

Sarnia Ballroom Dancing Club Bylaws

ARTICLE I – Name of the organization:

Section 1: The name of the organization shall be The Sarnia Ballroom Dancing Club, hereinafter known as the Club.

Section 2: The address of the Club shall be: Sarnia Ballroom Dancing Club, c/o current President at his/her home address.

Section 3: The Club is a Registered Not-For-Profit Ontario Organization as defined under the current amendments and definitions of the Ontario Not-For-Profit Corporations Act, 2010.

ARTICLE II – Objectives:

Section 1: The objectives of the Club shall be to promote and provide an opportunity for international and recreational ballroom dancing in the city of Sarnia and surrounding area.

Section 2: The activities of the Club shall be carried out without any purpose of financial gain for its members. Any income, profits, or other revenue earned by the Club shall be used for the purpose of accomplishing the objectives of the Club.

ARTICLE III – Membership:

Section 1: Membership shall be open to any person who pays the yearly membership fee.

Section 2: The yearly membership fee shall be determined by the Board and approved at the Annual General Meeting by a majority vote (50% + 1) of members in attendance.

Section 3: Memberships are non-transferable and non-refundable.

Section 4: The Membership fee shall be paid:

- a) prior to participating in Sarnia Ballroom Dancing Club sponsored dancing lessons. Lesson fees may be refundable with Board approval after review of circumstances.
- b) prior to receiving reduced dance entry rates.
- c) prior to participating in other selected Sarnia Ballroom Dancing Club activities.

Section 5: Honourary Membership may be conferred to individuals who have demonstrated exemplary contributions in accomplishing the objectives of the Club. Honourary Membership shall be approved by a unanimous vote of the Board and it shall be conferred at the Annual Meeting of the Club by a majority vote of members in attendance. A Honourary Member shall have all of the rights and privileges of a member of the Club, but shall be exempt from the payment of the annual membership fee.

ARTICLE IV – Board:

Section 1: The Board shall be elected/appointed at the Annual General Meeting for a one-year term. Election of Board officers may be a vote of hands, or by an unsigned ballot if requested by a majority of the membership present.

Section 2: The Board shall be comprised of up to 15 members.

Section 3: The Board shall have the following positions.

- a) President
- b) Secretary
- c) Treasurer
- d) Music Director

The Board positions may include:

- a) Vice President
- b) Social Convener
- c) Public Relations Officer
- d) School Board Liaison
- e) Webmaster
- f) Special Event Liaison Officer
- g) Registrar
- h) Sarnia Ballroom Dancing Club Ex-officio Officer(s)

The Board may designate additional positions as needed to meet the objectives of the Club.

Section 4: No person shall hold office if he/she is not a member of the Club.

Section 5: All Board positions are non-paid volunteer positions, however reasonable expenses incurred carrying out Club authorized activities may be reimbursed.

Section 6: No paid ballroom dancing instructor actively teaching with the Sarnia Ballroom Dancing Club or any other organization shall be eligible to run for office.

Section 7: The directors of the Sarnia Ballroom Dancing Club shall perform the duties as outlined below:

7.1: President: The President shall Chair meetings of the Club and the Board, and shall be responsible for all activities of the Club. The President is to ensure that required documentation is sent to the Ontario Government so that the Club's Not-For-Profit status is maintained.

7.2: Secretary: The Secretary shall record the minutes of each Board meeting and the Annual General Meeting; handle all correspondence; maintain an up-to-date membership list; and be responsible for the safe storage of Club documents and minutes.

7.3: Treasurer: The Treasurer shall be responsible for all monies received and expended by the Club; for issuing a monthly financial report to the Board; and a yearly financial report to members present at the Annual General Meeting. The Treasurer shall be responsible for depositing all Club funds in a chartered financial institution in the name of the Club.

7.4: Music Director: The Music Director shall be responsible for preparing and for playing the music at each Club dance. The Music Director shall also recommend to the Board the purchase of new sources of ballroom dance music that may be required.

ARTICLE V – Powers of the Board:

Section 1: The Board shall have the authority to organize ballroom dances and ballroom dancing lessons as may be required to accomplish the objectives of the Club and to promote Club membership.

Section 2: The Board shall select and hire such instructors as it deems qualified to instruct students in ballroom dancing.

Section 3: The Board shall determine a location for ballroom dancing classes and shall make the necessary contractual and/or financial arrangements.

Section 4: Only members of the Board shall have the authority to advertise or promote themselves as representing the Club.

Section 5: The Board shall be empowered to act for and on behalf of the members in setting up policies and procedures pertaining to matters not fully covered in the Club Bylaws.

Section 6: The signing officers for all financial transactions of the Club shall be the President, Secretary, and Treasurer. All cheques drawn on the Club's bank account(s) shall be signed by the Treasurer and one other signing officer.

