

**THORHILD UKRIANIAN DANCING CLUB**  
**BY-LAWS**  
**Amended at Annual General Meeting**  
**September 22, 2016**

**1. NAME**

1.1 The name of the organization is "Thorhild Ukrainian Dancing Club". These By-Laws regulate the transaction of business and affairs of the Thorhild Ukrainian Dancing Club, hereinafter referred to as the organization. The organization is non-profit and non-political.

**2. OBJECTIVES**

2.1 The aims of the organization shall be to promote the appreciation and preservation of Ukrainian Cultural traditions and heritage.

2.2 The organization is a learning school that is open to all ages 4 years old and up as of September 1<sup>st</sup> of the year of dance, who are willing to learn Ukrainian Dancing.

**3. MEMBERSHIP**

3.1 There will be no membership fees. The members of the organization shall consist of all parent/guardians of children or adults receiving dance instruction from the organization.

3.2 The children partake in dance instruction for a fee set by members at the Annual General Meeting. A non-refundable registration fee is charged for each dancer upon registration. No dancer will be allowed to dance until his/her registration fee is paid to the Treasurer. The registration fee is separate from the fee set.

3.3 If any member is in arrears for fees or assessments for any year, such member shall be automatically suspended at the expiration of three months from the beginning of said year and shall thereafter be entitled to a no membership privileges or powers in the organization until reinstated.

3.4 Any member may resign from the organization by sending or delivering a written notice to the President or in their absence the Vice-President. Such notice shall be presented to the Board of Directors at the next Board meeting.

3.5 Any member upon a two-thirds vote of all members of the organization in good standing may be expelled from membership for any cause which the organization may deem reasonable.

**4. BOARD OF DIRECTORS**

4.1 The Board of Directors shall be the ultimate policy making body for the organization and shall establish such programs and services as necessary to meet the objectives of the organization. The Board of Directors or Board shall mean the Board of Directors of the organization.

4.2 The Board of Directors shall consist of the following roles: a President, Vice-President, Secretary, Treasurer, Costume Advisor, Grants/Gaming & Casino Advisor and one Group Representatives for each dancing group.

4.3 Elections for the Board of Directors shall be held at the organization's Annual General Meeting and shall serve until their successors are elected and installed. The office of Secretary

and Treasurer may be filled by one person if any Annual General Meeting for the election of officers shall so decide.

4.4 Terms of Board of Director Positions: The President, Vice-President, Treasurer, Secretary, Costume Advisor and Grants/Gaming & Casino Advisor shall be elected for a two-year term. The Group Representatives shall be elected for a one-year term.

4.5 A Board of Directors position shall be vacated if:

- a) A Board of Directors Member submits a written resignation to the President;
- b) A Board of Directors Member ceases to be a member of the organization; or
- c) The Board of Directors Member dies

Should vacancies occur, the Board of Directors may appoint a replacement to fill the vacancy until the next meeting of the membership.

4.6 Voting members may remove any Board member from office for just cause before the end of their term by a three-fourths vote at a Special General Meeting called for this purpose. At a regular meeting of the members, a resolution is passed by three-fourths of the members present at the meeting to remove a Board member from office for just cause. Any Board member who misses three (3) consecutive meetings of the Board shall automatically cease to hold office. A Board Member so removed may be reinstated by a Board motion.

## 5. EXECUTIVE COMMITTEE

5.1 The Executive Committee shall consist of the following Board of Director members: the President, Vice-President, Secretary and Treasurer.

5.2 The Executive Committee is responsible for the overall function of the Board of Directors. The Executive Committee Members have signing authority with the Thorhild Ukrainian Dancing Club Banking Institution and form any of the two signatures on all organization issued cheques.

## 6. DUTIES OF THE BOARD OF DIRECTORS

6.1 **President** - The President shall be the chief executive officer of the Thorhild Ukrainian Dancing Club. The President shall preside and be responsible for chairing at all meetings of the organization and of the Board. The President shall develop agendas for meetings. The President shall see that all objectives of the Thorhild Ukrainian Dancing Club are carried in effect. The President will ensure that all organization matters are handled properly and will be responsible to orientate any new Board members. The President along with the assistance of the Board will hire an instructor and ensure the instructor's contract is complete.

6.2 **Vice-President** - The Vice-President shall, in the absence of the President, chair meetings of the organization. In the absence of both, a chairman may be elected at the meeting to preside there at. The Vice-President shall assist the president with correspondence, support volunteer coordinators / committees in their roles and ensure volunteer positions and duties are carried out.

6.3 **Secretary** - The Secretary shall attend all meetings and act as clerk thereof, recording all votes and minutes of all proceedings. The Secretary shall have charge of the Seal of the organization which seal whenever used shall be authenticated by the signature of the Secretary and the President, or, in the case of the death or inability of either to act, by the Vice-President. In case of the absence of the Secretary, her/his duties shall be discharged by such officer as may be appointed by the Board. The Secretary shall have charge of all the correspondence of

the Thorhild Ukrainian Dancing Club and be under the direction of the President and the Board. The Secretary shall distribute registration packages and keep a record of all members of the organization and their addresses, send all notices of all the various meetings as required.

