

**THE ARDBRAE SCOTTISH COUNTRY DANCERS OF OTTAWA  
BY-LAWS**

*(with revisions made May 2018)*

***The By-Laws are made pursuant to Article 14 of the Constitution.***

**By-Law 1 Financial**

- 1.1 The financial year is 1 April to 31 March.
- 1.2 The annual membership fees will be decided at the Annual General Meeting prior to the membership year to which they apply.
- 1.3 Membership fees are payable at the beginning of the dancing year, or, for new members, when they join Ardbrae.
- 1.4 Prospective members may attend classes for up to three (3) nights without joining Ardbrae.
- 1.5 In addition to the annual membership fees, Council may authorize class convenors to collect from class attendees an additional fee sufficient to cover Ardbrae's operating expenses.
- 1.6 The only exceptions to 1.5 will be:
  - (a) teachers who are giving instruction on that particular occasion;
  - (b) guests or visitors

**By-Law 2 Classes**

- 2.1 Ardbrae will hold classes to instruct its members in the techniques and practices of Scottish country dance.
- 2.2 The teacher or teachers of each class will be responsible for:
  - (a) the quality of instruction given to the class;
  - (b) the selection of dances and music for class instruction.
- 2.3 The convenor of each class (excluding the beginner/basic class, treated in By-Law 2.4 below) will be elected at the Annual General Meeting. The class convenor:
  - (a) will be a member of Council;
  - (b) will act as a liaison between the class and Council, representing the needs of the class during Council meetings and reporting to the class on the business transacted by Council;
  - (c) will collect from class attendees an additional fee sufficient to cover Ardbrae's operating expenses, if authorized by Council (cf. By-Law 1.5).

- 2.4 As soon as possible in the dancing year, Council will appoint a convenor for the beginner/basic class from among the members of that class. If it is not possible to appoint such a convenor, the convenor of the intermediate class will represent the beginner/basic class at council meetings.

The beginner/basic class convenor:

- (a) will be a member of Council;
- (b) will act as a liaison between the class and Council, representing the needs of the class during Council meetings and reporting to the class on the business transacted by Council;
- (c) will be eligible for election as the beginner/basic class convenor at the subsequent Annual General Meeting, provided he or she will continue to be a member of the beginner/basic class.

- 2.5 Additional classes may be formed when:

- (a) Council determines that there are sufficient dancers to support such a class;
- (b) Council locates and is able to pay for suitable dancing facilities;
- (c) Council is willing and able to appoint an appropriate teacher or teachers;
- (d) A suitable class convenor is willing to stand for election at the Annual General Meeting or at an Extraordinary General Meeting, as appropriate.

### **By-Law 3 Duties of the Executive**

#### **3.1 *Chair***

- (a) The Chair is Ardbrae's chief executive officer and is responsible for the efficient conduct of its affairs.
- (b) The Chair arranges Ardbrae's Executive, Council and General Meetings, issues notices of meetings, and prepares agendas.
- (c) The Chair presides at Executive, Council and General Meetings. If the Chair is absent, the Vice-Chair will preside. If the Vice-Chair is also absent, the members present at the meeting will appoint one of their number as Chair.
- (d) The Chair, whether at an Executive, Council or General Meeting, has a casting as well as a deliberative vote.
- (e) On behalf of Ardbrae, the Chair maintains liaison, in conjunction with the Secretary, with the RSCDS and its Branches and with other organizations as appropriate.

### 3.2 ***Vice-Chair***

- (a) The Vice-Chair assists the Chair in overseeing the general administration of Ardbrae.
- (b) In the absence of the Chair from Executive, Council or General Meetings, the Vice-Chair will assume the duties of Chair.

### 3.3 ***Secretary***

- (a) The Secretary makes available correspondence and other material relating to the agenda, takes attendance, records decisions made, supervises election procedures and records the results of elections.
- (b) The Secretary conducts the general correspondence of the organization, in co-operation with other members of the Executive.
- (c) The Secretary submits annually to the Secretary of the RSCDS Ardbrae's affiliation fee and all individual RSCDS membership fees paid by Ardbrae members at the Annual General Meeting. Any change of Secretary must be notified promptly to the Secretary of the RSCDS.

### 3.4 ***Treasurer***

- (a) The Treasurer collects, keeps safe, and accounts for the Ardbrae funds; pays bills; maintains account books and other financial records; and reports at Council meetings and General meetings on Ardbrae's financial position.
- (b) The Treasurer presents the accounts annually for review in accordance with By-Law 9 and provides a certified copy of the accounts to the Secretary before presentation at the Annual General Meeting.

## **By-Law 4 Membership of Council**

- 4.1 Council consists of the Ardbrae Executive, the immediate past-chair, the class convenors, the publicity coordinator, the membership coordinator and the teachers' representative. Council also includes up to three members at large who are elected at the Annual General Meeting.\*
- 4.2 The term of an elected member at large is three years. On completion of this term, such a member is not eligible for renomination as a member at large until one year has elapsed.

