



# RSCDS

## Saskatchewan Branch

### Constitution and Bylaws

*The Branch was established in 1978 as the Regina Branch and renamed the Saskatchewan Branch at the Annual General Meeting in Regina, May 2, 1992.*

*Revised by the Annual General Meeting Yorkton, May 3, 1997*

*Revised by the Annual General Meeting Regina, May 9, 1998*

*Revised by the Annual General Meeting Saskatoon, May 10, 2008*

*Revised by a Special General Meeting Regina, May 15, 2010*

*Revised by the Annual General Meeting Yorkton, April 28, 2012*

*Revised by the Annual General Meeting Moose Jaw, April 27, 2013*

## CONSTITUTION

### I. NAME

The name of the organization shall be the "Royal Scottish Country Dance Society - Saskatchewan Branch", hereinafter referred to as "the Branch".

### II. OBJECTS

The objects of the Branch shall be:

- (a) To preserve and further the performance and practice of traditional Scottish country dancing in accordance with the principles and standards established by "THE ROYAL SCOTTISH COUNTRY DANCE SOCIETY" of Edinburgh, Scotland", hereinafter referred to as "the Society";
- (b) To provide, or assist in providing, instruction in Scottish country dancing;
- (c) To promote and encourage the ongoing success of the Branch;
- (d) To promote the fellowship and co-operation of all Scottish country dance groups in Saskatchewan regardless of their affiliation with the Branch;
- (e) To provide, or assist in providing, special education or instruction in the practice of Scottish country dancing for current and future teachers in Saskatchewan;
- (f) To distribute, or make available, all publications by the Society; and
- (g) Generally, to do such other things as are, or may be considered by the Branch to be, incidental or conducive to the attainment of the objects stated above or any of them.

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### **III. CONSTITUENT GROUPS**

The Branch is comprised of Scottish country dancers, throughout the province of Saskatchewan, who are members of the Society. Branch members, who meet regularly for instruction, shall be deemed to be a Constituent Group within the Branch.

A dance group wishing to become a Constituent Group within the Branch shall submit an application to the Branch Secretary at least 40 days prior to the Annual General Meeting of the Branch. The Branch Secretary shall then notify existing Constituent Groups of the application prior to the AGM.

The application must indicate that such group must:

- a) uphold the Constitution and Bylaws of the Saskatchewan Branch.
- b) retain an RSCDS Certificated teacher or teacher candidate.
- c) designate a Representative to the Branch Executive, who will share information from the Executive with the Group members and provide a report to the Branch AGM of the Group's status and activities.
- d) meet at least 10 times a year for instruction and/or social dancing.

The AGM will consider each application and determine whether to name such a group as a Constituent Group.

Where a Constituent Group has ceased to meet the criteria set out above, the AGM at the request of said Group OR after having given notice at the previous year's AGM, may declare that such Group is no longer a Constituent Group.

# BYLAWS

## I. MEMBERSHIP

### 1. ELIGIBILITY

- (a) Any person sixteen years of age or over who is a member or wishes to become a member of the R.S.C.D.S., and who supports the objects of this Branch is eligible for membership. A fully paid up member of this Branch is hereinafter referred to as an ACTIVE MEMBER.
- (b) Persons under the age of sixteen who otherwise comply with (a) above may become JUNIOR ASSOCIATES with such privileges as the Branch may accord. Junior Associates may not hold office or vote at any meeting(s) of the Branch.
- (c) Upon admission, the member must abide by the Constitution and Bylaws of the Branch and conduct himself at all times in a manner that will not be prejudicial to the Branch.
- (d) Firms, companies, clubs, societies, associations or other organizations interested in the objects of the Branch may apply to become AFFILIATED GROUPS at the discretion of the Executive. Affiliated Groups may not hold office or vote at any meeting(s) of the Branch.

### 2. APPLICATION PROCESS

- (a) Application for membership in the Branch shall be submitted to the Branch Membership Director. The application shall be accompanied by payment for dues.
- (b) The Membership Director shall keep a record of all members.

