaging to the Club or is otherwise inconsistent with the purpose of the Club.</p>	<p>31)32) Married or common-law partners cannot serve on the Executive simultaneously. If this situation arises while in office, one of the partners must resign immediately.</p>
<p>36) A special Executive Meeting to discuss and vote on the removal of an Executive Member <del>will shall</del> be called by a majority vote of the Executive. At the special Executive Meeting, the affected Executive Member <del>will shall</del> have the opportunity to address the issue(s) related to cause.</p> <p>37) This special Executive Meeting <del>will shall</del> be held no later than four (4) weeks following the regular Meeting in which the motion to hold this special Meeting was passed. The Executive <del>will shall</del> make reasonable efforts to provide one (1) week written notice of the special Meeting to the affected Executive Member. Such notice <del>will shall</del> include the motion to hold the special Meeting, and the time and location of the meeting.</p> <p>38) Upon a two-thirds (2/3) majority vote of the Executive at the special Executive Meeting, the affected Executive Member <del>will shall</del> be removed from office, such removal is to take effect immediately.</p> <p><b>VACANCY OF AN EXECUTIVE OFFICE</b></p> <p>39) A vacancy of an Executive office is created if an Executive</p> <ol style="list-style-type: none"> <li>resigns, or</li> <li>is removed from office.</li> </ol> <p>40) A vacancy shall be filled through a By-Election called under a General Meeting or by Annual Election.</p> <p>41) The Executive shall make reasonable efforts to hold a By-Election as soon as possible with regard to the time of year in relation to the next General Meeting, Annual General Election and the operational requirements of the Club.</p> <p>42) In the interim, the Executive, by majority vote, may appoint a Member or Volunteer to serve as an Executive Appointee to assist in</p>	<p>32)33) The term of office for all <u>Executive</u> Members <del>of the Executive</del> shall commence <u>on</u> May 1<sup>st</sup> following the Annual Election.</p> <ol style="list-style-type: none"> <li>The President, Secretary, Social Director, and two (2) Directors at Large <del>will shall</del> be elected to a two (2) year term of office when the year of election is an even number.</li> <li>The Vice-President, Treasurer, Promotion Director, and two (2) Directors at Large <del>will shall</del> be elected to a two (2) year term of office when the year of election is an odd number.</li> <li>Should a vacancy occur on the Executive before the expiration of the term <u>in office</u>, it shall be temporarily filled by an Executive Appointee, <u>as determined by a decision of the Executive</u>. A By-Election to fill the position for the balance of the term <del>will shall</del> be conducted at the earliest opportunity.</li> <li><u>The Vice-President <del>will shall</del> assume the role of the President should the President's position become vacant.</u></li> <li><u>The Past President shall serve a <u>maximum of</u> two (2) year term of office <u>immediately following his/her term as president</u>. <u>An additional two (2) year term may be served if not displaced by an incoming Past President</u>. If this position is not occupied, it <del>will shall</del> remain vacant.</u></li> </ol> <p><b>REMOVAL OF AN EXECUTIVE BOARD MEMBER</b></p> <p>33)34) Any Executive Member <del>may</del> be removed from office for cause. Cause for removal includes but is not limited to: failure to attend <u>more than 25% of the</u> Executive Meetings <del>as outlined in Executive guidelines</del>, failure to perform the major duties of his/her position, negligent conduct and <u>or</u> any form of conduct that is damaging to the Club or is otherwise inconsistent with the purpose of the Club.</p> <p>34)35) A special Executive Meeting to discuss and vote on the removal of an Executive Member <del>will shall</del> be called by a majority vote of the Executive. At the special Executive Meeting, the <del>affected</del> Executive Member <u>concerned</u>, <del>will shall</del> have the opportunity to address the <u>relevant</u> issue(s) <u>in defense of his/her actions</u>, <u>related to cause</u>.</p>

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<p>all the assigned duties for the particular vacant Executive position, except for the position of</p> <ul style="list-style-type: none"> <li>a) President, or</li> <li>b) Vice President.</li> </ul>	<p>35)36) This special Executive Meeting <del>will</del><ins>shall</ins> be held no later than four (4) weeks following the regular Meeting in which the motion to hold this special Meeting was passed. The Executive <del>shall</del><ins>will</ins> make reasonable efforts to provide one (1) week written notice of the special Meeting to the affected Executive Member. Such notice <del>shall</del><ins>will</ins> include the motion to hold the special Meeting, and the time and location of the meeting.</p> <p>36)37) Upon a two-thirds (2/3) majority vote of the Executive at the special Executive Meeting, the affected Executive Member <del>is</del><ins>will</ins> be removed from office, <del>such removal is to take effect</del> immediately.</p>
<p>43) The Executive Appointee</p> <ul style="list-style-type: none"> <li>a) may vote during Executive Meetings,</li> <li>b) but may not exercise Signing Authority.</li> </ul>	<p>43) The Executive Appointee</p> <ul style="list-style-type: none"> <li>a) may vote during Executive Meetings,</li> <li>b) but may not exercise Signing Authority.</li> </ul>
<p>44) The Executive Appointee shall be relieved</p> <ul style="list-style-type: none"> <li>a) upon election of a nominee to the vacant Executive position, or</li> <li>b) at the discretion of the Executive, or</li> <li>c) by termination of the Appointee's membership for cause.</li> </ul>	<p>44) The Executive Appointee shall be relieved</p> <ul style="list-style-type: none"> <li>a) upon election of a nominee to the vacant Executive position, or</li> <li>b) at the discretion of the Executive, or</li> <li>c) by termination of the Appointee's membership for cause.</li> </ul>
<p>45) An Executive Appointee shall be eligible for nomination and election.</p>	<p>45) An Executive Appointee shall be eligible for nomination and election.</p>
<h2>DUTIES OF THE EXECUTIVE</h2> <p>46) All Members of the Executive shall attend Executive Meetings and represent, direct, and participate in the activities of the Club. If a Member of the Executive is unable to attend a meeting, reasonable notice shall be given to the President or Vice President. Written reports or submissions may be brought forward by another Executive Member, on behalf of the absent Executive Member, in Executive Meetings and shall be given to the Secretary for inclusion in the minutes.</p> <p>47) The President shall</p> <ul style="list-style-type: none"> <li>a) be the chief officer of the Club,</li> <li>b) chair Meetings of the Executive and of the general membership,</li> <li>c) be responsible for the safe keeping of all the assets of the Club,</li> <li>d) act as a representative of the Club,</li> <li>e) act as the principal point of contact in dealings with Dance Professional(s),</li> </ul>	<p>37)38) A vacancy of an Executive <del>Office</del> is created if an Executive</p> <ul style="list-style-type: none"> <li>a) resigns, or</li> <li>b) <del>is</del> removed from office.</li> </ul> <p>38)39) A vacancy shall be filled through a By-Election called under a General Meeting or by Annual Election.</p> <p>39)40) The Executive shall make reasonable efforts to hold a By-Election as soon as possible with <del>consideration for</del><ins>regard to</ins> the time of year <del>relative to</del><ins>in relation to</ins> the next General Meeting, Annual General Election and the operational requirements of the Club.</p> <p>41) In the interim, the Executive, by majority vote, may appoint a Member or Volunteer to serve as an Executive Appointee to assist in all the assigned duties for the particular vacant Executive position</p> <p>42) <del>Clause</del><ins>Item</ins> 41 does not apply to either of the <del>positions of</del><ins>111) except for the position of</ins></p> <ul style="list-style-type: none"> <li>a) President, or</li> <li>b) Vice President. <del>??Should the Secretary and Treasurer position also be included in this section?</del></li> </ul> <p>43) <del>If a vacancy a situation occurs mid-term forrs where item 42 is applicable, the President, that's position wil</del><ins>may</ins> be immediately assumed by the Vice <del>P</del>President and the two positions may be held</p>

