

Tavria Ukrainian Folk Dance Ensemble Bylaws

November 2022

1) NAME OF ORGANIZATION

- a) The name of the organization shall be the “Tavria Ukrainian Folk Dance Ensemble Incorporated.”

2) OBJECTIVE OF THE ORGANIZATION

- a) To promote Ukrainian Culture and the art of Ukrainian folk dance through a Performing Ensemble and a Ukrainian Dance School.

3) MEMBERSHIP

a) *Regular Members*

- i) Regular members shall be composed of the dancers and parents of the Performing Ensemble and the parents of the Ukrainian Dance School.
- ii) Regular members in good standing shall have the right to vote at any meetings of the membership.
- iii) Regular members in good standing being the full age of eighteen (18) years shall be eligible for election to the Board of Directors.

b) *Honourary Members*

Honourary membership may be bestowed by the Board of Directors:

- i) for a two (2) year term on an individual, commencing on a date assigned by the Board of Directors, who they feel has made substantial contributions of time and effort to the support and encouragement of the organization.
- ii) The aforementioned Honourary membership is allowed voting privileges at any regular board and annual general meetings.

c) *Alumni Members*

Alumni membership, comprised of former dancers, shall be recognized by the Tavria Ukrainian Folk Dance Ensemble as a support group. Alumni are non-voting members.

4) ADMINISTRATION

- a) The Board of Directors and/or office administrator shall have the authority to register students, set and accept fees, and interview and employ personnel. All administrative duties are the responsibility of the Board of Directors and/or the office administrator.

5) MEMBERSHIP FEES

- a) Membership fees may be levied annually at the discretion the Board of Directors.

6) **DIRECTOR**

- a) An elected or appointed member, regular or honorary, to the Board of Directors is required to be a regular member in good standing.
 - b) Every Director in the organization in exercising his/her powers and discharging his/her duties shall exercise the care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances.
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- c) Every Director may be liable if he/she fails to:
 - i) act honestly, in good faith and in the best interest of the organization.
 - ii) put the interest of the organization before his/her personal interest or the interest of others.
 - iii) be informed about and understand the business and affairs of the organization and
 - iv) use his/her knowledge and expertise for the benefit of the organization.
 - d) If a member who is elected to the Board of Directors leaves the organization, The member is to relinquish their position on the Board of Directors and return all Tavia property. The member may remain on the Board of Directors to complete their term only if they are a member in good standing and with approval from the Board of Directors.
 - e) Vacated board positions are to be filled at the discretion of the Board of Directors dependent on reasons for vacancy and length of term remaining.

~~7)~~ **COMPOSITION OF THE BOARD OF DIRECTORS**

a) **BOARD COMPOSITION**

- i) The full Board composition shall consist of ten (10) members. At Least two (2) board members shall be parents and/or performing members of the senior group in the school or ensemble.
- ii) The Board of Directors shall appoint and dissolve committees as deemed necessary.
- iii) All Board of Directors positions are of two (2) year terms.
- iv) All Board of Directors must be members in good standing when elected and throughout their entire term.
- v) The Board of Directors has the power to appoint board positions as deemed necessary.

b) **PRESIDENT**

The president shall:

- i) preside at all Board of Directors and General Meetings
- ii) call regular meetings of the Board of Directors and shall notify the membership in writing (3) three weeks in advance of the Annual General Meeting.
- iii) be ex-officio on all committees.
- iv) assist with written correspondence when needed in consultation with the secretary.

c) VICE-PRESIDENT

The vice president shall:

- i) fulfill the functions of the president in his/her absence.
- ii) assist the president as requested.

d) SECRETARY

The secretary shall:

- i) record the minutes of all Board of Directors and General Meetings.
- ii) keep past minutes on file for reference and archival purposes.

e) TREASURER

The treasurer shall:

- i) be responsible for all financial transactions, accounts payable and receivable, of the maintenance of the financial records of the organization.
- ii) keep the Board of Directors informed through written reports of all financial transactions and accounts payable and receivable of the organization.
- iii) at the Annual General Meeting propose an auditor for the following financial year with approval from the membership.
- iv) if necessary be shared between two people to divide the workload

f) MEMBER-AT-LARGE (6 Positions)

Member-at-Large shall:

- i) Accept responsibility and perform functions deemed necessary by the Board of Directors including, but not limited to chairing committees and sub-committees. ii) report to the Board of Directors in written form for filing with the secretary regarding the committee(s) for which they are responsible.
- iii) present a written budget, for audit purposes, prior to the planning of an event/activity and requesting of monies.
- iv) report written and verbal at the AGM if required by the Board of Directors.

