



BORDER BOOSTERS SQUARE & ROUND DANCE ASSOCIATION

BY-LAWS

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Change History

- 1 BBSRDA website replace the dance book
BBSRDA website replace the dance book as official publication of BBSRDA
Proposed at Directors Meeting January 24, 2009
and approved at the AGM February 21, 2009.
remove sub-sections 4.1, 4.2;
change sub-sections 7.2, 9.7,
See AGM Feb 21, 2009 **New Business** – c. Dance Book

- 2 Add info on Dance Director add sub-section 6.4
Plan 2 years in advance
Reimbursement of host for a caller/cuer
See **Dance Directors Report** discussion of Directors meeting Minutes May 23, 2009

- 3 Change in amount of the annual dues
change amount in section 4.6
See AGM Feb 20, 2010 **New Business** – b

- 4 Change dates of spring and fall dances
Change by-laws 3.1 and 3.2 to specify weekends rather than Saturday specifically
See BBSRDA Directors meeting minutes March 19, 2011: **New Business** section C

- 5 Housekeeping/Clarifying change to annual dues
Change “4.6 Annual dues” so it is clear that fee is the same for regular and associate members.
See **New business** section e in minutes of BBSRDA Directors meeting 2012-02-25

- 6 Fix restrictive clause
Fix “9.2.C Restrictive clause”. It was fixed by **removing** the clause.
See **New business** section f in minutes of BBSRDA Directors meeting 2012-02-25

7 Revise section 8

Remove sections 8.1 through 8.12 and replace with a new simple section 8
See **business arising** section **c** in minutes of BBSRDA meeting 2012-06-16



BORDER BOOSTERS SQUARE & ROUND DANCE ASSOCIATION

BY LAWS

GENERAL PROVISIONS

1.1 By-Laws

These By-Laws contain guidelines, policies, and procedures relating to the operation and management of the Association, adopted in accordance with the provisions of the Constitution of the Association. These By-Laws shall be interpreted in the same manner as the Constitution and any terms used in the By-Laws shall have the meaning given to such term in the Constitution.

1.2 Currently in Force

All of these by-laws are currently in force. All of these by-laws have been confirmed or enacted at a General Meeting or are new by-laws, or amendments to existing by-laws, adopted by the Board and currently pending approval at the next General Meeting

1.3 Printed Version

The date on which the by-law, or section of the by-law, was adopted or confirmed by a General Meeting, or, as the case may be, adopted by the Board, is as indicated. A copy of the updated version of the By-Laws will be provided to any member club on request to the Secretary.

PURPOSE

2.1 Current Listing

To assist in the promotion and encouragement of square and round dancing the Association shall maintain a current list of the names and addresses of area and member club callers and cuers.

ASSOCIATION DANCES

3.1 Spring Jamboree

At the Spring Jamboree during the 1st weekend of May, new graduate dancers of all member clubs will be welcomed and admitted free to the dance. The new Board members will also be introduced.

3.2 Fall Festival

The Fall Festival will be held during the 4th weekend in October.

MEMBERSHIP

4.1 Membership Approval

Applications for membership will be submitted for approval at a regular Board meeting.

4.2 Membership Applications

All applications for membership must be accompanied by payment in full of the applicant's dues for the first year of membership, and must contain:

- (a) the name, mailing address, and, if they exist, fax number and email address of the club, and the URL (Uniform Resource Locator) of the club's website;
 - (b) the geographical area in which the club operates;
 - (c) the names, addresses, and telephone numbers of club officers;
 - (d) the total number of club members, couples, partners, or family members being counted as individual members;
 - (e) the nature of the club (i.e. square or round dance);
 - (f) the levels of dancing offered by the club;
 - (g) the name, address, and telephone number of the club member who will serve as a Director;
 - (h) a declaration that the club is a "members club" or a "caller club";
- and (i) the name of the club caller/cuer, if any.

4.3 Regular Members

Applications for membership as a Regular Member must also contain the club's dance schedule, including the location(s) of club dances.

4.4 Associate Members

Applications for membership as an Associate Member must also contain the name and date and location of the club's festival or event.

