



B. C. Highland Dancing Association

CONSTITUTION

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CONSTITUTION

We, the under signed, here declare that we desire to form a Society under the “Societies Act”, and that:

- (1) The name of the Society is: “B. C. Highland Dancing Association”
- (2) The purpose of the Society is:
The fostering and preservation of traditional Highland dancing and the attaining of proficiency thereof, with special encouragement to young dancers.
- (3) The operations of the Society are to be chiefly carried on in British Columbia
- (4) In the event of the winding up or dissolution of the Society, all the funds and assets of the Society remaining after the payment or satisfaction of all costs, charges, expenses, debts and liabilities of the Society, including the remuneration (if any) of a liquidator, and after payment to employees of the Society of any arrears of salaries or wages, and after the payment of any debts of the Society, shall be given, transferred and distributed to such organization that are registered charities pursuant to the provisions of the *Income tax Act* that shall be designated by the members of the Society at the time of the winding up or dissolution of the Society, and if effected cannot be given to the aforesaid provisions, that are determined by the members of the Society to be registered charities pursuant to the provisions of the *Income Tax Act* which have purposes similar to those of the Society.

This provision is unalterable.

BY-LAWS

ARTICLE I - Name and Seal of the Association

- Section 1: The Association shall have a common seal, which shall have engraved the motto, “B. C. Highland Dancing Association”.
- Section 2: The seal of the Association shall be affixed to all official documents.

ARTICLE II – Association with S.O.B.H.D.

The B. C. Highland Dancing Association is associated with the Scottish Official Board Of Highland Dancing, Edinburgh, Scotland. Where applicable, the rules of the SOBHD shall be adhered to.

ARTICLE III - Membership:

- Section 1: The members of the Association shall consist of the members in good standing on the books of the B. C. Highland Dancing Association. To vote a member must be 18 years of age or over and have been a member in good standing for a minimum of 4 months. (the 4 month period applies to new members only).
- (a) All membership classes as defined in Section 2 shall be entitled to one vote.
 - (b) The boundaries for B.C. Highland Dancing Association closed competitions are Metro Vancouver (formerly GVRD) and the Fraser Valley District east to Hope and south to the Canadian/US border.
- Section 2: Classes of membership:
- (a) Family – Family membership consists of a mother, a father or a legal guardian of a dancer(s).
 - (b) Individual - any interested individual.
 - (c) Life
 - (d) Honorary
 - (e) Student – Full-time student 18 years and over.

- Section 3: Application for membership must be submitted in writing annually to the treasurer. This must be accompanied by the applicable membership fee as set annually by the executive.
- Section 4: Active competitive dancers shall not be eligible for election to the Executive Committee, or an appointed position which would cause a conflict of interest
- Section 5: Only members in good standing shall be allowed to take part in any meeting of the Association. Any visitor may address the meeting upon invitation from the Chair
- Section 6: A member in good standing shall be entitled to one vote at all meetings of the Association.
- Section 7: A member shall be deemed not in good standing, if their dues have not been paid in accordance with Section 3, or if they have been suspended or expelled pursuant to Article XIII, Observance of the Rules of the Association.

ARTICLE IV - Life Membership:

- Section 1: Any member for valuable services rendered, may be accepted as a Life Member, and as such shall have all the rights and privileges of Ordinary Membership. He or She will be exempt from annual dues.
- Section 2: Proposal for Life Members shall be sent in writing to the Executive Committee and recommendations brought back to the membership. A favorable vote of three-quarters of the members present shall be necessary to elect.

ARTICLE V - Honorary Members:

The Association in general meeting shall have the power to elect by a three-fourths majority vote by ballot any prominent person as an honorary member. The privileges of such a member shall be the same as the privileges of an ordinary member, save those of voting or holding office, or having any interest in the property of the Association. He or she shall be exempt from the payment of dues.

