



Central Interior Highland Dance Association Constitution & Bylaws

CONSTITUTION

- A. The name of the Society is the Central Interior Highland Dance Association (CIHDA).
- B. The purposes of the Society are:
 - 1. To promote interest in and appreciation of the ancient tradition of Highland Dance.
 - 2. To sponsor exhibitions and competitions for Highland Dancers and to offer, grant, or contribute toward prizes, awards, and distinctions.
 - 3. To cooperate with other organizations having objectives similar to, in whole or in part, the objectives of the Association.
 - 4. To do all such other things that are incidental or conducive to the attainment of the above objectives.

BYLAWS

Here set forth, in numbered clauses, are the bylaws providing for the matter referred to in section (6)1 of the Society Act and any other bylaws.

Article I: Membership

- A. Membership shall be open to all who are in agreement with the purposes of the CIHDA and who have residence in the province of British Columbia.
- B. Membership may be bought at any time of year upon payment of dues and submission of membership form to the Association
- C. There shall be Lifetime, Senior, and Junior members.
 - 1.
 - a. A Lifetime member shall be any person appointed as such by the members and shall be entitled to all the rights and privileges of a Senior member of our Association, including voting rights, without payment of dues from the time of such appointment.
 - b. Lifetime membership may be extended to any member for valuable long service to the Association.
 - c. Nomination for Lifetime membership shall be made in writing on or before the September meeting date. Nomination for Lifetime membership will be voted on at the October meeting and announced at the AGM in November.
 - 2. Senior members are members in good standing, 18 years of age or over. Senior members are entitled to vote in all matters pertaining to the Association.
 - 3. Junior members are Highland Dancers, under 18 years of age, whose parent or legal guardian is a Senior member of the Association. Junior members do not have a vote.
- D. The annual membership fee shall be set and collected by the Association. The annual fee will be payable at any time of year, and will not be pro-rated for memberships granted part way through the fiscal year.
- E.
 - 1. A Lifetime member shall be deemed in good standing upon appointment by the membership. Lifetime members may request to have their name removed from the CIHDA membership.
 - 2. A Senior member shall be deemed to be in good standing when he/she has paid current membership dues. Upon the failure of any Senior member to pay any annual membership dues,



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membership automatically terminates. Such member may be readmitted to membership upon payment of the current dues.

3. A Junior member shall be deemed to be in good standing as long as their parent or guardian is a Senior member remains in good standing with the Association. Failure by a Senior member to pay annual dues will result in termination of the Junior member's good standing. Such member may be readmitted to the membership upon payment of current dues by the Senior member.
- F. 1. The members of the Association shall faithfully observe and conform to the rules and regulations set forth in these Bylaws and the SOBHD Rules and Regulations on penalty of being suspended from the privileges of the Association or having their names erased from the list of members. The Rules can be found in the SOBHD Constitution and Rules.
2. Should there be brought against any member a charge of misconduct of such a nature as may be deemed inimical to the good order, peace, or interests of the Association, it shall be referred to the Executive Committee, who, after giving the member an opportunity to be heard, may suspend or expel the member or refer the matter to a Special Meeting of the Association, at which the member may be expelled by a majority vote by ballot.
 3. Dancing technique and steps will be judged under SOBHD regulations with the Judge's decision being final.
 4. SOBHD Regulations pertaining to operation of competitions and scrutineering will be strictly adhered to.
 5. The following practices are considered unethical:
 - a. A request by a contestant, teacher, or parent to the piper to change his/her pace.
 - b. Verbal complaints to judges, pipers, or Games Committee by parents, teachers, or contestants.
 - c. In the conduct of a competition or any other activity, any unwarranted interference by a member or spectator will not be tolerated.
- G. The CIHDA, upon refusing any application for membership, shall refund without interest any monies forwarded with this application.

Article II: Meetings

- A. The Annual General Meeting and election of officers shall be held in the month of November of each year.
- B. Regular monthly meetings, except when a holiday interferes, shall be at a time and place specified at consecutive meetings. The President shall preside at all meetings. The Vice President shall preside at any meeting where the President is not present. In the absence of the President and the Vice President, a Chair may be elected by the meeting from the members present.
- C. The President, or in the event of his or her absence, the Vice President, at the written request of a minimum of five (5) members, or 10% of the members, whichever is less, which states a reason thereof, shall call a special meeting of the Association. The notice of such meeting shall state the Special Business for which the meeting has been called, and no other business than that for which the meeting has been called may be transacted. Two weeks' notice of such meeting shall be given.
- D. No member shall have more than one vote at any meeting of the CIHDA, and voting by proxy shall not be permitted.



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- E. 1. A quorum for an executive meeting shall consist of three (3) officers.
- 2. A quorum of the membership shall be no less than five (5) members, including officers, at a regular or special meeting of the Central Interior Highland Dance Association.

