

## **Society By-laws**

1. The name of the society is the Lac La Biche Dance Society referred to as the “Society” and operates as Northern Beat Dance Academy.

## **Membership**

2. Membership In the Association shall be composed of the following classifications: Family Membership and Associate Membership. All members shall uphold, observe and conform to the bylaws, rules and regulations of the society as set forth from time to time by the Executive.
3. An individual or family becomes eligible for a membership when one or more of its members have registered in one or more dance classes run by the Society in the current and/or previous year, depending on when the General Meeting is held, and is in good standing. If all fees and fundraising commitments are paid up to date a membership is deemed to be in good standing. Each individual or family membership in good standing shall be entitled to one vote, regardless of the number of dancers within the family.
4. Anyone supporting the purpose of the Society may become an Associate Member upon paying a membership fee of \$100. An Associate member shall have all the rights, privileges, and obligations of an individual or family membership.
5. A member may withdraw from the society by tendering his or her resignation by email to the Secretary.
6. The Executive may, under the direction of the Board, give written notice, terminating membership of a member for acting contrary to the bylaws, rules, regulations, policies of the society. The Executive shall give the member an explanation for the termination of membership upon request. The Individual, If they so desire shall have the right of appeal to a General Meeting of members.

## **Meetings**

Policies and procedures made for meetings that can keep up with our rapidly changing technology.

Electronic Transactions Act

Removes barriers to electronic commerce by ensuring that electronic records and transactions have the same validity and enforce-ability as traditional paper based transactions.

Power to use electronic means: If a public body has the power to create, collect, receive, use, store, transfer, disclose, distribute, publish or otherwise deal with information and records, it has the power to do so electronically.

Legal recognition of information and records in electronic form. Information or a record to which this Act applies must not be denied legal effect or enforceability solely by reason that it is in electronic form.

Our Organization chooses to make available a telephonic, electronic or other communication facility that permits all participants to communicate adequately with each other during a meeting of members, any person entitled to attend such meeting may participate in the meeting by means of such telephonic, electronic or other communication facility in the manner provided by the policies and procedures of the Organization. A person participating in a meeting by such means is deemed to be present at the meeting. Notwithstanding any other provision of this by-law, any person participating in a meeting of members pursuant to this section who is entitled to vote at that meeting may vote, in accordance with the policies and procedures of the Organization, by means of any telephonic, electronic or other communication facility that the organization has made available for that purpose.

7. An Annual General Meeting of the society shall be held once in each year at such time and at such place within the province of Alberta, decided upon by the Executive, but within 3 months of the end of the fiscal year of the society. The purpose of the Annual General Meeting will be to elect members to vacant Board of Directors ("Board") positions, approve the annual budget, appoint an auditor; receive reports and transact any other business. Notice of time and place of the Annual General meeting shall be advertised through email, remind app and social media for 2 consecutive weeks prior to such meeting.
8. Other General Meetings of the society shall be held at such time and such place as decided by the Executive. If the time and place of the next General Meeting is not given at the preceding general meeting or otherwise pre-determined as to the time and place by the Executive, 21 days notice, either by email or by text, shall be given to the members of the society.
9. A Special General Meeting of the society may be called by the President, or upon the receipt of a written request signed by 5 or more members in good standing, or by 3 or more members of the Board. Such a written request must specify the nature of the business to be brought before such Special Meeting and business shall be confined to the items specified in the written request. Members shall be notified either by email, remind app and social media 14 days prior to the meeting.

10. The Executive may appoint a day in any month or months for regular meetings and notice of such regular meetings need not be given. Meetings of the Board may be held at any time without formal notice if all members of the Executive are present or those absent have agreed to the meeting being held in their absence. A minimum of two Board meetings must be held during each fiscal year.

## **Voting**

11. A quorum for the transaction of business at any General or Special meetings of the members of the society shall consist of 25% of the members In good standing.
12. Except where otherwise specified, motions shall be adopted by a simple majority with the presiding officer having no vote. In the event of a tie, the presiding officer will have the final vote.

## **Elections**

13. Except as provided elsewhere In these by-laws, all vacant positions on the Board shall be elected at the Annual General Meeting of the society, from members of the society In good standing. Directors must be over the age of 18 years.
14. The term of office for the Executive Committee shall be two years.
16. The term of office for Directors-at-Large shall be one year.
17. Elections shall be conducted by a simple show of hands, simple ballot or electronically where more than one candidate is running for a position. The candidates receiving the most votes shall be declared elected.
18. The outgoing Directors shall continue to hold office until the close of the Annual General Meeting, at which their successors have been duly elected.

## **Board of Directors**

19. The affairs of the society shall be managed and conducted by the Board of Directors, which shall consist of the elected Executive Officers plus up to 10 Directors-at-large. Dance Instructors shall be deemed to be Ex Officio members

of the Executive I.e., may participate in Board meetings but shall not have voting privileges.

