

# **SQUARE AND ROUND DANCERS OF SOUTH WESTERN ONTARIO INC.**

Covering the area from Windsor to Guelph and  
Simcoe to the Bruce Peninsula and to Sarnia

## **CONSTITUTION**

### **ARTICLE 1 - NAME**

The name of the Association shall be and is the "Square and Round Dancers of South Western Ontario Inc.", informally known as SWOSDA. For simplicity within this document, it shall be referenced as "the Association".

### **ARTICLE 2 - AIMS AND OBJECTIVES**

The aims and objectives of the Association are to provide an affiliation of Square and Round Dance Clubs in South Western Ontario, to work together for their common good, to promote and encourage Square Dancing, Round Dancing, Line Dancing, and Contra Dancing, to improve the quality of Dance.

### **ARTICLE 3 - GOVERNMENT**

The Association shall be governed by two bodies, a General Association composed of all appointed Club representatives, Corporation Directors, and an Executive Board which is elected to represent the Association for business purposes and to conduct all dances in an orderly fashion.

### **ARTICLE 4 - MEMBERSHIP**

Membership shall be open to any Square or Round Dance Club whose aims and objectives are in accord with those of the Association, and who pay the appropriate annual fee.

### **ARTICLE 5 - GENERAL MEETINGS**

Every Member Club shall elect or appoint two couples or four persons who are not members of the Association Executive to be their representatives at all General Meetings. Every member appointed is eligible to vote at every General Meeting. Every Club Representative shall register as such at every General Meeting to have a vote.

### **ARTICLE 6 - CONDUCT OF MEETINGS**

The General Meetings shall be called by the President or his appointee, for the purpose of conducting the general Association business. Members of the Executive or Special Committees shall be prepared to give a report to the General Meeting. Minutes of the previous General Meeting shall be read and

approved. Financial statements shall be read and approved. Any business pertaining to the Association shall be presented to the Association at these meetings. Any Notices of Motion shall be presented at these meetings.

#### **ARTICLE 7 - EXECUTIVE**

The Executive shall consist of six elected positions of President, Vice-President, and four positions at large plus the immediate Past Presidents who are not elected, but shall be ex-officio, plus three appointed positions – Secretary, Treasurer, and Bugle Editor. Any position held by two people will be permitted two votes.

#### **ARTICLE 8 - EXECUTIVE MEETINGS**

A minimum of six meetings shall be held annually at the call of the President, or at the request of three Executive Members.

#### **ARTICLE 9 - ANNUAL MEETINGS**

The Annual Meeting shall be held during the last dance in the month of April for the election of an Executive for the following year, for the annual financial report, and other reports from Committees and Executive Members. One month's notice of meeting will be given to all Member Clubs.

#### **ARTICLE 10 - FISCAL YEAR**

The fiscal year for the Association shall be from the first day of April until the thirty-first day of March in the succeeding year.

#### **ARTICLE 11 - SPECIAL MEETINGS**

Special meetings for special or extraordinary reasons may be called by the Executive or by a petition of four or more Member Clubs. The notice of such special meetings shall state the reason or reasons for such a meeting, and these matters only shall be dealt with at such special meeting.

#### **ARTICLE 12 - COMMITTEES**

Committees may be formed by the Executive or General membership for special or specific purposes. Such committees shall be responsible for the Executive and shall be to advise and/or recommend only. The President will be ex-officio on all committees.

#### **ARTICLE 13 - CHANGES TO THE CONSTITUTION**

The Constitution may be changed, amended or added to by a vote of two-thirds majority of Executive Members and Club Delegates present, and voting at an Annual Meeting or Special General Meeting called for that purpose. Notice of Motion must be sent to all

Member Clubs sixty days prior to that Meeting and shall be published in the Bugle before the next General Meeting.

#### **ARTICLE 14 - DISSOLUTION OF THE ASSOCIATION**

The Association may be dissolved by a two-third majority of Executive Members and Club Delegates present and voting. Notice of such motion shall be mailed first-class to all Member Clubs sixty days prior to any vote being taken.

If dissolution is approved, two members shall be appointed to convert all assets of the Association into cash, to pay all debts and obligations, and any remaining assets to be donated to the Ontario Square & Round Dance Federation, or the Canadian Square and Round Dance Society, should the Ontario Square & Round Dance Federation no longer exist.

