

BC Square and Round Dance Federation

Rules made under Bylaw 10.1

5.0 Executive Committee of the Board

5.1 Executive Committee:

- a) Unless changed by resolution of the Board the daily management and affairs of the BCSRDF shall be vested in an Executive Committee comprised of the President, the Two Vice Presidents, the Treasurer, the Secretary and the Immediate Past President. The term of service for Executive Committee members shall be the period for which they hold a qualifying position;
- b) If the Immediate Past President is unable to serve, then another Past President may be appointed to the Executive Committee by the Board provided that person has served as President within the six years immediately preceding appointment;
- c) A report of the activities of this committee shall be made to the Board of Directors not less frequently than once every 3 months;
- d) The quorum for meetings of this committee shall be 4 members at least one of whom must be the President or a Vice-President;
- e) Meetings may be conducted in person or by electronic means provided that there shall not be less than two personal meetings every year which may be held in conjunction with other scheduled meetings. If conducted electronically, voting may also be electronic;
- f) Votes shall be determined by a simple majority of those present and voting, provided that in the event of a tied vote the President of the Meeting shall have a casting vote;
- g) Section 8.10 of the Bylaws applies if any member of the Executive Committee ceases to be a member for any reason;
- h) In accordance with the provisions of the Act and the BCSRDF Bylaws any member of the Executive, except the President, may serve in more than one position.

5.2 Duties of Executive Committee Members

- i) The President shall:
 - a. Preside over all meetings of the Board, the Executive Committee and the BCSRDF;
 - b. Be an ex officio member of every Committee of the BCSRDF;
 - c. Ensure the carrying out of their duties by all Directors and Chairs of Committees;
 - d. Be the principal spokesperson for the BCSRDF.

- ii) The First Vice-President shall:
 - a. In the absence of the President or if the President vacates the chair, and for the period such situation exists, perform the functions of the President;
 - b. Maintain an overview of the BCSRDF's Constitution, Bylaws, Rules and Policies and recommend changes if, as and when necessary;
 - c. Chair the committee appointed by the Board to consider, approve or reject all applications for new Dancer Class, Education and Leadership Bursary and Memorial Fund applications;
 - d. Chair the Sillery Award Committee.

- iii) The Second Vice-President shall:
 - a. In the absence of both the President and the First-Vice President or should they vacate the chair, and for the period such situation exists, perform the functions of President;
 - b. Be the business manager of the y with particular responsibility for assisting in budget preparation;
 - c. Be responsible for Public Image activities including promotion, advertising and SquareUp BC;
 - d. Supervise maintenance of the website and related activities including club use thereof;
 - e. Work with the First Vice-President to ensure updating of information in all published material whether in written or electronic form.

- iv) The Secretary shall:
 - a. Be responsible for the duties prescribed in Article 8.6 of the Bylaws;
 - b. Ensure the minutes of all Annual and other General Meetings are posted on the BCSRDF's website within 14 working days after such meeting and simultaneously provide a copy thereof to members of the Board;
 - c. When required by the President or the Board conduct correspondence on behalf of the BCSRDF;
 - d. Have custody of all records, correspondence files and other materials as provided by the Act, Regulations or the BCSRDF's Bylaws unless other suitable arrangements have been approved by the Board.

- v) The Treasurer shall:
 - a. Carry out the duties prescribed in Article 8.8 of the Bylaws;
 - b. With the approval of the Board make investments for and on behalf of the BCSRDF;
 - c. Maintain the BCSRDF's membership records including providing any information to the Canadian Square and Round Dance Society for insurance or other reasonably required purposes;
 - d. Liaise with the Second Vice-President on budget preparation.

- vi) The Immediate Past-President is:
 - a. Chair of the Nominating Committee;
 - b. Responsible for the conduct of elections to the Board at any General Meeting when elections are an agenda item;
 - c. Shall ensure publication of all required notices prior to or subsequent to any election;
 - d. Other than the duties specified above, is a member-at-large of the Board and Executive Committee without other duties assigned, provided that a duty assignment may be offered and accepted. Such acceptance shall not bind any successor to this office with respect to such duty.