

OCEAN WAVES SQUARE DANCE CLUB
Courtenay B.C.

Orig. Nov. 27 1991
Rev. Apr.18 2015
Rev. April 11, 2019

CONSTITUTION

ARTICLE I - PURPOSE

- SECTION 1 – The name of this organization shall be the “Ocean Waves Square Dance Club”.
- SECTION 2 – The members of this club are banded together in the spirit of friendliness and good fellowship to share the pleasure of square dancing.

Ocean Waves Square Dance Club Bylaws

In order that the club may function smoothly as a group for the benefit of all, the following Bylaws are established:

ARTICLE I - MEMBERSHIP

- SECTION 1 – Membership in the club shall be valid as long as fees have been paid and shall entitle the member to voting privileges.
- SECTION 2 – Dancers wishing to join the club after October 15TH may do so. However, their Prepaid Membership Dues shall be pro-rated for the remaining Dancing Year.
- SECTION 3 – Membership may be revoked by majority vote at a general membership meeting if any member's behaviour is deemed contrary to the club's purpose and the “Ten Commandments” of square dancing.

ARTICLE II – EXECUTIVE

- SECTION 1 – The following executive shall be elected by a secret ballot, majority vote from club members at an April general meeting. The term of office of the elected executive shall be from the date of election at April AGM to the following AGM election. The incoming executive shall be responsible for all club matters upon assuming position at the AGM.
- a) President -(to be re-elected only if the previous Vice President does not assume the position.) The term of office is for a maximum of two years.
 - b) Vice President (serves one year as V/P and then as President)
 - c) Secretary.
 - d) Treasurer.
 - e) Social Convener Chair
 - f) Promotion/ Publicity Chair
 - g) Decoration Chair

Note: Any member with one or more years of membership may stand for the elected positions of President, Vice President, Treasurer or Secretary.

- SECTION 2 - The following will also be a voting member of the club executive:
- a) Past-President.

SECTION 3- The following will also be elected, appointed or arranged for at /or following the Annual General Meeting, but not be voting members of the club executive committee-

- a) UVISDA Delegate(s)
- b) Phoning Committee Chair
- c) Club Historian
- d) Cross Trail News Reporter

SECTION 4 - The duties of the club executive shall be as follows:

- a) **PRESIDENT**
 - Presides at club general and executive meetings.
 - Appoints and /or de-activates committees.
 - Officially welcomes guest(s) and Caller(s) and Cuer(s).
 - Keeps the club informed of plans and programs.
 - Ensures the club executive establishes a yearly dancing program and dance location.
 - Ensures the club executive arranges for caller(s) for every dancing evening.
 - Establishes liaison with the Caller(s) regarding his or her program, ensuring the dancing meets with the general membership's approval.
 - Receives, forwards and acts on any complaints or suggestions from the club membership.
 - Ensures the club executive establishes a yearly membership fee and a nightly "door fee".
 - Ensures that a beginner square dance group with an instructor is established and that the club members are encouraged to support the beginner class.
 - Acts in the best interests of the club and its members.
 - Arranges for Greeters for dances as necessary (i.e. Saturday Night).
 - Ensures that the dance floor and room is in as good a condition after the dance as before the dance.
 - Negotiates Caller and Cuer fees at the end of the dance season for the following year and reports back to the club executive at the next executive meeting.
 - Arranges the booking of halls for all events, following the approval of the executive.
- b) **VICE-PRESIDENT:**
 - Assumes the duties of President in his/her absence.
 - Assumes the duties of the President the following year to provide club executive continuity.
 - Ensures each dance is properly set up, if applicable.
 - Is responsible for arranging club banner stealing and ensuring the banners are displayed at all club dances.
 - Establishes a nominating committee to elect next year's executive.
 - Will chair election of executive at the Annual General Meeting.
- c) **SECRETARY:**
 - Maintains an accurate and written record of all executive and general/special club meetings.
 - Distributes the minutes of meetings as required
 - Maintains a copy of the club Constitution and Bylaws, ensuring it is available to new club members.
 - Maintains club records including correspondence.
 - Up-dates club bulletin board.
 - Prepares certificates for distribution as required

