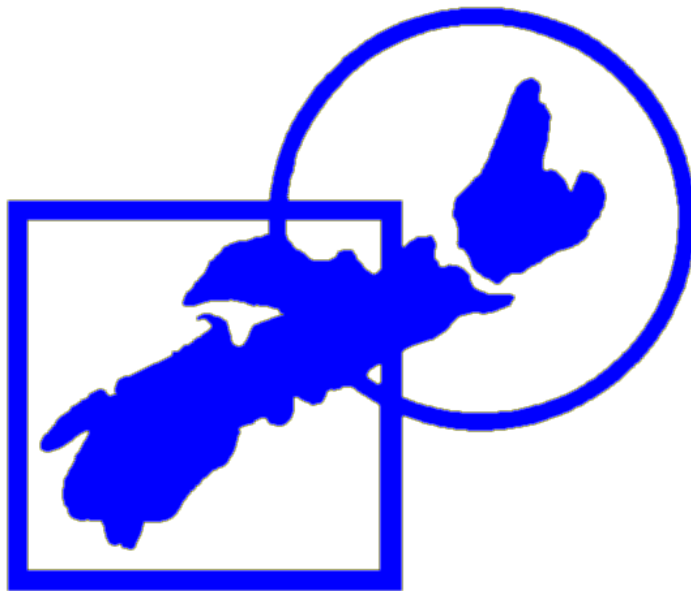


**SQUARE AND ROUND DANCE
FEDERATION
OF
NOVA SCOTIA
BY-LAWS**

**As amended by special resolution
at the Annual General Meeting**

October 17, 2015



SQUARE AND ROUND DANCE FEDERATION OF NOVA SCOTIA
BY-LAWS
Approved October 17, 2015

Definitions in these by-laws:

- A) Federation means “Square and Round Dance Federation of Nova Scotia”.
- B) “Registrar” means the Registrar of Joint Stock Companies appointed under the Nova Scotia Companies Act.
- C) “Special Resolution” means a resolution passed by not less than three-fourths of such members entitled to vote as are present in person or by proxy, where proxies are allowed, at a general meeting of which notice specifying the intention to propose the resolution as a special resolution has been duly given.

Article I: MEMBERSHIP RIGHTS AND RESPONSIBILITIES

Those individuals and organizations in Nova Scotia eligible to be members of the Federation include: dancers, callers, leaders, cuers, instructors, and related clubs and associations of included dance categories that support the aims and objectives of the Federation. The included dance categories are: modern square dancing, round dancing, clogging, line dancing, and contra dancing.

- A) Member Clubs:** All operating modern square, round, clogging, line, and contra dance clubs in Nova Scotia are eligible to become members of the Federation. It is expected that each member club will support the aims and objectives of the Federation by paying dues and by providing individuals to work on Federation projects and activities as may be required.
- B) Individual Dancers:** All individual members of Federation member clubs may consider themselves individual members of the Federation, and through the Federation such clubs and individuals may make use of the services provided by Dance Nova Scotia for member organizations. Individual dancers are expected to support the purposes of the Federation and may be excluded from membership if they actively oppose those purposes.
- C) Club Representation at General Meetings:** Representation for each club at general meetings and other Federation activities shall be by a couple appointed or elected by that club. The term couple shall normally mean two individuals, one male and one female, one the spouse of the other or one the regular dancing partner of the other, but may be interpreted, if necessary, as two individuals.
- D) Regional Representatives:** Representation from each of the six regions of the province at executive meetings and other Federation activities shall be by one resident couple of each region, appointed by the representative couples of member clubs of that region. The six regions are defined in the appended description of regions of Nova Scotia. Regional Representatives are normally appointed before or at the Annual General Meeting. Each region should also appoint an alternate representative couple. It is recommended that each region form its own area association. Regional Representatives should refer to the Federation Regional Representative Guidelines for details regarding their responsibilities.

E) Federation Executive: Membership on the Executive of the Federation shall consist of the six Regional Representative couples, a liaison couple from the Association of Nova Scotia Square and Round Dance Teachers, a resident Nova Scotia couple recommended by the Federation and appointed by the Canadian Square and Round Dance Society to represent Nova Scotia on the board of the Society, and the Officer couples listed in Article VIII.