**6.4 Treasurer** - The Treasurer shall receive all monies paid to the organization and shall be responsible for the deposit of same in whatever Bank the Thorhild Ukrainian Dancing Club Board may order. He/she shall properly account for the funds of the organization and keep such books as may be directed. He/she shall present a full detailed account of receipts and disbursements to the Board whenever requested and shall prepare for submission to the Annual General Meeting a statement duly audited as here-in-after set forth of the financial position of the organization and submit a copy of the same to the Secretary for the records of the organization.

**6.5 Costume Advisor** - The Costume Advisor will take responsibility for the organization's costume inventory and yearly budget. The Costume Advisor will prepare a yearly costume budget and present it to the Board for approval. Upon budget approval by the Board the Costume Advisor will order all new costume inventory. The Costume Advisor along with the Costume Committee will be responsible for costume maintenance, documentation, inspection twice per year (upon sign out to each member and upon return at year end) and cleaning as required.

**6.6 Grants/Gaming & Casino Advisor** – The Grants/Gaming & Casino Advisor will be responsible for the completion and submission of applications for grants as well as the organization of casino fundraiser opportunities. The Grants/Gaming & Casino Advisor is also responsible for managing the organization's AGLC Account (Alberta Gaming and Liquor Control). These AGLC Account responsibilities include but are not limited to managing requests and all administrative documentation outlining donation information. The Grants/Gaming & Casino Advisor works closely with the Treasurer and Grants/Casino and Gaming Committee.

**6.7 Group Representative** - A Group Representative is an elected member from each group of the organization. Each member will act as a liaison between the ~~instructor~~ Board and the members of the organization. They shall be involved in projects undertaken by the Board as required.

## **7. MEETINGS**

**7.1 Annual General Meetings** - The organization shall hold an Annual General Meeting on or before the 31st of October in each year. Notice of the Annual General Meeting shall be given in writing not less than 15 days before the meeting, to each member who is entitled to attend the meeting. The Board sets the date, place and time of the meeting. At each Annual General Meeting, the following items of business shall be dealt:

- Minutes of the Preceding Annual General Meeting
- Consideration of the Financial Statement and the report of auditors
- Election of Board of Directors (President, Vice-President, Secretary, Treasurer, Costume Advisor, Grants/Gaming & Casino Advisor and Group Representatives). The directors so elected shall form a Board.
- Any other business as may come before it.

The president whose term is finished shall be a member of the newly formed Board, and shall serve until their successors are elected and installed. Any vacancy occurring during the year shall be filled at the next regular meeting. Eleven (11) members in good standing constitute a quorum at any meeting. Each eligible member present shall have one vote. There shall be no provision for a proxy vote. Voting for Board member positions; motions, and amendments shall be by show of hands, unless a secret ballot is requested by any eligible member present.

**7.2 Regular Meetings** – Regular meetings of the organization may be called at any time by the Secretary upon instruction of the President or Board by notice in writing not less than 7 days before the meeting, to each member who is entitled to attend the meeting. Eleven (11) members in good standing shall constitute a quorum.

**7.3 Board Meetings** - The Board shall subject to the By-Laws or directions given it by majority vote at any meeting properly called and constituted, have full control and management of the affairs of the organization, and meetings of the Board shall be held as often as may be required, but at least once every three months, and shall be called by the President. Meetings of the Board shall be called by notice in writing or telephone. Any six (6) members or 50% of the members shall constitute quorum, and meetings shall be held without notice if a quorum of the Board is present, provided, however, that any business transactions at such meetings shall be ratified at the next regularly called meeting of the Board, otherwise they shall be null and void.

**7.4 Special Meetings** - A special meeting may be called on the instruction of any two members thereof provided they request the President in writing to call such meeting, and state the business to be brought before the meeting. Meetings shall be called by ten days' notice in writing or by three days notice by telephone.

## **8. REMUNERATION**

8.1 The Directors shall receive no remuneration for acting as such and no director shall directly or indirectly profit from their position. Directors may receive reimbursement for out-of-pocket expenses.

## **9. COMMITTEES**

9.1 The Board will recommend to the membership which committees are to be established. The Vice-President, along with the assistant of the President, will make sure each committee has a chairperson, and stays in touch with the Board to be sure that their work is carried out. The Board may establish these standing committees:

- Mini-Christmas Concert
- Year End Concert/Celebration
- Solo/Duet/Trio Coordinator
- Picture Coordinator
- Special Events Coordinator
- Fundraising
- Costume Committee

The Board may appoint such other standing committees as deemed necessary. Each committee chairperson shall report back to the Board as specified in its mandate. Special committees may be formed if deemed necessary.

