

BY LAWS OF THE TISDALE DANCE CENTRE INC.

These bylaws of the Tisdale Dance Centre Inc. are made and effective June 2, 2011

1. **ORGANIZATION**

The name of the organization shall be Tisdale Dance Centre Inc.

2. **PURPOSE**

The purpose of the organization is to provide facilities and activities to the students of the Tisdale Dance Centre Inc. included in this purpose is the monitoring of studio guidelines and policies.

3. **FISCAL YEAR**

The year of the corporation shall end on July 31st each year.

4. **MEMBERSHIP**

Membership in this organization shall be open to all parents who have students in the Tisdale Dance Centre.

5. **ANNUAL MEETINGS**

An annual membership meeting shall be held once a year after registration for classes. Annual meeting information will be sent by email to the members and/or posted on the website. The presence of not less than 10% of the membership shall constitute a quorum and shall be necessary to conduct business of the organization. A lesser percentage may adjourn the meeting and reschedule it for a date within 4 weeks of the meeting date.

Special meetings may be called by the president at anytime she/he deems it for the best interest of the organization. Notices of such meetings will be emailed to all members.

6. VOTING

At all meetings, except for the election of officers and directors, all votes shall be made by voice. For election of officers, ballots shall be provided .

7. BOARD OF DIRECTORS/EXECUTIVE

- The business of this organization shall be managed by a board of directors consisting of 5-15 members, including the officers of the organization
- The initial officers of the organization shall be as follows: PRESIDENT, VICE-PRESIDENT, TREASURER, SECRETARY
- The board of directors shall have control and management of the affairs and business of this organization.
- All board members shall serve a minimum 2 year term.
- Two thirds of the members of the Board of Directors shall constitute a quorum and the meeting of the Board of directors shall be held monthly except for the months of December, June and July
- Each director shall have one vote and voting can not be done by proxy.
- The board of directors may make such rules and regulations covering its meetings as it may in its discretion determine necessary.
- At the first meeting of the new year the board of directors shall elect directors for open positions. If there are more nominations than 1 per position, a private ballot will take place.
- Vacancies in the board of directors shall be filled by a vote of the majority of the remaining members of the board of directors for the balance of the year.
- No board member may be elected for a position of Officer that has not previously served one term on the Board of Directors. This may be voted over when an emergency situation occurs. That vote must come from the current Board of Directors by a majority vote.

- The president of the organization by virtue of her office shall be Chairperson of the Board of Directors. The president shall preside at all membership and executive meetings. She will present at each annual meeting an annual report of the work of the organization. She shall appoint all committees. She shall see all books, records, reports and certificates required by law are properly kept or filed. She shall be one of the officers who may sign the cheques or drafts of the organization. She is unable to sign a cheque that is written to herself. She shall have the powers as may be reasonably construed as belonging to the chief executive officer of any organization.
- The vice president shall in the event of the absence or inability of the president to exercise her office becoming acting president of the organization will all the rights, powers, and privileges as if she had been duly elected the president. She shall be one of the officers who may sign the cheques or drafts of the organization. She is unable to sign a cheque that is written to herself.
- The treasurer is responsible for managing all financial and fiscal requirements. These duties include by are not limited to: Maintaining all banking accounts and bank relationships; Reconciling monthly bank account statements; Collecting and depositing moneys generated by the activities, paying monthly bills, and generating monthly financial reports and an Annual Report at the end of each fiscal year. She shall be one of the officers who may sign the cheques or drafts of the organization. She is unable to sign a cheque that is written to herself.
- The Secretary shall be responsible to keep and make available minutes of all Executive Meetings and the Annual General Meeting.
- A director may be removed when sufficient cause exists for such removal. The board of directors may entertain charges against any director.
- Directors hold office until the conclusion of the meeting at which their successors are elected.
- A director may resign at anytime by filing his/her resignation either verbally or in writing to the Chairperson or the secretary. Said resignation shall be effective upon delivery unless the notice specifies a later effective date.
- No director may be paid for their director duties.
- No director or office may also hold a paid position at Tisdale Dance Centre.

8. FINANCIAL DISCLOSURE

The directors present the financial statements for prior year ending to the members at every annual general meeting.

9. AMMENDMENTS TO BYLAWS

The directors may by resolution make, amend or repeal any bylaws that regulate the activities and affairs of the corporation by a two thirds majority vote.

10. LIQUIDATION AND DISSOLUTION

The remaining property of the corporation shall in course of liquidation and dissolution be transferred to the Tisdale Arts Council.