F) Membership in the Federation shall cease:

- a) upon death of a member or dissolution of a club, or
- b) if the member or club resigns by written notice to the Federation, or
- c) if the member or club ceases to qualify for membership in accordance with these by-laws, or
- d) if, by a vote of the majority of the members of the society or a majority vote of the Directors of the Society at a meeting duly called and for which notice of the proposed action has been given, the member's membership in the Federation has been terminated.

Article II: AUTHORITY OVER MEMBERS

In its attempt to attain the purposes described in the Memorandum of Association, the Federation is not to act as a dictatorial body. It is not to impose rules on any group or individual but rather to suggest ways and means of gaining more lasting benefit for the majority. The Federation may make recommendations and suggestions to its members, but the members are not bound to accept these as rules imposed on them by the Federation. Ultimately the Federation is accountable to its members.

Article III: ACTIVITIES

To further the purposes described in the Memorandum of Association, the Federation may undertake the following activities:

- A) When a club or association, engaged in a well planned, worthwhile event, is unable to solve a problem relating to facilities, funding, skilled instructors, or communication, it may ask the Federation for assistance. The Federation will review the problem and, if necessary, request the required assistance from appropriate organizations.
- B) Explore, and make responsible use of, marketing opportunities including the production and distribution of advertising and promotional material to potential new dancers.
- C) Maintain a SRDFNS Website focusing on welcoming potential dancers to our world, enhancing communications between member clubs, maintaining a calendar of coming events, and documenting past events.
- D) Encourage a Provincial Festival normally held bi-annually during the summer. This event shall be primarily planned by some organization working in cooperation with the Federation, such as one of the regions or ANSSRDT. Please refer to the Federation Festival Guidelines for more details.
- E) Provide financial support for purposes designated by vote at the Annual General Meeting such as bursaries for leaders and special promotional efforts by clubs. Please refer to the Federation Bursary Guidelines and Special Funding Guidelines for more information.

- F) Maintain information about and contact information for organizations and facilities willing to cooperate in planning dance events in Nova Scotia.
- G) Perform any other activity as may be deemed appropriate by the Federation membership.

Article IV: MEETINGS

- A) **General Meetings**, requesting the attendance of all member clubs, shall be called by the President, with one month's advance notice, whenever deemed necessary to conduct Federation affairs. Notice shall be sent to the current club contacts by writing or by e-mail. There shall be an Annual General Meeting within ninety (90) days of the end of the fiscal year.
- B) **Executive Meetings** may be called as required by the President or by three members of the executive. Normally there shall be at least three Executive Meetings held each year in addition to the partial meeting held after the A.G.M. If possible, they shall move from region to region to ensure fair representation from all regions. Please refer to the Meeting Guidelines for details about operating procedures and e-mail meetings.

Article V: DUES

Member club annual dues shall be set at the Annual General Meeting. Changes in dues shall begin the following September.

Article VI: VOTING

- A) **Voting at General Meetings** shall be one vote per duly elected club representative present up to a maximum of two votes per member club. Decision shall be taken by a majority of those present and voting.
- B) **Voting at Executive Meetings** shall be one vote by each Executive Member as listed in Article III-E, except by the President, who may vote only to break a tie. When both are present a couple has two votes including one vote for the President's partner.
- C) **Visitors and committee members** are welcome at General Meetings and at Executive Meetings. However, they attend as non-voting participants except for non-binding straw votes conducted to gauge the general opinion.

Article VII: QUORUM

- A) **A quorum for General Meetings** shall consist of representation from one quarter or more of the member clubs.
- B) **A quorum for an Executive Meeting** shall consist of eight members with at least two different regions represented.
- C) **If a quorum is not present** at a meeting, the presiding officer may adjourn the meeting pending a rescheduling. If necessary, business may be discussed and subsequently sent out by letter or email for a vote by all members.

Article VIII: DIRECTORS AND OFFICERS

A) Board of Directors

The President, Vice-President, Secretary and Treasurer shall be the Chief Executive Officers. The Chief Executive Officers and the six Regional Representative couples shall constitute the Board of Directors for the purposes of the Registry of Joint Stock Companies.

B) Officers

The Federation shall have the following Executive Officers, whose duties and responsibilities are indicated below, and whose term of office shall be one year and is renewable. The offices of President and Vice-President shall normally be held no more than two consecutive years by the same person. The spouse or regular dancing partner of each officer shall be considered as the co-officer of that office. Please refer to the Federation Officers Guidelines for more details regarding each Officer position.