### 3. MEMBERSHIP DUES

- (a) The annual dues required from all members of the Branch shall include the dues levied by the R.S.C.D.S. for individual membership in the Society. The annual dues must be paid to the Membership Director by November 1st. of each year.
- (b) Society dues shall be as set by the R.S.C.D.S.
- (c) The Branch dues shall be set by the Branch membership at a General Meeting. Life Members of the Society will be required to pay only the Branch due.
- (d) Junior Associate dues shall be set by the Branch Executive.

### 4. SOCIAL FUNCTIONS

- (a) Social functions shall be paid for by all persons attending. The cost shall be determined by the Branch Executive or Hosting Group.
- (b) Any individual who is not an Active Member shall be allowed to participate in Branch social functions.

5. RESPONSIBILITIES OF A GROUP

- (a) A Group must:
  - (i) uphold the Constitution and Bylaws of the Saskatchewan Branch,
  - (ii) retain an RSCDS Certificated Teacher or Teacher Candidate,
  - (iii) designate a Representative to the Branch Executive, who will share information from the Executive with the Group members and provide a report to the Branch AGM of the Group's status and activities,
  - (iv) meet at least ten (10) times each year for instruction and social dancing,

**II. FUNCTION AND STRUCTURE OF THE BRANCH EXECUTIVE**

1. RESPONSIBILITY OF THE BRANCH EXECUTIVE

The responsibility of the Branch Executive shall be the management of the Branch business affairs.

2. BRANCH EXECUTIVE OFFICERS

The officers of the Branch Executive shall be:

President  
Vice President  
Secretary  
Treasurer  
Membership Director  
Past President and  
a representative from any Constituent Group which is not otherwise represented on the Executive,  
who shall be Active Members and shall be nominated and elected in accordance with the bylaws.

The teachers shall elect the (ex officio) Teacher Representative to the Executive.

3. DUTIES OF THE BRANCH EXECUTIVE

(a) PRESIDENT

The President shall preside at all General Meetings of the Branch and at all Executive Meetings. He shall have the privilege of voting in a tie vote at either a General Meeting or an Executive Meeting. He shall be an ex-officio member of all committees.

(b) VICE PRESIDENT

The Vice President shall assume the duties of the President in his absence and shall succeed the President should the office become vacant for any reason. The Executive of the Branch may appoint a new Vice President for the remainder of the term.

(c) SECRETARY

The Secretary shall record, distribute, and maintain proper minutes of all Executive and Branch Meetings. He shall attend to all correspondence and make available to all members any information or published material received from other branches or clubs pertaining to workshops, seminars and teachers classes.

(d) TREASURER

The Treasurer shall record, and keep on file, all financial transactions of the Branch. He shall forward annually the Society dues and the Branch membership list to the Society. He shall prepare current financial statements for Executive meetings and the Annual General Meeting. He shall ensure that the financial records are reviewed annually, to provide the Branch with a Notice to the Reader Report, for the fiscal year January 1 to December 31.

(e) MEMBERSHIP DIRECTOR

The Membership Director shall collect and record all membership dues as required from a representative from each Group. He shall compile a membership list including addresses and phone numbers, to be forwarded, with the Society dues, to the Treasurer. He shall distribute a copy of the membership list to each Branch Officer and to each Group within the Branch.

(f) PAST PRESIDENT

The Past President shall chair the Nominating Committee and act as advisor to the Executive regarding the Branch business affairs.

(g) TEACHER REPRESENTATIVE

The Teacher Representative shall act as an advisor to the Executive regarding dances, classes and ball programs as required.

(h) SIGNING AUTHORITY

The President, Secretary and Treasurer shall have signing authorization on bank account(s). Two of the three signatures shall be required on all cheques.

(i) BRANCH EXECUTIVE OFFICERS' RECORDS

Immediately upon taking office, each Branch Executive Officer shall accept the records pertaining to the office. During the term, each Branch Executive Officer shall maintain current and complete records. At the end of the term, or upon vacating the office during the term, each Branch Executive Officer shall relinquish all records to the Branch Executive.

