

# **Policies and Procedures made under Bylaw 10.1**

## INDEX TO THE POLICIES AND PROCEDURES DOCUMENT of the B.C. Square and Round Dance Federation

### Article 10 POLICIES AND PROCEDURES

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## **Policies and Procedures made under Bylaw 10.1**

### **1.0 Membership**

#### **1.1 Clubs**

- a) The definition section of the Society's Bylaws defines a Club.
- b) The organisation referred to in the definition must include sufficient members to effectively carry out its purposes and it is the responsibility of the Association to which it belongs or applies to belong to ensure that the Club can satisfy this requirement. The decision of an Association made under this rule is binding on the Society.
- c) An organisation that wishes to become a Club in a Region where there is no Association to which it can apply for recognition may apply to the Board of the Society for admission and must satisfy the Board of its ability to carry out its purposes.
- d) All Clubs which were members of the Society as at 1<sup>st</sup> January 2019 shall be deemed to have met the foregoing requirements.
- e) A Club which fails to meet the above requirements ceases to be a member of the Society as in Bylaw Article 2.5.

#### **1.2 Associations**

- a) An Association of Clubs, Callers, Cuers or Leaders or a combination of any of these entities or persons, with an appropriate Constitution and Bylaws or similar governing documents, which exists in a Region and complies with the definition in the Bylaws shall be a member.
- b) An Association which was a member of the Society as at 1<sup>st</sup> January, 2019 shall be deemed to have met the foregoing requirements.

### **2.0 Dues**

- 2.1 Annual dues for all classes of members shall be the amount prescribed under Article 2.4 of the Bylaws. This amount shall be published in the minutes of the meeting at which they were approved.
- 2.2 Dues and insurance premiums prescribed by the Canadian Square and Round Dance Society (CSRDS), including Third Party Insurance, shall be advised to clubs by the

Treasurer as soon as practicable after such information has been received.

- 2.3 Dues and insurance premiums are to be collected by clubs and, where there is a Regional Association Treasurer, forwarded to that person on or before the date set by the Association. It is the Regional Association Treasurer's or, when there is no Regional Association Treasurer, the Club's responsibility to forward the dues received to the Society's Treasurer.
- 2.4 The dues and insurance premiums in 2.1 and 2.2 above must be received by the Treasurer no later than the 30<sup>th</sup> November in each year. Fees received after that date may be deemed delinquent.
- 2.5 The dues cover each dance season from 1<sup>st</sup> September in one year until 31<sup>st</sup> August of the following year. CSRDS dues cover a calendar year.
- 2.6 For new members joining after 30<sup>th</sup> November, the dues above apply unless otherwise advised by the Treasurer.

### **3.0 Voting and Proxies**

- 3.1 Every Voting Member [as defined in Bylaw Article 2.1] is entitled to a single vote on every matter at a General Meeting requiring a vote of Members.
- 3.2 A Voting Member shall exercise its voting rights by appointing a person as proxy holder using the form supplied for that purpose. (Attached below)
- 3.3 A proxy holder may represent one or more Members and shall represent the position of each Member, voting either in favour of a proposal or motion, against, or abstaining as each Member intends.
- 3.4 It is in order for a Voting Member to authorise its proxy holder to vote at the proxy holder's discretion on any matter. In such circumstances, the Voting Member will be bound by the way such vote was exercised.
- 3.5 The proxy for any matter remains valid until voted upon at the meeting at which it was presented or any adjournment thereof. The Voting Member shall have the option to change their previous instructions at any time before the meeting at which it is to be exercised is called to order and the proxy shall comply with such change.

### **4.0 Directors at Large**

#### **4.1 Directors at Large**

- a) Directors appointed or elected by Regions are Directors at Large. Their term in office is the period provided in the Bylaws.

- b) If a Region does not have an Association, Club(s) in that Region may jointly appoint or elect not more than two persons as Directors at Large.