- d) TREASURER:
- Maintains an accurate accounting of all club funds.
 - Collects all membership and door fees. This responsibility may be delegated by the Treasurer or if unable by the Executive.
 - Pays all club bills. (President, Vice President and Treasurer shall have signing power and any two of the three must sign each cheque).
 - Ensures financial reports are available to the club members.
 - Prepares a suggested year's budget for the first meeting of the new executive.
 - Is responsible for the control and handling of club money. (The club executive shall approve all expenses of \$50.00 or more, except normal budgeted operating expenses.)
 - Maintains a club membership list, including a list of dance attendees.
- e) SOCIAL CONVENER CHAIR:
- Oversees club refreshment supplies and equipment.
 - Ensures that a club roster is established for the dancers to be responsible for the refreshments at each Saturday dance.
 - Supervises the refreshment arrangements at each dance, assisting where necessary.
 - Arranges and supervises table set-up and table coverings when necessary
- f) PROMOTION/PUBLICITY CHAIR:
- Promotes and supports the club through print, social media and other public forms.
 - Notifies club members of upcoming dances, demos, and special events through email, social media etc.
 - Maintains the club's website.
 - Organizes and promotes special "club" events to enhance club membership and involvement.
 - Other duties include arranging for New Dancer name tags, being sure that we are current with Cross Trail News submissions, networking with other clubs, and soliciting dancer feedback.

SECTION 5 - An executive meeting may be held, provided that a majority (50% + 1) of the club executive is present.

ARTICLE III – FEES

- SECTION 1 – Prepaid annual dues which include membership fee and door fee, or membership fee with nightly fee, will be determined at the end of each dance season for the next season by the club executive. Fees will be established to ensure all costs will be covered and to secure capital for the new dance year.
- SECTION 2 - Each person shall have a choice of paying a pre-paid annual fee, or a membership fee plus a nightly door fee, collected by the Treasurer or designate.
- SECTION 3
- (a) Membership fees are due on or before October 15th of each dance season.
 - (b) If a member chooses a Prepaid Annual fee, payment to the club Treasurer is due by October 15th and January 31st. Some form of ID will be given to show pre-payment.
 - (c) Honourary members will not be required to pay the BC Fed, Insurance, Club or CTN fees nor the dance fees during the season.
 - (d) Couple or Dancer of the Year will only be required to pay the BC Fed, Insurance, Club & CTN fees.
- SECTION 4 - Extra club assessments must be recommended by the club executive team and approved by a majority vote of all club members.
- SECTION 5 - The Executive will appoint two members of the club to review the Bookkeeping Records of the club and report back to the executive each year before the April general meeting.

ARTICLE IV – CALLER (S)/CUER (S)

- SECTION 1 – The Club President will arrange the contracts for the Club Caller and if required, the Cuer..
The Club Caller will select the Cuer(s) for each club dance.
- SECTION 2 – The Caller(s)/Cuer(s) fee(s) shall be determined by the club executive and paid by the treasurer.
- SECTION 3 – The Caller and/or Cuer, he/she and spouse shall be granted a non voting club membership and will not be required to pay the club membership fees.
- SECTION 4 - The Caller and/or Cuer for the evening may invite other caller(s) and/or cuer(s), who may be dancing, to call or cue a tip, with a maximum of two (2) tips per regular club dance. Guest Caller/Cuer will not be paid by the club executive and is expected to pay the regular dance admission, if applicable.

ARTICLE V – GUESTS

- SECTION 1 - Fees for visitors shall be as determined by the club executive.

ARTICLE VI BEGINNER CLASSES

- SECTION 1 - Beginner classes shall be under the sponsorship of the club for the purpose of ensuring a new flow of dancers into the club.
- SECTION 2 - Beginner class commencement and graduation dates shall be arranged between the club executive and the beginner class caller.
- SECTION 3 - The club executive shall secure the beginners' dancing location, caller(s) and establish a fee structure similar to the club's membership fees.

ARTICLE VII – COUPLE or Dancer OF THE YEAR

- SECTION 1 - The club membership, at the annual General Meeting, is to elect by secret ballot, the club's "Couple or Dancer of the Year" They shall represent the club in an Honourary Position and may allow their names to stand as the club's nomination for "UVISDA Couple or Dancer of the year". (As club members, the Couple or Dancer of the Year may attend all regular club dances free of charge.)
- SECTION 2 - The Club "Couple or Dancer of the Year" shall receive a "dangle" that shall be attached to their club badge.
- SECTION 3 - The Couple/Dancer of the year should be a dancer or couple who the membership believe to be deserving of this title, based on their friendliness and willingness to help. They would not be expected to promote the club by travelling to as many square dances as possible.

Article VIII — Honourary Member

- Section 1 - Honourary Members can be appointed by the Executive if they have demonstrated exceptional contribution to the Club over the years.

Article IX Annual General Meeting

- Section 1 - An Annual General Meeting (AGM) may be held if 30% of the eligible voting membership is in attendance.

ARTICLE – AMENDMENTS

SECTION 1 -This Constitution and Bylaws can be amended by a two- thirds majority of members present at a general meeting. Fourteen (14) days notice shall be given to the club prior to any constitutional amendment meeting and written changes to be posted/emailed at the same times as the notice.

Approved by the AGM this 11th day of April 2019

Bob Chalmers PRESIDENT
Ocean Waves Square Dance