

Toronto Swing Dance Society Constitution 2020 October 26

Definitions

TSDS - The Toronto Swing Dance Society, a not for profit corporation registered in Ontario

the club - alternate reference to The Toronto Swing Dance Society

member in good standing - any person whose annual dues are up to date and who agrees to abide by the club's rules

member - alternate reference to a member in good standing

active member - a member who regularly participates in club activities. To be considered active, the member must have attended at least two class series or attended one class series and three social dances in the past 10 months of club operation.

Board of Directors – A group of active members elected to run the club and set policy

the Board – alternate reference to the Board of Directors

AGM - The Annual General Meeting, a meeting to receive reports, discuss club operation, and elect Directors to the Board

Our Mission

The Toronto Swing Dance Society (TSDS) was founded in 1989 and incorporated in 2003. Our goals are:

(a) to provide lessons in a variety of dance styles and non-competitive opportunities to practice in a casual & social environment; with an emphasis on swing dances, and

(b) to support social swing dance opportunities in Toronto in a fun-filled and relaxed social environment.

We are not for profit. All proceeds are used to benefit our members, the dance community, and the public. We charge reasonable prices for our events and offer the teachers and musicians we hire favourable payment. We co-operate with other like-minded dance and music groups.

As a not for profit organization, TSDS functions to the benefit of its members. Members elect a Board of Directors which operates the organization on behalf of the membership.

Board of Directors

The Board of Directors is responsible for setting policies and rules. The Directors arrange regular classes and dances and, on occasion, other dance or related events. The Board will enlist the help of member volunteers when needed, individually or in sub-committees, to ensure the success of these events.

The Board meets regularly, at least four times each year, to set policies, rules, and make key decisions. A quorum of 2/3 of Board members must be present at a Board meeting. Meetings may be held in person or via electronic communication.

The Board of Directors consists of four titled positions, President, Treasurer, Membership Secretary, and Recording Secretary, and up to three other Directors. These positions are filled at an Annual General Meeting (AGM). Directors serve for a period of four years and may run for re-election. Every year one or two Director's terms expire. Term overlap guarantees continuity in leadership. Only active members can stand for election as a Director. Directors must keep their memberships up to date for the duration of their term. If a position on the Board becomes vacant an election will be held at the next AGM to complete that Director's term in office. In the interim the Board, at its discretion, may appoint a replacement for that year or may allow the position to remain vacant. At no time can there be fewer than three Directors.

Elections are for Directors and not for specific titled positions. The Directors decide who will occupy each position based on each elected Director's skills and experience. To stand for election an active member must submit a brief statement at least ten days prior to the AGM. All statements of intention will be made available to the membership for consideration prior to the AGM.

Director Responsibilities and Duties

All Directors are expected to attend Board meetings to plan the ongoing operation of the club. Any Director who fails to fulfill his/her responsibilities may be removed from the Board.

The following describes the duties of each office. Directors may occasionally choose to delegate some of their responsibilities to other Directors or member volunteers. It is possible for one Director to assume more than one titled position, although it is preferred that responsibilities be shared as widely as possible.

President

The President chairs the Annual General Meeting and all Board meetings. The President may also create special sub-committees and will be a member of all sub-committees. The President also coordinates and oversees other Directors to ensure the smooth running of the club.

Treasurer

The Treasurer has access to the club's bank account. The Treasurer ensures fees are deposited in a timely fashion and writes cheques to cover expenses. The Treasurer keeps the bookkeeper advised of all financial transactions.

Recording Secretary

The Recording Secretary keeps and distributes minutes of Board meetings and the Annual General meeting.

Membership Secretary

The Membership Secretary keeps up to date records of members with contact information and expiry dates. The Membership Secretary ensures all members are on the mailing list (unless the member opts out) and attempts to notify members when their memberships are due to expire.

Other Directors

Non-titled Directors assist other Directors in their duties. They also help with publicity including print and on-line distribution, social media and the club's own website. They also communicate with other organizations and people in the community, coordinate volunteers, and assist with operations at events.

Finances

The club's finances are to be overseen by a financial expert (bookkeeper/accountant/auditor). This position is appointed by the Board of Directors and must be someone who is impartial and not a TSDS member. There will always be two signing officers on the club's bank accounts. The Treasurer is one and the second will be another director, usually the President.

Annual General Meeting

Attendance at the AGM is open to all members in good standing. At the AGM the Board of Directors will present financial and other reports. The membership will elect Directors to the Board and may contribute ideas and suggestions to the Board for its consideration. The Board may also propose resolutions to be voted upon by the membership.

New members, those who joined less than 60 days before the AGM, are encouraged to attend the AGM and participate in the discussion. However, new members will not be eligible to vote nor to stand for election.

The date of the meeting is to be determined by the Board but cannot be more than 18 months after the previous AGM. The Board will take all necessary measures to notify the membership of an upcoming AGM.

Quorum at the Annual General Meeting is determined as the lesser of:

- (a) 3 x the current number of directors
- (b) 10% of the total membership

Membership

Memberships are normally for a period of one year. Membership fees are determined by the Board of Directors. As a not for profit club, the Board will endeavour to keep membership fees as low as possible while keeping the club financially sound. All members in good standing are entitled and encouraged to attend the Annual General Meeting.

Amending this Constitution

Amendments to this document will become effective when passed by the Board at a Board Meeting and when passed by the membership at a General Meeting.