

# THE CALGARY DANCE CLUB

## Bylaws

### NAME

- 1) The name of the organization shall be The Calgary Dance Club, herein referred to as the Club.

### CLUB SEAL

- 2) The Club shall not have a Club Seal.

### LOCATION

- 3) The headquarters of the Club shall be Box 65129 RPO North Hill, Calgary Alberta T2N 4T6.

### DEFINITIONS

- 4) In these Bylaws
  - a) "Bylaws" means the bylaws of The Calgary Dance Club.
  - b) "Dance Professional" means an individual contracted by the Club, whose primary function is to train Club Instructors and Teaching Assistants in various dances. The Dance Professional may also teach classes, workshops, and perform other duties for which she/he has signed a separate Contract for Services.
  - c) "Election Assistant" means a Member appointed by the Executive to assist the Returning Officer in the administration of the Annual Election or a By-Election.
  - d) "Executive" means the elected Executive Members of the Club.
  - e) "Instructor" means a Member of the Club who has been recommended by the Dance Professional(s), and selected by the Executive, whose main function is to lead dance instruction and classes.
  - f) "Member" means any person who holds a valid, dated, membership and has agreed to abide by the Club's Bylaws, Policies, Procedures, Practices and Regulations.
  - g) "Returning Officer" means the Member who is appointed by the Executive to coordinate and preside over the Annual Election or a By-Election.
  - h) "Teaching Assistant" means a Member of the Club who has met the requirements of a Teaching Assistant and has been recommended by the Dance Professional(s) and selected by the Executive, whose main function is to assist in the delivery and administration of dance instruction and classes, as listed in the Teaching Assistant's and Instructor's Manual.
  - i) "Transition Meeting" means the meeting at which the outgoing and incoming Executive Members meet to facilitate the transfer of the authority to operate the Club to the incoming Executive.
  - j) "Volunteer" means a Volunteer of the Club, as designated by the Executive, and includes Instructors, Teaching Assistants, Executive Members, and any others as selected by the Executive.

### MEMBERSHIP

- 5) The Executive shall determine membership fees, class fees, and other fees for Club sponsored activities. Such fees shall be set as low as is practical to ensure operational costs are met while fulfilling the purpose of the Club.
- 6) Any person who is interested in various dances offered by the Club may apply to be a Member of the Club.
- 7) A person shall be admitted as a Member of the Club upon receipt and acceptance by the Executive or its authorized officer(s) of

- a) a completed Club membership application, and
  - b) full payment of the Club membership fee, and
  - c) a duly signed waiver.
- 8) Membership shall be valid for one (1) year commencing July 1 of one year through to June 30 of the following year. If memberships are purchased after July 1, (i.e. August or September) in one year, they shall be valid until June 30 of the following year, unless cancelled by a decision of the Executive.
- 9) Subject to section 8, a Member is entitled to
- a) attend General Meetings and Special Meetings
  - b) participate in the Elections or By-Elections of the Executive,
  - c) vote during an Annual Election or By-Election, or on matters raised at a General Meeting or Special Meeting,
  - d) seek nomination for an Executive position in the Club, except where limited by the Bylaws,
  - e) participate in Club sponsored activities at such fees as the Executive may determine.
- 10) A person under the age of majority may make application to join the Club as a Member. If the application is accepted by the Executive, such a person may not hold an Executive position, nor vote in an Annual Election, By-Election, nor on matters raised at General Meeting(s) or Special Meetings.
- 11) Fees for Club sponsored activities may be reduced or waived at the discretion of the Executive for Instructors, Teaching Assistants, Executive and Members selected by the Executive.

## **TRANSFER OF MEMBERSHIP**

- 12) Membership in the Club is non-transferable.