8) SIGNING AUTHORITY

- a) Signing authority shall be the following: treasurer, president and vice president. Two signatures are required on each cheque.

9) ELECTIONS

- a) Elections shall be held annually at the Annual General Meeting and the office shall commence at the conclusion of the Annual General Meeting.
- b) The president, vice-president and three (3) members-at-large shall be elected in years ending with even numbers.
- c) The treasurer, secretary and three (3) members-at-large shall be elected in years ending with odd numbers.
- d) No two individuals from the same household may sit on the Board of Directors as voting Directors.

10) NOMINATING COMMITTEE

- a) A committee of three (3) shall be appointed by the Board of Directors at least one (1) month (30 days) prior to the Annual General Meeting. The duties of the nominating committee are to draw up a slate for each vacant Board of Directors position that has come to the end of term/expired.
- b) The nominating committee shall approach each member they wish to nominate to determine the acceptance of the nomination.
- c) Any member who is on the nomination slate is automatically considered nominated for the position.

11) MEETINGS

- a) the Board of Directors shall meet on the call of the President, and it shall be the president's duty to call a meeting at any time at the request of two members of the Board.
- b) notice of such meetings shall be delivered, telephoned, or emailed to each member of the board at least twenty-four (24) hours before the meeting is to take place. c) no formal notice of any such meeting shall be necessary if all the Board members are all present.
- d) meetings via telephone or email are an acceptable forum for discussion and decision-making.
- e) all elected members of the Board of Directors are required to attend a minimum of 75% of meetings over one year.

12) ANNUAL GENERAL MEETING

- a) Regular membership is to be notified in writing from the President 3 weeks (21 days) prior to the meeting.
- b) Must be held no later than 90 days after the fiscal year-end.
- c) Only regular and honorary members in good standing are allowed to vote at the Annual General Meeting.

13) QUORUM

- a) A quorum of the Board of Directors shall be fifty percent (50%) plus one (1) person on the Board of Directors.
- b) Quorum for the Annual General Meeting shall be a minimum of 20 Regular Members in good standing in attendance or via electronic means.

14) FISCAL YEAR

- a) The fiscal year of the organization shall commence on September 1 and conclude August

31. 15) BYLAW AMENDMENT

- a) Shall be made by a majority vote of regular and honorary members present at the Annual General Meeting.

Printed

- September 21, 1985

Amended

- November 6, 1986

- November 17, 1991

- November 22, 1992

- December 6, 1996

- November 30, 1997

- October 25, 1998

- September 26, 1999

- October 29, 2000

- October 2001

- October 2002

- October 2005

- October 2009

- November 6, 2013 AGM

- November 2, 2017 AGM

- December 2, 2019 AGM

- November 22, 2020 AGM

- November 25, 2021 AGM

November 23, 2022 AGM

Appendix A

MEMBER IN GOOD STANDING

- i) Is a member whose dance fees are paid up to date based on the pre-approved payment schedule.
- ii) Is a member with no outstanding fees or volunteer requirements/equivalent payment at the start of a new dance year.
- iii) A dancer whose fees are delinquent after two months shall receive a written warning from the Board of Directors allowing 15 days to pay the outstanding two months in full or make an agreed-upon payment plan. Should the dancer fail to pay the fees or make an agreed-upon payment plan, they will be automatically removed from the Tavria membership list by final approval of the Board of Directors and allowed to return at the time of payment of any outstanding fees.
- iv) A Member in Good Standing is subject to all rules, guidelines, procedures and policies in the Code of Conduct and Handbook (Dancer, Parent, Instructor). A member in violation will be subject to the actions outlined in the Code of Conduct and Handbook.

ARTICLE #1

LIQUIDATION AND DISSOLUTION

- a) Should the need arise to liquidate the assets of the organization the assets shall be handed over to Dance Saskatchewan with the consultation of distribution with the Executive of the Ukrainian Canadian Congress (UCC) - Regina Branch. UCC Executive members in conflict of interest with Tavria Ukrainian Folk Dance Ensemble, such as members of any other Ukrainian dance group located in Regina, will not be allowed to participate.