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<p>f) maintain Volunteer statistics, and  g) call and provide notice to the membership of the Annual Election and any By-elections.</p>	<p><u>concurrently by the same person. If a vacancy occurs mid-term for, and the Vice-President, the duties of the Vice-President shall be shared among other Executives to facilitate smooth function. The Executive may optionally elect, by majority vote, a current Executive Member to serve as Vice-President position will be assumed by a member from amongst the current Executive as determined by a majority vote of the Executive less the nominee. If the Executive fails to select a Vice-President, a By-Election shall be held to fill the Vice-President position</u></p>
<p><b>48)</b> The Vice President shall</p> <ul style="list-style-type: none"> <li>a) act as President in the absence of the President,</li> <li>b) be the principal person of contact in dealing with the Student's Union,</li> <li>c) coordinate the Club's involvement in student activities on campus,</li> <li>d) coordinate class registration, and</li> <li>e) book facilities for lessons and training classes.</li> </ul>	<p><u>40)44)</u> The Executive Appointee</p> <ul style="list-style-type: none"> <li>a) may vote during Executive Meetings,</li> <li>b) but may not exercise Signing Authority.</li> </ul>
<p><b>49)</b> The Treasurer shall</p> <ul style="list-style-type: none"> <li>a) Coordinate the receipt and banking of monies of the Club,</li> <li>b) Prepare financial information and reports to the executive including: <ul style="list-style-type: none"> <li>i) Monthly financial reports within 1 month following the month end</li> <li>ii) Fiscal year end statements within 2 months following the Fiscal year end</li> <li>iii) Fiscal year end statements within 3 months following the Fiscal Year end <del>will shall</del> be presented to the Financial Review Committee</li> <li>iv) Other reports as needed</li> </ul> </li> <li>c) Ensure that all financial liabilities of the Club are met,</li> <li>d) Endeavour to maintain Generally Accepted Accounting Principles and appropriate policies to ensure financial responsibility and accountability for the Club.</li> <li>e) Prepare an annual budget 1 month prior to the fiscal year end for approval by the Executive board.</li> </ul>	<p><u>41)45)</u> The Executive Appointee shall be relieved</p> <ul style="list-style-type: none"> <li>a) upon election of a nominee to the vacant Executive position, or</li> <li>b) at the discretion of the Executive, or</li> <li>c) by termination of the Appointee's membership for cause.</li> </ul> <p><u>42)46)</u> An Executive Appointee shall be eligible for nomination and election.</p>
<p><b>50)</b> The Secretary shall</p> <ul style="list-style-type: none"> <li>a) record the minutes for every Executive Meeting and General Meeting, and</li> <li>b) be responsible for the coordination of written and electronic correspondence of the Club.</li> </ul>	<p><b>DUTIES OF THE EXECUTIVE</b></p> <p><u>43)47)</u> All Members of the Executive shall attend Executive Meetings and represent, direct, and participate in the activities of the Club. If a Member of the Executive is unable to attend a meeting, reasonable notice shall be given to the President, <del>or Vice-President or Secretary</del>. Written reports or submissions <del>of the absent Executive Member</del> may be brought forward <u>in Executive Meetings</u> by another Executive Member, <del>on behalf of the absent Executive Member, in Executive Meetings</del> and shall be given to the Secretary for inclusion in the minutes.</p>
<p><b>51)</b> The Social Director shall arrange and coordinate all social functions</p>	<p><u>44)48)</u> The President shall</p> <ul style="list-style-type: none"> <li>a) be the chief officer of the Club,</li> <li>b) chair <del>m</del>Meetings of the Executive and of the general membership,</li> <li>c) be responsible for the safe keeping of all the assets of the Club,</li> <li>d) act as a representative of the Club,</li> <li>e) act as the principal point of contact in dealings with Dance Professional(s),</li> <li>f) maintain Volunteer statistics, and</li> </ul>

<p>of the Club as sanctioned by the Club.</p> <p>52) The Promotion Director shall coordinate advertisement and promotion of the Club, including communication with the University student body and the general public as sanctioned by the Club.</p> <p>53) The Directors at Large shall perform such duties as determined during the course of the year by the Executive.</p> <p>54) Executive Members are responsible for keeping detailed records of their activities and to facilitate the timely delivery of all Club records, funds, materials and property in their possession to their successor. In the event that a successor is not immediately elected or appointed, the Executive Member shall give these materials to the President.</p> <p><b>EXECUTIVE MEETINGS</b></p> <p>55) Executive Meetings may be called by the President or by two (2) of the elected Executives with seventy-two (72) hours notice of the intended date of the Meeting, accompanied by an agenda. Notice may be waived by unanimous agreement of all elected Executive Members.</p> <p>56) A quorum of Executive shall consist of a majority of the elected Executive.</p> <p>57) A quorum in attendance, and a majority vote of Executive Members present shall be required to</p> <ol style="list-style-type: none"> <li>amend or rescind Club Policies, Schedules, Manuals or Committees,</li> <li>approve proposed expenditures over Two Hundred and Fifty Dollars (\$250), and</li> <li>pass operational decisions in Executive Meetings.</li> </ol>	<p>g) call and provide notice to the membership of the Annual Election and any By-elections.</p> <p>45) The Vice-President shall</p> <ol style="list-style-type: none"> <li>act as President in the absence of the President,</li> <li><u>be the principal person of contact in dealing with the Club Instructors and Teaching Assistants</u> <u>be the principal person of contact in dealing with the Student's Union,</u> <u>coordinate the Club's involvement in student activities on campus,</u> <del>b) coordinate class registration, and</del> <del>c) book facilities for lessons, and training classes, monthly dances, and Special Events.</del></li> </ol> <p>46) The Treasurer shall</p> <ol style="list-style-type: none"> <li><del>Coordinate the receipt and banking of monies of the Club,</del></li> <li><del>Prepare financial information and reports to the Executive including:</del> <ol style="list-style-type: none"> <li><del>Monthly financial reports within 1 month following the month end</del></li> <li><del>Fiscal year end statements within 2 months following the fiscal year end</del></li> <li><del>Fiscal year end statements within 3 months following the fiscal year end will be presented to the Audit Financial Review Committee</del></li> <li><del>Other reports as needed</del></li> </ol> </li> <li><del>Ensure that all financial liabilities of the Club are met,</del></li> <li><del> Endeavour to maintain Generally Accepted Accounting Principles and appropriate policies to ensure financial responsibility and accountability for the Club.</del></li> <li><del>Prepare an annual budget for the following fiscal year, at least 24 weeks prior to the Executive Board's send of the current fiscal year end for approval by the Executive board final meeting of the fiscal year. The Executive Board will vote on the acceptance of the budget for the following year by a majority vote.</del></li> </ol> <p>47) The Secretary shall</p> <ol style="list-style-type: none"> <li>record the minutes for every Executive Meeting and General Meeting, all Special Meetings and</li> <li>be responsible for the coordination of written and electronic correspondence of the Club, and</li> <li>prepare weekly announcements for the Desk Administration</li> </ol>
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<p>58) A record of the order of business, votes for, against and abstaining shall be kept by the Secretary.</p> <p>59) Each Executive shall be entitled to cast one (1) vote on each order of business. In the case of a tie vote, the President shall be deemed to have cast the deciding vote.</p>	<p><u>Teaching Assistant TAs,</u>  <u>b) d) post weekly announcements for e-mail distribution to all current Members.</u></p> <p><u>48) 52) The Social Director shall arrange and coordinate all social functions of the Club, as sanctioned by the Club.</u></p>
<p><b>TRANSITION MEETING</b></p> <p>60) Following an Annual Election, a Transition Meeting <u>will shall</u> occur before May 1<sup>st</sup> to facilitate the delivery of materials between outgoing Executive Members and their successors.</p>	<p><u>49) 53) The Promotion Director shall coordinate advertisement and promotion of the Club, including communication with <del>the University student body and the</del> general public, as sanctioned by the Club.</u></p>
<p><b>SIGNING AUTHORITY</b></p> <p>61) All cheques or bills of exchange shall be signed by two (2) of the following Members of the Executive:</p> <ol style="list-style-type: none"> <li>President</li> <li>Vice President</li> <li>Treasurer, or</li> <li>Secretary.</li> </ol>	<p><u>112) The Directors at Large shall perform such duties as determined during the course of the year by the Executive.</u></p> <p><u>113)</u>  <u>50) 54)</u></p>
<p><b>BORROWING POWER</b></p> <p>62) The Club has no borrowing power.</p>	<p><u>51) 55) Executive Members are responsible for keeping detailed records of their activities and to facilitate the timely delivery of all Club records, funds, materials and property in their possession to their successor. In the event that a successor is not immediately elected or appointed, the Executive <u>Member</u> shall <u>deliver give these all such</u> materials to the President.</u></p> <p><u>44)</u>  <u>52) 56) The Past President's role is to ensure continuity during governance transitions and organizational change, to support the Executive Board Members in their duties, and to provide historical context for issues. The Past President serves his/her two (2) term immediately following their term as President.</u></p>
<p><b>CLUB POLICIES, SCHEDULES AND MANUALS</b></p> <p>63) The Executive may, from time to time, create and administer Club Policies, Schedules and Manuals for the benefit of, and in keeping with, the purpose of the Club.</p> <p>64) Club Policies, Schedules and Manuals may be rescinded or amended by a majority vote of the Executive.</p> <p>65) Club Policies, Schedules and Manuals shall come into force upon notification of the changes to the affected Members.</p>	<p><b>EXECUTIVE MEETINGS</b></p> <p><u>53) 57) Executive Meetings may be called by the President or by two (2) of the elected Executives with a minimum of seventy-two (72) hours' notice of the intended date of the Meeting, accompanied by an agenda. Notice may be waived by unanimous agreement of all elected Executive Members.</u></p> <p><u>54) 58) A quorum of <u>the</u> Executive shall consist of a majority of the <u>currently elected Members of the</u> Executive.</u></p> <p><u>55) 59) A quorum in attendance, and a majority vote of Executive Members present shall be required to</u></p>