1) President

- a) The President shall normally preside at all Federation meetings, be ex-officio member of all committees, be the official Federation representative at activities requiring representation, and shall perform such duties as are normally connected with such a position.
- b) The President is expected to be impartial and above any club or area politics during his/her term of office. The President shall uphold the Act of Incorporation and the By-Laws of the Federation, and shall conduct meetings according to accepted rules of procedure.
- c) The President may delegate any Federation member to represent the presidency and the Federation at a particular event, and such a member shall be accorded the same recognition and privileges by the members as would normally be granted the President.
- d) The President shall be responsible for forwarding necessary documents to the Registry Office within fourteen days of the Annual General Meeting, as set out in the Societies Act for the Province of Nova Scotia.
- e) The President shall have custody of the Seal, if any, which may be affixed to any document upon resolution of the board of directors.

2) Vice-President

- a) The Vice-President shall assist the President in routine matters and act in place of the President in the case absence, illness or incapacity of the President.
- b) The Vice-President shall be prepared to chair special committees or projects.
- c) The Vice-President shall maintain custody and control of Federation badges, danglers, pins, and other associated supplies.

3) Secretary

- a) The Secretary shall maintain a membership list as provided by the Membership and Insurance Officer, handle correspondence, record minutes of meetings, maintain the files, past minutes and other documents, and perform such other duties as are normally connected with such a position.

4) Treasurer

- a) The Treasurer shall maintain a list of paid members, have charge of and show account of Federation operating funds and perform such other duties as are normally connected with such a position.
- b) The Treasurer shall be the signing authority for the operating accounts of the Federation unless otherwise designated by the Executive of the Federation.

5) Finance Officer

- a) The Finance Officer shall chair the Finance Committee and act as financial advisor to the Federation. Please refer to Appendix 2 for the Finance Committee Terms of Reference.

6) Marketing Officer

- a) The Marketing Officer shall arrange for all provincially coordinated marketing of square and round dancing through relevant media, such as radio, press, television, and internet, and shall focus on the purpose stated in Article II-E.
- b) The Marketing Officer shall be assisted by the Regional Representatives and other interested members in obtaining accurate regional information and taking advantage of regional marketing opportunities.

7) Webmaster and Communications Officer

- a) The Webmaster shall maintain the SRDFNS Website covering all aspects of member clubs and associated dance organizations in Nova Scotia. The website shall include an online calendar of member club and associated dance organization events of interest to Nova Scotia dancers. It shall also maintain a Newsletter archive.
- b) Calendar updates and other notices shall be sent to club representatives and interested individuals. The Communications Officer shall maintain a mailing list. Please refer to the Federation Calendar of Events Guidelines for details on submitting information and receiving the e-mailed calendar.

8) Membership and Insurance Officer

- a) The Membership and Insurance Officer shall be the liaison between clubs, the Federation, and the National Society regarding membership and insurance.
- b) Each year a Registration Form will be produced and transmitted to the Communications Officer for distribution to the Club Representatives.
- c) The Membership and Insurance Officer shall be responsible for compiling the collected information and funds. Relevant information and funds shall be transmitted to the President, Secretary, Treasurer, Webmaster and Communications Officer, Database Manager, and the National Society.

9) Past-President

- a) The Past-President shall be part of the executive primarily in an advisory capacity.
- b) When possible, the Past-President shall chair a Nominating Committee in charge of ensuring a slate of at least four people willing and eligible to be elected to the four Chief Executive offices of President, Vice-President, Secretary, and Treasurer at the next Annual General Meeting.

10) Dance Nova Scotia Representative

- a) The Federation shall normally be represented by the President of the Federation (see Article VIII-B-1-a regarding an activity requiring representation). If such conditions arise that the President is unable to undertake this task, an individual representative shall be appointed by the President and shall normally be one of the Federation members who served on the Federation executive for the preceding year or held an executive position in a club or area association for the preceding year.
- b) In addition to the SRDFNS Representative to DANS, the Federation Executive shall nominate a member of the square and round dance community for election to the Board of Directors of Dance Nova Scotia. If the elected individual is not already a member of the Federation Executive, he or she shall be welcome to attend and vote at Executive Meetings.
- c) The Dance Nova Scotia Representative shall be responsible for:
 - i) Representing and voting for the Square and Round Dance Federation at general meetings of Dance Nova Scotia;
 - ii) Maintaining contact with members of the Board of Directors of Dance Nova Scotia, especially those with Square and Round Dance backgrounds;
 - ii) Active participation in Dance Nova Scotia projects that involve or affect Square and Round Dancing;
 - iv) Acting as liaison between the Federation and Dance Nova Scotia including providing reports to each body concerning the activities of the other.

