

THE BRITISH COLUMBIA SQUARE AND ROUND DANCE FEDERATION

CONSTITUTION

1 NAME

The name of this organization shall be “The British Columbia Square and Round Dance Federation” hereafter known as The Federation.

2 PURPOSE

The purpose of The Federation shall be to preserve, promote and perpetuate Square Dancing, Round Dancing, Contra Dancing, Clog Dancing and other related forms of dance in the province of British Columbia.

- 2.1 to encourage participation in all these dance forms as well as the traditional dance forms from which they derived, by teaching them and presenting opportunities to practise and refine the dances learned.
- 2.2 to educate British Columbians about the social, mental and physical health and well-being associated with these dance forms that promote a sense of community participation and active living.
- 2.3 to preserve the Canadian cultural heritage and background of these dance forms and to educate British Columbians in their history.
- 2.4 to provide assistance and encouragement by facilitating the free, informal exchange of instructional material and other useful and helpful information and ideas pertinent to this art form as set forth in the By-Laws
This provision (2) shall be alterable

3 AFFILIATION

The Federation is affiliated with The Canadian Square and Round Dance Society, hereafter known as the CS&RD Society.

This provision (3) shall be alterable

4 RECOGNITION & EMBLEMS

A badge with a green background bearing the words: British Columbia Square and Round Dance Federation and including a picture of the dogwood, the floral emblem of British Columbia, shall be the official emblem of The Federation.

This provision (4) shall be alterable

5 NONPROFIT CLAUSE

The Federation shall operate as a not-for-profit venture, being task-oriented and directing all its resources to advancing its purpose and goals. The business of The Federation shall be carried out without purpose of financial gain for its members and all receipts, income and other gains to The Federation shall be used in promoting its purpose and goals. No member of the Executive or Board of Directors shall receive remuneration or other financial benefits for their services to The Federation regardless of the type of service performed. Individuals shall be reimbursed for expenses necessarily and reasonably incurred while engaged in the affairs of the Federation as specified in the By-Laws.

This provision (5) shall be alterable

6 DISSOLUTION

After all outstanding debts are paid all remaining money shall be divided equally among the Dancer and Caller/Cuer Associations of British Columbia which, at the time of Dissolution, belonged to The Federation. If such organizations are lacking, then the money will be turned over to the Minister of Finance for the Province of British Columbia.

This provision (6) shall be alterable

BY-LAWS

The Federation shall govern and conduct itself in accordance with its By-Laws which may be amended, repealed or added to from time to time.

ARTICLE 1 – ADDRESS

The official address of the Federation shall be the mailing address of the current Secretary.

ARTICLE 2 – MEMBERSHIP

2.1 GENERAL MEMBERSHIP

Membership in the Federation shall be open to any person who is a member in good standing of a registered club or class either practicing or learning Square Dancing, Round Dancing, Contra Dancing, Clogging or other related dance form in any of the geographic regions of the Federation (SEE BY-LAWS-ARTICLE 12)

Membership shall be open to any caller, cuer, prompter or leader in good standing, who is calling or teaching Square Dancing, Round Dancing, Contra Dancing, Clogging or other related dance form in any of the geographical regions of the Federation (SEE BY-LAWS-ARTICLE 12)

2.2 CLUB MEMBERSHIP

Any group of dancers which gathers regularly to practice and refine these dance forms (SEE BY-LAWS-ARTICLE 10.4) and as a club belongs to a Regional Association may register as a club with The Federation by remitting to the Federation Treasurer the required annual fees.

If no Regional Association exists a club may register by remitting to the Federation Treasurer the required annual fees.

2.3 REGIONAL ASSOCIATION MEMBERSHIP

All Square Dancing (SEE BY-LAWS-ARTICLE 10.4) Regional Associations may register as an Association with The Federation. To register, an Association shall remit to the Federation Treasurer the annual Federation membership fee and the CS&RD Society Fee.