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<p><b>66)</b> The following Schedules are maintained by the Executive:</p> <ul style="list-style-type: none"> <li>a) Schedule I – Alumni Membership Policy,</li> <li>b) Schedule II – Editorial Policy,</li> <li>c) Schedule III – Teaching Assistant's and Instructor's Manual,</li> <li>d) Schedule IV – Election Policy,</li> <li>e) Schedule V – Merchandising Policy,</li> <li>f) Schedule VI – Refund Policy.</li> </ul> <p><b>STANDING COMMITTEES</b></p> <p><b>67)</b> The following committees shall be considered Standing Committees and are not subject to disbanding by the club:</p> <ul style="list-style-type: none"> <li>a) Financial Review committee – responsible to audit the Annual Financial Statements prepared by the Treasurer and to comment on these at the AGM. This committee is independent from the executive. The committee <del>will</del><ins>shall</ins> have two to four members of the club. There shall be no executive members on the committee. The Treasurer is the principal contact, but is not a member of the committee. The committee <del>will</del><ins>shall</ins> review the Annual Financial Statements submitted by the Treasurer in advance of the AGM.</li> <li>b) Elections Committee – responsible to conduct the nomination and election of Executive members at all elections and by-elections. The committee <del>will</del><ins>shall</ins> have a minimum of three members and <del>will</del><ins>shall</ins> include other volunteers as necessary to conduct and election. The committee is independent from the executive. There shall be no executive members on the committee. The Executive <del>will</del><ins>shall</ins> appoint an Executive member to communicate with the committee.</li> <li>c) Bylaws Committee – responsible to review and where necessary recommend change to the Bylaws. Recommendations for change must be properly submitted to the Executive and voted on by the membership at a General Meeting. The committee <del>will</del><ins>shall</ins> have a minimum of three members. This committee is independent from the Executive. The Executive <del>will</del><ins>shall</ins> appoint a representative to the committee to act as liaison and participate as a member of the committee.</li> <li>d) Music Committee – responsible to make recommendations to the executive to ensure the club's musical inventory is current and the</li> </ul>	<ul style="list-style-type: none"> <li>a) amend or rescind Club Policies, Schedules, Manuals or Committees,</li> <li>b) approve proposed expenditures <del>over Three Hundred and Fifty Dollars (\$350.00)</del> <ins>over Two Hundred and Fifty Dollars (\$250)</ins>, and</li> <li>c) pass operational decisions in Executive Meetings.</li> </ul> <p><del>56)</del><ins>60)</ins> A record of the order of business, votes for, against, and abstaining shall be kept by the Secretary.</p> <p><del>57)</del><ins>61)</ins> Each Executive <u>Member</u> shall be entitled to cast one (1) vote on each <u>motion presented to the Board</u> <ins>order of business</ins>. In the case of a tie <del>vote</del>, the President shall be deemed to have cast the deciding vote.</p> <p><b>TRANSITION MEETING</b></p> <p><del>58)</del><ins>62)</ins> Following an Annual Election, a Transition Meeting <del>shall</del> <ins>will</ins> occur before May 1<sup>st</sup> to facilitate the delivery of materials between outgoing Executive Members and their successors.</p> <p><b>SIGNING AUTHORITY</b></p> <p><del>59)</del><ins>63)</ins> All cheques or bills of exchange shall be signed by two (2) of the following Members of the Executive:</p> <ul style="list-style-type: none"> <li>a) President</li> <li>b) Vice President</li> <li>c) Treasurer, or</li> <li>d) Secretary.</li> </ul> <p><b>BORROWING POWER</b></p> <p><del>60)</del><ins>64)</ins> The Club has no borrowing power.</p> <p><b>CLUB POLICIES, SCHEDULES AND MANUALS</b></p> <p><del>61)</del><ins>65)</ins> The Executive may, from time to time, create and administer Club Policies, <u>Procedures</u>, Schedules, and Manuals for the benefit of, and in keeping with, the purpose of the Club.</p> <p><del>62)</del><ins>66)</ins> Club Policies, <u>Procedures</u>, Schedules, and Manuals may be rescinded or amended by a majority vote of the Executive.</p>
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maintenance or replacement of audio equipment. The committee may engage in various fund-raising activities upon approval from the executive. The committee ~~will shall~~ have a minimum of three members including a representative from the executive. The committee is directed by the executive and all recommendations and purchases must be approved by the executive.

68) Standing Committee chairpersons shall be named by the executive at the AGM.

69) Every committee shall keep minutes of its meetings.

## AD HOC COMMITTEES

70) The Executive shall establish and disband such committees as it may from time to time feel necessary or advisable for the smooth functioning of the club.

- a) The Executive shall appoint the chairperson of these committees.
- b) These committees shall report to the executive.
- c) The committee ~~will shall~~ have a minimum of three members and as many as are required to accomplish the task, and ~~will shall~~ include at least one executive member.
- d) Every committee shall keep minutes of its meetings.

## REMUNERATION

71) A Member or Executive of the Club shall not receive remuneration for services performed in the ordinary course of their duties.

72) Remuneration shall only be paid to a Member or Executive of the Club where

- a) personal services are performed for the benefit of the Club at large, and
- b) disclosure of monies paid for services is made available to Members, and
- c) the service is authorized by a majority vote of the Executive, or
- d) the service is authorized by a majority vote of Members at a General Meeting.

## HONORARIUM

1) Club Policies, Procedures, Schedules, and Manuals shall come into force upon notification of the changes to the affected Members.

67)

~~A Policy and Procedure Manual shall be created by the Executive for the purpose of retaining and maintaining the Club's current Policies, Procedures, Practices, Schedules and information related to the functioning of the Club. The Policy and Procedure Manual shall be reviewed annually and updated, as needed. The addition or deletion of such documents shall follow Clause 66 noted above.~~

110)

The Policies and Procedures relevant to the Membership will be available and kept up to date on the Club's website.

68)

~~The following Schedules are maintained by the Executive:~~

~~Schedule I – Alumni Membership Policy, removed~~  
~~Schedule II – Editorial Policy, needs to be edited~~  
~~Schedule III – Teaching Assistant's and Instructor's Manual,~~  
~~Schedule IV – Election Policy,~~  
~~Schedule V – Merchandising Policy,~~  
~~Schedule VI – Refund Policy.~~

## STANDING COMMITTEES

63) ~~69) The following committees shall be considered Standing Committees and are not subject to disbanding by the club except by a majority vote at the Annual General Meeting:~~

- a) ~~Audit Financial Review Committee~~ – responsible to audit the Annual Financial Statements prepared by the Treasurer and to comment on these at the AGM. This committee is independent from the Executive. The committee ~~shall~~ ~~will~~ have two to four members of the club. There shall be no ~~Executive~~ ~~Members~~ on

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73) An honorarium may be granted to a Member at the discretion of the Executive.