#### **ARTICLE 15 - BY-LAWS**

By-laws for the government of the Association shall be enacted by a two-thirds majority vote of a General Membership Meeting. Any deletions, additions, or changes to any of the by-laws shall be by a two-thirds majority vote at a General Meeting. Any deletions, additions, or changes to any of the by-laws must be by way of a Notice of Motion thirty days prior to a motion to change and shall be published in the Bugle before the next General Meeting.

## **BY-LAWS**

### **SECTION 1 – VOTING**

In any motion where agreement cannot be reached by Executive or General Membership the President's decision shall prevail. The President is to break a tie by casting the deciding vote. For position nomination tie voting see By-Laws Section 12 – Nominations – Tie Vote procedure.

### **SECTION 2 - VACANCY**

If for any reason a vacancy should occur with the Executive or their appointees, the remaining Executive Members shall have the power to appoint a replacement.

### **SECTION 3 – QUORUM**

The quorum for an Executive Meeting shall consist of 50 percent plus one of the positions filled. The quorum for a General Meeting shall consist of twenty delegates and a quorum of the Executive.

### **SECTION 4 - MAJORITY VOTING**

A simple majority vote shall carry any motion except where a two-thirds majority of present and voting Members are required by the Constitution.

### **SECTION 5 - SIGNING AUTHORITY**

Any two of three members of the Executive shall have signing authority, the President, the Treasurer, and one other designated Executive Member. The Executive shall name the other person at the first Executive Meeting of the fiscal year.

### **SECTION 6 - APPOINTMENTS**

The Executive, at the April Executive meeting, shall appoint annually, a Treasurer, a Secretary, and a Bugle Editor and set remuneration where appropriate.

### **SECTION 7 - FINANCIAL REVIEW**

The Executive of the Association shall appoint a person familiar with such work to review the books of the Association and report on same to the Annual Meeting.

### **SECTION 8 - TREASURER**

The Treasurer is authorized to make payments for the day-to-day business of the Association and will prepare a financial statement to reflect cash transactions for the current period and year to date.

## **SECTION 9 - OFFICIAL BADGES**

An official badge shall be presented to each Executive Officer and shall be worn at each Association dance and on official visitations. This badge is to be passed on to the succeeding Executive Member.

## **SECTION 10 - OFFICIAL VISITS**

Each Member of the Executive is expected to make an official visit to a certain number of member clubs. The Executive Member(s) appointed to Visitation shall designate the clubs to be visited by each Executive Member. An Executive Member on visitation shall endeavor to build interest in and of the work of the Association with particular emphasis on attendance at the monthly SWOSDA dance, contributing to the Bugle publications, and volunteer opportunities to serve on the Association.

## **SECTION 11 - DANCE LEVEL**

The square dance level at Association dances shall be Mainstream with some Plus and Basic as determined by the Square Dance Leader and in cooperation with the dance leaders on that month's program. The round dance level at Association dances shall be Phase 2, including a few phase 3 Rounds, as appropriate for the dance participants.

## **SECTION 12 - NOMINATING COMMITTEE**

A Nominating Committee consisting of the Past President and two other members shall be appointed at the March Executive Meeting for the purpose of selecting suitable candidates for Executive Office. A nominee must have given prior consent to run for office and must have a nominator and seconder. The Nominating Committee shall select three persons to act as scrutineers for the voting, which shall take place at the Annual Meeting in April. The Nominating Committee shall have suitable supplies available for the orderly procedure of voting.

### **NOMINATIONS AND VOTING PROCEDURE**

Any defeated member running for President shall also be automatically nominated for Vice-President and later for the Executive. Also, any defeated member running for Vice-President shall automatically be nominated for the Executive.

NOTE: This will allow defeated Presidential candidates to run for Vice-President and the Executive and defeated Vice-Presidential candidates to run for the Executive.

### **ELIGIBILITY**

Candidates eligible for election must be a member of a Square or Round Dance Club that is a member of the Association, and in good standing.

Persons eligible to become President need to have previously been a member of the Association Executive.

### **ELECTION PROCEDURE**

(Positions may be held by couples or an individual)

### **ELECTION FOR PRESIDENT**

The election shall be conducted by secret ballot.