4.5 Society Benefits

The club's regular caller/cuer, and his partner, must be included in the total number of club members to be entitled to the benefits of membership in the Society.

4.6 Annual Dues

Annual BBSRDA dues (as determined at the AGM) are for both regular and associate clubs.

GUIDELINES FOR OFFICERS

5.1 Secretary

In addition to the duties set out in the Constitution, the Secretary shall:

- (a) be responsible for all correspondence, as directed by the President, the Board, and/or a General Meeting;
- (b) record attendance by name and verify delegate accreditation at all General Meetings;

and (c) record attendance at all Board meetings.

5.2 Treasurer

In addition to the duties set out in the Constitution, the Treasurer shall:

- (a) keep full and accurate books of account;
- (b) at each regular Board meeting, and whenever specifically requested by the Board, render an up-to-date accounting of all transactions and submit an up-to-date financial statement and an up-to-date report on all financial activities since the end date of the financial report and financial statement submitted to the previous Board meeting;
- (c) deposit all Association funds in the Association's bank account;
- (d) invest, as practicable, upon approval of the Board, Association funds in a manner that will provide a reasonable rate of return;
- (e) send to each member club notice of membership dues prior to due date;
- (f) annually submit the Association books for audit by the auditor;
- (g) at the beginning of the fiscal year, verify that an Insurance liability policy is in force for the current year and provide a report to such effect;
- (h) prepare a projected annual budget for approval by the AGM;

and (i) keep and maintain the Association membership list.

DIRECTORS' DUTIES

6.1 General Duties

In addition to the specific duties related to assignments made at the First Board Meeting, and other duties from time to time imposed by the Board, board members are responsible for establishing and maintaining lines of communications between the Association and the member clubs, or organizations they represent.

6.2 Publicity Director

The Publicity Director shall be responsible for matters relating to publicity and shall be

the central contact and link between the Association and all media and co-ordinate the activities of the webmaster.

6.3 Badge Director

The Badge Director shall be responsible for:

- (a) the tabulation of all submitted signature forms;
- (b) the awarding of travel badges;

and (c) the purchase of all badges, awards, etc.

6.4 Dance Director/Committee

The current dance director ensures that the dances are planned two years in advance.

A person providing accommodation for a caller/cuer may be reimbursed by BBS&RDA if requested by the host, to a maximum of \$100.

SOCIETY REPRESENTATIVES' DUTIES

7.1 Duties

In addition to such other duties as they may undertake as Directors, the Society Representatives shall :

- (a) provide updates to the Association on Society policies and decisions and submit an updated report to all Board and General Meetings on all matters relating to Society;
- (b) act as spokespersons for, and represent all member clubs at any Society meeting;
- (c) attend, where feasible, all club graduations of Regular Members, and, where requested, of Associate Members, and convey updated information about Society;
- (d) attend Society National Conventions each "convention year";
- (e) attend, at Society expense, the Society Annual General Meeting each "non-convention year";
- (f) attend all Society meetings held in conjunction with Society National Conventions;

and (g) send each Canadian member club Society membership forms for insurance needs and, where applicable, any issued Certificate of Insurance.

TRAVEL BADGES

8 Travel Badges

BBSRDA will give travel badges to dancers who visit clubs. Eligibility requirements will be displayed on the web site and modified as required.

DANCE CONTRACTS

9.1 Contract Approval and Signature

All contracts for lease of facilities or engagement of caller/cuer for any Association dance (“**dance contracts**”) must be approved in advance by the Board and be signed on behalf of the Association by the Dance Director and the President.

9.2 Required Provisions

All dance contracts shall contain:

- (a) **a confirmation clause** stating that the contract is subject to approval by the Board and requires signature by both the Dance Director and the President to indicate such approval;
- (b) **a cancellation clause** permitting cancellation;
 - (i) by either party up to ninety (90) days prior to date of event, and
 - (ii) by only the Association during the ninety (90) days prior to date of event, such cancellation entailing payment of two-thirds ($\frac{2}{3}$) of the agreed fee plus reimbursement of any reasonable and vouchered expenses already incurred;