#### **FINANCIAL RECORDS**

74) The fiscal year of the Club shall be July 1 of one year to June 30 of the following year.

75) The books, accounts and records of the Treasurer shall be audited once each fiscal year by two to four members of the club elected for that purpose at the Annual Meeting. A complete and proper statement of the standing of the books for the previous year shall be submitted by such auditors at the next Annual Meeting of the Club.

76) A Member shall be entitled to review the most recent month end financial statements and the Fiscal Year end financial statements from the previous Fiscal Year, in the presence of the Treasurer and one (1) other Executive signatory, by giving one (1) weeks notice in writing to the Executive.

#### **CONDUCT OF EXECUTIVE**

77) The Executive shall use the funds of the Club in a manner in keeping with the purpose of the Club.

78) Executive Members, in exercising their powers and discharging their duties, shall act honestly with the care, diligence, and skill that a reasonably prudent person would exercise in comparable circumstances.

#### **GENERAL MEETINGS**

79) The Annual General Meeting shall be held during the period from September 15<sup>th</sup> to December 15<sup>th</sup> with the preferred month being October. Twenty-one (21) calendar days-notice of a General Meeting must be given to the membership. Notice of an Annual

the committee. The Treasurer is the principal contact, but is not a member of the Committee. The Committee ~~will shall~~ review the Annual Financial Statements ~~as submitted by the Treasurer and prepare an Audit Report for submission to the Membership at prior to in advance of~~ the Annual General Meeting.

b) Elections Committee – responsible to conduct the nomination and election of Executive Members at all elections and by-elections.

The ~~C~~ommittee ~~will shall~~ have a minimum of three members and ~~will shall~~ include other volunteers as necessary to conduct and election. The ~~C~~ommittee is independent from the ~~Executive and te.~~ There shall be no ~~E~~xecutive ~~M~~embers on the ~~C~~ommittee. The Executive ~~shall will~~ appoint an Executive Member to communicate with the ~~C~~ommittee.

c) Bylaws Committee – responsible to review ~~changes to the Bylaws proposed by the E~~xecutive ~~and/or where necessary M~~embership ~~– recommend changes to the Bylaws.~~ Recommendations for change ~~proposed by the membership or the Bylaws Committee~~ must be ~~properly~~ submitted to the Executive and ~~approved by a majority vote~~ of the Executive ~~before being presented to the membership to be voted on by the membership~~ at a General Meeting. The ~~C~~ommittee ~~will shall~~ have a minimum of three members. This committee is independent from the Executive. The Executive ~~will shall~~ appoint a representative to the ~~e~~C~~o~~mmitttee to act as liaison and participate as a member of the ~~C~~ommittee.

d) Music Committee – responsible ~~for tomaking~~ recommendations to the executive ~~regarding to ensure~~ the club's musical inventory ~~is current~~ and the maintenance or replacement of audio equipment. The ~~C~~ommittee may engage in various fund-raising activities upon approval from the ~~E~~xecutive. The Committee ~~will shall~~ have a minimum of three members including a representative from the ~~E~~xecutive. The Committee is directed by the ~~E~~xecutive and all recommendations and purchases must be approved by the ~~E~~xecutive.

64)70) ~~Standing~~ Committee chairpersons shall be named by the ~~E~~xecutive at the Annual General Meeting.

65)71) Every ~~C~~ommittee shall keep minutes of its meetings.

#### **AD HOC COMMITTEES**

<p>General Meeting shall be announced in classes and sent to members by email to their email address on record.</p>	<p>66)72) The Executive shall establish and disband such committees as it may from time to time feel necessary or advisable for the smooth functioning of the club.</p> <ol style="list-style-type: none"> <li><del>The</del> The Executive shall appoint the chairperson of these committees.</li> <li><del>These</del> These committees shall report to the <del>E</del>xecutive.</li> <li><del>The committee</del>s <del>shall</del> <del>will</del> <del>each</del> have a minimum of three members and as many as are required to accomplish the task, and <del>shall</del> <del>will</del> include at least one <del>E</del>xecutive <del>M</del>ember as a primary contact.</li> <li><del>Every</del> Every committee shall keep minutes of its meetings, <u>which are made available to the Executive upon request.</u></li> </ol>
<p>80) A quorum at a General Meeting shall consist of no less than ten (10%) percent of the current registered Members, or forty (40) current registered Members, whichever is fewer.</p> <p>81) General Meetings may be called by the Secretary or President, upon majority vote of the Executive. Special Meetings may be called by the Secretary or President, upon receipt of a petition by request of ten percent (10%) or forty (40) of the current registered Members, whichever is fewer, setting forth the reasons for calling such a meeting. Notice of General or Special Meetings shall be announced in classes and sent to members by email to their email address on record. Eight (8) calendar days-notice of a General or Special Meeting must be given to the membership. Members and Executive have the same rights and restrictions at General or Special Meetings as at Annual General Meetings.</p>	<p>67)73) A Member or Executive Member of the Club shall not receive remuneration for services performed in the ordinary course of their duties.</p> <p>68)74) Remuneration shall only be paid to a Member or Executive Member of the Club where</p> <ol style="list-style-type: none"> <li>personal services are performed for the benefit of the Club at large, and</li> <li>disclosure of monies paid for services is made available to <del>Members of the Executive</del>, and</li> <li>the service is authorized by a majority vote of the Executive, or</li> <li>the service is authorized by a majority vote of Members at a General Meeting.</li> </ol>
<p>82) The Order of business at an AGM <del>will</del> <del>shall</del> be as follows unless waived by a majority of the members in attendance provided there is a quorum:</p> <ol style="list-style-type: none"> <li>Verification of quorum present.</li> <li>Presentation of Minutes of last AGM and any other General Meetings held since the last AGM</li> <li>Business Arising from the minutes</li> <li>President's Report</li> <li>Treasurer's Report</li> <li>Report from Financial Review Committee</li> <li>Executive Members Reports</li> <li>Committee Reports</li> <li>Naming of Standing Committee Chairs</li> <li>New Business</li> <li>Adjournment</li> </ol>	<p>69)75) An honorarium may be granted to a Member at the discretion of the Executive.</p>
<p>83) Members are entitled to vote at General Meetings.</p> <ol style="list-style-type: none"> <li>All motions voted on at a meeting of members other than motions to amend the Bylaws shall require a majority vote of members present, before becoming valid.</li> <li>No proxy votes <del>will</del> <del>shall</del> be accepted at an AGM.</li> <li>Club votes shall always be taken by show of hands.</li> <li>The chair of the meeting may designate two vote counters to</li> </ol>	<p>70)76) The fiscal year of the Club shall be July 1 of one year to June 30 of the following year.</p> <p>71)77) The books, accounts and records of the Treasurer shall be audited once each fiscal year by two to four members of the <del>club</del> Club elected for that purpose at the Annual <u>General</u> Meeting. A complete and proper statement of the standing of the books for the previous</p>