2.4 MEMBER IN GOOD STANDING

- (i) To be considered to be “in good standing” a member must
 1. pay the required annual fees;
 2. give the required membership information;
 3. hold current membership in a club or class which is registered with The Federation;
 4. follow the Code of Ethics as laid down in Article 8
- (ii) Any Club or Association which is registered with The Federation and which has paid its required annual fees, shall be considered to be in good standing.

2.5 MEMBERSHIP FEES

The Federation shall set its annual fees by majority vote of those members attending the AGM.

2.6 ANNUAL FEES

Annual fees paid by members shall include both The Federation membership fee AND the CS&RD Society (which includes liability insurance).

The Federation membership fee AND the CS&RD Society fee must both be paid annually to retain membership in the Federation.

2.7 JOINING THE FEDERATION

Any person, club or association, meeting membership criteria may join the Federation at any time by remitting all pertinent information and the full annual fees to the Federation Treasurer (see 2.10).

2.8 WITHDRAWAL OF MEMBERSHIP

Any member, club or association shall have the right to withdraw his, her or its membership at any time. Any member withdrawing membership shall not be reimbursed the membership fee, but shall retain insurance coverage for the remainder of that membership year in which withdrawal from The Federation takes place.

2.8 SUBMISSION OF FEES

- 2.9 (i) Membership fees shall be remitted to a Square, Round, Contra or Clogging Club whose treasurer shall send these fees to their Regional Association treasurer, who shall forward them to The Federation Treasurer by November 30th.
- (ii) Those clubs who do not belong to a regional Association shall remit their membership fees directly to the Federation Treasurer
- (iii) To comply with the Societies Act requirements, when remitting fees, club treasurers shall include the names and addresses of the members who have paid their Federation membership and their latest date of joining.

2.10 MEMBERSHIP LIST

The membership list, as required by the Societies Act shall be kept by the Federation Treasurer

ARTICLE 3 – OFFICERS

3.1 BOARD OF DIRECTORS

The Board of Directors shall be composed of 4 members in good standing from within each Region elected or appointed as delegates by the geographic Regional Associations and they may be any combination of Callers/Cuers/Dancers/Leaders (SEE BY-LAWS - ARTICLE 10.2) clubs that are registered with the Federation may elect or appoint Federation members in good standing as delegates from said clubs. No geographic region shall elect or appoint more than four (4) delegates at any one time except under Article 3, subsection 3.4(iv)

3.2 THE EXECUTIVE

The management of the Federation shall be vested in the Executive of the Board of Directors (hereafter known as The Executive) which shall be elected at the AGM from members of the Board of Directors and shall consist of:

- a President,
 - a First Vice-President,
 - a Second Vice-President,
 - a Treasurer,
 - a Secretary,
 - The immediate Past President.
- (i) Any member in good standing on The Board of Directors may let his or her name stand for election to an Executive position at the AGM.
- (ii) A person shall not hold more than one (1) position on the Executive.
- (iii) All elections to the Executive Board shall be for a regular term of office (SEE BY-LAWS-ARTICLE 10.7)
- (iv) No Executive member shall serve more than two (2) terms in the same office except for the Secretary and Treasurer.

- (v) Each Executive position, except the President, and each delegate position shall hold only one vote. The President shall only vote to break a tied vote.

3.3 REMOVAL FROM OFFICE

- (i) Any member of the Board of Directors or The Executive or the Director to The CS&RD Society, may be removed from office, for just cause, by a two-thirds (2/3) majority vote of members attending an extraordinary meeting of the Board of Directors called specifically for this purpose.
- (ii) A petition for removal must be received by the secretary stating the reasons and bearing the signatures of three (3) other members of the Board of Directors, and be presented to the Executive for action.
- (iii) The Executive shall set a date, place and time to meet for a preliminary hearing of the charges against the accused and The Executive shall attempt to resolve the issue at said hearing. The date of said hearing shall be within thirty(30) days of receipt of the petition for removal. All parties - the petitioners and the accused – must attend said hearing.
- (iv) If the issue is not resolved at the preliminary hearing, The Executive shall;
 - 1. Within thirty (30) days of the preliminary hearing.
 - 2. Notify all parties, by registered mail, of the date, place and time of this hearing and of the nature of the charges.
- (v) The decision of the Board of Directors shall be final.
- (vi) Any member who has been removed from office shall remain ineligible for any Federation office for two (2) years following the decision of the Board of Directors.

