

# **GREY BRUCE SCHOOL OF DANCE**

## **CONSTITUTION**

### **Article 1**

#### Name

The Name of this organization shall be “The Grey-Bruce School of Dance” hereinafter called the “Organization”

### **Article 2**

#### Purpose

The purpose of this organization is to provide a wholesome and enriching program of dance.

### **Article 3**

#### Functions

In carrying out this purpose, the organization shall provide a program of various types of dancing.

### **Article 4**

The executive shall now consist of a minimum of 2 officers and 3 directors, the officers being a president and a treasurer and a maximum of three officers and 10 directors.

### **Article 5**

#### Branches

- 1)The executive may at its discretion establish a branch or branches of the Dance School at any time and any such branch shall be under the control of the executive.
- 2)The Dance Teacher and every other contract individual of any such branch shall be hired by the executive and shall sign a contract.
- 3)All members of a branch of the organization shall be members of the organization.

## **Article 6**

### Executive of Instruments

Contracts, documents or any instrument in writing of requiring execution by the organization may be signed by the President or Vice-President and the Treasurer, and all contracts, documents and instruments in writing so executed shall be binding upon the organization without any further authorization or formality. The executive shall have power from time to time by resolution to appoint any officer or officers, person or persons on behalf of the organization.

## **Article 7** Deleted May 2012

## **Article 8**

### Membership

Membership shall be open to all individuals of either sex, regardless of race, creed or colour, upon payment of the required fees. The privilege of participating in any phase of the program of the organization shall be at the discretion of the executive.

## **Article 9**

### Quorum

A quorum shall consist of 50% of the executive plus one.

## **Article 10**

### Annual Meeting

1)Whereas in Article 10, the appointed secretary will inform all members one month in advance of the annual meeting.

2)Whereas in Article 10, notices of motions, constitution amendments and other matters for consideration at the annual meeting should be in writing and sent to the appointed secretary seven days in advance of the annual meeting.

3)Whereas in Article 10, members wishing to seek a position on the executive shall make this known at the annual meeting. If voting is required it will be by secret ballot.

## **Article 11**

### Term of Office

All members of the executive shall serve in one office for a period of time that the executive is agreeable for that specific office and/or member.

## **Article 12**

### Duties of Officers

1) The President is a member ex-officio of all committees. The President shall call meetings to handle urgent matters as required. She/he will sit on standing committees, and shall be empowered to call meetings of these committees at her/his own discretion. A regular monthly meeting date shall be set for the School of Dance executive to handle business matters.

1a) In the event no one comes forward to act as President, Co-Presidents may share the duties of that office.

2) The Vice-President shall perform such duties as are assigned by the President and substitute for the President as required.

3) The Treasurer shall pay all accounts upon approval by cheque, countersigned by the President or Vice President, shall submit regular financial statements and monthly statements to the executive. Shall be responsible for having an audit of the financial transactions prior to the final annual meeting and obtain copies of such audit for the organization. Financial books will be open upon request of members. The Treasurer shall be responsible for having an audit of the financial transactions following the completion of the dance season, and prior to the start of the new season by a bookkeeper, and will have the books audited every 3 years by an accountant.

### **Article 13**

#### Duties of Directors & Committees

- 1) There shall be a minimum of three directors on the executive. They shall act as committee heads as needed.
- 2) The President shall appoint such committees as may from time to time appear necessary. i.e. costumes, fundraising, dancewear. Such committees shall report to the executive at monthly meetings as requested by the President.
- 3) The Past-President shall act in an advisory capacity to the organization with power to vote.

(Revised May 2017)