## **TERMINATION OF MEMBERSHIP**

- 13) If a Member wishes to resign from the Club, he/she may do so in a signed, written request addressed to the Club Secretary and delivered through the postal system or by e-mail.
- 14) The Executive, upon majority vote, is empowered to revoke the membership of a Member. The Executive must inform a revoked Member in writing, delivered through the postal service or by e-mail.
- 15) The Executive may impose disciplinary action up to and including revocation of membership if a Member's conduct, in the opinion of the Executive, is negligent, damaging to the character or interests of the Club, discreditable, or is otherwise inconsistent with the purpose of the Club.
- 16) If requested by the expelled Member within the Membership Term, the Executive shall hold a hearing within a reasonable period of time at which the Member may defend his/her conduct.
- 17) The Executive shall decide by majority vote to re-admit or uphold the expulsion of the said Member, and such a decision shall be given within a reasonable period of time after the hearing.
- 18) Upon any person ceasing to be a Member of the Club for any reason whatsoever, that person shall not be entitled to the refund of his/her membership fee or any portion thereof.
- 19) A Member removed from the Club is not eligible to rejoin for the remainder of that Membership Term, or for a longer period as determined by the Executive.
- 20) The expelled Member may not run for Executive position for a minimum period of 5 years, starting the year after the one in which membership was revoked.

## **EXECUTIVE**

- 21) The Executive shall consist of ten (10) Members, elected by the Membership. The eleventh (11<sup>th</sup>) member shall be the immediate Past-President, for the term immediately following his/her Presidency.
- 22) The Executive shall consist of the following:

- a) President
- b) Vice-President
- c) Treasurer
- d) Secretary
- e) Social Director
- f) Promotion Director
- g) Four (4) Directors at Large
- h) Past-President

23) A Member of the Executive shall

- a) be a Member of the Club for a minimum of two years prior to being elected to any position on the Executive, and a minimum of five years for the positions of President or Vice-President. Candidates for President or Vice-President must also have served at least one year as an Executive Member.
- b) be bondable,
- c) have reached the age of majority,
- d) have never had their Membership in the Club revoked or have previously been removed from the Executive

24) A Member of the Executive shall not hold

- a) more than one (1) Executive position concurrently, except when the Vice-President covers the absence of the President
- b) an Executive position while holding a position of ownership, Executive Office, administrative capacity, or otherwise hold a position deemed by the Executive to be a conflict of interest with the Executive Member's duties in the Club.

## **CONFLICT OF INTEREST**

25) A conflict of interest, or a perceived conflict of interest, occurs when a Member acts in an official capacity as an Executive Member, an Instructor, a Teaching Assistant or on behalf of the Club while holding a similar position for another entity that may be considered to compete with the Club or while knowing there is opportunity to further his/her private interest by doing so, as determined by the Executive.

26) Any possible conflict of interest on the part of an Executive Member, Instructor or a Teaching Assistant acting in an official capacity must be disclosed to the Executive, in writing, before assuming the duties assigned by the Club, or soon after such a situation arises. Such disclosure must be made immediately when the potential for conflict arises.

27) Executive Members must exercise the utmost good faith in all transactions concerning the Club and its property. In their dealings with, and on behalf of, the Club, they shall be held to a strict rule of honesty and fairness.

28) When a possible conflict of interest exists, the Executive Member involved shall not vote as an Executive Member on a motion to determine the existence of a conflict of interest by said Member.

29) It is recognized that an Executive Member in a possible conflict of interest may have valuable knowledge pertinent to an Executive decision. Therefore, the affected Executive Member shall not be prevented from stating his/her position on the matter or answering pertinent questions from other Executive Members.

30) Due to the potential for conflict of interest, nominees for Club Executive, Instructor, or Teaching Assistant positions who are:

- a) a board member of,
- b) a person with decision-making authority of,
- c) a person in an administrative or teaching position, or
- d) a person receiving compensation from other dance related entities, must disclose their interest to the Executive when nominated. Failure to do so is considered a conflict of interest. In the event that an Executive Member, Instructor, or

Teaching Assistant engages in these roles subsequent to election or appointment with the Club, such activity must be disclosed to the Executive. Failure to do is considered a conflict of interest. The Executive shall then vote on allowing the nomination to be accepted or rejected based on majority vote.