11) Historical Archivist

- a) The Historical Archivist shall be the custodian of photos, newspaper articles and other memorabilia from past provincial and national events in our square and round dance activity.
- b) The Archivist shall provide appropriate display materials when requested by the Executive for Provincial Festivals and other similar events.
- c) Please refer to the Federation Archives Policy for more details on making contributions or obtaining a loan of archived material.

12) Other Possible Officers

The following positions would normally be held by couples who were already members of the Executive of the Federation holding one of the positions listed above. However if that is not the case, then the Executive may vote to include them as Officers with voting privileges.

- a) The Chair of the Finance Committee
- b) The Chaircouple of the Awards Committee
- c) The Chaircouple or Liaison Couple for the upcoming Federation Festival

C) Vacancies

- 1) A vacancy occurring in the office of President shall automatically be filled by the Vice-President for the un-expired portion of the term, in which event the new President shall immediately appoint a replacement Vice-President.
- 2) At the discretion of the President, vacancies occurring in regional representation on the Executive may be filled by the appointment of another representative couple from the region that has the vacancy.
- 3) All other vacancies occurring on the executive may be filled at the discretion of and by the body normally responsible for appointment of that position.

D) Removal of a Director

The members may, by special resolution, remove any director and appoint another person to complete the term of office.

E) Election of Officers

- 1) The President, Vice-President, Secretary and Treasurer shall be nominated and elected by majority vote at the Annual General Meeting of the Federation. As listed in the duties of the Past-President above, the current executive must ensure that there is a slate of four people willing and eligible to be President, Vice-President, Secretary, and Treasurer.
- 2) A partial executive meeting shall be called and chaired by the retiring President and held as soon as possible after the Annual General Meeting. The President-elect, other executive members, and regional representatives should be in attendance at this meeting.
- 3) All other officers shall be elected or appointed by and at the above partial executive meeting. They may be selected from the Federation membership as a whole and may be reappointed. Each year every officer, in turn, must be approved by a majority of the rest of the Executive Members.

F) Custody of assets, books, and other records

- 1) Elected officers shall maintain any assets, books, or other records of the Federation in good order during their term of office and shall pass on such items to their successors. When financial records are no longer legally required, the officer may request permission from the Federation Executive to safely dispose of them.
- 2) The Historical Archivist shall be responsible for preserving memorabilia. (See VIII-B-11)

Article IX: COMMITTEES

The Federation shall have the following committees:

A) Chief Executive Committee

The Chief Executive Committee consisting of the President, Vice-President, Secretary and Treasurer shall conduct Federation business between Executive Meetings and has the authority to hire personnel for Federation sponsored events and deal with other contracts, deeds, bills or exchange and other instruments and documents on behalf of the Federation.

B) Finance Committee

The Finance Committee, consisting of the Finance Officer and one member-at-large, shall administer the investment funds of the Federation in accordance with the appended Terms of Reference for the Finance Committee. Please refer to Appendix 2 for the Finance Committee Terms of Reference.

C) Awards Committee

- 1) The Awards Committee shall consist of three couples including at least two from the Federation Executive.
- 2) This committee shall consider all nominations for the Mayflower Award and choose a maximum of two couples per year to recommend to the Federation Executive for its approval.

- 3) This committee shall be responsible for the Caller/Cuer Service Awards and the Longevity Awards. Their duties shall include collecting names of those eligible, presenting the list to the Executive Committee for approval, acquiring the certificates, and arranging for the presentation ceremonies.
- 4) Please refer to the Federation Awards Guidelines for details regarding eligibility and the submission of nominations.

D) Other Committees

The President may appoint from among Federation members committee chairpersons as required to perform specific functions pertaining to Federation activities. The committee chairpersons, in turn, may obtain their committee members from the Federation membership either directly or through representative couples of member clubs.