3.4 DELEGATES

- (i) Regional Delegates shall serve on the Board of Directors for as long and as often as their respective Region appoints or elects them.

- (ii) Regions shall inform the Secretary by November 30th of each year who their Delegates are for the current dance season, along with their addresses, telephone numbers and e-mail addresses.
- (iii) Regions may appoint an Alternative Delegate from their members in good standing for an elected or appointed Delegate if that Delegate should be unable to attend a meeting. Alternatives shall have a vote only in the absence of the Delegate. Regions shall inform the Secretary of the Alternates' names prior to the meeting.
- (v) The region from which the President is elected may appoint an Alternative Delegate from their members in good standing, to serve during the President's term(s).

3.4 DELEGATE TO THE CS&RD SOCIETY

- (i) The Federation shall elect, from the members of the Board of Directors, by a majority vote of Directors attending the annual Board of Directors' Meeting two(2) Delegates to the Canadian Square and Round Dance Society.
- (ii) These two(2) Delegates shall act as liaison officers between the Federation and the Society.
- (iii) These Delegates shall each be elected on alternate years for a two-year term, but may serve successive terms for as long and as often as elected by the Federation Board of Directors.
- (iv) In accordance with the CS&RD Society's By-Law 4.7, these two Delegates must be willing to serve on the Society's board of Directors if elected to do so at the Society AGM held at the Canadian National Convention.
- (v) If either one of these Delegates is unable to carry out his or her duties, the President shall appoint an Alternate as needed in accordance with the Federation By-Law 4.1(5).

3.5 WITHDRAWAL FROM OFFICE Any member of the Board of Directors or Executive may withdraw from office by submitting notice of withdrawal, in writing, to the Secretary and their respective Regions.

ARTICLE 4 DUTIES OF THE EXECUTIVE OFFICERS

4.1 The President shall be the Chief Executive Officer of the Federation
The **President** shall:

1. preside at all general meetings of the Federation and of the Board of Directors, and of the Executive, and verify that those voting are members in good standing.
2. see that all orders and resolutions of the Board of Directors and Executive are carried into effect.
3. ensure that the secretarial duties of the Board are completed; that minutes and proceedings are recorded in the books kept for that purpose; that due notice of any meetings is given; that the Federation's correspondence is conducted in an acceptable manner and such correspondence is reported to the Board of Directors; that all necessary books and records of The Federation required by the By-Laws or applicable law or statute are regularly and properly kept ;
4. be the custodian of the official badge and banner of The Federation, the records, and the general archives except so far as may be placed in charge of others by the Board of Directors or the By-Laws;
5. have the authority to appoint an officer to fill a vacancy that may arise from time to time;
6. appoint committees and receive reports from such committees and take appropriate action on same;
7. ensure that the Federation Newsletter is published three (3) times per year; in the Summer; following the AGM, in the Fall after the Executive meeting and in the Spring after the Board of Directors' meeting.

8. prepare the agendas for all meetings of the Board of Directors, the Executive and the AGM and ensure that all anticipated participants are notified at least thirty (30) days prior to such meetings.
9. ensure that all members of the Executive carry out their prescribed duties;
10. reassign duties as needed if members of the Executive are unable to carry out their prescribed duties.;
11. appoint, at the Board of Directors Meeting held in the Spring, a Federation Member in good standing to carry out a Financial Review.