- 31) When it is determined that a conflict of interest has occurred, the offending Member may be removed from official capacity and/or have Club Membership revoked, or both, as determined by the Executive.
- 32) Married or common-law partners cannot serve on the Executive simultaneously. If this situation arises while in office, one of the partners must resign immediately.

## **TERM OF OFFICE**

- 33) The term of office for all Executive Members shall commence on May 1<sup>st</sup> following the Annual Election.
  - a) The President, Secretary, Social Director, and two (2) Directors at Large shall be elected to a two (2) year term of office when the year of election is an even number.
  - b) The Vice-President, Treasurer, Promotion Director, and two (2) Directors at Large shall be elected to a two (2) year term of office when the year of election is an odd number.
  - c) Should a vacancy occur on the Executive before the expiration of the term in office, it shall be temporarily filled by an Executive Appointee, as determined by a decision of the Executive. A By-Election to fill the position for the balance of the term shall be conducted at the earliest opportunity.
  - d) The Vice-President shall assume the role of the President should the President's position become vacant.
  - e) The Past-President shall serve a maximum of two (2) year term of office immediately following his/her term as president. If this position is not occupied, it shall remain vacant.

## **REMOVAL OF AN EXECUTIVE BOARD MEMBER**

- 34) Any Executive Member may be removed from office for cause. Cause for removal includes but is not limited to: failure to attend more than 25% of the Executive Meetings; failure to perform the major duties of his/her position; negligent conduct and/or any form of conduct that is damaging to the Club or is otherwise inconsistent with the purpose of the Club.
- 35) A special Executive Meeting to discuss and vote on the removal of an Executive Member shall be called by a majority vote of the Executive. At the special Executive Meeting, the Executive Member concerned, shall have the opportunity to address the relevant issue(s) in defense of his/her actions.
- 36) This special Executive Meeting shall be held no later than four (4) weeks following the regular Meeting in which the motion to hold this special Meeting was passed. The Executive shall make reasonable efforts to provide one (1) week written notice of the special Meeting to the affected Executive Member. Such notice shall include the motion to hold the special Meeting, and the time and location of the meeting.
- 37) Upon a two-thirds (2/3) majority vote of the Executive at the special Executive Meeting, the affected Executive Member is removed from office immediately.

## **VACANCY OF AN EXECUTIVE OFFICE**

- 38) A vacancy of an Executive Office is created if an Executive
  - a) resigns, or
  - b) is removed from office.
- 39) A vacancy shall be filled through a By-Election called under a General Meeting or by Annual Election.
- 40) The Executive shall make reasonable efforts to hold a By-Election as soon as possible with consideration for the time of year relative to the next General Meeting, Annual General Election and the operational requirements of the Club.

- 41) In the interim, the Executive, by majority vote, may appoint a Member or Volunteer to serve as an Executive Appointee to assist in all the assigned duties for the particular vacant Executive position
- 42) Clause 41 does not apply to either of the positions of
  - a) President, or
  - b) Vice President.
- 43) If a vacancy occurs mid-term for President, that position may be immediately assumed by the Vice-President and the two positions may be held concurrently by the same person. If a vacancy occurs mid-term for the Vice-President, the duties of the Vice-President shall be shared among other Executives to facilitate smooth function. The Executive may optionally elect, by majority vote, a current Executive Member to serve as Vice-President.
- 44) The Executive Appointee
  - a) may vote during Executive Meetings,
  - b) but may not exercise Signing Authority.
- 45) The Executive Appointee shall be relieved
  - a) upon election of a nominee to the vacant Executive position, or
  - b) at the discretion of the Executive, or
  - c) by termination of the Appointee's membership for cause.
- 46) An Executive Appointee shall be eligible for nomination and election.