ARTICLE VI - Officers:

- Section 1: The officers of the Association shall consist of the Past President, President, Vice-President, Secretary, Treasurer, Competition Secretary and up to a maximum of 10 Executive Members at large.
- Section 2: The above officers shall be elected at the last general meeting of the year, and shall take office at the Annual General Meeting in the month of September. The election shall be by ballot and the majority of the votes shall elect. In the event of a tie the Chairman shall give the casting vote, being the only vote the Chair shall cast.
- Section 3: Retiring officers shall be eligible for re-election, and shall continue in office until their successors are appointed or elected.
- Section 4: Subject to the provisions hereof, the Executive elected at the last General Meeting shall take office at the next Annual General Meeting, and shall hold office until the next Annual General Meeting, and no remuneration shall be paid to them for acting as such Executive.

ARTICLE VII - Regular Meetings:

- Section 1: Any such day as the executive may from time to time deem fit shall be the Regular General Meeting. The Annual General Meeting shall be held in September.
- Section 2: The business of the Annual General Meeting shall be to receive and consider the accounts and balance sheet of the Association for the fiscal year ending 31st August immediately preceding. The

new executive for the ensuing year will take office for the new business.

Section 3: Members shall be notified of all regular and special meetings 14 days in advance. A quorum shall consist of 50% plus 1 of the officers and 3 members of the B.C. Highland Dance Association.

Section 4: Order of Business

1. Call to Order
2. Reading of Minutes
3. Reading of Minutes of Executive Meetings (if applicable)
4. Correspondence
5. Treasurers Report
6. Reports of Standing Committees
7. Reports of Special Committees
8. Old Business
9. Election of Officers
10. New Business
11. Notice of Motions
12. Adjournment

ARTICLE VIII - Special Meetings:

Section 1: The President, or in the event of his or her absence through illness or any other cause, the Vice-President shall, at the written request of five members, or ten percent (10%) of the members, whichever is less, which states a reason thereof, may call a special meeting of the Association. The notice of such meeting shall state the special business for which the meeting is called, and no other business than that for which the meeting has been called shall be transacted. Fourteen (14) days notice of such meeting shall be given.

ARTICLE IX - Duties of Officers:

Section 1: President. The duties of the President shall be to preside at all meetings of the Association, to preserve order and to enforce the rules; put all questions and declare the decision; and appoint committees where necessary. He or she shall sign all orders on the Treasurer for payment of moneys and generally perform such duties as are enjoined by the By-laws of the Association.

Section 2: Vice-President. The duties of the Vice-President shall be to act in the place of the President when he or she is absent; in the absence of the President and Vice-President, a chairman may be elected by the meeting from the members present.

Section 3: Secretary. The duties of the Secretary shall be to record the proceedings of the Association, to keep correct list of its members, furnish the same to the Treasurer with any addition that may from time to time be made, and to do correspondence as directed. He or she shall keep all records of the Association and shall on the expiration of his or her term of office deliver over all the property of the Association in his or her possession to his or her successor. Records shall include a copy off all correspondence initiated by executive members.

Sections 4: Treasurer. The Treasurer shall have the custody of all moneys and other properties or securities belonging to the Association. He or she shall keep regular accounts of his or her receipts and expenditures in suitable books ledgers and or computer printout provided for that purpose. He or she shall at each monthly meeting present an abstract of his or her accounts, stating the sums received and expended since the previous meeting, and in addition at the Annual General Meeting present a fiscal statement of the financial affairs of the Association since the last Annual General Meeting. He or she shall deposit all moneys handed to him or her without delay, in one of the Financial Institutions in the Lower Mainland, to be approved by the Executive, on account of and for the use of the Association. All disbursements must be accompanied by written documentation, and paid upon order of the Executive. The Treasurer shall be responsible for cash floats as required. He or she, at the expiration of his or her term of office, hand over to his or her successor the cash balance, and all books, papers and property of the Association. All cheques must be signed by the Treasurer and countersigned by the President, or other officer duly authorized by the Executive.

