

# **WINDSOR AND DISTRICT HIGHLAND DANCERS ASSOCIATION**

## Constitution and By-Laws

### TITLE

1. This is the Constitution of the Windsor & District Highland Dancers Association Inc. and shall be referred to as the “Association”.
2. The name of the Association shall not be used by any person for personal use except as authorized by the Board of Directors of the Association.
3. Authorization for the use of the name, other than for personal use, may be given by the Board of Directors, only after a vote requiring seventy-five percent (75%) of the voting membership present at the meeting giving assent.

### OBJECTIVES

4. The Association is constituted to promote interest in and the study of Highland Dance in Windsor and Essex County.
5. The Association shall hold and encourage competitions for different classes and ages of Highland Dancers and to aid and encourage entries into Highland Dance competitions.
6. The activities of the Association will be carried on without profit or gain for the members of the Association. All monies received will be applied to advance the charitable objectives of the Associations or applied to supporting charities promoting the same or similar object.

### MEMBERSHIP IN ASSOCIATION

7. Membership in the Association is open to any family having a dancer or dancers residing within the geographical area of Windsor & Essex County. A family shall consist of parents or guardians and unmarried children under 18. A married dancer or a dancer having attained the “age of 18” must have his/her own

membership. Parents who previously have been members in the Association may continue their membership if they so desire.

8. Other residents of Windsor & Essex County may apply for associate membership, to the secretary stating circumstances for membership in the Association. The secretary shall place the application on the agenda for the next meeting. A simple majority of members present at this meeting may approve the applicant. Associate members have no vote. They can not hold any office. They will not benefit from bingo lottery disbursements of any kinds.
9. Membership fees shall be paid to the Association secretary, for the calendar year commencing January 1<sup>st</sup> to December 31<sup>st</sup>. New members may join at any time without penalty; and members joining after July 1<sup>st</sup> shall be assessed one half (1/2) the current fee. This will apply to a first application only. New members shall not benefit from or be entitled to disbursements from W&DHDA unless they have become a new member prior to the date specified on said disbursement notices. e.g. If notices states: must be dancer under the age of 18 as of Sept.1,2005, then, the new member must have joined prior to Sept.1, 2005 to be entitled to a disbursement. Any increase to annual Fees shall be determined by a majority vote of the Board of Directors.
10. Teachers and judges, present at A.G.M. residing in Essex County, may become members of the Association with full privileges, excepting office bearing.
11. Members will be asked to participate in Bingo fundraising and the preparation and staging of competitions.

#### GENERAL MEMBERSHIP MEETING

12. General meetings will be held in January, March, May and August. Annual General Meeting of the Association shall be held in November. There shall be one

vote per membership in personal attendance at the meeting. At the annual general meeting the members shall:

- (1) Receive and act upon the printed financial and other reports of the Board of Directors.
- (2) Elect a Board of Directors for a 3 year term – 4 persons to be elected.

#### FISCAL YEAR

13. The Fiscal Year for the Association shall end on October 31<sup>st</sup> in each year.

#### BOARD OF DIRECTORS

14. The Board of Directors of the Association, elected from and by the voting members of the Association, shall consist of 4 (four) persons, to be elected for a 3 year term to the offices of president, vice-president, secretary, and treasurer. To be eligible for elected office, a candidate must be a full member of the Association. Only one member in each family will be eligible to hold a seat on the Board of Directors for any one term. Competition and Bingo chairpersons are to be appointed by the executives – see appendix “D”
15. The directors of the Association shall be responsible for the discharge of duties more particularly described in Annex “A” attached to this Constitution and By-Laws.
16. The Board of Directors shall be empowered to appoint a member of the Association to fill a vacant seat on the Board of Directors until the same may be filled at the next Annual General Meeting whereas executive elections are scheduled to be held.
17. The Board of Directors shall prepare and deliver to the Association reports at the A.G.M. and other membership meetings.

#### AUDITORS

18. The financial records shall be submitted to an independent auditor at the fiscal year end to ensure that the records are available for the A.G.M.

#### DEADLOCK OR DISPUTE

19. In the event a deadlock or dispute arises, the Board of Directors may refer such deadlock or dispute to a special general meeting of the members for resolution. In the event of a deadlock, the chairperson shall cast the deciding vote.

#### QUORUM

20. Voting members present at the A.G.M. shall constitute a quorum for the purpose of an annual or special general meeting of the Association; three (3) directors shall constitute a quorum of the Board of Directors.