## **DUTIES OF THE EXECUTIVE**

- 47) All Members of the Executive shall attend Executive Meetings and represent, direct, and participate in the activities of the Club. If a Member of the Executive is unable to attend a meeting, reasonable notice shall be given to the President, Vice-President or Secretary. Written reports or submissions of the absent Executive Member may be brought forward in Executive Meetings by another Executive Member and shall be given to the Secretary for inclusion in the minutes.
- 48) The President shall
  - a) be the chief officer of the Club,
  - b) chair meetings of the Executive and of the general membership,
  - c) be responsible for the safe keeping of all the assets of the Club,
  - d) act as a representative of the Club,
  - e) act as the principal point of contact in dealings with Dance Professional(s),
  - f) maintain Volunteer statistics, and
  - g) call and provide notice to the membership of the Annual Election and any By-elections.
- 49) The Vice-President shall
  - a) act as President in the absence of the President,
  - b) be the principal person of contact with the Club Instructors and Teaching Assistants
  - c) coordinate class registration, and
  - d) book facilities for lessons, training classes, monthly dances, and Special Events.
- 50) The Treasurer shall
  - a) coordinate the receipt and banking of monies of the Club,
  - b) prepare financial information and reports to the Executive including:
    - i) monthly financial reports within 1 month following the month end
    - ii) fiscal year end statements within 2 months following the fiscal year end
    - iii) fiscal year end statements within 3 months following the fiscal year end shall be presented to the Audit Committee
    - iv) other reports as needed
  - c) ensure that all financial liabilities of the Club are met,
  - d) maintain Generally Accepted Accounting Principles and appropriate policies to ensure financial responsibility and accountability for the Club.

- e) prepare an annual budget for the following fiscal year, at least 2 weeks prior to the Executive's final meeting of the fiscal year. The Executive shall vote on the acceptance of the budget for the following year by a majority vote.
- 51) The Secretary shall
    - a) record the minutes for every Executive Meeting, General Meeting, all Special Meetings, and
    - b) be responsible for the coordination of written and electronic correspondence of the Club, and
    - c) prepare weekly announcements for the Desk Administration Teaching Assistants,
    - d) post weekly announcements for e-mail distribution to all current Members.
  - 52) The Social Director shall arrange and coordinate all social functions of the Club, as sanctioned by the Club.
  - 53) The Promotion Director shall coordinate advertisement and promotion of the Club, including communication with the general public, as sanctioned by the Club.
  - 54) The Directors at Large shall perform such duties as determined during the course of the year by the Executive.
  - 55) Executive Members are responsible for keeping detailed records of their activities and facilitate the timely delivery of all Club records, funds, materials and property in their possession to their successor. In the event that a successor is not immediately elected or appointed, the Executive Member shall deliver all such materials to the President.
  - 56) The Past-President's role is to ensure continuity during governance transitions and organizational change, to support the Executive Board Members in their duties, and to provide historical context for issues. The Past-President serves his/her two (2) term immediately following their term as President.

## **EXECUTIVE MEETINGS**

- 57) Executive Meetings may be called by the President or by two (2) of the elected Executives with a minimum of seventy-two (72) hours' notice of the intended date of the Meeting, accompanied by an agenda. Notice may be waived by unanimous agreement of all elected Executive Members.
- 58) A quorum of the Executive shall consist of a majority of the currently elected Members of the Executive.
- 59) A quorum in attendance, and a majority vote of Executive Members present shall be required to
  - a) amend or rescind Club Policies, Procedures, Schedules, Manuals or Committees,
  - b) approve proposed expenditures over Three Hundred and Fifty Dollars (\$350.00) and
  - c) pass operational decisions in Executive Meetings.
- 60) A record of the order of business, votes for, against, and abstaining shall be kept by the Secretary.
- 61) Each Executive Member shall be entitled to cast one (1) vote on each motion presented to the Board. In the case of a tie, the President shall be deemed to have cast the deciding vote.

## **TRANSITION MEETING**

- 62) Following an Annual Election, a Transition Meeting shall occur before May 1<sup>st</sup> to facilitate the delivery of materials between outgoing Executive Members and their successors.

## **SIGNING AUTHORITY**

- 63) All cheques or bills of exchange shall be signed by two (2) of the following Members of the Executive:
  - a) President
  - b) Vice-President
  - c) Treasurer, or
  - d) Secretary.