Article X: FINANCIAL MATTERS

- A) The end of the Federation fiscal year shall be the last day of July.
- B) The Treasurer shall annually present to the members a written report on the financial position of the Federation including a balance sheet showing assets, liabilities and equity and a statement of income and expenditure during the preceding fiscal year.
- C) An Auditor shall be selected by the Federation Executive and a copy of the financial report shall be signed by the Auditor or by two Directors and filed with the Registrar of Joint Stocks within fourteen (14) days after each annual meeting.
- D) The Federation shall borrow funds only as directed by the membership at a general meeting.
- E) Directors and Officers shall serve without remuneration and shall not receive any profit from their positions. However, a Director or Officer may be paid reasonable expenses incurred in the performance of his/her duties.
- F) The books and records of the Federation may be examined by members of the Federation or persons authorized by the Executive, by appointment with the current Secretary, Treasurer or Finance Officer and at a place of mutual convenience.

Article XI: LOGO

The logo of the Federation shall be a blue silhouette of Nova Scotia encased by a blue interlocking square and circle on a white background.

Article XII: AMENDMENTS TO THE BY-LAWS

The Federation may by special resolution amend these By-Laws or rescind or add to the clauses contained therein. The By-Laws shall be reviewed and up-dated, if necessary, at least once a year, preferably at the Annual General Meeting. No by-law or amendment to by-laws shall take effect until the Registrar approves of it.

Article XIII: DRESS CODE

- A) All member clubs of the Federation are encouraged to include the requested dress in their dance advertisements.
- B) The following Dress Code definitions shall be used in Nova Scotia:
 - i) **Traditional Attire:** Ladies wear a full-skirted dress or skirt and blouse. Knee length full circle skirts should be worn with a crinoline and pettipants. Mid-calf length prairie skirts full enough to allow “skirt work” are also acceptable. Gents wear long pants and a long-sleeved shirt accompanied by a neck decoration.
 - ii) **Proper Attire:** In addition to the attire described above, ladies may also wear dress slacks and gents may also wear short-sleeved dress shirts.
 - iii) **Casual Attire:** In cases where traveling, weather and other conditions would discourage dancers from following traditional or proper dress codes, dancers are expected to use good taste in choosing their outfits.