#### 4.2 Removal from Office

See Article 4.5 of the Bylaws

#### 4.3 Duties of Directors at Large

- a) Directors at Large are expected to attend all meetings of the Board.
- b) Directors at Large shall:
  - i) monitor the functioning of the Executive Committee;
  - ii) be the two-way liaison with the Regions, Associations and Clubs:
    - a. ensure that there is effective two-way communication with the Society on matters that are not designated as confidential;
    - b. ensure that the Society is aware of the changing needs of Regions, Associations and Clubs;
    - c. ensure Regions and Clubs are aware of Society programmes and initiatives and encourage participation;
    - d. report to the Executive, the Board and at all general meetings on matters of significance or of potential general interest within the Region to which they belong. In the event that there is more than one Director at Large from any Region, they shall, so far as is practical, present a single report.
  - iii) encourage Regions and Clubs to nominate persons for outstanding service and, in particular, for extraordinary service sufficient to be considered for a Sillery Award;
  - iv) assist in the identification of persons who are capable of enabling the Society to achieve its objective of better serving members;
  - v) serve on any committees to which they have been appointed.
- c) If a Region and Clubs within it are not represented by a Director, they may invite a Director from a Region with more than one Director to represent them or may invite a member of the Board, other than the President, to do so.

4.4 Conflicts of Interest

In addition to the Conflict of Interest bylaw applicable to service as a Director (See Bylaw Article 5.2 d), a Director at Large is expected to recognize and act in a similar manner if conflicts should arise in their Region.

**5.0 Executive Committee of the Board**

**5.1 Executive Committee:**

- a) Unless changed by Special Resolution, the daily management and affairs of the Society shall be vested in an Executive Committee comprised of the persons elected or appointed as Officers.
- b) The Executive Committee shall report to the Board of Directors not less frequently than once every three months.
- c) The quorum for meetings of the Executive Committee shall be four members, at least one of whom must be the President or a Vice-President.
- d) Meetings may be conducted in person or by electronic means. If conducted electronically, voting may be electronic.
- e) 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 not have a deciding vote and the matter under consideration shall be defeated.
- f) In accordance with the provisions of the Act and the Society Bylaws, any member of the Executive, except the President, may serve in more than one position.

**5.2 Duties of Executive Committee Members**

- a) The President shall:
  - i) preside over all meetings of the Board, the Executive Committee and the Society;
  - ii) be an ex officio member of every Committee of the Society;
  - iii) ensure the carrying out of their duties by all Directors and Chairs of Committees;
  - iv) be the spokesperson for the Society, unless otherwise approved by the

Executive Committee.

- b) The First Vice-President shall:
  - i) 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;
  - ii) Maintain an overview of the Society's Constitution, Bylaws, and Policies and Procedures, and recommend changes if, as and when necessary;
  - iii) Chair any Committee appointed by the Board to consider, approve or reject all applications for new Dancer Class, Education and Leadership Bursary and Memorial Funds.
  
- c) The Second Vice-President shall:
  - i) 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;
  - ii) Be the business manager of the Society, coordinating with the Treasurer as necessary in budget preparation;
  - iii) Be responsible for Public Image activities including promotion, advertising, SquareUp BC and Square Dance Awareness Week;
  - iv) Supervise maintenance of the website and related activities including club use thereof;
  - v) Work with the First Vice-President to ensure updating of information in all published material whether in written or electronic form.
  
- d) The Secretary

The Secretary is responsible for doing, or making the necessary arrangements for doing, the following:

- i) sending all notices of General and Board Meetings;
- ii) taking minutes of General and Board Meetings;
- iii) maintaining the records of the Society required by the Act;

- iv) filing the annual report in cooperation with the Treasurer; and
- v) such other duties as shall be assigned by the President or the Board.

e) The Treasurer

The Treasurer is responsible for doing, or making the necessary arrangements for doing, the following:

