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

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

**By-Law 1 Financial**

- 1.1 The financial year shall be from 1 April to 31 March.
- 1.2 The annual membership fees shall be those decided at an Annual General Meeting.
- 1.3 Membership fees shall be payable at the beginning of the dancing year or, for new members, upon joining the Association.
- 1.4 Prospective members may participate in Association activities for up to three (3) consecutive nights without joining the Association. They will, however, be required to pay the daily charge for operating expenses as stipulated in 1.5 below.
- 1.5 In addition to the annual membership fees (e.g. \$75 in 1999/2000), each group will, on each dancing day, be empowered to collect from all members of the Association present and from, or on behalf of, any other participating individuals a per capita amount sufficient to cover the group's operating expenses computed on a daily (dancing day) basis, if deemed necessary by a majority of the group affected, or by Council.
- 1.6 The only exceptions to 1.5 will be:
  - (a) teachers who are giving instruction on any particular occasion shall not be required to pay the daily charge on that occasion;
  - (b) individuals who on a particular occasion have been nominated by the Chairman (or by a Group Convenor) as guests of the Association (or group) for that occasion.

**By-Law 2 Group Structure**

- 2.1 The Association may form component groups (i.e. classes) where:
  - (a) there is felt to be a demand;
  - (b) suitable facilities exist for dancing;
  - (c) Council is willing and able to appoint an appropriate teacher or teachers;
  - (d) the minimum requirements for group formation can be met (see 2.2 below).
- 2.2 The minimum requirements for a proposed new group shall be established in each case by Council having regard to 2.1 above and shall include:
  - (a) the number of initial members required;
  - (b) the availability of one of the members to act as group convenor;
  - (c) the number of teachers required;
  - (d) the administrative and financial responsibilities to be assumed by the group;
  - (e) aid to be provided by Council.

- 2.3 Once formed a group and its members shall be subject to the Constitution and By-Laws of the Association and shall not adopt practices or procedures at variance with them. In all such matters Council shall be the final authority.
- 2.4 A newly formed group shall select its name from the lore of Scottish Country Dancing and shall submit this to Council for approval prior to taking it into use.
- 2.5 The group convener of a newly formed group may be appointed by Council or elected by the group, as decided by Council. In either case the group convener shall hold office until the end of the current dancing year. Thereafter a group convener shall be elected by the group, or appointed by Council, as appropriate, once annually to hold office throughout the dancing year.
- 2.6 The group convener shall:
- (a) make whatever administrative arrangements are necessary to enable the group to meet and dance as required;
  - (b) discharge the group's financial responsibilities on its behalf, for which purpose the convener is empowered to collect from each member of the group sufficient money to defray the operating expenses incurred by the group;
  - (c) account annually both to the group and to the treasurer of the Association for the monies collected;
  - (d) be a member of Council.
- 2.7 The teacher or teachers of each group shall be responsible for:
- (a) the quality of instruction given to the group;
  - (b) the selection of dances and music for group instruction;
  - (c) arrangement of programmes for group functions;
  - (d) arranging for any additional classes, workshops, and demos, when authorized by Council, to be conducted within the group.

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

#### **3.1 *Chairman***

- (a) The Chairman is the chief executive officer of the Association and as such he shall be responsible for the efficient conduct of its affairs.
- (b) He shall preside at meetings of the Executive, of Council and at General Meetings of the Association, and shall prepare agendas for these meetings. In his absence, the Vice-Chairman shall preside, failing whom a Chairman shall be appointed for the occasion from among those present.
- (c) The Chairman whether at a Council or a General Meeting shall have a casting as well as a deliberative vote.
- (d) On behalf of the Association the Chairman shall maintain liaison, in concert with the Secretary, with the RSCDS and its Branches and with other organizations as appropriate.

3.2 ***Vice-Chairman***

- (a) The Vice-Chairman shall be responsible to the Chairman for overseeing the general administrative arrangements within the Association.
- (b) In the absence of the Chairman from Executive, Council or General Meetings, the Vice-Chairman shall assume the duties of Chairman.

3.3 ***Secretary***

- (a) The Secretary shall be responsible for arranging for meetings of Executive, Council and for General Meetings of the Association, including issuing notices of meetings; having correspondence and other material relating to the agenda items available; taking attendance; recording decisions taken; supervising election procedures; and recording the results of the elections.
- (b) Deleted, 15 May 2000
- (c) The Secretary shall conduct the general correspondence of the organization, in conjunction with other officers.
- (d) The Secretary shall submit annually to the Secretary of RSCDS the Association's affiliation fee and all individual RSCDS membership fees paid by Association members at the AGM. Any change of Secretary shall be notified promptly to the Secretary of RSCDS.