4.2 The **1st Vice-President** shall;

1. in the absence or disability of the President, perform the duties and exercise the powers of the President.
2. lead the Recognition Committee.
3. be in charge of applications for the Sillery Award and head the Selection Committee for this Award.
4. be in charge of New Dancer Class Funding applications and head the Selection Committee for awarding these funds.
5. be in charge of Education and Leadership funding and head the Selection Committee for Awarding these funds.
6. be in charge of Memorial Funds applications and head the Selection Committee for awarding these funds.
7. be in charge of any Federation fundraising activities.
8. be in charge of the annual updating of the Handbook.

4.3 The **2nd Vice-President** shall

1. In the absence or disability of the President & 1st Vice President perform such duties as shall from time to time be directed by the Board of Directors.

2. be a business manager to advise the executive on all matters pertaining to the financial welfare of the Federation
1. be responsible for getting quotations for the various requirements of the Federation.
2. Be an assistant advisor to the treasurer in the preparation of the budget and other related financial duties.
3. (a) be responsible for ensuring that all regions get pertinent information to the Infoline manager.

(b) be responsible for ensuring that Delegates receive Federation news and information on a regular basis.
6. be in charge of promotion and advertising.
7. be the liaison with, and assistant to, the appointed chairperson for SQUAREUP B.C.
8. manage the DVD Library
9. co-ordinate getting Federation information to the Federation Webmaster

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- 4.5 The **Secretary** shall;
1. keep the minutes of all meetings of the Federation Board of Directors, Executive and Annual General Meetings and fulfill other secretarial duties and obligations as shall be determined by the Board of Directors;
 2. send copies of minutes of appropriate meetings electronically or by Canada Post, to Delegates and to the Executive within to (2) weeks of such meetings;
 3. ensure that the minutes of the AGM are posted on the Federation website within two (2) weeks of this meeting;
 4. attend to all the correspondence of The Federation;
 5. issue notice of meetings as directed by the President or these by-Laws;

6. keep and maintain a standing orders register and notify the President of any noncompliance;
7. hold the seal of the Federation and affix the seal to documents as directed by the President, the Executive or board of Directors;
8. have custody of all records, files, correspondence and secretarial equipment belonging to the Federation

4.6 The **Treasurer** shall

1. have custody of the funds and securities of The Federation
2. keep full and accurate accounts of all assets, liabilities, receipts and disbursements of The Federation, in the books belonging to The Federation and held by the treasurer;
3. deposit all moneys, securities and other valuable effects, in the name and to the credit of The Federation, in such chartered bank, trust company or credit union as designated by The Board of Directors;
4. deposit or invest or cause to be deposited or invested, upon approval of the Board of Directors, the funds of The Federation in a manner that will provide a reasonable rate of return;
5. disburse the funds of The Federation, as may be directed by The Board of Directors or The Executive; take the proper vouchers for such disbursements; pay invoices within thirty (30) days of their receipt;
6. render to the President and Directors at the regular meeting of the Board of Directors, or whenever they may require it and to the membership at the AGM, an accounting of all transactions and/or an annual financial statement;
7. prepare a projected annual budget that shall be presented at the AGM;
8. keep and maintain the Federation membership list;
9. perform such other duties as may from time to time be directed by the Board of Directors.

- 4.7 The **Immediate Past President** shall:
1. chair the Nominations and Elections Committee;
 2. ensure that the membership be informed of upcoming elections at the AGM by informing all Delegates at the Annual Board of Directors meeting of:
 - a) the details of these elections
 - b) that nominations are being sought
 - c) that any member in good standing may submit, in writing to the committee chairperson, the name(s) of consenting members in good standing as nominees
AND
 - d) by posting this information on the Federation web site.

4.8 **EXCHANGING DUTIES**

The 1st and 2nd Vice-Presidents may, with the approval of the Executive, exchange, or take on, one or more of each others' individual duties if it will be to the advantage of the accomplishment of Federation business

ARTICLE 5 MEETINGS

- 5.1 All meetings of The Federation shall follow Roberts Rules of Order.