- i) receiving and banking all monies collected by the Society or paid to it;
- ii) making payment of the Society's financial obligations;
- iii) keeping the accounting records recording the Society's financial transactions;
- iv) preparing the Society's financial statements in accordance with the Act and Regulations; and
  - a. file tax returns, if required;
  - b. give access of books and records required for annual review;
  - c) file the annual report in cooperation with the Secretary.
- v) coordinating with the 2<sup>nd</sup> Vice President, prepare the annual budget for approval at the Annual General Meeting;
- vi) with the approval of the Board, making investments for and on behalf of the Society. Any such investments shall be in the name of the Society;
- vii) maintaining the Society's membership records including providing any information to the Canadian Square and Round Dance Society for insurance or other reasonably required purposes as permitted by the Personal Information Protection Act of BC (2004).

f) The Immediate Past-President is:

- i) 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. Responsible for ensuring publication of all required notices prior to or subsequent to any election.
- ii) Other than the duties specified above, a member-at-large of the Board and Executive Committee without other duties assigned; however, additional duty assignment(s) may be offered and accepted. Such acceptance shall not bind any successor to this office with respect to such duty.

## **6.0 Meetings**

### **6.1 Applicable to All General Meetings**

- a) All meetings are to be conducted according to Robert's Rules of Order in Brief (current edition).
- b) Attendance must be taken and the list becomes an addendum to the minutes.
- c) Opening the Meeting:
  - i) Ensure there is a Chair (Bylaw Articles 8.6 and 8.7);
  - ii) Ensure there is a Secretary;
  - iii) Confirm that a quorum exists; (Bylaw Article 8.10)
  - iv) Call to Order.
- d) Conducting the Business of the Meeting:
  - i) All meetings begin with:
    - a. Motion to accept the Agenda, after any needed additions or corrections;
    - b. Motion to accept the Minutes of the previous meeting of the same type, after any needed corrections;
    - c. Business arising, if any, from the Minutes of the previous meeting.
  - ii) Address specific items of business relative to the purposes of the meeting:

- a. Correspondence and business arising from correspondence;
- b. Old business;
- c. New business;
- d. See 8.2 and 8.3 for recommended agenda items arranged by meeting type.
- e) Concluding the Meeting:
  - i) Next meeting(s) Time, Date, Place;
  - ii) Confirming next steps, Announcements;
  - iii) Termination of the Meeting—Motion to adjourn.

## **6.2 Specific Agenda Items for an Annual General Meeting**

For an Annual General Meeting, agenda items to be added to 8.1 Part d) are:

- a) following Correspondence:
  - i) consider the Reports of the Board Members and Committee heads, except for Treasurer (see Item v. below);
  - ii) consider Region Reports;
  - iii) Motion for acceptance of all reports;
  - iv) Business arising from reports;
  - v) Financial statements and Treasurer’s report, and independent report or review;
  - vi) Motion to accept the Treasurer’s report;
  - vii) Appointment of an auditor or other individual, if any, to report on or review the financial statements to be presented at the next Annual General Meeting.
- b) preceding all other New Business, consider any Special Resolution(s) for which proper Notice of Motion has been given;

- c) following all other New Business, conduct the Election and Appointment of Officers.

### **6.3 Specific Agenda Items for a Special General Meeting where the only item for consideration is the Special Resolution(s) (Bylaws 8.2 to 8.5)**

The purpose for convening a Special General Meeting is consideration of a Special Resolution(s) of which due notice has been given. The opening of the Meeting follows 6.1 a), b), c) & d i) above and, after conclusion of the Special Business, ends with 6.1 e) i) and iii) above.

## **7.0 Repayment of Expenses**

### **7.1 Repayment to Officers**

An Officer, upon submitting a claim, shall be reimbursed for all expenses reasonably and necessarily incurred when carrying out duties, projects or conducting business for or on behalf of the Society. Such claim, with supporting documentation, must normally be submitted no later than six months after the expenses have been incurred.

### **7.2 Repayment to Directors at Large and Other Members**

Directors at Large and other Members may submit a claim for expenses reasonably and necessarily incurred when carrying out duties, projects or conducting business for or on behalf of the Society. Normally such expenses shall have been pre-approved by the Board or by vote at a General Meeting. Such claim, with supporting documentation, must normally be submitted no later than six months after the expenses have been incurred.