Article XIV: TRAVEL ALLOWANCE

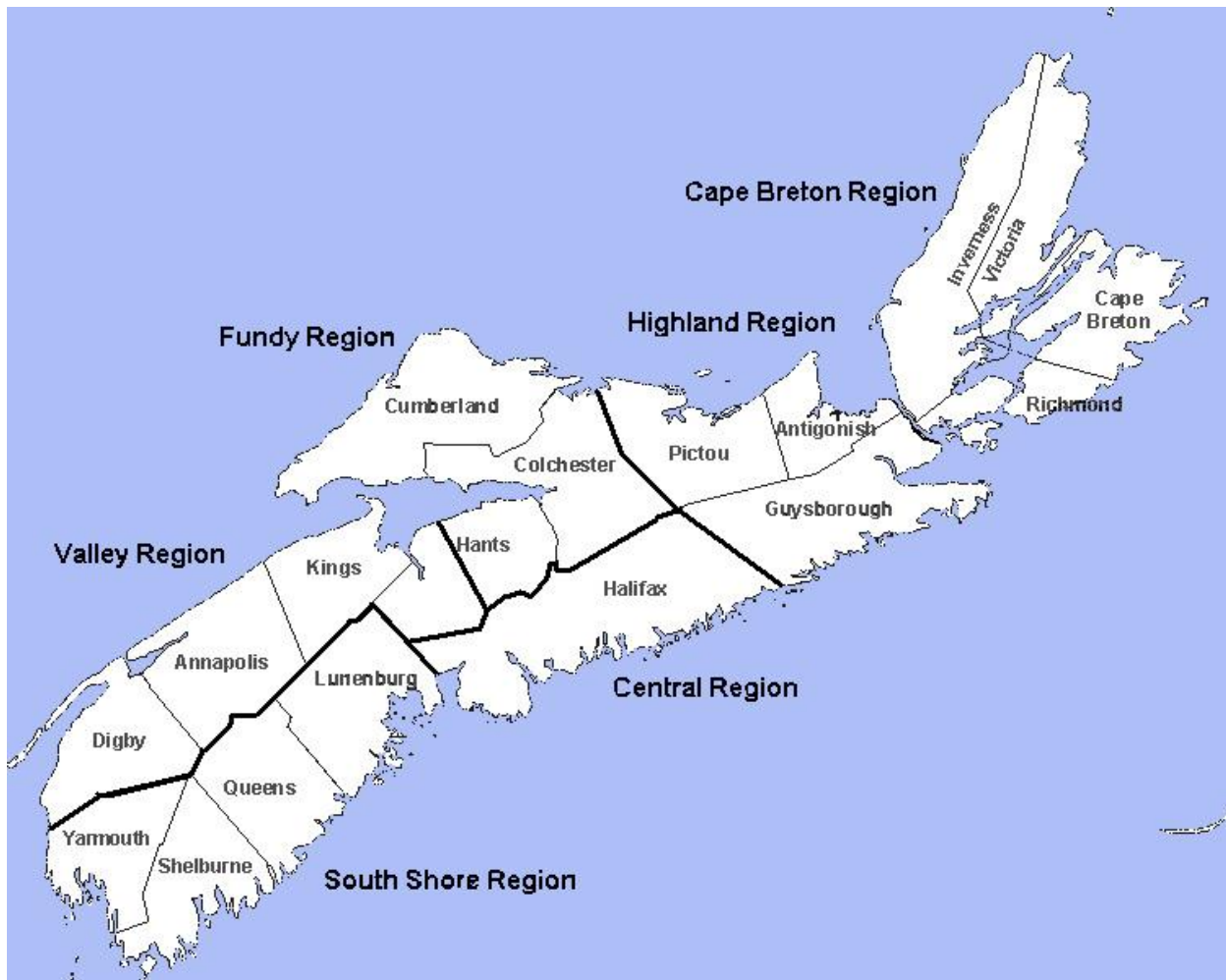
- A) If financial resources permit, the Federation Executive may vote to budget funds for travel expenses to Executive Meetings. The amount shall not exceed \$1000 per year.
- B) The amount shall be calculated on a meeting-by-meeting basis and the total shall be divided between the meetings using 20% for each of the three general meetings and 40% for the AGM.
- C) The formula to be used in determining the amount allocated for payment to each Executive or Club Representative is as follows:

The total number of kilometers traveled (the first 100 kilometers per person will be discounted from total travel) by all Representatives or Executive attending any meeting taken from the closest point on the chart of the club that they represent to the closest point on the chart of the meeting (as shown on the distance calculator used on the Provincial highway map) will be divided into the funds allotted for this meeting and this will be the amount per kilometer paid for distance traveled.
- D) If a travel allowance is requested by an individual, the amounts will be calculated on a meeting-by-meeting basis as described above and shall be paid out prior to closing the Federation account for year-end.

Appendix 1: DIVISION OF PROVINCE OF NOVA SCOTIA INTO REGIONS

The Province of Nova Scotia is divided into the following geographical regions for the purpose of representation on the Federation executive as described in Article III-D of the Federation's By-Laws.

Region Name	Description of Region by Counties
1. Fundy Region	Cumberland, Colchester, and Hants East
2. Valley Region	Annapolis, Kings, Digby, and Hants West
3. South Shore Region	Yarmouth, Shelburne, Queens, and Lunenburg
4. Central Region	Halifax
5. Highland Region	Pictou, Antigonish, and Guysborough
6. Cape Breton Region	Richmond, Inverness, Victoria, and Cape Breton



