

## **BYLAWS OF THE ONTARIO DANCESPORT (ODS)**

### **1.0 TITLE**

The **TITLE** of the Association shall be:

**ONTARIO DANCESPORT (ODS)**

### **2.0 INCORPORATION**

The Association was incorporated as a non-profit corporation on 24 December 1991.

### **3.0 PURPOSE**

- 3.1. To further and encourage interest and participation in recreational and competitive ballroom dancing in the Province of Ontario.
- 3.2. To act as an official representative body for the Ballroom Dancers of Ontario in National matters related to DanceSport in the Province of Ontario.
- 3.3. To act as the autonomous provincial representative body on behalf of Ontario DanceSport athletes at the Canada DanceSport.
- 3.4. To assist and become involved in such other complementary purposes as may not be inconsistent with these objectives.
- 3.5. To remain independent of the Canada DanceSport and to not operate or conduct the Corporation's activities as a Social Club.

### **4.0 SCOPE**

- 4.1. The Association may organize and promote dancesport competitions and events in keeping with the Association's purposes and ideals.
- 4.2. The Association will endeavour to encourage by cooperation, representation, rules and regulations, the function and operation of all dancing competitions so as to improve the standard of performance of competition dancing in Ontario.
- 4.3. The Association will incorporate in its rules all rules and regulations covering athletes and competitions. These rules must be readily available to all concerned.
- 4.4. The Association will act as a disciplinary body over its members when a Member's conduct is detrimental to the image of Ballroom Dancing.

### **5.0 HEAD OFFICE**

The Head Office of the Association shall be situated at the address of the President.

### **6.0 MEMBERSHIP**

- 6.1. Membership is open to all persons who are interested or active in Dancesport within the confines of eligibility required by the Association's Bylaws as follows.
  - 6.1.1. MEMBERS -All athletes who are 16 years of age or over.
  - 6.1.2. JUNIORS - All athletes who are under 16 years of age but over 12 years of age. Juniors shall not have voting powers.
  - 6.1.3. JUVENILES - All athletes who are under 12 years of age. Juveniles shall not have voting powers.
- 6.2. Application for Membership shall be in writing to the Membership Director of the Association. The applicant shall be nominated by a member whose signature shall appear on the application form. The Membership Director will study each application and will recommend to the Executive Committee for or against acceptance of the application. The Executive Committee, by a three-quarter majority vote of Committee members present, may refuse membership.
- 6.3. Upon admission to the Association, members must abide by the Bylaws and Rules of the Association and at all times conduct themselves at dances and social functions in a manner which will not be prejudicial to the interests of the Association.
- 6.4. Continuation of membership shall be contingent upon a member abiding by the purpose of the Association. In the event of a member's conduct being prejudicial to the interest of the Association, the Executive Committee, by a three-quarter majority vote, shall have the right to expel the member subject to the confirmation of a two-third majority vote at the next General Meeting.
- 6.5. If, at any time, members wish to resign from the Association, they shall give notice in writing of such intention to the Membership Committee or the Executive Committee. The resignation shall be presented and acted upon in the same manner as prescribed for joining the Association.
- 6.6. Membership in ODS will include registration of competing athletes.
- 6.7. All dues, fees and subscriptions will be directed by the Executive Committee and shown in the Treasurer's Report. Any changes to these rates must be approved by the membership and published on the website one calendar month prior to the effective date.
- 6.8. All Membership fees are due on the 1<sup>st</sup> of January of each year. Fees submitted after the end of February will be increased by a penalty determined by the Executive.
- 6.9. All members who have failed to pay their fees within 40 days of the date on which they become payable shall be declared to be in arrears.
- 6.10. Any member whose fees are overdue for ninety days shall be considered to have allowed their membership to have terminated.
- 6.11. No cancellation or refund of the dues shall be made if a member resigns.

## **7.0 OFFICERS**

- 7.1. The officers of the Association shall be President, Vice-President, Treasurer and Recording Secretary.
- 7.2. The foregoing officers shall be elected at the Annual General Meeting in the fall. They shall serve a term of two years with one half of the Executive being replaced annually. They may be re-elected to serve further terms at the discretion of the membership. A simple majority vote shall decide the election of each officer.
- 7.3. Only a person who has been a member of the executive Committee for at least one year may run for the position of President.
- 7.4. At the time of incorporation of this Association the officers shall be entitled the Directors of the Corporation.
- 7.5. When warranted by the number of members and the distance of their location from the majority of the Executive, a position for an area representative shall be designated at the discretion of the Executive. Such representatives will be elected at the Annual General Meeting by the members from the area to be represented. The area representatives will report to the Executive but will not be members of the Executive Committee or officers of the Association.

## **8.0 DUTIES OF OFFICERS AND AREA REPRESENTATIVES**

### **8.1. PRESIDENT**

The **President** shall preside at all meetings at which the President is present. The President shall exercise general supervision over the affairs and activities of the Association and may serve as an ex-officio member on all Committees. Only a person who has been a member of the executive Committee for at least one year may run for the position of President.