#### AMENDMENT

21. The Constitution and By-Laws may be amended by a two-thirds (2/3) majority vote of the voting members present at a properly constituted A.G.M. Notice of all proposed amendments shall be given to all members thirty (30) days prior to the A.G.M.

#### WINDING UP

22. Upon the dissolution or winding up of the Association, its assets shall be held in trust by a financial institution regulated by the Canada Bank or Trusts Act.

## ANNEX “A”

### BOARD OF DIRECTORS

1. Annex “A” of the Constitution and By-Laws describes the duties of the various officers who comprise the Board of Directors of the Association established in the C.&B.L. Article 15.
2. The officers and directors shall be elected by the members present at the A.G.M. The election of the preceding offices shall be accomplished by secret ballot.

### PRESIDENT

3. The President shall assume the role of chairperson, confirm that the meeting has been convened and properly constituted, decide points of order, decide the order of speakers and conduct the meeting within parliamentary procedures as established in Annex “B”.
4. The Chairperson shall preserve order, cause the removal of disorderly persons, or adjourn the meeting when it is impossible to maintain or restore order.
5. The chairperson shall ensure that proper minutes are kept of proceedings and sign the minutes of the previous meeting.
6. The chairperson shall, with the assistance of the secretary, prepare an agenda prior to the meeting.

### VICE-PRESIDENT

7. The vice-president shall assist the president in the performance of his duties.
8. The vice-president shall assume the duties of the president during the president’s absence or resignation from office.

### SECRETARY

9. The secretary shall notify members about the time, date, and location of meetings, prepare the agenda for the meetings after consulting with the president, ensure that all necessary reports are received from committees or other sources and made available for consideration by the meeting

10. The secretary shall have available for each meeting a copy of the C. & B.L., membership list or other reference material necessary for the meeting.
11. The secretary shall take adequate notes of proceedings with a view to preparing minutes. The secretary shall read any documents, which may be required to bring to the notice of the meeting.
12. The secretary shall draft the minutes of the proceedings, carry out any particular instructions assigned during a meeting, dispose of all correspondence arising out of the business of the meeting, and preserve the record books and documents of the organization not assigned to the custody of others.

#### TREASURER

13. The treasurer shall maintain records of all monies, the amount and source of each receipt and disbursement. Special financial ventures may necessitate the maintenance of independent bookkeeping systems.
14. The treasurer shall deposit all monies received into a current account in a financial institution regulated by the Canada Bank or Trust Accounts.
15. The treasurer shall report the financial status of the Association at the regularly scheduled meetings.
16. The treasurer shall prepare a financial report of all assets to establish the net worth of the Association at the fiscal year end for presentation at the A.G.M.

## ANNEX “B”

### CONDUCT OF DISCUSSION OR DEBATE

#### RULES OF ORDER

1. The items of business to be transacted shall be taken in the order in which they are set out on the agenda.
2. All persons, upon speaking shall address the chair.
3. Only one person at a time shall be permitted to address the chair.
4. No person shall speak more than once upon a main motion, or on each amendment to it except to respond in rebuttal.
5. No discussion shall take place unless a motion or amendment is before the meeting.
6. A motion, once placed before the meeting, shall not be allowed to be withdrawn, save with the consent of members at the meeting.
7. A resolution, once rejected, shall not be considered at the same meeting.
8. Any person may raise points of order, at any stage in proceedings, whether he/she has previously spoken in the main motion or amendment, or not.
9. Voting shall proceed by a show of hands in the first instance and shall be taken by poll only if the meeting so decrees it.

## ANNEX C

### REGULATIONS GOVERNING DANCE COMPETITIONS.

#### STAGING OF DANCE COMPETITIONS

1. Annex “C” describes the regulations and conditions for the staging of competitions for highland dance, established in C. & B.L. Article 5.
2. All competitions will be governed by the conditions established by the current publications of the Scottish Official Board of Highland Dance (SOBHD).

#### RULES GOVERNING COMPETITIONS

1. Only designated competition officials shall approach or talk to the judge/judges or scrutinizer.
2. The onus is placed on the individual dancer to be dressed and on time for each competitive dance for which he/she is entered. Failure to dance in proper rotation may result in disqualification from that dance.
3. The results of all dances shall be retained by the Association secretary for recording of awards.
4. Competition officials shall be identified, as such, by nametags, buttons or ribbons.

