

# MERISQUARES SQUARE DANCE CLUB CONSTITUTION

## **ARTICLE 1. General**

- 1.1 a) The following interpretations shall apply to this constitution:
- a) "should" is to be construed as being informative only;
  - b) "may" is to be construed as being permissive;
  - c) "shall" is to be construed as imperative.
- 1.1 b) Titles have no legal effect on the interpretation of the Constitution or the articles therein.
- 1.2 a) The name of the Club shall be "MERI SQUARES Square Dance Club" hereinafter referred to as The Club.
- 1.2 b) The Club shall operate as non-profit.
- 1.2 c) The Club colours are to be maroon and white.
- 1.2 d) The Club shall provide a place where dancers may enjoy learning, practicing and demonstrating modern square dancing.
- 1.2 e) The Club shall be registered annually with the Eastern Ontario Square and Round Dance Association (EOSARDA); shall support the Association and other area clubs to improve and promote the square dance movement.
- 1.2 f) The Club shall be managed by an Executive Committee elected annually.

## **ARTICLE 2. Objectives**

2. The objectives of the Club are to:
- i) Promote modern square dancing and create an atmosphere of cooperation amongst dancers, where in a spirit of friendship, camaraderie and togetherness, dancers develop their dancing skills and have fun;
  - ii) Provide each and every member with the opportunity to share in the operation, responsibilities and benefits of the Club; and
  - iii) Recruit new dancers.

### **ARTICLE 3. Membership and Annual Dues**

3. a) Membership in the Club is open to couples and individuals. The Club cannot undertake to provide partners for single dancers.
3. b) A "member" of the Club is a dancer who:
  - i) Pays the annual EOSARDA fee to Meri Squares; or
  - ii) Pays the bi-annual sessional dues as established by the Executive Committee; or
  - iii) Pays dues on a nightly basis and dances regularly (50% of the dance season, from September to April) with the Club.
  - iv) In either ii or iii the dancer must pay the annual EOSARDA fee either to Meri Squares or to another EOSARDA club.
3. c) The Annual EOSARDA fee registers a dancer with EOSARDA and includes registration fees for the Ontario Square and Round Dance Federation and the Canadian Square Dance and Round Dance Society. The Canadian Square and Round Dance Society holds Third party Liability Insurance that covers all registered associations, clubs and dancers. Anyone dancing regularly with a registered EOSARDA club must pay the annual EOSARDA fee to one of EOSARDA's registered clubs.
3. d) Members who chose to pay the full membership dues for the Fall session (i.e., September December) should pay by September 30, and for the Winter Session (i.e., January to April) by January 31.
3. e) Upon fulfilling the criteria set out in 3b), a person:
  - i) Acquires the right to vote on Club business at General and Special Meetings;
  - ii) Becomes eligible to run for office on the Executive Committee; and
  - iii) May benefit from any subsidy or rebate provided by the Club.
3. f) The Executive Committee may refuse membership or withdraw membership from any person in instances where such membership is considered not to be in the best interest of the Club.
3. g) The Club caller and his/her partner are exempt from membership dues. The Club will assume their annual EOSARDA fee, if applicable.
3. h) Honorary Members of the Club are exempt from membership dues and nightly fees, and the annual EOSARDA fee will be paid by the Club, if required.

