

Beaumont Highland Dance Parents Association (BHDP)

Bylaws

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1. Membership

- A. Any person having a vested interest in Beaumont Highland Dance, residing in Alberta, being of the full age of 18 years, who has completed the membership requirements and is in good standing with the Association, is eligible to become a Member of the Association with voting privileges at any General Meeting of the Association Membership.
- B. The majority of the Members of the Association will be parents or guardians of students currently enrolled in the Beaumont School of Highland Dance (BSHD).
- C. Membership must be renewed annually. Membership fees, if any, in the Association shall be determined from time to time by the Members at an Annual General Meeting.
- D. Any Member wishing to withdraw from membership may do so upon giving notice in writing or verbally to the Board through its Secretary.
- E. Any Member, upon a majority vote of all Members of the Association in good standing and present at a Special General Meeting of the Membership called for that purpose, may be suspended or expelled from membership for any cause that the Association may deem reasonable.

2. Associate Membership

- A. The students of BSHD under the age of 18 can choose to have an Associate Membership only.
- B. As Associate Members, these underage students shall serve as resource people and in an advisory capacity; however, they will not have voting rights, or the ability to make or second a motion at any General Meeting of the Membership or Meeting of the Board.
- C. An underage student shall not have signing authority for the Association.

3. Board of Directors

- A. "Board of Directors", "Executive," or "Board" shall mean the following members of the Board of Directors of the Association.

COMPOSITION OF THE EXECUTIVE

The Board in its entirety will include the following Executive Officers and Directors.

1. Executive Officers: President, Vice-President, Secretary, and Treasurer – These positions are mandatory. The Office of the Secretary and Treasurer may be filled by one person, if the membership at any General Meeting of the Membership for the election of Officers shall so decide.
2. Directors: A minimum of two and a maximum of four Directors at Large: 1 Fundraising Director, 1 Events Coordinator, 1 Past-President, 1 Social Media Coordinator. These positions are optional and will be filled provided there are qualified Members willing to do so.

e. Directors at Large

All Members of the Board will:

- i. Attend Annual, Regular and Special General Meetings of the Membership.
- ii. Be prepared for, attend and actively participate in all Meetings of the Board.
- iii. Actively support the initiatives and actions of the Association.
- iv. Approve, where appropriate, policy and other recommendations received from the Board and its standing committees.
- v. Review the Bylaws and recommend Board-approved Bylaw changes to the membership.
- vi. Review the Board's structure, approve changes, and prepare necessary Bylaw amendments.
- vii. Participate in the development of the Association's plan and annual review.
- viii. Review the annual budget for the Association and submit to the membership for approval.
- ix. Assist in developing and maintaining positive working relations among the Board, committees, and BSHD to support and enhance highland dance in the community.
- x. Allow for opinions and positions of all Members to be voiced and heard in a safe, respectful environment.
- xi. Act as a leader and an ambassador of the Association.
- xii. Strive to reach consensus in all areas. If a consensus cannot be reached, Board Members will accept, and adhere to, the majority decision of the Board.
- xiii. Address operational concerns openly and with input from Board Members.
- xiv. Address personal concerns relating to Board Members' roles privately, constructively, respectfully and in a timely manner.

- B. The Board shall, subject to the bylaws or directions given it by majority vote at any meeting properly called and constituted, have full control and management of the affairs of the Society.
- C. Meetings of the Board shall be held as often as may be required, but at least once every three months during the dance season (September to June).
- D. Any Director or Officer may resign his/her position by providing written notice to any two Board Members.
- E. Any Director or Officer may be removed from the Board at any time with cause by a majority vote of the Board whenever, in its judgment, the best interest of the Association will be served.

4. Auditing

- A. The books, accounts and records of the Secretary and Treasurer shall be audited at least once each year by a duly qualified accountant or by two Members of the Association without signing authority, elected or appointed for that purpose at the Annual General Meeting of the Membership.
- B. A complete and proper statement of the standing of the books for the previous year shall be submitted by such auditor at the Annual General Meeting of the Membership.
- C. The fiscal year of the Association in each year shall be September 1st to August 31st.