The electors must vote for one person only.

A simple majority will elect the successful candidate.

### **ELECTION FOR VICE-PRESIDENT**

The election shall be conducted by secret ballot.

The electors must vote for one person only.

A simple majority will elect the successful candidate.

### **ELECTION FOR EXECUTIVE MEMBERS AT LARGE**

The election shall be conducted by secret ballot.

Four Members at Large shall be elected.

The four candidates receiving the most votes shall be declared elected.

### **TIE VOTE**

In all cases the scrutineers may cast ballots if they are eligible as Club Delegates to vote. One President of a President Couple shall vote by Ballot on a ballot marked "President" and inserted into an envelope marked "President". The "President" ballot will not be included in the vote except when a tie vote is determined by the Scrutineers. In a tie vote the ballot marked "President" will be opened and in confidence of the Scrutineers the President vote will break a tie and determine the outcome of the vote. In all cases, the Nominating Committee Chair will announce the election results by stating only the name or names of the person or persons elected. No reference may be made to the vote standing.

## **SECTION 13 – EXECUTIVE**

An Executive shall be elected at the Annual Meeting in April to conduct the business of the Association for the following year.

The Executive will consist of six elected positions (President, Vice-President, and four Members at Large), with the previous year's President to be designated Past President, and three appointed positions (Secretary, Treasurer and Bugle Editor).

The term of office for elected members is one year, automatically renewable for up to four consecutive years. There shall be no exclusion from an outgoing executive member running for office in a subsequent year. All Association Callers and Cuers, and their dance partners, will be admitted to dances free of charge.

#### **SECTION 14 - CLUB REPRESENTATIVES**

Member Clubs shall be represented at General Meetings by up to four club members who will register their names and club at the afternoon dance preceding the calling of the General Meeting. The method of appointing club representatives of the clubs shall be left to the individual clubs.

#### **SECTION 15 - MEMBERSHIP DUES**

Membership dues for Clubs belonging to the Association are payable on or before the fourth Saturday in April and shall be set at any General or Annual Meeting.

#### **SECTION 16 - REMUNERATION**

Executive Members attending Executive Meetings (except in conjunction with an Association Dance) or making Club visitations are allowed reimbursement as needed for travel at the rate of forty cents per kilometer one way. If away meetings are requested for SWOSDA Association Representatives to the Ontario Square and Round Dance Federation the Ontario Federation provides for reimbursement of travel and accommodation costs.

#### **SECTION 17 - DANCE SCHEDULE**

The Association holds monthly dances during the months of September, October, November, January, February, March, April, and May. Member Clubs are expected to host such monthly dances.

#### **SECTION 18 - HOST CLUB RESPONSIBILITIES**

A hosting task outline shall be provided by SWOSDA to a hosting club. The information about clubs should include:

- (a) what the Association is responsible for and
- (b) what the Host Club is responsible for.

Honorarium for club's supplying refreshments at a SWOSDA dance shall be determined by the Executive and outlined in the SWOSDA Standing Rules.

## **SECTION 19 – CORPORATION DIRECTORS and OFFICERS**

SWOSDA Incorporated (Registered Under Corporation without Share Capital), February 11, 2004. A requirement of the Association is to have 3 Directors and 2 Officers. Directors are expected to be familiar with the management of the activities and affairs of the Corporation. The Officers carry out specific jobs. Following recommendation from the SWOSDA Executive members elect Directors and Officers at the Annual General Meeting. Directors are given permission by vote of membership at the Annual General Meeting to pass on authority to the Executive to carry out the Corporation's business for the coming season. When Directors meet, they assign a Chair and a Secretary of the three Directors. Within 15 days after every change (AGM) that takes place from the Initial Return a Notice of Change (section 4 of the Corporations Information Act) must be filed. Corporation Director's attention is given to proper account books, financial review, minutes of members and directors, and maintaining By-Laws and Special Resolutions. Directors benefit from attending Executive meetings and participating in voting with Executive to change bylaws or accept new bylaws, approve financial statements and decisions of member dues and fees.