(j) FILLING VACANCIES

The Branch Executive may appoint any Active Member to replace an Officer, other than the President, who vacates the position during the term of office. Such appointments shall remain in effect only until the end of the term.

(k) COMMITTEES

The Branch Executive may create Committees as it determines appropriate. The Branch Executive shall appoint a Chairperson for each Committee and provide that Chairperson with a clear mandate for the Committee, including financial limitations, reporting responsibilities and a time frame. The Branch Executive shall disband each Committee upon completion of its assignment or at such time as the Branch Executive determines appropriate if the Committee is unable to complete its assignment.

4. MEETINGS OF THE EXECUTIVE

The Executive shall meet at least annually with two weeks' notice.

5. QUORUM OF THE EXECUTIVE

A quorum for an Executive Meeting shall be four officers.

### **III. GENERAL MEETING AND ELECTIONS**

#### **1. GENERAL MEETINGS**

The Annual General Meeting shall be held in early May or as determined by the Executive. The Hosting Group, in consultation with the Executive, shall decide the date and time and shall ensure that each group is notified at least two months in advance. The Annual General Meeting shall be hosted by each group in rotation. The Hosting group shall establish the location and shall make all appropriate local arrangements.

Special General Meetings shall be called, by the President, within three weeks of a written request by a minimum of 20% of the Branch members or at the request of the Executive. Notice of such meetings shall be given to a representative from each Group, who shall ensure that all Branch members of the Group are notified. Special General Meetings shall be held no sooner than one week, but within one month, of the calling of the meeting.

Notice of General Meetings shall include the proposed agenda and information about proposed amendments to the Constitution and/or Bylaws as required.

#### **2. QUORUM**

A quorum at a General Meeting shall be those Active Members present, including a quorum of the Executive.

#### **3. VOTING**

At all General Meetings, a vote shall be by ballot or show of hands. A simple majority vote by Branch members present shall determine any decisions, except those specified below which require a two thirds vote by Branch members present:

- (a) Amendments to the Constitution.
- (b) Disbandment of the Branch.

#### **4. ELECTION OF OFFICERS**

##### **(a) TERM**

All officers shall be elected at the Annual General Meeting. The officers shall assume the office after the adjournment of that Annual General Meeting until the adjournment of the subsequent Annual General Meeting. All officers shall be eligible for re-election.

##### **(b) NOMINATIONS**

A Nominating Committee, consisting of the Past President as Chairperson and at least one other Active Member, shall be appointed, by the Executive, a minimum of six weeks prior to the Annual General Meeting. No other member of the Executive shall serve on the Nominating Committee. The Nominating Committee shall include in its presentation at least one nomination for each position on the Executive. The list of nominees shall be included with the notice of the Annual General Meeting. Further nominations may be presented, by any active member, at the Annual General Meeting. If the nominee is not present at the Annual General Meeting, his acceptance must have been obtained in writing beforehand by his nominator.

##### **(c) ELECTION**

The election of officers shall be conducted by the Nominating Committee. The vote shall be by a show of hands or by ballot at the discretion of the Nominating Committee. A simple majority of votes cast shall determine election to office.

##### **(d) REPRESENTATION**

All Groups should be represented on the Executive.

#### **IV. DISBANDMENT**

1. Notice of intention to disband the Branch shall be given to the Secretary of the Society at least two months before the date proposed for such disbandment.
2. The balance of the funds, after all liabilities have been met, and all property belonging to the Branch shall be transferred to the Executive Council of the Society.
3. A copy of the final Accounts of the Branch, and an inventory of such property, duly certified by the officers of the Branch, shall be lodged with the Executive Council of the Society.

#### **V. BORROWING POWERS OF THE BRANCH**

The Branch shall exercise no borrowing power and shall function on a cash basis.

#### **VI. GENERAL**

Whenever and wherever any situation arises which is not covered by the Constitution and Bylaws of the Branch, or, failing that, by the Constitution and Rules of the Society, generally accepted rules of procedure shall serve as a guide.