## **10. FINANCES AND ADMINISTRATION**

10.1 **Fiscal Year** - Unless otherwise determined by resolution of the Board of Directors of the organization, the financial year shall begin on the first (1st) of September in each year.

10.2 **Execution of Documents** - Deeds, transfers, assignments, contracts, obligation, certificates and all other documents may be signed on behalf of the organization by two (2) persons, one being the President or Vice-President, and the other being the Secretary or Treasurer.

10.3 **Signing Authority** - The signing officers shall be any two of the Treasurer, President, Vice-President and Secretary.

**10.4 Borrowing Powers** - For the purpose of carrying out its objectives, the organization may borrow or raise or secure the payment of money in such manner as it thinks fit, and in particular by the issue of debentures, but this power shall be exercised only under the authority of the organization, and in no case shall debentures be issued without the sanction of a special resolution of the organization.

**10.5 Voting** - Any member who has not withdrawn from membership nor been neither suspended nor expelled as herein provided shall have the right to vote at any meeting of the organization. Such votes must be made in person and not by proxy or otherwise.

**10.6 Investment Authority** - The funds of the organization may be retained in whole or in part in cash or be invested and reinvested in a Guaranteed Investment as the Board of Directors may deem desirable.

**10.7 Records and Books** - The Board shall see that all books and records of the organization required by the bylaws of the organization or by any applicable statute or law are regularly and properly kept.

**10.8 Auditing** - The books, accounts and records of the Secretary and Treasurer shall be audited at least once each year by a duly qualified accountant or by two (2) members of the organization elected for that purpose by the Board of Directors. The audited financial report shall be presented at the Annual General Meeting. The books and records of the organization may be inspected by any member of the organization at the Annual General Meeting provided for herein or at any time upon giving reasonable notice and arranging a time satisfactory to the officer having charges of same. Each member of the Board shall at the time have access to such books and records.

## **11. AMENDMENT OF BY-LAWS**

11.1 The By-Laws may be rescinded, altered or added to at the Annual General Meeting of members by a simple majority vote of the members present, where appropriate notice detailing the changes to the By-Laws has been given in writing to the membership at least 21 days in advance. Such notice shall outline the general nature and intent of such proposed By-Law changes. Such notice is not required where unanimous approval is given by the general members attending the Annual General Meeting to waive provision of written notice.

## **12. DISSOLUTION**

12.1 Upon dissolution of the organization, the funds or assets remaining after all debts and obligations have been paid shall be distributed to a charitable institution with similar to those of this dance organization or if this cannot be done, to another charitable institution recognized by Canada Revenue Agency, with similar mandate, as qualified under the provisions of the Income Tax Act of Canada or as a determined by its members at dissolution.

## **13. DONATIONS AND OTHER ACCRETIONS**

13.1 All sums of money given to the organization as dues, gifts or other accretions will be used solely to further the objectives of the organization.

**14. DANCER’S ATTENDANCE POLICY**

14.1 These guidelines are intended to advise and guide the Directors concerning attendance. All absences, such as vacation, injury, and certain other circumstances are to be approved through the instructor and if a long-term absence is anticipated, the Directors and instructor must be made aware of the situation. Attendance is taken at the beginning of each class. It is important that your child attends dance class every week. Good attendance is imperative, as absences and tardiness can hold back an entire class, and the dance club cannot jeopardize its responsibilities to the rest of the class for one student. If a student misses too many lessons (three (3) or at the discretion of the instructor) they may fall behind the rest of the class and may be removed from choreography. The dancer will still be welcome to attend class and continue with their training.

**15. PRIVACY**

15.1 The Private Sector Privacy Act (PIPA) applies to a non-profit organization in the case of personal information that is collected, used or disclosed by the non-profit organization in connection with any commercial activity carried out by the nonprofit organization.

15.2 In regards to personal information, the Thorhild Ukrainian Dancing Club procedures shall conform to the Private Sector Privacy Act (PIPA) for all activities that involve the collection of personal information. Collection of personal information:

- (a) The Thorhild Ukrainian Dancing Club will not disclose any personal information collected through membership activities, and
- (b) When personal information is collected through the registration process for an Thorhild Ukrainian Dancing Club activity, it will not be disclosed, and
- (c) The Thorhild Ukrainian Dancing Club will not disclose any personal information to Government bodies unless required by law.

15.3 Personal information collected regarding employees, board members, or volunteers of the Thorhild Ukrainian Dancing Club including resumes, criminal reference checks, may be distributed when required to conduct the operations of the Thorhild Ukrainian Dancing Club. Reasonable requests for disclosure of personal information regarding employees, board members, or volunteers shall be considered by the board on a case-by-case basis.

Dated this \_\_\_\_ day of \_\_\_\_\_, 2016.

Name	Signature	Address	Occupation