20. The Board shall develop, change, and implement the operating policies, finances, and general affairs of the Society at their discretion.
21. The Executive Officers shall be deemed to Include the President, Vice president, Treasurer, and Secretary. The Board of Directors shall consist of the Executive Officers plus a minimum of 6 (and a maximum of 10) Directors-at-large, plus Ex Officio members.
22. Director-at-large positions may include but are not necessarily limited to, any of the following: Registrar, Fundraising, Costumes, Communications, Competitions, and Special Events.
23. Unless authorized at any meeting and after notice for the same shall have been given, no officer or member of the society shall receive any remuneration for his/her services.
24. Any individual may be elected as an Executive Officer for a maximum of 3 consecutive terms of two years each.
25. Any individual may be elected as a Director-at-large for a maximum of 6 consecutive terms of one year each.
26. A member of the Board of Directors shall cease to be a member of the Executive:
  - a. At the time he/she ceases to be a member of the society by resigning or by no longer qualifying as a voting member In good standing.
  - b. At the option of the Board of Directors when absent from 3 or more consecutive meetings.
26. Any director or officer, upon a majority vote of all members in good standing, may be removed from office for any cause that the society may deem reasonable.
27. Interim vacancies on the Board of Directors may be filled for the unexpired term through appointment by the Executive.

## **President**

28. The President shall be an ex officio member of all committees. She/he shall, when present, preside at all meetings of the society, the Board of Directors, and Executive Committee. In her/his absence, the Vice President shall preside at any such meetings.

## **Vice President**

29. The Vice President assumes the responsibilities of the President in her/his absence and chairs a major committee. The Vice President shall perform other duties as may from time to time be determined by the Executive Committee.

## **Secretary**

30. The Secretary shall keep an accurate record and minutes of all meetings of the Executive and of the society. She/he shall ensure that the minutes of such meetings are maintained in a book for that purpose and that all such records and books of the society are made available to members of the society. The Secretary will receive; and reply to correspondence, as advised by the President, and will maintain records of all correspondence received and sent. The Secretary shall perform other duties as may from time to time be determined by the Executive Committee.

## **Treasurer**

31. The Treasurer shall ensure that full and accurate accounts of all receipts and disbursements of the society are maintained in proper books of account and that all funds are deposited in the name of the society in such a bank as has been designated by the Executive, and that proper vouchers for such disbursements are maintained. He/she shall ensure that financial records covering all financial transactions of the society are rendered regularly to the Executive and to the society. The Treasurer shall perform other duties as may from time to time be determined by the Executive Committee.

## **Directors-at-Large**

32. The Directors-at-large shall assist in ensuring that the business of the society is carried out according to the by-laws herein stated, and will be available to sit as Executive Officers should openings arise. The Directors-at-large shall perform such other duties as may from time to time be assigned by the Executive Committee.

## **Committees**

33. The Executive may appoint such Standing and Special Committees as it deems necessary committees shall meet as required

## **Auditing**

34. The books, accounts and records of the Treasurer and secretary shall be audited at least once each year by a duly qualified accountant or by 2 members of the society elected for that purpose at the Annual General Meeting. A complete and proper statement of the standing of the books for the previous year shall be submitted by such auditor at the Annual General Meeting of the society. The fiscal year of the society shall end May 31.
35. The books and records of the society may be Inspected by any member of the society at the Annual Meeting or at any time upon giving reasonable notice and arranging a time satisfactory to the officer or officers having charge of the same. Each member of the Executive Committee shall at all times have access to such books and records.

## **Borrowing Powers**

36. For the purpose of carrying out Its objects, the society 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 society, and In no case shall debentures be Issued without the sanction of a special resolution at a duly constituted Special General Meeting of the society.

## **Signing Officers**

37. The signing officers of the society must be members in good standing and shall be any three of the President, Vice President, Secretary, Treasurer, and Directors-at-large, as designated by a motion of the Executive Committee.

38. No money shall be drawn from any society bank account except by cheque or draft duly signed by two of the three approved signing officers.

### **Amendments to the By-laws**

39. The By-laws may be rescinded, altered, or added to, by Special Resolution, at any Annual General Meeting of the society, or at a Special General Meeting that is convened specifically for this purpose. To be adopted, such Special Resolutions require approval by a minimum of 75% or three-quarters of the members that are present at the meeting, and who are members in good standing.

40. Notice of such motions shall be given to the members either by email, remind app and social media not less than 21 days prior to the Annual or Special General.

### **Indemnity**

41. Every member of the board and other servants of the society shall be indemnified by the society against all costs, losses, and expenses incurred by them respectively in or about the discharge of their society related duties.