<p>assist in the count. The vote counters shall report the results to the Chair, and the chair person shall read the results to the membership.</p>	<p>year (<u>Audit Report</u>) shall be submitted by <u>the Audit Committee such auditors</u> at the next Annual <u>General</u> Meeting of the Club.</p>
<p><b>BYLAWS</b></p>	
<p>84) These Bylaws shall only be amended at a General Meeting.</p> <p>85) A quorum must be in attendance and an affirmative vote by minimum of 75% of the Members present at General, Annual General or Special Meetings shall be required to pass amendments to the Bylaws.</p> <p>86) Amendments to the Bylaws may be proposed by</p> <ul style="list-style-type: none"> <li>a) a Member of the Club,</li> <li>b) the Bylaws Committee,</li> <li>c) the Executive.</li> </ul> <p>87) In the case of a submission by a Member, a proposed amendment shall be provided to the Executive, in writing, at least two (2) weeks prior to the General Meeting at which the vote is to take place.</p> <p>88) The Executive shall present all proposed amendments properly submitted in accordance with clause 83, at least one (1) week prior to the General Meeting at which the vote is to take place.</p>	<p>72)78) A Member shall be entitled to review the most recent month end financial statements and the Fiscal Year-end financial statements from the previous Fiscal Year, in the presence of the Treasurer and one (1) other Executive signatory, by giving one (1) weeks-notice in writing to the Executive.</p>
<p><b>ANNUAL ELECTION OR BY-ELECTION</b></p> <p>89) An Annual Election shall be conducted once per Fiscal Year during the month of March for Executive positions and shall be monitored by an Election Committee appointed by the Executive.</p> <p>90) Notice of an Election may be made at any time, however there shall be no less than twenty-one (21) calendar days of notice given to the membership of an Annual Election. The first day of notice shall be a Monday on which classes would normally be held.</p> <p>91) There shall be no less than twenty-one (21) calendar days of notice given to the membership of a By-Election. The first day of notice shall be a Monday on which classes would normally be held.</p> <p>92) The Executive shall appoint an Election Committee in the month of</p>	<p><b>CONDUCT OF EXECUTIVE</b></p> <p>73)79) The Executive shall use the funds of the Club in a manner <u>that is</u> in keeping with the purpose of the Club.</p> <p>74)80) Executive Members, in exercising their powers and discharging their duties, shall act honestly with the care, diligence, and skill that a reasonably prudent person would exercise in comparable circumstances.</p> <p><b>GENERAL MEETINGS AND ANNUAL GENERAL MEETING</b></p> <p>75)81) The Annual General Meeting (<u>AGM</u>) shall be held during the period from September 15<sup>th</sup> to December 15<sup>th</sup> <u>with the preferred month being October</u>. Twenty-one (21) calendar days-notice of an Annual General Meeting must be given to the Membership. Notice of an Annual General Meeting shall be announced in classes and sent to members by email to their email address on record.</p> <p>76)82) A quorum at an Annual General Meeting shall consist of no less than ten (10%) percent of the current registered Members, or forty (40) current registered Members, whichever is fewer.</p> <p>77)83) General Meetings may be called by the Secretary or President, upon majority vote of the Executive. Special Meetings may be called by the Secretary or President, upon receipt of a petition by request of ten percent (10%) or forty (40) of the current registered Members, whichever is fewer, setting forth the reasons for calling such a meeting. Notice of General or Special Meetings shall be announced in classes and sent to members by email to their email address on record. Eight (8) calendar days-notice of a General or Special Meeting must be given to the membership. Members and Executive have the same rights and restrictions at General or Special Meetings as at</p>

<p>September and that Committee shall consist of</p> <ol style="list-style-type: none"> <li>one (1) Returning Officer, and</li> <li>not less than two (2) Election Assistants, excluding incumbent Executive Members and Executive nominees.</li> </ol>	<p>Annual General Meetings.</p>
<p><b>NOMINATIONS</b></p>	
<p>93) Any Club Member in good standing may be nominated for an Executive position. Nominations for Executive, consented to by the nominee, shall be received in writing by the Returning Officer during the nomination period.</p>	<p>78)84) The Order of business at an AGM <del>shall will</del> be as follows unless waived by a majority of the <del>M</del>embers in attendance provided there is a quorum:</p> <ol style="list-style-type: none"> <li>Verification of quorum present.</li> <li>Presentation of Minutes of last AGM and any other General Meetings held since the last AGM</li> <li>Business Arising from the minutes</li> <li>President's Report</li> <li>Treasurer's Report</li> <li>Report from Financial Review Committee</li> <li>Executive Members Reports</li> <li>Committee Reports</li> <li>Naming of Standing Committee Chairs</li> <li>New Business</li> <li>Adjournment</li> </ol>
<p>94) For an Annual Election or By-Election, an Executive Member in good standing choosing to run for a different Executive position, must resign his/her current position at least 7 days before the election announcement is made. This position <del>will shall</del> be declared vacant and considered open for the Election</p>	<p>79)85) Members are entitled to vote at General Meetings.</p> <ol style="list-style-type: none"> <li>All motions voted on at a meeting of Members other than motions to amend the Bylaws shall require a majority vote of Members present, before becoming valid.</li> <li>No proxy votes <del>will shall</del> be accepted at an AGM.</li> <li>Club votes shall always be taken by show of hands.</li> <li>The chair of the meeting may designate two vote counters to assist in the count. The vote counters shall report the results to the Chair, and the chair person shall read the results to the Membership.</li> </ol>
<p><b>ELECTION PROCEDURES</b></p>	
<p>95) Following the close of nominations, candidate(s) <del>will shall</del> be provided the opportunity to make presentation to the membership. Such presentation <del>will shall</del> be governed by the Club's Election procedures contained in Schedule IV – Election Policy.</p>	
<p>96) The candidate for a given position receiving the highest number of votes cast by Members at an Annual Election or a By-Election shall be declared elected.</p>	
<p>97) When the nominee is the sole candidate for a position, that nominee shall be acclaimed to the position.</p>	
<p>98) A Member of the Club shall be entitled to cast one (1) vote for each contested Executive position. Members shall cast votes in person by secret ballot. Votes shall not be cast by proxy or otherwise.</p>	
<p>99) The Election Committee shall tally election ballots and the Returning Officer shall disclose election results pursuant to Schedule IV – Election Policy. Election procedures, other than those described above, are contained in Schedule IV – Election Policy.</p>	<p><b>BYLAWS</b></p>
	<p>80)86) These Bylaws shall only be amended at an Annual General Meeting.</p>
	<p>81)87) A quorum must be in attendance and an affirmative vote by minimum of 75% of the Members present at General, Annual General or Special Meetings shall be required to pass amendments to the Bylaws.</p>
	<p>82)88) Amendments to the Bylaws may be proposed by</p>
	<ol style="list-style-type: none"> <li>a Member of the Club,</li> </ol>

**100)** After counting, ballots shall be kept in sealed envelopes for a period of twenty-eight (28) days and then destroyed.

- b) the Bylaws Committee,
- c) the Executive.

## **DANCE PROFESSIONALS, TEACHING ASSISTANTS AND INSTRUCTORS**

**101)** The Executive shall contract Dance Professional(s) who shall be responsible for

- a) the development and implementation of class syllabi,
- b) training Instructors and Teaching Assistants in ballroom dance,
- c) instruction of other classes as agreed by the Executive,
- d) attend an Executive Meeting at the request of the Executive,
- e) acting in an advisory role for the Executive when required.

**102)** Dance Professional(s) shall receive remuneration from the Club as directed by the Executive.

**103)** Dance Professional(s) shall not use the Club for recruitment purposes for any for-profit dance organization, unless expressly authorized by the Executive.

**104)** Dance Professional(s) cannot become a member of the club and are not eligible to hold executive office.

**105)** Teaching Assistants and Instructors shall abide by the Club Bylaws and the guidelines and rules as set out in Schedule III – Teaching Assistant's and Instructor's Manual.

## **LIABILITY OF EXECUTIVE MEMBERS**

**106)** The Club is responsible to carry and to pay for Directors & Officers liability insurance. Executive Members shall be indemnified and saved harmless to the limits of the Club's insurance from charges and expenses an Executive Member incurs in any suit or proceeding brought or prosecuted against him/her in respect of any act done in the execution of Club duties. The Club bears no responsibility beyond that provided through the insurance policy.

## **EXCLUSION FROM LIABILITY**

**107)** All Members, Executive Members, Instructors, Dance

~~83)89)~~ In the case of a submission by a Member, ~~or the Bylaws Committee~~, a proposed amendment shall be provided to the Executive, in writing, at least two (2) weeks prior to the General Meeting at which the vote is to take place.

~~84)90)~~ The Executive shall publish for Membership review by the Membership all proposed amendments submitted in accordance with the timing in Clause 89 - in accordance with at least one (1) week prior to the General Meeting at which the vote is to take place.

## **ANNUAL ELECTION OR BY-ELECTION**

~~85)91)~~ An Annual Election shall be conducted once per Fiscal Year during the month of March for Executive positions and shall be monitored by an Election Committee appointed by the Executive.

~~86)92)~~ Notice of an Election may be made at any time, however there shall be no less than ~~fourteen twenty-one (1421)~~ calendar days of notice given to the membership of an Annual Election. The first day of notice shall be a Monday on which classes would normally be held.

~~87)93)~~ There shall be no less than ~~fourteen twenty-one (1421)~~ calendar days of notice given to the membership of a By-Election. The first day of notice shall be a Monday on which classes would normally be held.