5.2 CHAIRPERSONS

- 5.2 (i) The President shall normally chair all meeting of the Board of Directors, The Executive, and the AGM.

5.3 BOARD OF DIRECTORS

- (i) The Board of Directors shall meet in the Spring of each year, with time and place to be decided at the previous year's meeting.
- (ii) For all board of Directors' Meetings, notice must be given to all members of the Board by the Secretary at least four (4) weeks prior to the meeting.
- (iii) A simple majority of the Board of Directors can, with four week's notice and for emergency reasons, request a special Board of Directors' meeting other than the Spring meeting.

5.4 THE EXECUTIVE

- (i) Meetings of the Executive may be planned in advance, or called at any time by the President with a minimum of two week's notice.
- (ii) The Executive may "meet" and vote by e-mail or telephone conference calls.

5.5 ANNUAL, SPECIAL/ EMERGENCY GENERAL MEETINGS

- (i) The Annual General Meeting (AGM) shall normally be held either in Penticton during the annual PeachFest Square

Dance Festival or during the biennial B.C. Festival. The date, time and place for the following year's AGM shall be set at the current AGM.

- (ii) The Federation membership shall be notified of the date, time and place of the AGM through the Federation Newsletter with at least thirty (30) days notice. This information shall also be published on the Federation website and every Delegate shall be informed by either email or Canada Post.
- (iii) A Special or Emergency general meeting may be ordered by the President, or requested by:
 - 1. the Board of Directors,
 - 2. the Executive
 - 3. a Regional Association.
- (iv) Such a request shall be made to the President in writing, stating the subject of discussion for the meeting. The President shall then arrange a place, date and time for said meeting.
- (v) No special or emergency meeting shall take place unless the membership has received at least fifteen(15) days notice.
- (vi) Such notice shall be given by the Secretary who shall inform all delegates by email or Canada Post and also by posting such notice on the Federation web site.

5.6 QUORUMS

- (i) The quorum for a General Meeting shall consist of thirty(30) members of The Federation.
- (ii) The quorum for a Directors' meeting shall consist of thirty percent (30%) of the members of the current Board of Directors.
- (iii) The quorum for an Executive meeting shall consist of four(4) members of the current Executive.

5.7 VOTING

- (i) There should be only one vote per Delegate at a Board of Directors Meeting to a maximum of **twenty-four(24)** votes cast (6)Regions X 4 Delegates.
- (ii) There shall be only one voter per Executive member at an Executive Meeting to a maximum of six(6) votes cast.
- (iii) A member in good standing, attending the AGM, shall have one(1) vote.
- (iv) Voting at any meeting shall be by a show of hands unless a secret ballot is requested by the majority present.
- (v) The President shall have no vote except to break a tied vote.
- (vi) There shall be no voting by Proxy.

5.8 AGENDAS

- (i) The President shall be responsible for preparing the agenda for all meetings of the Board of Directors, the Executive and the AGM.
- (ii) The President shall ensure that agendas for meetings are sent out at least thirty days(30) prior to meetings as per notice of motion to all anticipated participants and that the agenda for the AGM is published on the Web site.

5.9 REPORTS All reports to be given at any meeting shall be sent electronically to the Secretary prior to the meeting.

5.10 NOTICE OF MOTION

Whenever a motion is to be made that affects the entire membership of the Federation, the Secretary shall receive said Notice of Motion in writing not less than ninety(90) days prior to the motion being made at either the Annual General Meeting, or at the annual Board of Directors' meeting held each spring. The Secretary shall make such a Notice of Motion known to the General Membership by:

1. Posting it on The Federation Website, no less than sixty(60) days prior to the motion being made at either the Annual General Meeting or at the Board of Directors meeting; AND
2. By informing all Delegates by e-mail or Canada Post, not less than sixty(60) days prior to the motion being made.