Appendix 2: FINANCE COMMITTEE TERMS OF REFERENCE

- a. Appointments or reappointments to the Finance Committee shall be by the Federation Executive after consideration of recommendations from the Finance Committee. These appointments shall be made as terms expire to maintain a full committee and made for a period of three years, or made to fill a vacancy occurring before completion of normal term in which case the appointment will be for a period that will complete the normal term of the vacating member.
- b. Yearly appointment or reappointment of the Finance Officer shall be made from and by the Finance Committee members, and ratified by the Federation Executive.
- c. The criteria for appointment should be financial experience as well as concern for the future of square and round dancing in Nova Scotia.
- d. The spouse or regular dancing partner of each appointee is to be considered as a co-member of this Finance Committee and as such may not be independently appointed.
- e. The Finance Committee shall maintain investment accounts independent of the normal operating accounts administered by the Treasurer of the Federation. The signing authority for these investment accounts shall consist of any two of the appointed Committee members, but shall normally be the Finance Officer and either one of the other appointed Finance Committee members.
- f. The Finance Committee shall use the fund of money initially turned over to the Federation by the Convention 1982 and 1994 Boards and any additional funds accumulated to make wise investments with good security in order to produce income from this fund. These investments shall be made with the proviso that the income obtained is available for use by the Federation on a yearly basis.
- g. The Finance Committee shall keep an amount equal to seventy-five percent of the estimated net annual investment income readily available, and on request of the Federation Executive advance or transfer funds to the Federation's operating account provided that the total funds disbursed or obligated during any one fiscal year does not exceed the actual income earned during that fiscal year. Additional funds may not be borrowed against the capital of this fund nor may the capital at the end of a fiscal year be less than the capital at the beginning of that fiscal year except by special resolution at a general meeting of the Federation.
- h. The Federation Executive may use the net annual income produced for the promotion, development, and betterment of modern square and round dancing in Nova Scotia in accordance with the By-Laws of the Federation and direction given at general meetings. Net income not used or allocated at the end of each fiscal year shall be added to the capital of the fund, which is therefore expected to grow in size.
- i. The Finance Committee shall also be the financial advisory body for all Federation activities, assisting with the preparation of budgets where necessary, and recommending other methods of raising funds for the Federation and for its member clubs.
- j. The Finance Committee shall meet whenever necessary to conduct its affairs. A record must be kept of all decisions and actions. It is important that both appointed members of the Committee be involved with and have knowledge of all decisions and actions.

SQUARE AND ROUND DANCE FEDERATION OF NOVA SCOTIA
MEMORANDUM OF ASSOCIATION
Approved October 17, 2015

Article I: The name of the Society is:

Square and Round Dance Federation of Nova Scotia

Article II: Purpose

On a volunteer and non-profit basis the objective/s of the society is/are:

A) To provide an organizational framework to assist member clubs and/or area associations in locating facilities, co-ordinating activities, promoting events, and planning the future of square and round dancing in Nova Scotia.

B) To encourage province-wide cooperation in marketing square and round dancing with the aim of sustaining and increasing our dancer population.

C) To support the development of square and round dance opportunities for Nova Scotians of all ages, abilities, and walks of life, notwithstanding race, national or ethnic origin, religion, age, sex or disability.

D) To suggest guidelines under which the square and round dance activity can operate to the greatest enjoyment of all.

E) To provide a sounding board where inter-area problems, trends, and apprehensions can be aired.

F) To provide a liaison between the square and round dance activity and the Provincial Government by maintaining active membership in Dance Nova Scotia, and by encouraging the election of a square or round dancer to the Board of Directors of Dance Nova Scotia.

G) To support and supplement the work of the Association of Nova Scotia Square and Round Dance Teachers, Dance Nova Scotia, and the Canadian Square and Round Dance Society.

H) To operate as a not-for-profit organization without purpose of gain for its members, and any profits or other accretion to the organization shall be used in promoting its objectives.

I) To acquire by way of grant, gift, purchase, bequest, devise or otherwise, real and personal property and to use and apply such property to the realization of the objects of the Society;

J) To buy, own, hold, lease, mortgage, sell and convey such real and personal property as may be necessary or desirable in the carrying out of the objects of the Society.

Provided that:

- The society shall not carry on any trade, industry, or business;
- All funds shall be used solely for the purposes of the Society and the promotion of its objects.

Article III: Dissolution

If for any reason the affairs of the Federation are dissolved or wound up and there remains after satisfaction of all liabilities, including shares and/or member loans, any property whatsoever, it shall be paid to a non-profit organization in Canada whose objectives are similar to those of the Federation.

Article IV: Location

The activities of the Society are to be carried on in Nova Scotia.
The registered office shall be the home address of the current Recognized Agent.

Article V: Society Classification

Square and Round Dance Federation of Nova Scotia

The main activities of our organization are in the classification of Culture and Recreation -- specifically Recreation and Social Clubs. Within our organization, the recreation is several community folk dance categories -- specifically modern square dancing, round dancing, clogging, line dancing, and contra dancing.