~~88)94)~~ The Executive shall appoint an Election Committee in the month of ~~January~~~~September~~ and that Committee shall consist of

- a) one (1) Returning Officer, and
- b) not less than two (2) Election Assistants, excluding incumbent Executive Members and Executive nominees.

## **NOMINATIONS**

**95)** A Club Member ~~in good standing~~ with two or more years of Club experience may be nominated for an Executive position, except for the positions of President or Vice President.

**96)** For the positions of President and Vice-President, Members eligible for nomination must have a minimum of one full term, or two (2) full years, of office on the Executive in the previous eight (8) years with an attendance record of better than 75%, which require a minimum of five years' experience with the Club and at least one year of

Professional(s), Teaching Assistants, and Volunteers who participate in the Club do so at their own risk. The Club assumes no responsibility for any injury or loss of any kind sustained during or while traveling to or from classes, workshops, or Club related activities.

## DISSOLUTION

**108)** In the event of dissolution of the Club, the sum of the Club's property and assets shall be assigned in payment of liabilities. The balance remaining, if any, shall thereafter be donated to one (1) or more charitable organizations in Canada as may be decided by the Executive.

## COMING INTO FORCE

**109)** These Bylaws shall come into force upon proclamation by the Members in a General Meeting.

## APPENDICES (following)

### University of Calgary Ballroom Dance Club

#### Notice of Address Form

New Details	Office use
Name	
Membership #	
Position	
Address	
City, Province	
Postal Code	
Phone home	cell
Effective Date	
Signature	

**experience as an Executive Member.**

**89)97)** Nominations for Executive, consented to by the nominee, shall be received in writing by the Returning Officer during the nomination period.

**90)98)** For an Annual Election or By-Election, an Executive Member in good standing choosing to run for a different Executive position, must resign his/her current position at least 7 days before the Election announcement is made. This position shall~~will~~ be declared vacant and considered open for the Election

## ELECTION PROCEDURES

**91)99)** Following the close of nominations, candidates(s) will~~shall~~ be provided the opportunity to make presentation to the Membership. Such presentation shall~~will~~ be governed by the Club's Election procedures contained in Schedule IV—Election Policy, a section of the Policy and Procedure Manual.

**92)100)** The candidate for a given position receiving the highest number of votes cast by Members at an Annual Election or a By-Election shall be declared elected.

**93)101)** When the nominee is the sole candidate for a position, that nominee shall be acclaimed to the position.

**94)102)** A Member of the Club shall be entitled to cast one (1) vote for each contested Executive position. Members shall cast votes in person by secret ballot. Votes shall not be cast by proxy or otherwise.

**95)103)** The Election Committee shall tally election ballots and the Returning Officer shall disclose election results pursuant to the~~Schedule IV~~—Election Policy. Election procedures, other than those described above, are contained in the~~Schedule IV~~—Election Policy.

**96)104)** After counting, ballots shall be kept in sealed envelopes for a period of twenty-eight (28) days and then destroyed.

## DANCE PROFESSIONALS, TEACHING ASSISTANTS AND INSTRUCTORS

**103)** The Executive shall contract Dance Professional(s) who shall be

Previous	Office use
Name	
Membership #	
Position	
Address	
City, Province	
Postal Code	
Phone home	cell

## University of Calgary Ballroom Dance Club

### Schedule I – Alumni Policy

#### PURPOSE

The Club wishes to recognize individuals who have made significant contributions to the Club. This recognition takes the form of special membership status within the Club, to be known as "Alumni Membership".

#### GUIDING PRINCIPLES

The following Guiding Principles form the basis of the Policy:

Past Contributions are to be recognized.

A continuing and growing financial burden to the Club must be avoided.

The Policy must remain workable and shall not cause undue administrative burdens.

The Policy must provide an incentive for individuals to serve on the Executive.

#### POLICY

- 1) Definitions:
  - a) Consecutive years – for Teaching Assistant and Instructor = at least two of the three (Fall, Winter and Spring) sessions
  - b) Consecutive years – for Executive = one complete year of office
- 2) Qualifications: To qualify for Alumni Membership an individual must

responsible for

- a) the development and implementation of class curriculasyllabi,
- b) training Instructors and Teaching Assistants in ballroom dance,
- c) instruction of other classes as agreed by the Executive,
- d) attending an Executive Meeting at the request of the Executive,
- e) acting in an advisory role for the Executive when required.

104) Dance Professional(s) shall receive remuneration from the Club as directed by the Executive and agreed to in the Contract for Services.

105) Dance Professional(s) shall not use the Club for recruitment purposes for any for-profit dance organization, unless expressly authorized by the Executive.

106) Dance Professional(s) are ineligible for and cannot become a Club Membership or to hold of the club Club and are not eligible to hold Executive office.

107) Teaching Assistants and Instructors shall abide by the Club Bylaws and the guidelines and rules as set out in the Schedule III – Teaching Assistant's and Instructor's Manual, maintained as a section of the Policy and Procedure Manual.

#### LIABILITY OF EXECUTIVE MEMBERS

108) The Club is responsible to carry and to pay for Directors & Executive Member's liability insurance. Executive Members shall be indemnified and saved harmless to the limits of the Club's insurance from charges and expenses an Executive Member incurs in any suit or proceeding brought or prosecuted against him/her in respect of any act done in the execution of Club duties. The Club bears no responsibility beyond that provided through the insurance policy.

#### EXCLUSION FROM LIABILITY

9) All Members, Executive Members, Instructors, Dance Professional(s), Teaching Assistants, and Volunteers who participate in the Club do so at their own risk. The Club assumes no responsibility for any injury or loss of any kind sustained during or while traveling to or from classes, workshops, or Club related activities.

#### DISSOLUTION

<p>have served for:</p> <ul style="list-style-type: none"> <li>a) Ten (10) consecutive years as a Teaching Assistant, or</li> <li>b) Five (5) consecutive years <ul style="list-style-type: none"> <li>i) Consisting of a maximum of 4 years as a Teaching Assistant, and a minimum of 1 year as Instructor or as an Executive, or</li> <li>ii) Consisting of a maximum of 5 years as an Instructor, or 5 years in an Executive position, or a combination of years as an Instructor and/or Executive adding up to 5 years,</li> <li>iii) Some contribution.</li> </ul> </li> </ul> <p>The Executive shall determine, on an individual basis, the suitability of the contribution offered as a qualification.</p> <p>3) Application: Prospective Alumni Members must apply to the Executive for Alumni Membership status. The Executive shall make the final decision to grant or deny any individual Alumni Membership status.</p> <p>4) Fees and Benefits: Alumni Members shall pay membership and student class fees. Benefits include free one day workshops, practices and monthly dances, but excludes formal dances and multi-day workshops</p> <p>5) Term: An Alumni Member shall enjoy his/her special membership status for three (3) consecutive years. Each year shall begin on September 1st and end on August 31st of the following year. An individual shall re-qualify for Alumni Membership only after again meeting the qualifications outlined in (2) above. Each Alumni Membership must be qualified uniquely.</p> <p>6) Effective Date: The Policy shall become effective January 1, 2009. Individuals, who were granted Alumni Membership prior to January 1, 2009, <del>will</del> shall not have their special membership status changes as a result of revisions to this Policy.</p> <p>Revised: November 16, 2008</p> <p><b>University of Calgary Ballroom Dance Club</b></p> <p><b>Schedule II – Editorial Policy</b></p>	<p>b) In the event of dissolution of the Club, the sum of the Club's property and assets shall be assigned in payment of liabilities. The balance remaining, if any, shall thereafter be donated to one (1) or more charitable organizations in Canada as may be decided by the Executive.</p> <p><b>COMING INTO FORCE</b></p> <p>111) These Bylaws shall come into force upon proclamation by the Members in a General Meeting.</p> <p><b>Policy and Procedure Manual</b></p> <p><b>APPENDICES (followed by) Notice of Address/Name Change Form</b></p> <table border="1" data-bbox="887 873 1645 1232"> <thead> <tr> <th data-bbox="887 873 1645 938">New Details</th><th data-bbox="887 873 1645 938">Office use</th></tr> </thead> <tbody> <tr> <td data-bbox="887 938 1645 971">Name</td><td data-bbox="887 938 1645 971"></td></tr> <tr> <td data-bbox="887 971 1645 1003">Position</td><td data-bbox="887 971 1645 1003">Membership #</td></tr> <tr> <td data-bbox="887 1003 1645 1036">Address</td><td data-bbox="887 1003 1645 1036"></td></tr> <tr> <td data-bbox="887 1036 1645 1068">City, Province</td><td data-bbox="887 1036 1645 1068"></td></tr> <tr> <td data-bbox="887 1068 1645 1101">Postal Code</td><td data-bbox="887 1068 1645 1101"></td></tr> <tr> <td data-bbox="887 1101 1645 1134">Phone home</td><td data-bbox="887 1101 1645 1134">cell</td></tr> <tr> <td data-bbox="887 1134 1645 1166">Effective Date</td><td data-bbox="887 1134 1645 1166"></td></tr> <tr> <td data-bbox="887 1166 1645 1199">E-mail Address</td><td data-bbox="887 1166 1645 1199"></td></tr> <tr> <td data-bbox="887 1199 1645 1232">Signature</td><td data-bbox="887 1199 1645 1232"></td></tr> </tbody> </table> <table border="1" data-bbox="887 1297 1645 1362"> <thead> <tr> <th data-bbox="887 1297 1645 1362">Previous</th><th data-bbox="887 1297 1645 1362">Office use</th></tr> </thead> </table>	New Details	Office use	Name		Position	Membership #	Address		City, Province		Postal Code		Phone home	cell	Effective Date		E-mail Address		Signature		Previous	Office use
New Details	Office use																						
Name																							
Position	Membership #																						
Address																							
City, Province																							
Postal Code																							
Phone home	cell																						
Effective Date																							
E-mail Address																							
Signature																							
Previous	Office use																						