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ARTICLE 6 – COMMITTEES

- 6.1 Committees shall be appointed or elected from Federation members in good standing, and given direction from the President, the Executive or the Board of Directors.
- 6.2 Committees shall have specific purposes and/or goals but shall not, unless specifically charged, take any action independent of The Federation.
- 6.3 Committees shall report their findings and recommendations to the striking body which will relay these to the President for the appropriate action.

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ARTICLE 7 – FINANCES

7.1 WRITING CHEQUES

Any cheques written on any Federation banking account, provided the amount to be paid is \$250.00 or less, shall bear the single signature of any one of the Treasurer, the President, or the First Vice President, and all cheques for amounts exceeding \$250.00 shall require signatures of two of the either the Treasurer, the President and the First Vice President

7.2 BORROWING

The Federation shall not borrow money to achieve its purposes or goals.

7.3 FUNDRAISING

- (i) The Board of Directors shall take such steps as they deem requisite to enable the Federation to acquire, accept, solicit or receive legacies, gifts, grants, settlements, bequests, endowments and donations of any kind whatsoever for furthering the purposes and goals of the Federation.
- (ii) For carrying out the purposes and goals of the Federation, the Executive may initiate methods for fundraising such as an annual cash calendar, golf tournament, raffles or other methods. These fundraising initiatives must comply with the gaming Commission laws of British Columbia and the money raised by such ventures must be used for the purpose(s) in the fundraising initiative.

7.4 THE BIENNIAL B.C. FESTIVAL

- (i) The Federation shall encourage and support any Region that wishes to host the Biennial B.C. Festival.
- (ii) The Federation shall maintain a Festival Account of not less than twenty thousand dollars (\$20,000.00) for the purpose of underwriting this festival.
- (iii) The Executive shall make provision for storing any Festival supplies that may be carried over.
- (iv) The Executive may approve start-up funds for a festival. Such funds shall be issued from the Festival Account.

7.5 AUDITING

- (i) There shall be a Financial Review done of the Financial Records of the Federation once a year.
- (ii) The Financial Review Report shall be submitted to the AGM with copies available to all members.
- (iii) The financial review shall be done The financial review shall be done by a Federation member in good standing who is appointed by the President at the Annual Board of Director's spring meeting.
- (iv) The Executive shall have access to the financial records at all times, provided reasonable notice is given to the Treasurer.
- (v)
 - a. Any member in good standing of the Federation shall be entitled to examine the financial records if a request is made in writing to the Board of Directors.
 - b. Upon request to examine the financial records, a minimum of two (2) weeks' notice shall be given to the Treasurer who shall issue copies only of any records requested.

7.6 EXPENSES

Upon presentation of receipts, or other evidence satisfactory to the treasurer if receipts should be unavailable, the Federation shall reimburse necessary and reasonable expenses incurred the its members hereafter described at the rates which follow

- a) APPOINTED MEMBERS - being those members appointed by the President, with the concurrence to the Executive, to carry out defined functions or projects for and on behalf of the Federation.
- b) THE EXECUTIVE - for a maximum of two meetings a year, and for other travel within the Province of British Columbia when on Federation business.
- c) DIRECTORS OF THE CANADIAN SQUARE AND ROUND DANCE SOCIETY who are members of the Federation shall, when attending Society meetings, also be paid their economy airfare and reasonable ground travel expenses to and from airports, such as taxis.