#### **ARTICLE 4. The Executive Committee and its Responsibilities**

4. a) For the purpose of this Article, the positions of the Executive Committee may be filled by couples or individuals.
4. b) The **Executive Committee** shall consist of the immediate Past-President and the members elected to the positions of President, Vice-President, Treasurer, Secretary, Membership Coordinator, Publicity Coordinator and Social Coordinator. The caller(s) of the Club may sit on the Executive Committee as adviser(s) on dance related matters.
4. c) The Executive shall have the authority to add up to two Members At large, for a term of one year each, to provide input to the deliberations of the Executive on specific club matters.
5. d) The **Executive Committee** shall be responsible for the efficient, prudent and sound financial management of the Club; and may designate a person or persons to chair special committees and to represent the Club at EOSARDA's meetings.
4. e) The **Past-President** will act as adviser to the Executive Committee to ensure continuity in the proper operation of the Club; and chair the Nominating Committee for the election of the future Executive Committee.
4. f) The **President** shall preside over meetings held by the Executive Committee; provide leadership for the overall operation of the Club; be ex officio member of all Club Committees except the Nominating Committee; and liaise with the callers, the dance venue, and other square dance clubs with regard to invitations and visits.
4. g) The **Vice-President** shall assist the President; assume the duties of the President in the absence of the latter; and be responsible for all fund raising efforts by the Club.
4. h) The **Secretary** shall generate correspondence as required; record minutes of all General and Executive committee meetings; and be the custodian of the Constitution and job descriptions.
4. i) The **Treasurer** shall be the custodian of the Club's funds; be accountable for the collection and disbursement of the funds; produce financial reports; and maintain the attendance record required for insurance purposes. The Treasurer may designate one or two persons to assist in the collection of revenue.
4. j) The **Membership Coordinator** shall keep accurate contact information on Club members.
4. k) The **Publicity Coordinator** shall be responsible to promote the Club's objectives and activities; and to prepare press releases and advertisements.
4. l) The **Social Coordinator** shall be responsible for the planning and the organization of all Club social activities.

## **ARTICLE 5. Election of the Executive Committee and Terms of Office**

- 5.1 a) Election of members, hereinafter referred to as "officers" of the Executive Committee shall take place once a year at the Annual General Meeting of the Club.
- 5.1 b) The Chair of the Nominating Committee shall present to the membership, the nominees for the positions of President, Vice-President, Treasurer, Secretary, Membership Coordinator, Publicity Coordinator and Social Coordinator.
- 5.1 c) Each member of the Club present may cast one vote.
- 5.1 d) Further nominations from the floor will be accepted at the Annual General Meeting.
- 5.1 e) Proxy voting at the meeting shall not be permitted.
- 5.2 a) The terms of office of an elected officer shall be one year.
- 5.2 b) No officer shall be elected to the same position for more than two consecutive terms, except in cases where no other person is willing to accept nomination to the position.
- 5.2 c) No officers shall be elected to two or more positions concurrently. However, an officer may serve on any committee falling outside his/her scope of responsibilities.
- 5.2 d) Vacancies that occur on the Executive Committee shall be filled by appointment with the concurrence of the other officers of the Executive Committee. In the event of a vacancy in the position of President, the Vice-President will assume these duties until the next election.

## **ARTICLE 6. General Meetings and Meetings of Executive Committee**

### **6.1 General Meetings**

- 6.1 a) There shall be an Annual General Meeting of all members of the Club to be held during the month of April.
- 6.1 b) Special General Meetings of the Club may be called if proposed by the Executive Committee or if requested in writing by ten (10) or more Club members.
- 6.1 c) General or Special Meetings, shall be held on regular dance evenings and notice of such

Meetings shall be given to the Club members at least two weeks prior to the date of the proposed meetings.

- 6.1 d) A majority of votes of those present (by show of hands unless otherwise requested) is sufficient to decide on general business, except on constitutional matters which shall require a two-thirds majority of votes to become effective.
- 6.1 e) The nature and wording of the proposed amendments to the Constitution shall be made available to members at least two weeks prior to the General Meeting, together with a copy of the current Constitution.
- 6.1 f) Any General, Special, Annual or Executive Meeting of the Club may be held electronically to transact business and make decisions provided any necessary quorum is established and required notice has been given.

## **6.2 Executive Committee Meeting**

- 6.2 a) The newly elected officers of the Executive Committee shall meet in May with outgoing officers to ensure a smooth transition of executive responsibilities.
- 6.2 b) Business transacted at meetings of the Executive Committee shall require the presence of representatives of five positions to be considered a quorum. A simple majority of votes cast at meetings is required to transact business. The Callers do not have a vote.
- 6.2 c) Meetings of the Executive Committee shall be held at regular intervals as determined by a quorum of officers to properly carry out the business of the Club.
- 6.2 d) The President or at least two other officers of the Committee may call a meeting at any time to discuss issues or problems that may arise.
- 6.2 e) Voting on contentious issues will be limited to one vote per position.
- 6.2 f) In cases of conflict of interest or apparent conflict of interest, the officer involved shall refrain from voting on the issue.