- 1) Advertising materials and publications include advertisements in newspapers or magazines, information and announcements on our web-site and in our newsletter "Footnotes", must be approved by the Executive before they become public information.
- 2) The Executive may appoint a volunteer as editor for the Club's newsletter "Footnotes".
- 3) The "Footnotes" editor reports directly to the Executive.
- 4) The newsletter editor ~~will shall~~ consult with the Executive as to the content of each issue of the "Footnotes".
- 5) "Footnotes" publication schedule shall be determined by the Executive.
- 6) Following printing, all copies of "Footnotes" must be delivered to the Executive for distribution.
- 7) If the "Footnotes" editor is not on the Executive, the Executive ~~will shall~~ determine what recognition is appropriate.
- 8) TA and Member announcement items ~~will shall~~ be compiled for publication by the Secretary or his/her appointee on the Executive.
- 9) TA and Member announcements shall be approved by the Executive prior to publication.
- 10) The Club telephone ~~will shall~~ be maintained and monitored by the Secretary or his/her appointee.
- 11) The outgoing message on the Club phone must be approved by the Executive.
- 12) The phone must be monitored frequently for new incoming messages.
- 13) The new messages ~~will shall~~ be forwarded to the appropriate Executive to take action.
- 14) All Club incoming, outgoing, and internal, written and electronic correspondence, shall be forwarded to the Secretary for record purposes.

Name		
Position		
Address		
City, Province		
Postal Code		
Phone home	cell	
<b>E-mail Address</b>		

#### ALUMNI POLICY:

Members of the Club currently recognized as having an Alumni Membership ~~will shall~~ continue to be recognized with special Membership status within the Club.

The ongoing application of the Alumni Policy was deleted from the Schedules of the December 14, 2013 Bylaws by majority vote of the Executive ~~Members~~ on two different occasion. [Recorded in the Executive Minutes of March 6, 2016](#) and [confirmed in the Executive Minutes of early spring 2017.](#)

Revised: November 16, 2009

### **University of Calgary Ballroom Dance Club**

#### **Schedule III – Teaching Assistant’s and Instructor’s Manual**

(Separate Document)**University of Calgary Ballroom Dance Club**

#### **Schedule IV – Election Policy**

- 1) In September the Executive shall appoint an Election Committee, which shall be comprised of a Returning Officer and at least two Election Assistants.
- 2) The Executive ~~will shall~~ set the date of the Annual Election to be held in March. In the case of a By-Election, the Executive shall make reasonable efforts to hold a By-Election as soon as possible. The President shall contact the Returning Officer to:
  - a) Identify the dates of the election
  - b) Identify the period that nominations shall be accepted
  - c) Ensure that each committee member has a copy of the Bylaws and Election Policy
  - d) Provide the scripted announcement(s) as prepared by the Executive .
- 3) The Executive is to announce the Annual Election or By-Election:
  - a) A minimum of 21 days notice shall be given to the general membership of the upcoming Annual Election.
  - b) For a By-Election a minimum of 21 days notice shall be given to the general membership.
  - c) The first week nominations are open a scripted announcement prepared by the Executive ~~will shall~~ be presented by an Election Committee Member at each venue to announce the election and encourage members to run for office. The announcement ~~will shall~~ include:
    - i) The dates for the Annual Election or By-Election
    - ii) The dates nominations open and close (a 14 day period)
    - iii) Instruction that nominations are to be submitted to the

#### **EDITORIAL POLICY**

- 1) Advertising materials and publications include advertisements in newspapers, ~~or~~ magazines, ~~or~~ electronic messaging media, information and announcements on ~~the Club~~ web-site and ~~by e-mail to each member in our newsletter “Footnotes”~~; must be approved by the Executive before they become public information.

~~The Executive may appoint a volunteer as editor for the Club’s newsletter “Footnotes”. The “Footnotes” editor reports directly to the Executive.~~

~~The newsletter editor will consult with the Executive as to the content of each issue of the “Footnotes”.~~

<p>instructor of the class and that an Election Committee Member <u>will shall</u> retrieve nomination forms from the instructors at classes or TA training</p> <p>iv) Advise that the campaign may start immediately upon acceptance of nomination by the Returning Officer</p> <p>d) Candidate names <u>will shall</u> be posted and updated on the bulletin board on a weekly basis</p> <p>e) It is the responsibility of the candidates running for Executive positions to have their bios posted on bulletin boards.</p> <p>4) The Executive <u>will shall</u> prepare and provide nomination forms to the Returning Officer and membership. Additional documents shall include:</p> <p>a) Declaration of eligibility of nominee (eligibility – see Bylaws)</p> <p>b) Information to provide and clarify job description</p> <p>c) A copy of the Bylaws.</p> <p>5) In regards to campaigning, the Returning Officer <u>will shall</u>:</p> <p>a) Advise the candidate his/her campaign can start immediately after their nomination is accepted</p> <p>b) Schedule class time for nominees to campaign (maximum 3 minutes each)</p> <p>c) Advise all candidates of the date, time and location of the counting of the votes. Candidates in attendance are to be observers only</p> <p>d) Advise the candidate on acceptable campaigning methods:</p> <p>i) Campaign speeches must be booked through the Election Committee, who <u>will shall</u> advise the instructors</p> <p>ii) The election committee <u>will shall</u> schedule class time for nominees to present their campaign speeches (maximum 3 minutes each). Note: Class time must be first consideration</p> <p>iii) Nominees <u>will shall</u> campaign once at any given class.</p> <p>6) The Returning Officer <u>will shall</u> run the election as per the Bylaws:</p> <p>a) Formally open and close the election process at the Annual Election and By-Election</p> <p>b) The Election Committee <u>will shall</u> tally the votes no later than 6pm the Sunday immediately following the vote. Election results <u>will shall</u> be given to those candidates in attendance. Absent candidates and current Executive Members shall be advised of the results on the following day</p>	<p><del>“Footnotes” publication schedule shall be determined by the Executive.</del></p> <p><del>Following printing, all copies of “Footnotes” must be delivered to the Executive for distribution.</del></p> <p><del>If the “Footnotes” editor is not on the Executive, the Executive will determine what recognition is appropriate</del></p> <p>2) TA and Member announcement items <u>will shall</u> be compiled for publication by the Secretary or his/her appointee on the Executive.</p> <p>3) TA and Member announcements shall be approved by the Executive prior to publication.</p> <p>4) The Club <u>mobile phonetelephonewill shall</u> be maintained and monitored by the <u>President Secretary</u> or his/her appointee.</p> <p>5) The outgoing message on the Club phone must be approved by the Executive.</p> <p>The phone must be monitored frequently for new incoming messages. The new messages <u>will shall</u> be forwarded to the appropriate Executive to take action.</p> <p>6) All Club incoming, outgoing, and internal, written and electronic correspondence, shall be forwarded to the Secretary for record purposes</p> <p>Revised: <u>April 2017</u><del>November 16, 2009</del></p> <p style="text-align: center;"><b>Teaching Assistant's and Instructor's Manual</b></p> <p style="text-align: center;">(Separate Document)</p>
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- c) No information from the Election Committee ~~will shall~~ be released prior to this notification.