## **BORROWING POWER**

64) The Club has no borrowing power.

## **CLUB POLICIES, SCHEDULES AND MANUALS**

65) The Executive may, from time to time, create and administer Club Policies, Procedures, Schedules, and Manuals for the benefit of, and in keeping with, the purpose of the Club.

66) Club Policies, Procedures, Schedules, and Manuals may be rescinded or amended by a majority vote of the Executive.

67) Club Policies, Procedures, Schedules, and Manuals shall come into force upon notification of the changes to the affected Members.

68) A Policy and Procedure Manual shall be created by the Executive for the purpose of retaining and maintaining the Club's current Policies, Procedures, Practices, Schedules, Manuals, and information related to the functioning of the Club. The Policy and Procedure Manual shall be reviewed annually and updated, as needed. The addition or deletion of such documents shall follow Clause 66 noted above.

69) The Policies and Procedures relevant to the Membership will be available and kept up-to-date on the Club's website.

## **STANDING COMMITTEES**

70) The following committees shall be considered Standing Committees and are not subject to disbanding by the club except by a majority vote at the Annual General Meeting (AGM):

- a) Audit Committee – responsible to audit the Annual Financial Statements prepared by the Treasurer and to comment on these at the AGM. This committee is independent from the Executive. The committee shall have two to four members of the club. There shall be no Executive on the committee. The Treasurer is the principal contact, but is not a member of the Committee. The Committee shall review the Annual Financial Statements and prepare an Audit Report for submission to the Membership at the Annual General Meeting.
- b) Election Committee – responsible to conduct the nomination and election of Executive Members at all elections and by-elections. The Committee shall have a minimum of three members and shall include other volunteers as necessary to conduct an election. The Committee is independent from the Executive and there shall be no Executive on the Committee. The Executive shall appoint an Executive Member to communicate with the Committee.
- c) Bylaws Committee – responsible to review changes to the Bylaws proposed by the Executive and/or Membership recommendations for change proposed by the membership or the Bylaws Committee must be submitted to the Executive and approved by a majority vote of the Executive before being presented at a General Meeting. The Committee shall have a minimum of three members. This committee is independent from the Executive. The Executive shall appoint a representative to the Committee to act as liaison and participate as a member of the Committee.
- d) Music Committee – responsible for making recommendations to the Executive regarding the club's musical inventory and the maintenance or replacement of audio equipment. The Committee may engage in various fund-raising activities upon approval from the Executive. The Committee shall have a minimum of three members including a representative from the Executive. The Committee is directed by the Executive and all recommendations and purchases must be approved by the Executive.

71) Standing Committee chairpersons shall be named by the Executive at the Annual General Meeting.

72) Every Committee shall keep minutes of its meetings.

## **AD HOC COMMITTEES**

- 73) The Executive shall establish and disband such committees as it may from time to time feel necessary or advisable for the smooth functioning of the club.
- a) the Executive shall appoint the chairperson of these committees.
  - b) these committees shall report to the Executive.
  - c) the committees shall each have a minimum of three members and as many as are required to accomplish the task, and shall include at least one Executive Member as a primary contact.
  - d) every committee shall keep minutes of its meetings, which are made available to the Executive upon request.

## **REMUNERATION**

- 74) A Member or Executive Member of the Club shall not receive remuneration for services performed in the ordinary course of their duties.
- 75) Remuneration shall only be paid to a Member or Executive Member of the Club where
- a) personal services are performed for the benefit of the Club at large, and
  - b) disclosure of monies paid for services is made available to the Executive, and
  - c) the service is authorized by a majority vote of the Executive, or
  - d) the service is authorized by a majority vote of Members at a General Meeting.

## **HONORARIUM**

- 76) An honorarium may be granted to a Member at the discretion of the Executive.