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\* *The Ardbrae Secretary holds a set of guidelines for the Nominating Committee which specifies the elected and appointed Council positions along with other Ardbrae positions. This document is available upon request for review by Ardbrae members.*

## **By-Law 5 Responsibilities of Council**

- 5.1 Council ensures that all Ardbrae functions and activities abide by the Constitution and By-Laws.
- 5.2 Council organizes functions and activities to further Ardbrae objectives as stated in Article 2 of the Constitution:
- (a) To preserve and further the practice of traditional Scottish Country Dancing;*
  - (b) To provide or assist in providing education or instruction to RSCDS standards in the practice of Scottish Country Dancing*
  - (c) To promote the enjoyment and appreciation of Scottish Country Dancing and music by any suitable means;*
  - (d) Generally to do such other things as are or may be considered by Ardbrae to further the foregoing objectives and those of the RSCDS in the district or area to which it relates.*

Incidental activities in items (d) above can include socials, balls, workshops, fund-raising activities and recruitment/publicity activities.

- 5.3 Council officially represents Ardbrae between General Meetings and takes any necessary action consistent with 5.1 and 5.2 above, subject to ratification at the next General Meeting.
- 5.4 Council meets at the call of the Chairman as often as necessary to deal with Ardbrae affairs.
- (a) To expedite Ardbrae business and to shorten the length of the Annual General Meeting, members may raise matters for consideration by Council through their class convenors.
  - (b) If for any reason it is impractical to follow this procedure, a member, supported by at least one other member, may submit to Council through the secretary a brief note outlining the nature of the subject and any related proposals.
- 5.5 Upon receipt of a petition requesting an Extraordinary General Meeting, signed by the larger of one-tenth of the Ardbrae membership or ten members, the Chairman will call a meeting of Council at which representatives of the petitioners may present their case for the holding of an Extraordinary General Meeting.
- 5.6 Council appoints teachers.
- 5.7 At the end of each dancing year, Council provides a partial re-imbusement to active teachers for the purchase of instructional materials, dance workshop registration fees, and for TAC and RSCDS memberships, upon submission of receipts. The amount of the re-imbusement will be decided by Council and may vary from year to year.
- 5.8 Council ensures that records of Ardbrae's activities are kept and preserved.

## **By-Law 6 Teachers and Teachers' Committee**

- 6.1 The Teachers' Committee consists of active Ardbrae teachers and is a sub-committee of Council.
- 6.2 The Teachers' Committee annually elects a representative to serve on Council.
- 6.3 The Teachers' Committee is responsible to Council for:
  - (a) selecting and encouraging teacher candidates;
  - (b) recommending the appointment of teachers for particular classes (cf. By-Law 5.6);
  - (c) selecting dances for socials and the annual ball.
- 6.4 In addition to the responsibilities connected with classes and noted in By-Law 2.2, teachers are responsible for organizing additional classes, workshops, demonstrations, participation dances connected with publicity and recruitment of new members, etc., when authorized by Council.

## **By-Law 7 General Meetings**

- 7.1 The business of Annual General Meetings will be kept as brief as possible. Reports will be circulated to the membership one week before the meeting.
- 7.2 The agenda of an Annual General Meeting will include:
  - (a) Establishment of quorum;
  - (b) Minutes of the immediately previous Annual General Meeting;
  - (c) Business arising out of the minutes in (b) above;
  - (d) Acceptance of reports (previously circulated);
  - (e) Any other business;
  - (f) Report of the nominating committee;
  - (g) Any other nominations;
  - (h) Election of officers and Council;
  - (i) Installation of new executive and Council;
  - (j) Adjournment.
- 7.3 The agenda of an Extraordinary General Meeting called under Article 10.2 of the Constitution will include:
  - (a) Establishment of quorum;
  - (b) Explanation of reasons for calling meeting and amplification of matters for discussion;
  - (c) Council report on matters under discussion including options and recommendations;
  - (d) Discussion;
  - (e) Vote;
  - (f) Adjournment.

## **By-Law 8 Signing Officers**

The following members are authorized to sign documents on Ardbrae's behalf :

- (a) Banking: Treasurer, Chairman
- (b) Correspondence: Secretary, Chairman, Vice-Chairman, Treasurer
- (c) Ardbrae Notices: Secretary, Chairman, Treasurer
- (d) Class Notices: Convenors, Teachers

## **By-Law 9 Financial review**

Council annually appoints an individual to whom the Treasurer will present the accounts at the end of the financial year. The reviewed accounts are presented at the Annual General Meeting.

## **By-Law 10 Quorum**

- 10.1 A quorum for an Annual General Meeting consists of the lesser of one-third of the membership or twenty Ardbrae members.
- 10.2 A quorum for a meeting of Council consists of five persons, provided that they include one from each of the following categories: Executive, class convenors, teachers, and members at large.

## **By-Law 11 Vacancies in Elected Positions**

- 11.1 If the position of Chair become vacant through any cause, the Vice-Chair will become Chair until the next Annual General Meeting, and Council will elect one of its members to perform the duties of Vice-Chair.
- 11.2 Should any other vacancy occur in the Executive or among the members at large, Council may appoint an Ardbrae member to fill the position until the next Annual General Meeting.
- 11.3 Temporary appointment under the provision of By-Laws 11.1 or 11.2 does not by itself render a member ineligible for nomination or election at the subsequent Annual General Meeting with respect to By-Law 4.2 or Article 6 of the Constitution.