7) Results of the election to the general membership ~~will shall~~ be done through posting and announcements during classes at the start of the following week after the election.

Revised: January 13, 2013 **University of Calgary Ballroom Dance Club**

### Schedule V – Merchandising Policy

- 1) The Executive ~~will shall~~ only allow members to sell products for personal financial gain that ~~will shall~~ not conflict with the Club's objectives, and ~~will shall~~ in turn compliment the Objectives of the University of Calgary Ballroom Dance Club. Some of the goods and services that ~~will shall~~ be approved for sale within the confines of Club activities may be, but are not necessarily limited to:
  - a) Dance shoes
  - b) Dance costumes
  - c) Jewellery
  - d) Photography services
  - e) Music
  - f) Clothing of a type that would usually be worn to club dances (this does not include "street clothing")
- 2) If the Club approves members advertising their goods and or/services, they may put their Business Cards on Club Bulletin Boards at the various dance venues and/or classes. It is the member's responsibility to put up the signs.
  - a) Any member advertising must be either a Business Card or a sheet of paper, having a maximum size of 8 1/2" by 11".
  - b) The Club is not responsible for the advertising (business card or sheet of paper) being inadvertently removed from the Bulletin Board.
  - c) The Sheet or Business Card can only be kept up on the Bulletin Board for a maximum of two sessions.
  - d) No goods can be brought to dances or on site of any U of C function.
  - e) Products or goods cannot interfere with dance instructions or instructors.

### ELECTION POLICY

- 1) In January~~September~~ of each year, the Executive shall appoint an Election Committee, which shall be comprised of a Returning Officer and at least two Election Assistants.
- 2) The Executive ~~will shall~~ set the date of the Annual Election to be held in March. In the case of a By-Election, the Executive shall make reasonable efforts to hold a By-Election as soon as possible. The President shall contact the Returning Officer to:
  - a) Identify the dates of the election
  - b) Identify the period that nominations shall be accepted
  - c) Ensure that each committee member has a copy of the Bylaws and Election Policy
  - d) Provide the scripted announcement(s) as prepared by the Executive.
- 3) The Executive is to announce the Annual Election or By-Election:
  - a) A minimum of fourteen (14)~~24~~ days-notice shall be given to the general membership of the upcoming Annual Election.
  - b) For a By-Election a minimum of 14~~24~~ days-notice shall be given to the general membership.
  - c) The first week nominations are open a scripted announcement prepared by the Executive ~~will shall~~ be presented by an Election Committee Member at each venue to announce the election and encourage members to run for office. The announcement ~~will shall~~ include:
    - i) The dates for the Annual Election or By-Election
    - ii) The dates nominations open and close (a 14-day period)
    - iii) Instruction that nominations are to be submitted to the instructor of the class and that an Election Committee Member ~~will shall~~ retrieve nomination forms from the instructors at classes or TA training
    - iv) Advise that the campaign may start immediately upon acceptance of nomination by the Returning Officer

3) Members must request approval to advertise their goods or services by sending an e-mail, along with a digital copy of what the member wishes to display on the Bulletin Board, to the University of Calgary Ballroom Dance Club website.

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d) Candidate names ~~will shall~~ be announced at classes and included in the weekly announcements e-mailed to members, posted and updated on the bulletin board on a weekly basis

e) It is the responsibility of the candidates running for Executive positions to have their bios presented to the Secretary to post on the weekly e-mail announcements, posted on bulletin boards.

4) The Executive ~~will shall~~ prepare and provide nomination forms to the Returning Officer and Membership. Additional documents shall include:

- Declaration of eligibility of nominee (eligibility – see Bylaws)
- Information to provide and clarify job description
- A copy of the Bylaws.

5) In regards to campaigning, the Returning Officer ~~will shall~~:

- Advise the candidate his/her campaign can start immediately after their nomination is accepted
- Schedule class time for nominees to campaign (maximum 3 minutes each)
- Advise all candidates of the date, time and location of the counting of the votes. Candidates in attendance are to be observers only
- Advise the candidate on acceptable campaigning methods:
  - Campaign speeches must be booked through the Election Committee, who ~~will shall~~ advise the instructors
  - The election committee ~~will shall~~ schedule class time for nominees to present their campaign speeches (maximum 3 minutes each). Note: Class time must be first consideration
  - Nominees ~~will shall~~ campaign once at any given class.

6) The Returning Officer ~~will shall~~ run the election as per the Bylaws:

- Formally open and close the election process at the Annual Election and By-Election
- The Election Committee ~~will shall~~ tally the votes no later than 6pm the Sunday immediately following the vote. Election results ~~will shall~~ be given to those candidates in attendance. Absent candidates and current Executive Members shall be advised of the results on the following day
- No information from the Election Committee ~~will shall~~ be released prior to this notification.

7) Results of the election to the general membership ~~will shall~~ be done through posting and announcements during classes at the start of the

## University of Calgary Ballroom Dance Club

### Schedule VI – Refund Policy

The following are the only reasons refunds ~~will shall~~ be issued once individuals have paid for classes:

- Medical issues; provided a medical note has been provided to the Executive and applicable medical note includes reason(s) that are acceptable to the Executive.
- Reason(s) that are not the fault of the member, for example, classes which have been cancelled by the Club.
- Other extenuating circumstances that have Board approval.

Refunds ~~will shall~~ be pro-rated based on the number of classes already taken.

Revised: September 7, 2010

following week after the election.

Revised: April 2017~~January 13, 2013~~

## **Merchandising Policy**

- 1) The Executive ~~will shall~~ only allow members to sell products for personal financial gain that ~~will shall~~ not conflict with the Club's objectives, and ~~will shall~~ in turn compliment the ~~o~~bjectives of the ~~University of Calgary Ballroom Dance~~ Club. Some of the goods and services that ~~will shall~~ be approved for sale within the confines of Club activities may be, but are not necessarily limited to:
  - a) Dance shoes
  - b) Dance costumes
  - c) Jewellery
  - d) Photography services
  - e) Music
  - f) Clothing of a type that would usually be worn to ~~club Club~~ dances (this does not include "street clothing")
- 2) If the Club approves members advertising their goods and or/services, they may put their Business Cards on ~~the desk Club Bulletin Boards~~ at the various dance venues and/or classes. It is the member's responsibility to put up the signs.
  - a) Any member advertising must be either a Business Card or a sheet of paper, having a maximum size of 8 1/2" by 11".
  - b) The Club is not responsible for the advertising (business card or sheet of paper) being inadvertently removed from the ~~desk. Bulletin Board~~.
  - a) The Sheet or Business Card can only be kept up on ~~venue desks the Bulletin Board~~ for a ~~maximum of two sessions~~.
  - c) ~~No goods can be brought to dances or on site of any U of C function~~ maximum of two sessions.
  - d) Products or goods cannot interfere with dance instructions or instructors.
- 3) Members must request approval to advertise their goods or services

by sending an e-mail, along with a digital copy of what the member wishes to display at the classes, Workshops or monthly dances on the Bulletin Board, to the University of Calgary Ballroom Dance Secretary for placement on the Club's Website.

Revised: April 2017~~September 7, 2010~~

## REFUND POLICY

The following are the only reasons refunds ~~will shall~~ be issued once individuals have paid for classes:

- 1) Medical issues; provided a medical note has been provided to the Executive and applicable medical note includes reason(s) that are acceptable to the Executive.
- 2) Reason(s) that are not the fault of the member, for example, classes which have been cancelled by the Club.
- 3) Other extenuating circumstances that have Executive Board approval.

Refunds ~~will shall~~ be pro-rated based on the number of classes already taken.

Revised: September 7, 2010