REIMBURSEMENT RATES

1. There shall be no reimbursement for the first 100 kilometers of vehicle travel. For distances travelled by vehicle in excess of 100 kilometers, reimbursement shall be at the rate of 40 cents per kilometer to a maximum of the next 900 kilometers. Distance above 1,000 kilometers shall not be reimbursed unless approved by the Board of Directors at the Annual General Meeting
2. Ferry expenses or tolls shall be reimbursed in full.
3. In the event a member uses public transit, expenses shall be reimbursed in full, provided that the amount does not exceed the amount allowed for travel of the same distance by personal vehicle.
4. Hotel - up to two nights to a maximum of \$115.00 per night.
5. Meals shall be reimbursed at a maximum rate of \$38.00 per person per day allocated as follows: Breakfast - \$10.00, Luncheon - \$10.00, Dinner - \$18.00. For authorized couples the maximum payment is \$76.00 per day, divided in the same ratios.
6. Economy airfare, when air travel is more feasible than other modes of transportation.
7. Office costs: Telephone Call, Mailing - paper, envelopes and stamps, Copying costs.

d) DELEGATES

The BCS&RD Federation, upon receipt of expense vouchers due before the end of the fiscal year, reimburse delegates for the cost of attending the BOD meetings up to a maximum of \$400.00 per region, over and above amounts of any reimbursement received from their region beginning with this March, 2015 meeting, excluding the host region.

ARTICLE 8 – CODE OF ETHICS

Members of the Federation pledge to accept and practice the following Code of Ethics to:

- 8.1 Uphold the Federation Constitution and By-Laws at all times.
- 8.2 Pay annual Federation membership fees fully and promptly.
- 8.3 Support the Federation in its initiatives and endeavors.
- 8.4 Promote good fellowship among all members of the Federation.
- 8.5 Behave with proper decorum at meetings and dance functions.
- 8.6 Discourage cliques and other factions that tend to cause disruption to the Federation's affairs.
- 8.7 Bring any concerns regarding federation affairs, along with a suggested remedy, to the attention of the Executive.
- 8.8 Maintain a friendly, and co-operative attitude toward the free exchange of information and ideas within the Federation's membership.
- 8.9 Abstain from the illegal use of narcotics and refrain from the obvious excessive use of intoxicating liquors immediately before and during a Square dance or Federation function.
- 8.10 Help new dancers and callers and cuers in every way possible.
- 8.11 Promote the fun and fellowship of Square Dancing in British Columbia.

ARTICLE 9 AMENDING/REPEALING/ADDITION TO THE BY-LAWS

- 1.1 These By-Laws shall be amended or repealed or added to by two-thirds (2/3) majority of the members in good standing voting on such a motion at any Annual General Meeting, Special General Meeting or Board of Directors' Meeting.
- 1.2 Notice of Motion of any proposed amendment(s) repeal(s) or addition(s) shall be given to the Secretary at least ninety(90) days prior to the meeting at which this motion shall be made.
- 1.3 The Secretary shall inform the Federation membership of such a Notice of Motion at least sixty (60) days prior to the meeting at which such motion shall be made, by:

1. causing the Notice of Motion to be published on the Federation web site

AND

2. by informing each Delegate by Canada Post or e-mail, of the Notice of Motion so that Delegates may in turn inform the members of their Regional Association.

1.4 Any such amendment, repeal or addition shall not be enforced or acted upon until Form 10, sections 66 and 67 has been submitted by the Secretary to, and accepted by, The Registrar of Companies.

ARTICLE 10 DEFINITIONS

- 10.1 **Federation** shall mean the parent body of the organized dancing Associations of each of the geographic regions of the province (see attached map and written descriptions).
- 10.2 **Associations** shall mean the Association of Square, Round, clogging and contra dance clubs or Association of callers, cuers and dance leaders or combined Association organized in each Region.
- 10.3 **Promotion** shall mean any physical or monetary method to enhance and promote Square Dancing in any and all Regions of the Province.
- 10.4 **Square Dancing** shall mean Square Dancing, Round Dancing, Contra Dancing, Clog Dancing and other related dance forms
- 10.5 **President** shall mean the delegate elected to that position on the Executive by a majority vote of The Federation membership attending the AGM.
- 10.6 **Elected Officers** shall mean the Delegates elected to The Federation Executive by the vote of The Federation membership attending the AGM.
- 10.7 **Term of Office** shall mean two years.
- 10.8 **Majority** shall mean a simple majority (50% + 1) of members attending a meeting.
- 10.9 **Quorum** shall mean the number of members, as specified in the By-Laws, required to hold an official meeting of the Federation.
- 10.10 **Committee** shall mean a group of one or more persons elected or appointed to consider or take action on a specific matter.