## **FINANCIAL RECORDS**

- 77) The fiscal year of the Club shall be July 1 of one year to June 30 of the following year.
- 78) The books, accounts and records of the Treasurer shall be audited once each fiscal year by two to four members of the Club elected for that purpose at the Annual General Meeting. A complete and proper statement of the standing of the books for the previous year (Audit Report) shall be submitted by the Audit Committee at the next Annual General Meeting of the Club.
- 79) A Member shall be entitled to review the most recent month end financial statements and the Fiscal Year-end financial statements from the previous Fiscal Year, in the presence of the Treasurer and one (1) other Executive signatory, by giving one (1) weeks-notice in writing to the Executive.

## **CONDUCT OF EXECUTIVE**

- 80) The Executive shall use the funds of the Club in a manner in keeping with the purpose of the Club.
- 81) Executive Members, in exercising their powers and discharging their duties, shall act honestly with the care, diligence, and skill that a reasonably prudent person would exercise in comparable circumstances.

## **GENERAL MEETINGS AND ANNUAL GENERAL MEETING**

- 82) The Annual General Meeting (AGM) shall be held during the period from September 15<sup>th</sup> to December 15<sup>th</sup>. Twenty-one (21) calendar days-notice of an Annual General Meeting must be given to the Membership. Notice of an Annual General Meeting shall be announced in classes and sent to members by email to their email address on record.
- 83) A quorum at an Annual General Meeting shall consist of no less than ten (10%) percent of the current registered Members, or forty (40) current registered Members, whichever is fewer.
- 84) General Meetings may be called by the Secretary or President, upon majority vote of the Executive. Special Meetings may be called by the Secretary or President, upon receipt of a petition by request of ten percent (10%) or forty (40) of the current registered Members, whichever is fewer, setting forth the

reasons for calling such a meeting. Notice of General or Special Meetings shall be announced in classes and sent to members by email to their email address on record. Eight (8) calendar days-notice of a General or Special Meeting must be given to the membership. Members and Executive have the same rights and restrictions at General or Special Meetings as at Annual General Meetings.

- 85) The Order of business at an AGM shall be as follows unless waived by a majority of the Members in attendance provided there is a quorum:
- a) Verification of quorum present.
  - b) Presentation of Minutes of last AGM and any other General Meetings held since the last AGM
  - c) Business Arising from the minutes
  - d) President's Report
  - e) Treasurer's Report
  - f) Report from Financial Review Committee
  - g) Executive Members Reports
  - h) Committee Reports
  - i) Naming of Standing Committee Chairs
  - j) New Business
  - k) Adjournment
- 86) Members are entitled to vote at General Meetings.
- a) All motions voted on at a meeting of Members other than motions to amend the Bylaws shall require a majority vote of Members present, before becoming valid.
  - b) No proxy votes shall be accepted at an AGM.
  - c) Club votes shall always be taken by show of hands.
  - d) The chair of the meeting may designate two vote counters to assist in the count. The vote counters shall report the results to the Chair, and the chair person shall read the results to the Membership.

## **BYLAWS**

- 87) These Bylaws shall only be amended at an Annual General Meeting.
- 88) A quorum must be in attendance and an affirmative vote by minimum of 75% of the Members present at General, Annual General or Special Meetings shall be required to pass amendments to the Bylaws.
- 89) Amendments to the Bylaws may be proposed by
- a) a Member of the Club,
  - b) the Bylaws Committee,
  - c) the Executive.
- 90) In the case of a submission by a Member or the Bylaws Committee, a proposed amendment shall be provided to the Executive, in writing, at least two (2) weeks prior to the General Meeting at which the vote is to take place.
- 91) The Executive shall publish for Membership review all proposed amendments submitted in accordance with the timing in Clause 89 - at least one (1) week prior to the General Meeting at which the vote is to take place.

## **ANNUAL ELECTION OR BY-ELECTION**

- 92) An Annual Election shall be conducted once per Fiscal Year during the month of March for Executive positions and shall be monitored by an Election Committee appointed by the Executive.
- 93) Notice of an Election may be made at any time, however there shall be no less than fourteen (14) calendar days of notice given to the membership of an Annual Election. The first day of notice shall be a Monday on which classes would normally be held.
- 94) There shall be no less than fourteen (14) calendar days of notice given to the membership of a By-Election. The first day of notice shall be a Monday on which classes would normally be held.