## **ARTICLE 7. Finances**

- 7. a) The Club Fiscal year shall be from 1 May to 30 April.
- 7. b) The Executive Committee shall set the annual dues for membership at a rate that will ensure the financial viability of the Club, and shall announce these to members no later than the opening dances of the Fall Session. The Committee shall also set the "nightly fees" to be collected from "night-by-night dancers" at the Club.
- 7. c) The Club shall maintain an account with a Bank or Trust Company approved by the Executive Committee to facilitate the deposit of monies and payment of accounts owing.
- 7. d) The President, Vice-President, and Treasurer shall be authorized as Signing Officers for the Bank, cheques and or any other official documents committing to a financial obligation. The Financial Institution shall be kept informed of the names of the authorized signing officers. As the positions of President, Vice-President, and Treasurer are often occupied by couples, only one individual forming the couple shall have signing authority.
- 7. e) Cheques drawn on the account at the Bank or Trust Company must be signed by at least two of the three authorized signing officers.
- 7. f) The Club may accumulate funds sufficient to ensure that it can meet any unforeseen change of circumstances or reduction in membership, which could result in the Club being in a deficit position.
- 7. g) Expenses or disbursements necessary for the normal operation of the Club shall be approved by the Executive Committee.
- 7. h) All expenses or disbursements made by individuals on behalf of the Club shall obtain approval from the Executive Committee and will be reimbursed providing receipts are submitted.
- 7. i) Funds not required for the short-term operation of the Club may be invested in short-term liquid investments.
- 7. j) The Treasurer shall prepare reports on:
  - i) Current financial status and submit same to all meetings of the Executive Committee;
  - ii) Financial status as of 31 March for the Annual General Meeting;
  - iii) Year's end financial status as of 30 April for the transition meeting in May.

7. k) All positions with the Club are to be filled on a volunteer basis and people shall serve without remuneration or any other financial gain for their services.

**ARTICLE 8. Winding up of the Club**

In the event of the dissolution or winding up of the **MERI SQUARES** Square Dance Club, any assets remaining after the collection of outstanding accounts and the payment of all outstanding debts shall be donated to one or more charities, or square dance clubs or associations such as EOSARDA chosen by consensus among officers of the Executive Committee.

**Presented to and approved by Members at the Annual General Meeting on 20 April 2023.**

Lamar Mason  
President

Michelle Gravelle  
Secretary

# **MERI SQUARES JOB DESCRIPTIONS**

## **PRESIDENT**

### **The President shall:**

- Develop the agenda for the Executive Board Meetings and the Annual General Meeting and preside over such meetings.
- Be an ex-officio member of all committees except the nominating committee
- Negotiate the caller's fees and submit same to the Executive Board for approval
- Locate necessary accommodation required for the club's operation and negotiate a lease and submit same to the executive board for approval
- Take appropriate actions to ensure the efficient operation of the club
- Communicate up-coming events to the members and promote good dancing etiquette
- Collaborate in the preparation of articles for the "Square Time" magazine
- Liaise with other Square Dance clubs in matters such as club invitations to visit Meri Squares and return visits
- Interact with EOSARDA representatives and support EOSARDA activities
- Perform other related duties

## **PAST PRESIDENT**

### **The Past President shall:**

- Advise the President and the Executive Board to ensure continuity in the operation of the club
- Serve as the chair of the Nominating Committee for the election of the future Executive Board
- Serve the club as needed in any capacity determined by the president and agreed upon by the Executive Board
- Perform other related duties

## **VICE PRESIDENT**

### **The Vice President shall:**

- Assist the president, as needed, and perform all the functions of President during the absence of the president
- Oversee the sale of tickets/ribbons, provided in advance, for open dances held by EOSARDA and other square dance clubs
- Designate in collaboration with the Executive Board, a trustworthy person to take care of the club's special funding activities such as the silent auction, book-nook, clothes sale, Christmas tree snowsuit fund etc
- Perform other related duties as required