10.11 **Fiscal Year** shall mean a twelve (12) month period from July 1st to June 30th.

10.12 **Membership Year** shall mean a twelve (12) month period from January 1st to December 31st.

10.13 **Parliamentary Rule** shall mean meetings to be conducted as per Roberts Rules of Order.

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ARTICLE 11 DISSOLUTION

The Federation may be dissolved by a two-thirds majority vote of the members attending an extraordinary meeting called with sixty (60) days written notice to the entire membership of such a proposal.

The dissolution shall not be carried out before a six (6) month period following the two-thirds majority vote for dissolution.

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ARTICLE 12 DESCRIPTION OF REGIONAL BOUNDARIES AND MAP

12.1 REGIONAL BOUNDARY DESCRIPTION

Region 1 Victoria and Lower Vancouver Island

The area encompassed by a line joining the most northerly point at Galliano Island to the most northerly point of Saltspring Island, then to the mouth of the Chemainus River, and then to Carmanah Point, then south around the tip of Vancouver Island following the Canada.

/U.S. border north through Haro Strait to the most northerly point Galiano Island.

Region 2 Vancouver and Fraser Valley

The area encompassed by a line drawn from Powell River to include the Sunshine Coast to Vancouver, thence along the Canada / U.S. border to a point south of Princeton, thence north to Merritt, from Merritt to Boston Bar, and back to Powell River.

This region does not include Powell River or Merritt or Princeton.

Region 3 Okanagan

The area encompassed by a line drawn from the point on the Canada / U.S. border south of Princeton, thence along this border to Grand Forks; from Grand Forks north and east through Golden to the B.C. / Alberta border, from this point on the B.C./ Alberta border to Merritt, staying south of Revelstoke and Salmon Arm, and from Merritt to point on the Canada / U.S. border

This region does not include Merritt, Grand Forks or Golden

Region 4 Kootenays

The area to the southeast of a line drawn from Grand Forks to Golden and thence to the

B.C. / Alberta border. Grand Forks and Golden to be included in the region

Region 5 The North.

The area encompassed by a line drawn west from Prince Rupert along the B.C./ Alaska border then south around the Queen Charlotte Islands then east to Bella Bella, then south east to Clinton, from Clinton to Kamloops then north and east to Tete Jaune Cache, then east though Yellowhead to the B.C. / Alberta border, then along the B.C. /

Alberta border to the Territorial border, along this border to the B.C. / Alaska border, south along this border to Prince Rupert. This region does not include Tete Jaune Cache, Yellowhead, Bella Bella or Kamloops

Region 8 Upper Vancouver Island

The area encompassed by a line joining the most northerly point at Galiano Island to the most northerly point of Saltspring Island, then to the mouth of the Chemainus River, and then to Carmanah Point then north to a point immediately south of the Queen Charlotte Islands, east through Bella Bella, then southeast to Clinton, from Clinton to Lillooet, from Lillooet to Powell River and from Powell River to the most northerly point of Galiano Island.

This region does not include Clinton or Lillooet

Region 9 Thompson Shuswap

The area encompassed by a line drawn from Kamloops north and east to Tete Jaune Cache, west through Yellowhead to the B.C. / Alberta border, south and east along this border to the point where it meets the Region 3 and 4 boundaries, then south and west to Merritt, passing south of Revelstoke and Salmon Arm, from Merritt to Boston Bar, from Boston Bar north and west to Lillooet and from Lillooet to Clinton and from Clinton to Kamloops. This region does not include Boston Bar or Clinton