

Appendix D - Proposed amendments to the Constitution

Proposed amendment to Article 7(d) of the Constitution

Explanatory note

Article 7(d) specifies that the signing officers for the Club will be the President, Vice-President and Treasurer. In recent years, the position of Vice-President has often been vacant. The Executive believes that maintaining three signing officers (with any two required to sign) ensures timely financial transactions.

In recent years, the position of Vice-President has often been vacant. To address this issue, the Executive is proposing that flexibility be added to Article 7(d) to maintain three signing officers.

Proposed additional wording to Article 7(d)

“In the event of a vacancy in any of the positions of President, Vice President, of Treasurer, the Executive Committee shall be authorized to designate an alternative position for the purposes of maintaining three persons as signing officers.”

Wording of Article 7(d) if amendment approved:

“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.

In the event of a vacancy in any of the positions of President, Vice President, of Treasurer, the Executive Committee shall be authorized to designate an alternative position for the purposes of maintaining three persons as signing officers.”

Proposed addition to Article 7 of the Constitution

Explanatory note

In recent years, Meri Squares has been providing payment for various expenses via e-transfers, as well as accepting payment via e-transfer. While payment and receipt by e-transfer was approved by the Executive, no formal amendment has been made to the Constitution to recognize this as approved practice. It should be noted that payment by cheque requires two signatures. To ensure accountability, the Treasurer informs the President when making an e-transfer payment and ensures that receipts/invoices/documentation is provided to justify said payment.

To ensure that this practice is recognized as acceptable practice, an amendment is being proposed to Article 7 of the Constitution. It would be added as Article 7(f) with the numbering of subsequent paragraphs of Article 7 renumbered appropriately.

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Proposed addition of new Article 7(f) of the Constitution

“The Treasurer is authorized to initiate payment by E-transfer to a maximum of \$300. The Treasurer must notify the President prior to making the E-transfer. The Treasurer is authorized to accept E-transfer payments as revenue.”

Wording of Article 7 of the Constitution if amendment approved

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.

(Note: Other amendment to signing officers would be added here)

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 Treasurer is authorized to initiate payment by E-transfer to a maximum of \$300. The Treasurer must notify the President prior to making the E-transfer. The Treasurer is authorized to accept E-transfer payments as revenue.

7.g) 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. h) Expenses or disbursements necessary for the normal operation of the Club shall be approved by the Executive Committee.

7. i) 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. j) Funds not required for the short-term operation of the Club may be invested in short-term liquid investments.

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7. k) 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. l) 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.