## **SECRETARY**

### **The Secretary shall:**

- Record minutes of meetings held by the Executive Board and the membership and send draft minutes to the president before distribution
- Keep current membership list in collaboration with the Treasurer and Membership Coordinator
- Maintain up-to-date lists of all committees and their members
- Keep the official copy of the Club's constitution and ensure that all newly elected Executive officers receive a copy
- Publish and distribute the club's dance schedules
- Maintain the official records and history of the club
- Advise members of the Annual General Meeting and any special meetings of the membership
- Keep records of all official correspondence and documents of the club
- Arrange for the acquisition of Club badges for new members and replacements as requested
- Perform other related duties as required

## **TREASURER**

### **The Treasurer shall:**

- Be the custodian of the club's funds
- Arrange for payment of all bills
- Collect and record all membership dues, nightly and visitor dancing fees and other monies owing to the club
- The treasurer may designate one or two persons to assist in the collection of the revenue.
- Be responsible for payment to callers and to dance premises
- Prepare financial status reports for meetings of the Executive Board and General Meetings
- Maintain a financial record of all financial transactions
- Prepare a year-end financial statement with comparative figures from the previous year, to be examined by a nominee of the president
- Collect and remit payments received for subscriptions to Square Times, for EOSARDA dues and for third party liability insurance
- Maintain the attendance record required for insurance purposes
- Collaborate with the Secretary and Membership Coordinator to create and maintain an up-to-date list of club members with addresses, telephone numbers and email addresses if available
- Develop in collaboration with the Membership coordinator a membership registration form
- Perform other related duties

## MEMBERSHIP COORDINATOR

### **The Membership Coordinator shall:**

- Keep accurate and up-to-date information of club members with addresses, telephone numbers and email addresses if available
- Maintain a list of member's birthdays. Print a list for each month and post at the club
- Create, have printed and assemble an all levels, club members, phone book. Prepare sign in sheets for members to initial when the book is received
- Consult with the Email coordinator
- Prepare a separate list of names and phone numbers of members without email addresses. Ensure that these dancers are phoned to advise them of such activities as the club picnic, demonstrations and cancellations of a dance night in the event of a snow storm or other unforeseen circumstances. Arrange for assistance in phoning when necessary.
- Assist the Publicity Coordinator to request and confirm dancer attendance and preferred time for demonstration dances ie. Carlingwood
- Prepare the sign in sheets for prospective new members for the two free Tuesday night in September and have nametags available. Arrange for one of two members to welcome returning members and the prospective new members on these nights.
- Phone any prospective dancers who do not return of the second free night to find out if they intend to return. They might be away, absent due to illness or in need of encouragement.
- Phone all former members who have not returned for the fall session or who have been absent for several dance nights to find out if they have been ill or away and if they are planning to return to the club
- Arrange to have "get well/sympathy" cards sent to members who have been sick/hospitalized or have suffered family bereavement
- Perform other related duties

## **PUBLICITY COORDINATOR**

### **The Publicity Coordinator shall:**

- Be responsible to promote the club's objectives and activities and to prepare press releases and advertisements
- Prepare news items for Square Time and/or other publications
- Assist the Executive board in the preparation of press releases , brochures, flyers, business cards etc
- Contact local newspapers, periodicals and magazines for the publishing of press releases and advertising
- Apply for promotion grants from EOSARDA, the Ontario Federation and the Canadian Society if applicable
- Arrange for club members to participate in promotion demos e.g. Carlingwood
- Be or appoint the official photographer for the club
- Maintain and up-to-date photo gallery of Club's events and history
- Maintain up-to-date content on the club's website or assign the function to a qualified club member
- Arrange for the pick up and distribution of Square Time
- Perform other related duties

## **SOCIAL COORDINATOR**

### **The Social Coordinator shall:**

- Be responsible for the planning and organization of all Club social activities
- Arrange for refreshments as approved by the executive committee for dance nights
- Maintain a list of volunteers for kitchen help on dance nights
- Review refreshment duties with the volunteers
- Coordinate with purchasers and nightly kitchen volunteers
- Arrange for Christmas and year-end dinner/dance functions
- Perform other related duties