- Section 5: Competition-Secretary. The duties of the Competition Secretary are to act as Registrar for any competitions conducted by the Association. To compile judges sheets, platform schedules, results sheets, scoring sheets and suitable numbers He or she shall also be responsible for the preparation of entry forms, and the contacting of judges and pipers after consultation with the technical committee which is comprised of the President, Competitions Secretary and 3 professional members of B.C.H.D.A. who are teachers or adjudicators of Highland Dancing. It is also his or her responsibility to apply for championships as required each year. Responsible for communicating requirements of trophies, medals, platforms, marshaling, refreshments and facility requirements.
- Section 6: Past-President. The duties of the Past-President shall be to act as an overseer and advise the Executive as and when needed, and to act as the Nominating Chair.
- Section 7: Executive. The executive shall be entrusted with the discharge of all executive business of the Association. The executive shall carry out all the duties as appointed by the President. The Executive may hold such meetings as are necessary for the proper discharge of their duties; two days notice shall be sufficient to call a meeting with members of the executive. If a member of the Executive is absent from three consecutive meetings without notifying the Secretary in writing with reasons satisfactory to the Executive, he or she shall at the discretion of the Executive shall cease to be a member thereof and the Association may elect another member to fill his or her position.
- Section 8: The Association may subscribe to, become a member of, and co-operate with any other Association or Society whether incorporated or not, whose objects are in whole or part similar to its objects,

ARTICLE X - Death, Resignation, or Removal of Officers:

In the case of death, resignation, or the removal of any officer during the term for which he or she was elected, the Association shall, at the next meeting, elect or appoint others in their stead to serve for the remainder of the year.

ARTICLE XI - Auditors:

Two members of the Association, not being office-bearers, shall be appointed annually at the Annual General Meeting to examine the books of the Treasurer and Secretary and report to the Association at the Annual General Meeting in September

ARTICLE XII - Investments of Funds:

The Association may for the purpose of carrying out its objects borrow or raise or secure the payment of money, but such powers shall not be exercised unless a special resolution as defined by the "*Society Act*" is first passed authorizing the same, and then only to the amount and in the manner provided in such resolution.

ARTICLE XIII - Observance of the Rules of the Association:

- Section 1: The members of the Association shall faithfully observe and conform to the rules and regulations set forth in these By-Laws on penalty of being suspended from the privileges of the Association or having their names erased from the list of members.
- Section 2: Should there be brought against any member a charge of misconduct of such a nature as may be deemed inimical to the good order, peace or interest of the Association, it shall be referred to the Executive, who after giving the member an opportunity to be heard may suspend or expel the member or refer the matter to a meeting of the Association at which the member may be expelled by a majority vote by ballot.

ARTICLE XIV - Preparation of Motions and Reports:

- Section 1: At all regular and special meetings of the Association any member making a motion shall, upon the request of the Chairman, put the same in writing, and it shall be read by the Secretary and seconded before discussion. Reports of committee shall be in writing, and signed by the Chairman; also all notices of motion.

- Section 2: No person shall speak more than once upon any subject, except the person proposing any resolution, who shall have the right to reply and close debate. The Chairman shall decide all questions of order, and if any member is dissatisfied therewith he or she shall have the right to appeal to the Meeting.
- Section 3: Discussion of religious, political or other subjects foreign to the objects and purposes of the Association shall not be allowed at any of the meetings. No member shall be allowed to use discourteous language or reflect on another while in debate.
- Section 4: Robert's Rules of Order, will govern the Association

ARTICLE XV - Fiscal Year and Records:

- Section 1: The fiscal year of the Association shall end on the 31st day of August in each year, and all books and records of the Association shall be open for inspection at the Annual General Meeting.
- Section 2: An Annual Report must be filed with the Registrar of Companies within 30 days after each Annual General Meeting.
- Section 3: The financial statement must be signed by two directors of the Association.

ARTICLE XVI - Altering or Amending the Constitution and By-Laws:

The Constitution shall not be amended or altered except in accordance with the Societies Act of British Columbia. The By-laws of the Association may be altered or amended to or added to at any Annual General Meeting, or at any special or extraordinary general meeting convened for the purpose, provided that notice of the proposal for such amendment or amendments has been given with the notice calling the meeting, and the provisions of the Societies Act requiring a three fourths majority for passing any special resolution for the purpose or altering or adding to the By-Laws shall apply.