#### DANCER AGE CLASSIFICATION

5. The following age classification shall be recognized and adhered to: Primary (maximum 7 years), Beginner, Novice, Intermediate and Premier.
6. Age groups will be determined prior to the competition to ensure a fair distribution of dancers in each class/category.



### PRE-PREMIER CATEGORIES

7. Pre-premier categories will dance the Highland Fling, Sword Dance, and Sean Truibhas at all Highland competitions, and one or more dances will be selected from the following group to make a total of no less than four (4) dances for competition: Scottish Lilt, Flora MacDonald's Fancy, Strathspey and Highland Reel or Half Hullachan.

### INTERMEDIATE AND PREMIER CATEGORIES

8. Intermediate and Premier categories will dance in addition to the Highland Fling, Sword Dance and Sean Truibhas:
  - 1) Either the Sailor's Hornpipe or Irish Jig
  - 2) In addition, one of " Scottish Lilt, Flora MacDonald's Fancy, Wilt thou go to the Barracks Johnny, Heilan Laddie, Blue Bonnets, Village Maid, Earl of Errol, Scotch Measure. A further category of non-solo dances includes Broadswords, Highland Reel teams and the Cake-walk only. A National Dance Competition will consist of selections from the preceding National format, omitting Highland Dances, but including either the Jig or Hornpipe.
9. Pre-open categories will dance the minimum step requirements; intermediate and open dancers will dance the maximum step requirements at all competitions. Under extenuating circumstances, the Board may allow the reduction of the number of steps in the Nationals, Irish Jig and Hornpipe to the minimum.

### MEDALS AND TROPHIES

10. Medals will be awarded in the following order of rank:

- 1<sup>st</sup> Place - Gold
- 2<sup>nd</sup> Place - Silver
- 3<sup>rd</sup> Place - Bronze
- 4<sup>th</sup> Place - Bronze
- 5<sup>th</sup> Place - Bronze
- 6<sup>th</sup> Place - Bronze.

11. One set of medals will be provided for every age group in every dance.
12. Only 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> places count for promotion in pre-premier categories.
13. The number of medals awarded will depend upon the number of dancers in a class/group with a maximum of 6 placings awarded. The senior Premier Class will be awarded cash prizes in lieu of medals; the amount of each award will be decided upon at a special meeting.
  
14. Age Group Trophies of All Dances will be as follows:
  - 1<sup>st</sup> Place – 88 points
  - 2<sup>nd</sup> Place – 56 points
  - 3<sup>rd</sup> Place – 38 points
  - 4<sup>th</sup> Place – 25 points
  - 5<sup>th</sup> Place – 16 points
  - 6<sup>th</sup> Place – 10 points.
15. Dancer of the Day Trophy shall be awarded to the dancer who has accumulated the highest total points for all dances placed at the competition. Only premier class dancers may qualify for Dancer of the Day, and then only if the dancers competitive class/group has six (6) or more competitors in the class/group, and moreover that the dancer has competed in every dance. A tie would require a dance-off.
16. Other trophies may be awarded at the discretion of the Association, and if awarded, the conditions stated in the preceding articles 16 and 17 will prevail.
17. Annual trophy winners will be presented with a keeper trophy the following year, on the return of the annual trophy.
18. If ties cannot be broken by SOBHD rules regarding ties then duplicate trophies shall be awarded.
19. Parents, guardians or dancer of the age of majority, nineteen (19), shall sign a receipt for the trophy; the dancer or dancers family shall receive a copy and the Association secretary shall place a copy on file. Repairs or damages will be assessed to the dancers family.

20. Donated trophies will have the donor's name displayed on the trophy, unless otherwise requested by the donor.

### JUDGES

21. Only Judges accredited by the SOBHD shall be invited to adjudicate.
22. Judging shall adhere to SOBHD rules and regulations.
23. Judges shall be paid in accordance with the current fee schedule of the Judges Association.
24. Judges shall be compensated for travel and meal expenses, in an amount negotiated with each judge; all other expenses shall be borne by the judge.
25. Rotation of judges is advisable in order that a judge will not preside in the area more than once each year.
26. One or more judges shall be selected for a competition.
27. Judges shall be drawn from outside the Associations boundaries to avoid partiality.
28. A judge shall not judge a student whom he/she is teaching, or has taught in the previous year.
29. The Competition Chairperson shall correspond all arrangements with the judges prior to the competition.