5. Meetings

Irregularities or errors done in good faith do not invalidate acts done by any General Meeting of the Membership or Meeting of the Board or Executive. No action taken at a meeting is invalid due to accidental omission to give notice to any Member, any Member not receiving any notice, or any error in any notice that does not affect the meeting.

E. Special Meeting of the Board Executive

- i. A **Special Meeting of the Board Executive** shall be called by the Secretary upon the instructions of any 2 Executive Members, by providing no less than 3 days' notice in writing using a newsletter, website, email, text and/or social media, verbally by telephone or in person, to all Executive Members setting forth the reasons for calling such meeting.
- ii. Quorum at a Special Meeting of the Executive shall be at least 51% of the Executive members.
- iii. All or any portion of a Special Meeting of the Executive may be deemed to be "in camera" or closed if the content of the meeting or agenda item is of a personal, sensitive or confidential nature.

6. Election Process

- A. Board Members are elected by the voting Members at an AGM held annually on or before October 15th.
- B. Candidates must be voting Members in good standing.
- C. Notification of the nomination procedure will be included with the notice of the election.
- D. The term of office shall be complete at the end of the meeting at which successors are elected unless written notice of resignation is submitted to the Board.
- E. Any vacancy occurring during the year may be filled at the next meeting, provided the vacancy is noted in the agenda.

7. Voting

A. General Meetings of the Membership

- i. Any voting Member, including each Member of the Board, who has not withdrawn from membership and who has been neither suspended nor expelled, shall have the right to vote at any Annual, Regular or Special General Meeting of the Membership.
- ii. Such votes must be made in person and not by proxy or otherwise, including attendance at meetings being held via online video conferencing (ie. Zoom).
- iii. Members will vote at in-person meetings by show of hands or by secret ballot, and members will vote at online meetings via a show of hands or by online poll, where 50% + 1 will be considered the majority. If a consensus was not reached, Members will accept, and adhere to, the majority decision of the Membership.

B. Meetings of the Board

- i. Only each Member of the Board will have 1 vote, including the President, at all Meetings of the Board.
- ii. Such votes must be made in person and not by proxy or otherwise, including attendance at meetings being held via online video conferencing (ie. Zoom).
- iii. Board Members will vote by show of hands where 50% + 1 will be considered the majority.
- iv. The President may authorize an electronic vote by email if a situation needs to be acted upon by the Board between physical meetings. In the case of an electronic vote, a quorum shall be constituted when at least 60% of the Members of the Board cast a vote by email. Any motion taken electronically will be formally recorded into the minutes of the next Board meeting.

C. In the case of a tie, the motion is defeated.

D. Any Member having a personal pecuniary gain or conflict of interest in any matter being discussed by the membership or the Board is required to declare such and absent himself/herself from any discussion or vote on such matter.

- B. The Association Bylaws and operations will be in accordance with the laws of Alberta, the *Societies Act* and any other governmental legislation relating to the Association's operation and objectives.
- C. The Bylaws may be rescinded, altered or added to by a "Special Resolution". Changes to the Bylaws do not come into effect until the Special Resolution(s) is registered at Corporate Registries. Special Resolution(s) sent to the Corporate Registries shall be dated and verified by a person authorized by the Association.

15. Dissolution of the Association

- A. In the event of the dissolution (closing) of the Association, which shall require a Special Resolution of the membership, the assets remaining after payment of all debts and liabilities shall be transferred to BSHD.

Approved by Special Resolution by not less than seventy-five percent (75%) of Association voting Members who were present at a General Meeting of the Membership held on November 18, 2021.



Signature of Secretary

Kiley Ann Blanchette

Printed Name



Signature of President

Stacy Bruinsma

Printed Name

Special Resolution

I hereby certify that the following special resolution was passed at a meeting of the members of Beaumont Highland on November 18, 2021
(Name of Society) (date of meeting)
Dance Parents Association

The bylaws of the society are repealed and replaced with the attached bylaws.

Date: November 20, 2021

Original signature of authorized person Lynn Vaughan

Print Name: LYNN VAUGHAN

Title: Past Resident, Exec. Member