### **7.3 Policies covering reimbursement**

The policies covering reimbursement shall be approved by ordinary resolution at a General Meeting and may be varied from time to time. In most cases, the claimant should use the expense form provided in Appendix 5.

## **8.0 Registered Office**

- 8.1 The registered office of the Society shall be the home address of the Treasurer.

## **9.0 Books and Records**

- 9.1 The Society shall keep complete books and records of account and minutes of the proceedings of the Directors and minutes of all General Meetings.

9.2 The financial year shall extend from July 1<sup>st</sup> to June 30<sup>th</sup> of each year.

## APPENDICES

### APPENDIX 1 Qualifications of Directors

Section 43 and 44 of the Act state:

#### **Directors must be qualified**

43 (1) A person must not be a director of a Society if the person is not qualified under either section 44 or the bylaws to be a director.

(2) A director of a Society who is not, or who ceases to be, qualified under either section 44 or the bylaws to be a director must promptly resign.

#### **Persons qualified to be directors**

44 (1) A person is qualified to be a director of a Society only if the person is an individual who is at least 18 years of age.

(2) Despite subsection (1), an individual who is 16 or 17 years of age is qualified to be a director of a Society if provided for in the regulations.

(3) Despite subsections (1) and (2), an individual is not qualified to be a director of a Society if the individual is

(a) found by any court, in Canada or elsewhere, to be incapable of managing the individual's own affairs,

(b) an undischarged bankrupt, or

(c) convicted in or out of British Columbia of an offence in connection with the promotion, formation or management of a corporation or unincorporated entity, or of an offence involving fraud, unless

(i) the court orders otherwise,

(ii) 5 years have elapsed since the last to occur of

(A) the expiration of the period set for suspension of the passing of sentence without a sentence having been passed,

(B) the imposition of a fine,

(C) the conclusion of the term of any imprisonment, and

(D) the conclusion of the term of any probation imposed, or

(iii) a pardon was granted or issued, or a record suspension was ordered, under the *Criminal Records Act (Canada)* and the pardon or record suspension, as the case may be, has not been revoked or ceased to have effect.

### APPENDIX 2 Proxy Voting Details

**Note: The contents of this Appendix shall be sent out as part of the Voters Package with every Notice of Meeting of the Federation**

#### **Description of a proxy**

A proxy is the document by which the Voting Member, as defined in Bylaw Article 2.1, appoints a person (the "proxy holder") to represent them and to cast votes on their behalf at a general meeting. Proxies are essential because the Voting Members in our Society are groups of people. By proxy, each Voting Member has a genuine and audible voice in the affairs of the Society. The proxy holder may be any member of any club registered with the Society, a caller, cuer, or other dance leader, a Director a Large, or an executive member of the Society, except for the President.

There are several reasons why Voting Members should appoint their proxy holder, the most important of which is that the proxy holder, for the purpose of determining a quorum for the meeting, counts as the presence of the Voting Member. If too few Voting Members are present, the meeting will not have a quorum, and no binding appointments or decisions, such as the election of directors or considering motions, can be made.

Every Voting Member is entitled to vote for, against or abstain on every matter requiring a vote. The appointed proxy holder may also move amendments to motions if authorised by the Voting Member. The proxy holder is obliged to follow the instructions which have been given. If an unanticipated matter is brought forward the proxy holder may exercise their judgement on how to vote unless the Voting Member has prohibited them from doing so. In that case, they would register an abstention. The proxy form outlines duties of the proxy holder. It is the specific instructions of the Voting Member that permit these flexibilities.

Any person appointed as a proxy holder may be representing more than one Voting Member but they must cast votes for each one as directed in their appointment. For example, a proxy holder with 5 proxies could vote three times for any motion, one against and one abstention on any vote. This means every eligible vote counts.