3.4 ***Treasurer***

- (a) The Treasurer shall be responsible for collecting, safe-keeping and accounting for the monies of the Association; for maintaining books of accounts and other financial records; for reporting at meetings of Council and at General Meetings of the Association on the financial position of the Association; for disbursing monies to meet financial commitments of the Association.
- (b) The Treasurer shall present the accounts annually for audit in accordance with By-Law 9 and he shall provide the certified copy of the accounts to the Secretary before presentation at the Annual General Meeting.

**By-Law 4 Membership of Council**

- 4.1 Council shall consist of the Executive of the Association, the immediate past-chairman, the Convenor of each group as its elected representative, the publicity person, the Chairman of the Teachers' Committee and one additional teachers' representative as elected by the teachers (if they so desire), and up to three additional members elected at the Annual General Meeting from the membership at large by reason of knowledge and experience that will be of value to Council in furthering the aims of the Association.
- 4.2 The term of an elected additional member shall be three years. On completion of the term such a member shall not be eligible for renomination as an additional member of Council until one year has elapsed.
- 4.3 At the initial election of the additional members in 1978 one shall be elected for one year, one for two years and one for three years.

**By-Law 5 Responsibilities of Council**

- 5.1 Council shall be responsible to the members of the Association that all functions and activities of the Association are consistent with the Constitution and By-Laws.
- 5.2 Council shall initiate functions and activities for the purpose of furthering the objectives of the Association.
- 5.3 The Council shall officially represent the Association between General Meetings and shall take any necessary action consistent with 5.1 and 5.2 above, subject to ratification at the next general Meeting.
- 5.4 Council shall meet at the call of the Chairman as often as may be necessary to deal with the affairs of the Association.
  - (a) In order to expedite the business of the Association and shorten the length of Annual General Meetings members may raise matters for consideration by Council through their Group 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.
- 5.6 Upon receipt of a petition requesting an extraordinary general Meeting, signed by the larger of one-tenth of the membership of the Association or ten members, the Chairman shall call a meeting of Council at which representatives of the petitioners may present their case for the holding of a general meeting.
- 5.7 The Council shall appoint teachers and shall name the Senior Teacher of each group.
- 5.8 In consultation with the Teachers' Committee the Council shall determine the methods by which teachers will be reimbursed for expenses incurred in connection with the procurement and use of instructional materials.

**By-Law 6 Teachers' Committee**

- 6.1 The Teachers' Committee shall consist of the Teachers of the Association and shall be a sub-committee of Council.
- 6.2 The Teachers' Committee shall annually elect its chairman and one other teachers' representative (if they so desire) to serve on Council with the chairman of the Committee.
- 6.3 The Teachers' Committee shall be responsible to Council for:
  - (a) the selection and training of teacher candidates;
  - (b) recommendations for the appointment of teachers;
  - (c) selection of the dances to be taught throughout the Association at each level during the dancing year including those for the programme of the annual ball;
  - (d) programmes for combined dances of the Association.

**By-Law 7 General Meeting**

- 7.1 The business of General Meetings will be kept as brief as possible. Any reports due to be presented shall be circulated to the membership one week in advance of the meeting.
- 7.2 The agenda of an Annual General Meeting shall be:
- (a) Establishment of quorum;
  - (b) Summary record of previous meetings;
  - (c) Business arising out of summary record;
  - (d) Acceptance of reports (previously circulated);
  - (e) Any other business;
  - (f) Report of 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 a general meeting called under Article 10.2 of the Constitution shall be as follows:
- (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 shall be authorized to sign documents on behalf of the Association:

- (a) Banking: Treasurer, Chairman
- (b) Correspondence: Secretary, Chairman, Vice-Chairman, Treasurer
- (c) Association Notices: Secretary, Chairman, Treasurer
- (d) Group Notices: Convenor, Senior Teacher

**By-Law 9 Audit**

Council shall annually appoint an auditor to whom the Treasurer shall present the accounts at the end of the financial year. The audited accounts shall be presented at the Annual General Meeting.

**By-Law 10 Quorum**

- 10.1 A quorum for a General Meeting shall consist of the lesser of one-third of the membership or 20 members of the Association.
- 10.2 A quorum for a meeting of Council shall consist of five persons, provided that they include one from each of the following categories: Executive, Group Representatives, Teachers, additional members.

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

- 11.1 Should the position of Chairman become vacant through resignation or any other cause the Vice-Chairman shall become Chairman until the next Annual General Meeting and Council shall elect one of its members to perform the duties of Vice-Chairman.
- 11.2 Should any other vacancy occur in the Executive or among the additional members of Council, for whatever reason, Council may appoint a member of the Association to fill the position until the next Annual General Meeting.
- 11.3 When a vacancy has occurred among the additional members of Council, the individual elected to the position at the next Annual Council Meeting shall be elected to serve only for the expired term of the previously elected incumbent.
- 11.4 Temporary appointment under the provision of 11.1 or 11.2 shall 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.
- 11.5 A member to fill a vacancy occurring in the position of group convenor shall be named by the group, or appointed by Council, as appropriate.