6.1: Any expenditure up to the total amount allocated for a specific Club function may be paid in cash, cheque, or automatic debit. Receipts for such expenditures shall be obtained and kept by the Treasurer.

Section 7: The Board does not have the authority to borrow money on behalf of the Club.

Section 8: The Board can add, change, or remove most bylaws. The only bylaws they cannot change without member approval are bylaws concerning:

- membership transfers,
- the transfer of property if the Club dissolves, and
- methods of voting remotely by members.

The changes directors make to bylaws will be effective immediately, but they must be confirmed by members at the next member's meeting.

Section 9: A quorum of the Board has the authority to replace Board members who have left.

ARTICLE VI – Meetings:

Section 1: Board meetings shall be held at a frequency consistent with achieving the Clubs' objectives, at a time and place determined by the President.

1.1: A quorum of the Board shall be five of its members, attending either in-person or remotely.

1.2: Special meetings of the Board may be called by the President as required.

Section 2: An Annual General Meeting of the Club shall be held normally in June, but not later than 15 months from the preceding meeting.

2.1 Notice of a members' meeting shall be no later than 10 days and no earlier than 50 days before each meeting

2.2 The Annual General Meeting will be held in-person.

2.3: An inspected financial statement of the year's operations shall be distributed to the members present.

2.4: Board members for the coming year shall be elected.

2.5: Matters requiring the approval of the membership shall be presented.

2.6 Voting members have the right to submit a proposal to be discussed at a members' meetings, and the board must include it in the notice of meeting unless it is sent to them less than 60 days before the meeting.

2.7: A quorum of ten percent (10%) of the membership is required at the Annual General Meeting.

2.8: A member or members of the Club, not related to any Board Member, shall be appointed to inspect the financial records prior to the next AGM, upon authorization of the members present at the Annual General Meeting by a majority vote. The year end date for the financial statement shall be March 31st.

Section 3: A Special meeting may be held upon the call of the President or at the written request of ten percent (10%) of the members of the Club. The purpose of the meeting shall be set forth in a notice.

ARTICLE VII – Dances and Dance Music:

Section 1: The Club shall hold dances at a time and place determined by the Board; the intention being to hold a dance approximately once a month.

Section 2: The Board may make arrangements for other dances such as Tea Dances and Student Dances.

Section 3: At least seventy-five (75%) percent of each dance program shall be devoted to strict tempo ballroom dancing music (e.g. Quickstep, Slow Waltz, Viennese Waltz, Slow Foxtrot, Tango, Rumba, Cha-Cha, Samba and Jive).

Section 4: A maximum of twenty-five (25%) percent of the dances, calculated as a percentage of the number of dances on the program, may be devoted to social and party dances such as Sequence and Line dances (e.g. Circle Dance, Barn Dance, Papa Loves Mambo, Polka, and Social Foxtrot, etc.). These dances shall be danced as announced by the Music Director.

ARTICLE VIII – Voting:

Section 1: Voting regarding matters that need adjudication such as those at the Annual General Meeting (AGM) or Special Meeting may be done by members present or remotely as noted below.

1.1: Voting at the meeting may be done by a show of hands or by unsigned ballot if requested by any member present.

1.1.1: Where the vote is to be done by ballot, a ballot box for ballots shall be provided.

1.1.2: At least two vote counters will be selected to tally and record the outcome of the vote.

1.1.3: The vote counters shall report the results to the President.

1.1.4: The President shall read the results to the membership.

1.2: Members, who are unable to attend the AGM, but wish to cast their vote may do so remotely by mail or electronically by contacting the President or Secretary. Votes must be received at least 48 hours prior to the start of the meeting.

1.3: Members do not have the right to appoint someone else to attend member meetings and vote on their behalf.

ARTICLE IX – Parliamentary Authority Rules of Order:

The rules contained in the Modern Edition of Robert’s Rules of Order shall govern the Club in all cases where they are not inconsistent with these bylaws and any special rules of order that the Club adopts.

ARTICLE X – Amendments to the Club’s Bylaws:

The Club bylaws may be amended at any regular or special meeting of the Club by a two-thirds (66%) affirmative vote of the members present and votes in absentia, provided that notice of the amendments(s) has been given to all members at least ten (10) days, but not greater than fifty (50) days in advance

ARTICLE XI – Dissolution of the Club:

Section 1: The dissolution of the Club shall require a seventy-five percent (75%) vote of the members in attendance at a special meeting called by the Board called for the purpose of dissolving the Club.

Section 2: Upon approval of dissolution of the Club and payments of all debts and costs incurred in the process, including remuneration of a liquidator, the proceeds from the Clubs’ assets shall be distributed to such charitable

organizations that are registered under the provision of a Federal Income Tax Act. Registered charities that are determined to receive the assets by the Board will be confirmed by a simple majority of Club members in attendance.

Document History

Date	Change	Approval
May 25, 2024	Revisions to align with current Ontario Not-For-Profit Corporations Act	AGM attendees