#### **Appointing a proxy**

The form is provided with space for naming two proxies with provision for a third proxy who shall be a member of the Society's Executive. It is so worded that the first named person acts. However, if that person is not present at the meeting for any reason, then the second person named acts. Failing both, the named member of the Executive shall act. If the Voting Member does not want the Executive member named acting, they may strike that name out and insert another.

It is the Voting Members's responsibility to make sure the person holding their proxy knows exactly how it wishes to vote on each motion by the time the meeting is called to order.

The proxy must be signed and dated by a person authorized to act on behalf of the Voting Member. For caller/cuer sponsored clubs, the signatory must be that person or another club member authorized by the caller or cuer.

Any proxy form which is not fully and correctly completed shall be invalid and the proxy holder may not vote. Please take the time to fill it out properly.

#### **Period for which a proxy is valid**

A proxy is valid **only** for the meeting to which it applies and to any adjournment of that meeting.

If the proxy holder named is unable to attend an adjourned meeting, the authorized individual may complete a new proxy form appointing someone else, which shall be valid for the adjourned meeting(s) only.

#### **Content of the proxy form**

The proxy form shall contain at least the following information:

- A) Be headed as the B.C Square and Round Dance Federation and give the time, date and place at which the meeting is to be held and state the type of meeting (annual, general or special);
- B) The name of the Voting Member;
- C) The name(s) of the appointed proxy holder(s);
- D) Duties of the Proxy Holder, including permission to vote on any motion validly brought before the meeting of which notice has not been given. (This normally only pertains to voting for executive officers if the nominating committee has not been able to complete its work prior to the meeting);
- E) The signature and legibly printed name of the person signing on behalf of the Voting Member;
- F) The date of the form's completion.

#### **Depositing the proxy form**

1. The Secretary must see the proxy form in person or electronically for it to be valid.

2. We request your proxy form be deposited by email or in person with the Secretary of the Society by one week before the meeting date. However, if this is not possible, it may be accepted immediately prior the meeting being called to order.
3. The Proxy may be withdrawn or may be altered by the appointment of a new proxy holder provided such information is deposited with the Secretary of the Society as in Notes 1 and 2.

APPENDIX 3 Sample Proxy Form—front page

BRITISH COLUMBIA SQUARE AND ROUND DANCE FEDERATION

**SAMPLE PROXY FOR THE GENERAL (OR ANNUAL GENERAL) MEETING**

ON \_\_\_\_\_ DATE OF MEETING \_\_\_\_\_ TO BE HELD BY ZOOM (OR IN PERSON, OR BOTH)

- (a) \_\_\_\_\_, being a voting member (the member) of British Columbia Square and Round Dance Federation (the “Society”), hereby appoints
- (b) \_\_\_\_\_ or, failing such person,
- (c) \_\_\_\_\_ or, failing both named persons,
- (d) Named executive member of the Society

as proxy holder for the member to attend and to vote for and on behalf of the member at the given title of the Meeting of the Society to be held on

- (e) Given date of meeting and at any adjournment thereof.

**Proxy holder’s duties:** In respect of any motion to be considered, the proxy holder shall follow the written or verbal instructions (if any) of the Voting Member with respect to voting.

If they have not been given specific voting instructions, the proxy holder may exercise their personal discretion bearing in mind the best interests of the member or may abstain from voting if unsure what the member’s position might be. If desired, the named Voting Member may prohibit this exercise of discretion by drawing strike-through lines across this paragraph.

Abstaining is deemed an exercise of voting instructions.

The proxy holder shall report to the Voting Member on how the voting power herein granted has been exercised as soon as practical following the Meeting.

- (f) **Signed on behalf of the Voting Member:**

Signed \_\_\_\_\_  
 Date signed \_\_\_\_\_  
 Printed name of signatory \_\_\_\_\_  
 Position of signatory \_\_\_\_\_

**See Instructions and Notes on the reverse**

Sample Proxy Form—reverse page

(On reverse)

**Instructions for Completing Proxy Form:**

- 1) Insert the name of the Voting Member in (a);
- 2) Insert the name of the Proxy Holder in (b) and an alternate Proxy Holder (if any) in (c);
- 3) In case persons named in (b) and (c) fail to attend the meeting, please acknowledge you assign the named executive member of the Society, as your alternate Proxy Holder with a check mark or X in the box for (d). Or, if you do not want the named executive member to act on your behalf, cross out that name and write in which executive member you choose instead.
- 4) Enter the month, date and year in (e)
- 5) Part (f) shall be completed by an individual authorized by the Voting Member named in (a).