- 95) The Executive shall appoint an Election Committee in the month of January and that Committee shall consist of
- a) one (1) Returning Officer, and
  - b) not less than two (2) Election Assistants, excluding incumbent Executive Members and Executive nominees.

## **NOMINATIONS**

- 96) A Club Member with two or more years of Club experience may be nominated for an Executive position, except for the positions of President or Vice-President.
- 97) For the positions of President and Vice-President, Members eligible for nomination must have a minimum of one full term, or two (2) full years, of Office on the Executive in the previous eight (8) years with an attendance record of better than 75%.
- 98) Nominations for Executive, consented to by the nominee, shall be received in writing by the Returning Officer during the nomination period.
- 99) For an Annual Election or By-Election, an Executive Member in good standing choosing to run for a different Executive position, must resign his/her current position at least 7 days before the Election announcement is made. This position shall be declared vacant and considered open for the Election

## **ELECTION PROCEDURES**

- 100) Following the close of nominations, candidates(s) shall be provided the opportunity to make presentation to the Membership. Such presentation shall be governed by the Club's Election procedures contained in Election Policy, a section of the Policy and Procedure Manual.
- 101) The candidate for a given position receiving the highest number of votes cast by Members at an Annual Election or a By-Election shall be declared elected.
- 102) When the nominee is the sole candidate for a position, that nominee shall be acclaimed to the position.
- 103) A Member of the Club shall be entitled to cast one (1) vote for each contested Executive position. Members shall cast votes in person by secret ballot. Votes shall not be cast by proxy or otherwise.
- 104) The Election Committee shall tally election ballots and the Returning Officer shall disclose election results pursuant to the Election Policy. Election procedures, other than those described above, are contained in the Election Policy.
- 105) After counting, ballots shall be kept in sealed envelopes for a period of twenty-eight (28) days and then destroyed.

## **DANCE PROFESSIONALS, TEACHING ASSISTANTS AND INSTRUCTORS**

- 106) The Executive shall contract Dance Professional(s) who shall be responsible for
- a) the development and implementation of class curricula,
  - b) training Instructors and Teaching Assistants,
  - c) instruction of other classes as agreed by the Executive,
  - d) attending an Executive Meeting at the request of the Executive,
  - e) act in an advisory role for the Executive when required.
- 107) Dance Professional(s) shall receive remuneration from the Club as directed by the Executive and agreed to in the Contract for Services.
- 108) Dance Professional(s) shall not use the Club for recruitment purposes for any for-profit dance organization, unless expressly authorized by the Executive.
- 109) Dance Professional(s) are ineligible for Club Membership or to hold Executive office.

110) Teaching Assistants and Instructors shall abide by the Club Bylaws and the guidelines and rules as set out in the Teaching Assistant's and Instructor's Manual, maintained as a section of the Policy and Procedure Manual.

### **LIABILITY OF EXECUTIVE MEMBERS**

111) The Club is responsible to carry and to pay for Executive Member's liability insurance. Executive Members shall be indemnified and saved harmless to the limits of the Club's insurance from charges and expenses an Executive Member incurs in any suit or proceeding brought or prosecuted against him/her in respect of any act done in the execution of Club duties. The Club bears no responsibility beyond that provided through the insurance policy.

### **EXCLUSION FROM LIABILITY**

112) All Members, Executive Members, Instructors, Dance Professional(s), Teaching Assistants, and Volunteers who participate in the Club do so at their own risk. The Club assumes no responsibility for any injury or loss of any kind sustained during or while traveling to or from classes, workshops, or Club related activities.

### **DISSOLUTION**

113) In the event of dissolution of the Club, the sum of the Club's property and assets shall be assigned in payment of liabilities. The balance remaining, if any, shall thereafter be donated to one (1) or more charitable organizations in Canada as may be decided by the Executive.

### **COMING INTO FORCE**

114) These Bylaws shall come into force upon proclamation by the Members in a General Meeting.