## **SECTION 20 - EXECUTIVE OFFICERS AND THEIR DUTIES**

- (a) **President** - to preside at all General and Executive Meetings of the Association, to be ex-officio on all Boards and Committees, to oversee the smooth functioning of the Association, to be a signing officer for documents and cheques on behalf of the Association.
- (b) **Past President** - to provide continuity of the past Executive and serve as Chair of the Nominating Committee and perform duties as assigned by the President.
- (c) **Vice-President** – Chair Executive meetings in the absence of the President. Assume the duties of the President in the President's absence or upon the President's instruction and performs other duties as assigned by the President.
- (d) **Square Dance Leader** – Will contact Association Callers and Cuers to determine availability for program participation for any given month. Responsible for coordinating with the Round Dance Leader and scheduling the entire dance program at the Association monthly or special dances. Responsible for creating and distributing the flyer for each monthly dance and communicating with the volunteer Callers and Cuers their calling assignment at least 2 weeks prior to the dance. Responsible for sending out a reminder

flyer (by email) to all club representatives who have signed up to receive the information 10 – 14 days prior to the dance. Each SWOSDA dance should have 3 callers and 2 cuers on the program, whenever possible.

(e) **Round Dance Leader** – There are two Round Dance SWOSDA's held each year – May and September. The Round Dance Leader will contact local Round Dance Clubs to determine a host club. The host club will book/provide a hall for the event. Once the location is determined the Round Dance Leader will contact all cuers, determine availability, organize a program, and request leaders to provide a list of rounds that they cue. Set the program that will be posted at the dance. Advise volunteers of their program two weeks prior to the dance. As required, the Round Dance Leader will request a Named Liability Insurance Certificate through the Canadian Square & Round Dance Society for each SWOSDA Round Dance.

(f) **Halls and Refreshments** – Responsible for invitation and scheduling SWOSDA Host Club for square (including round) dance SWOSDA's, ensuring an adequate hall choice and cost, and provide and review with the Host Club refreshment needs, including hall details, and Club responsibilities in Hosting. Halls and Refreshments will request a Named Liability Insurance Certificate as required for each Square and Round Dance SWOSDA through Canadian Square & Round Dance Society.

(g) **Treasurer** - appointed annually by the Executive, responsible for keeping financial records and reporting on same to Executive and General Meetings.

(h) **Secretary** – appointed annually by the Executive, responsible for taking and keeping the minutes of Executive and General Meetings, handling all correspondence, keeping a current list of all Member Clubs, Executive News creation and distribution, member club mailings and Association event task reminders.

(i) **Bugle Editor** - Appointed annually by the Executive, responsible for the creation, publication and submitting for posting of each Bugle on the swosda.ca website including notice to membership of its publication.

(j) **Registration & Door Receipts** - to register all visitors attending each regular Association dance and collect attendance fees from same. Report to SWOSDA Executive on the total number of clubs

present, dancers, callers/cuers, half-price tickets, and SWOSDA executive members present. Maintain the Club board listing the registered club delegates in attendance at an Annual General Meeting.

(k) **Visitations** - to ensure as many clubs as possible are visited once a year. To assign each executive member a list of clubs to visit.

(l) **Publicity & Bugle Correspondent** - To submit a written report to the Bugle editor immediately following each regular Association dance. Communicate with Host Clubs to encourage promotion in the Host Club's area through hosting. Ideas: local community websites, cable TV, social media, local newspapers, etc. Help the Host Clubs with articles or promotion as required.

## **SECTION 21 - BUGLE**

The Bugle is the official publication of the Association and will be published monthly from September to April inclusive. The Bugle will contain:

- (a) List of Executive Members, their positions, and Executive Member's choice of contact information in the June Bugle.
- (b) List of Member Clubs' dances with dance leader's name, date and place of dances as received by the Clubs
- (c) letters to the Editor
- (d) reports on club activities
- (e) information inserts of Club's special dances
- (f) any articles of general interest to Square and Round dancers
- (g) SWOSDA Historian articles
- (h) Information inserts of special dances & dancer related activities.

## **SECTION 22 - CALLERS CLINIC**

Callers Clinic shall be a separate entity of Dance Leaders. Callers Clinic has its own membership fee. At any special Association dance where an outside Caller is hired Callers Clinic could be asked to contribute to the cost of the caller if appropriate. All Association Callers and Cuers, and their dance partners, will be admitted to dances free of charge.