**Notes:**

1. The Secretary must see the Proxy Form in person or electronically for it to be valid.
2. The Proxy must be deposited by email or in person with the Secretary of the Society by one week before the meeting date. However, if this is not possible, it may be accepted immediately prior the meeting being called to order.
3. This Proxy may be withdrawn or may be altered by the appointment of a new proxy holder provided such information is deposited with the Secretary of the Society as in Notes 1 and 2.

Form authorized by Bylaw 8.11

APPENDIX 4 Expense Form

**B.C. SQUARE & ROUND DANCE FEDERATION**  
**Claim Form – Reimbursement of Expenses**

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Date(s) of Travel: \_\_\_\_\_

Reason for Travel: \_\_\_\_\_  
\_\_\_\_\_

Claiming for Reimbursement as: \_\_\_\_\_ Director from Region \_\_\_\_\_  
(To a Maximum of \$400.00 per Region)

\_\_\_\_\_ Officer – Position \_\_\_\_\_

\_\_\_\_\_ Designated Member – Position \_\_\_\_\_

\_\_\_\_\_ Director of CS&RDS

Mileage:

Total km Travelled \_\_\_\_\_  
(In excess of 100 km to a maximum of 1,000 km)

Total km Claimed for \_\_\_\_\_ x 0.40 km \$ \_\_\_\_\_  
(to a maximum of 1,000 km - \$400.00)

Ferry / Toll (as receipted) \$ \_\_\_\_\_

Accommodation  
(Up to two nights, as receipted, to a maximum of \$115 per night) \$ \_\_\_\_\_

Meals (to a maximum of two days)		
Breakfast	\$10.00 per person per day	\$ _____
Lunch	\$10.00 per person per day	\$ _____
Dinner	\$18.00 per person per day	\$ _____
Total Meals:		\$ _____
Airfare (Society Delegates only)		\$ _____
Other Vehicle, or Public Transportation (as received, or provide details on separate sheet)		\$ _____
Office Costs (where applicable)		
Telephone Calls		\$ _____
Mailing – Paper, Envelopes, Stamps		\$ _____
Copying Costs		\$ _____
Total Office Costs		\$ _____
Other (as approved and received)		\$ _____
<b>TOTAL CLAIM</b>		<b>\$ _____</b>

Please submit claim (with appropriate receipts) to:  
 B.C Square & Round Dance Federation Treasurer  
 4030 Raymond Street North  
 Victoria, BC V8Z 4K8

Or by email to: [BCFedTreasurer@gmail.com](mailto:BCFedTreasurer@gmail.com)  
 (Scan Claim Form and Receipts in a printable format – prefer PDF if possible)

Please ensure claims are submitted in the same fiscal year that they are incurred in – our fiscal year is from July 1 of one year to June 30 of the following year. If claims are submitted outside the fiscal year they are incurred in, there may be a delay as payment will have to be authorized.

APPENDIX 5 Square and Round Dance Awareness Week

By mid-May each year, a request should be sent by email to the Province of BC asking that Square and Round Dance Awareness Week be proclaimed for the 3rd week in September. It has been declared annually since 2008.

[Noted by Ken Crisp, previous Secretary: Requested too early, it may be overlooked; requested too late, it will not be done by the first week in August when we want it available for distribution.]

The contact person has been Sharon White. Email: [Sharon.D.White@gov.bc.ca](mailto:Sharon.D.White@gov.bc.ca)

By surface mail:

Sharon White

Sport Consultant, Sport Branch,

Ministry of Community, Sport and Cultural Development,

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