### PIPERS

30. Pipers shall be hired by the Association and the stipend and expenses set at a special meeting.
31. If more than one piper is in attendance, the most experienced piper shall play for the Primary and Beginner sections. Pipers shall place themselves in a location at the side or behind the dancers, while playing.
32. A piper must not be relieved from playing until after an age group has finished dancing, except in an emergency.
33. A piper's performance shall be left to the discretion of the judges.

#### OTHER PERSONNEL

34. The Master of Ceremonies is responsible for calling dancers for each event; advising dancers and spectators of competition rules and regulation; introducing judges, piper, and local officials; announcing the results of the competition; and any special messages for the betterment of the competition.
35. Scrutineer, two in number at any time, shall receive completed judges score sheets, enter, check and tally each dancer's score on the scrutiny sheets to determine medal and trophy winners.
36. Runners will deliver the score sheets from the judges to the Scrutineer.
37. Line-Up Marshall shall organize dancers in numerical order for competition and report dancers out of numerical order to the Chief Officials of the competition.
38. A Host/Hostess shall oversee the welfare of judges and competitions officials.
39. Chief Officials, the President or designate, will be the official voice of the Association at the Competition, serve as the honorary host of the competition and respond to official complaints

#### COMPLAINT PROTOCOL

40. Complaints must be presented on a form plus a \$10.00 fee to WDHDA. If no satisfactory judgment is rendered, it shall then go to Scotdance Canada for adjudication.

## ANNEX “D”

### DUTIES OF BINGO CHAIRPERSON

1. Must read and understand the Terms and Conditions relevant to operating a bingo as pursuant to the Alcohol and Gaming Commission of Ontario.
2. Is responsible for the completion of documents required to apply for a bingo license from the Licensing Department of the municipality in which the bingo is to be operated.
3. Is responsible for the staffing of the bingo session(s) with bona fide members as may be required by municipal Terms and Conditions.
4. Is responsible for the completion and submission of all bingo reports as required by municipal and AGCO Terms and Conditions.
5. Is responsible for ensuring the compliance to any Terms and Conditions for operating bingo session(s) as may be required by the venue (Bingo Hall Operator).
6. Is responsible for maintaining the Bingo Lottery Trust Account.
7. Shall attend the venue at least one and one-half (1 ½) hours prior to the beginning of the scheduled start of the bingo session(s) to facilitate the preparatory requirements of operating the bingo session(s), including but not limited to the counting of books and cards to be sold to reconcile the actual count in relation to the recorded count, the counting of the floats to reconcile the actual count to the recorded amount, the division of the floats into book and card seller floats, the division of cards to be allocated to individual card sellers, and the completion of control documents for the session(s).
8. Shall be present during all bingo session(s) to assist in and effect an accurate and efficient operation of the bingo session(s).

9. Shall remain after the conclusion of the bingo session(s) to reconcile all monies and make all required deposits, accurately and completing all required documentation in full.
10. Is responsible for attending all meetings that are called by the Bingo Sponsors' Association of the venue
11. Any financial decisions shall not be made without prior approval of the Board of Directors.
12. No contracts with any venues shall be signed without prior approval of the Board of Directors.

#### DUTIES OF COMPETITION CHAIRPERSON

- 1 Must register with Scotdance Canada as the Competition Organizer for W&DHDA annually.
- 2 Must attend the annual competition organizers meetings held by Scotdance Ontario.
- 3 Organizers must complete registration of upcoming events with Scotdance Canada annually before September 30<sup>th</sup>.
- 4 Will prepare entry forms for upcoming competitions.
- 5 Will receive entries and hand monies over to treasurer.
- 6 Will make arrangements for site to hold competition, according to Scotdance Canada regulations.
- 7 Will contact judges and pipers according to Scotdance Canada rules. Book hotel rooms and inform treasurer of airfare, room rates, fees and other expenses relating to their stay.
- 8 Arrange for volunteers to help with scrutinizing, registration, mc, runners and marshalling for the day of competition.
- 9 Ensure necessary equipment is provided. For example: swords, taped music if needed, cd/tape player for choreography.
- 10 Will arrange dancers categories and numbers before event.
- 11 Secure awards, medals, trophies and cash prizes for the competition.

- 12 Host competitions in accordance with Annex C and Scotdance Canada rules.  
Report on an ongoing basis the progress of competition arrangements to the executive and members.
- 13 Any financial decisions shall not be made without prior approval of the Board of Directors.
- 14 No contracts with any venues shall be signed without prior approval of the Board of Directors.