Article III: Officers

- A. The executive of the CIHDA shall consist of a President, Vice President, Recording Secretary, Treasurer, Past President, Publicity Coordinator, Teacher Representative, Competition Committee Chairperson, and Trophy Convener.
- B. The above officers shall be elected annually at the Annual General Meeting. The election shall be by a show of hands or by secret ballot and a simple majority will elect.
- C. The Duties of the Officers:
 - 1. President: The President shall preside at meetings of the Association and of the Executive to preserve order and to enforce the rules, present all questions and declare the decisions, and generally perform such duties as are enjoined by the Bylaws of the Association. The President shall be a member of all Committees.
 - 2. Vice President: The duties of the Vice President shall be to act in the place of the President when he/she is absent. He/she shall work with the Competition Chairperson and the Concession Coordinator to ensure that volunteers for the following posts are present at the Competitions. The volunteer positions will include but not be limited to: concession, registration table, line-up, trophies and tabulation, Master of Ceremonies, host/hostess for pipers and judges, set-up/clean-up, security, and fund raising activities.
 - 3. Recording Secretary: The Recording Secretary shall record the proceedings of the Association and the Executive Committee. He/she shall make copies of the minutes available to all members. He/she shall maintain the official list of members, copies of which are to be made available by the Treasurer and distributed to the President, Vice President, Competition Chair, and other members of the Executive. He/she shall give written notice to all members of the Annual General Meeting at least two weeks in advance. The Recording Secretary will be the custodian of the historical records of the Association. He/she shall, on the expiration of his/her term of office, deliver over all property of the Association in his/her possession to his/her successor.
 - 4. Treasurer: The Treasurer shall have the custody of all money and other securities belonging to the Association. He/she shall keep regular accounts of his/her receipts and disbursements in suitable books provided for that purpose. He/she shall receive all fees, including entry fees from the Competition Chairs. He/she shall deposit all money handed to him/her without delay, in one of the chartered banks or Credit Unions in the Prince George area, on account of and for the use of the Association. He/she shall, at each meeting of the Association, present abstract of his/her accounts stating the sums received and disbursed since the previous meeting, and in addition at the A.G.M., present a financial statement of the affairs for the Association since the last A.G.M. He/she shall, at the expiration of his/her term of office, hand over to his/her successor the cash balance and all books, papers, and property of the Association. All cheques of the Association must be signed by two of the Treasurer, President, Vice President, and Recording Secretary of the Association.



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5. Publicity Coordinator: The Publicity Coordinator will be responsible for raising awareness of the Association's Activities among members and in the community, including contacting the news media to obtain publicity for the Association's competitions and activities.
 6. Competition Committee Chair: The Competition Committee Chair shall be responsible for all activities associated with the running of the competitive events, including but not limited to: forming the committee, booking facilities, receipt and recording of entries to ensure adherence to the principle of "first to enter, last to dance", creation of class sizes based on category and age with advice from the Teachers' Representative(s), preparation and photocopying of programs and result sheets, and the verification of scrutineering. The Competition Committee Chair shall be the custodian of all competition records, which will be destroyed two (2) years after the competition date. Any disagreement on the competition committee will be resolved by a vote of the Competition Chair, the Teachers' Representative(s) (one vote only), and the Association President.
 7. Trophy Convener: The Trophy Convener will be custodian of all trophies, medals, certificates, or other awards. He/she will be responsible for ordering medals, trophies, and other awards after consultation with the Competition Chairs, and for their management and distribution at events as well as their storage between events. He/she will retain and maintain an accurate record of the holders of the trophies which are the property of the Association and will be responsible for arranging the return of such trophies prior to the Competitions at which they will be awarded. He/she will provide the Treasurer with an accurate record of usage at each competition immediately following the competition and with a year-end inventory of medals and trophies.
 8. Teacher Representative(s): The Teacher Representative(s) shall be responsible for providing the Executive with professional teaching/judging advice on the organization and management of the Association's events, including liaison with professional organizations such as ScotDance Canada. The Teacher Representative(s) shall be a member(s) of the Competition Committee and will be responsible for booking pipers and judges for competitions. He/she will assist with arranging the travel and accommodations for the judges and pipers.
- D. An office of the Executive shall be vacated:
1. When an Officer gives the Recording Secretary of the Association thirty (30) days written notice of his/her intention to do so, and such resignation shall take effect upon the expiration of such time or at the time of the acceptance of such resignation by a General Meeting of the Association, whichever shall be earlier.
 2. If by resolution passed by a three-quarter vote of those present at a special meeting called for that purpose, he/she is removed from office.
- E. If any position on the Executive Board shall become vacant, the members may, by election or appointment, fill such vacancy.
- F. The Executive shall transact all business arising out of the general or special meetings and shall adopt measures in the interest of the Association as it deems necessary, except that the Executive Board cannot amend these Bylaws. It shall have the power to act in an emergency situation arising at a competition, upon majority vote of the Executive members at the competition.
- G. All Executive Officers must attend One Hundred percent (100%) of all Executive meetings and Ninety percent (90%) of all General Meetings in their entirety or show cause.



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- H. The following duties may be performed by the Officers of the Association or by other association members: Liaison with the Community Arts Council, Gathering of the Clans Committee, the Prince George Dance Festival Committee, or other committees as necessary.

Article IV: Finances

- A. The membership shall appoint two (2) members of the Association, not being elected Officers, to act as financial reviewers. These members will be appointed in November and will examine the records of the Treasurer. They will report thereon to the executive meeting in January on any recommendations they see fit.
- B. All payment of money by the Association shall be paid by cheque, signed by two of the President, Vice President, Recording Secretary, or Treasurer.
- C. A record of all Assets of the CIHDA shall be kept by the Treasurer.
- D. In order to carry out the purposes of the society, the officers may, on behalf of and in the name of the CIHDA, borrow money to use with respect to the Association. The borrowing power of the officers is restricted to no more than \$1000.00. No debenture shall be issued without sanction of a special resolution.
- E. The Fiscal Year of the CIHDA shall terminate on the 31st of August.

Article V: Dissolution

In the event of dissolution of the CIHDA, all net assets, after payment of all LIABILITIES, SHALL BE PUT INTO AN ORGANIZATION THAT FULFILLS A SIMILAR PUSPOSE TO THE CIHDA, for the benefit of the General Membership.

Article IX: Amendments

The Bylaws of the Association may be amended at the Annual General Meeting or at a regular meeting provided the proposed amendment has been submitted in writing to the Recording Secretary of the CIHDA and mailed to the general membership thirty (30) days prior to the meeting at which the amendments will be brought up for discussion. The amendments will require a three-quarters majority of the members present to pass.