### **8.2. VICE-PRESIDENT**

The **Vice-President** shall assume the duties of the President during the absence of the president and will act as Chairperson of any special committee not covered by any other officer. The Vice-President may serve as an ex-officio member on all other committees. In general, the Vice-President shall be the President's assistant.

### **8.3. SECRETARY**

- 8.3.1. Keeps the minutes of all meetings of the Association. These shall be an accurate and official record of all business transactions.
- 8.3.2. Is custodian of all Association records, but not those of the special or Standing Committees.
- 8.3.3. Keeps a list of all members present at each meeting of the Executive or Association.

- 8.3.4. Conducts all correspondence of the Association but not that of the special or Standing Committees unless requested to do so.
- 8.4. **TREASURER**
- 8.4.1. The **Treasurer** shall receive all Association funds and shall be responsible for keeping the accounts on a current basis and for reporting the state of the said accounts at the Executive and General Meetings as required. Association funds shall be kept in Bank selected and approved by the Executive Committee and paid out only on an order signed by any two of the 4 executive directors which consists of the President, Vice President, Secretary and the Treasurer. The Treasurer shall submit an year-end audited balance sheet to the Annual General Meeting. Year-end for audit purposes shall be April 30<sup>th</sup> immediately preceeding the AGM
- 8.5. Two Auditors, one of whom may be the Treasurer, shall be elected from the membership at the June Annual General Meeting to examine the records of the Treasurer and certify their correctness to the Association not less than once a year.
- 8.6. **NATIONAL BOARD REPRESENTATIVES**
- Under the Regulations of the National Board, two members of each Province are permitted to sit on the National Board to represent that Province. The Ontario representatives will be the President and the Vice President. If, for any reason, either of these positions cannot be used for the normal procedure, any member of the Executive will be the substitute.
- 8.7. **AREA REPRESENTATIVES**
- 8.7.1. To serve all members in the area impartially.
- 8.7.2. To protect the interests of members and the Association in the area.
- 8.7.3. Publicize the rules for members and others in the area to provide advice but not rulings or interpretations.
- 8.7.4. Help area members with late or delayed registration.
- 8.7.5. Advise the Executive and make recommendations on applications from sponsors of events to be presented in the area for ODS approval.
- 8.7.6. To serve, in the absence of other ODS Executives, as ODS official representative at local events and ensure that ODS rules are followed and that those competing are properly licensed
- 8.7.7. Provide confidential reports to the Executive on local events listing complaints, problems and recommendations regarding the event, the sponsors and competitors.
- 8.7.8. Provide sponsors of local events with a copy of the ODS rules and advise them on their application. Negotiate with the ODS Executive on a sponsor's behalf if the waiving of any rule is appropriate.

8.7.9. Provide information to athletes (e.g. from out of town) about the dance scene in the area - where to dance and where the schools are, etc.

8.7.10. To report to the ODS Executive.

## **9.0 COMMITTEES**

In addition to the Executive Committee, other Standing Committees of the Association shall be as follows: Membership, Competition, Publicity, and Rules Committees .

### **9.1. EXECUTIVE COMMITTEE**

9.1.1. The **Executive Committee** shall consist of the Association Officers, the Past-President and the Standing Committee Chairpersons.

9.1.2. The Committee shall meet to formulate plans and decide how to further the purposes and procedures of the Association.

9.1.3. Although the authority of this Committee shall in general be restricted to the terms of reference vested in it by the Members and by the Bylaws, it shall have the authority to make decisions on behalf of the Association as and when circumstances are deemed to constitute an emergency. At that point, urgency and necessity may become the Committee's authority to take emergency action, even if this action is not fully covered by the Bylaws or by precedence.

9.1.4. The Executive Committee may at its option leave vacant or appoint a member of the General Membership to fill any vacancies, which may occur on the Executive Committee. Executive Members so appointed will serve only until the expiry of the incumbent's term of office and then thereafter seek election at the next Annual General Meeting.

9.1.5. The Executive Committee may at its option choose to leave any position (except the President's and Treasurer's position) vacant. A position can be declared redundant and therefore eliminated if it is left vacant for 3 consecutive years.

### **9.2. STANDING COMMITTEES**

9.2.1. The Directors of the **Standing Committees** shall be nominated and elected in the same manner as for the officers of the Association, and shall serve a term of two years as ODS directors. The Directors/chairperson of each Standing Committee has the responsibility of forming their own committee. Committee members must be members of ODS. Each Director is responsible to the control of the Executive Committee and accountable to the Executive Committee for all matters pertaining to each standing Committee.

- 9.2.2. Committee Chairpersons for Special Committees or functions other than those of the officers or Standing Committees will be appointed by the President and shall be ratified by the Association at the Annual General Meetings.
- 9.2.3. **MEMBERSHIP DIRECTOR** will keep a record of all members. The Membership Director will be responsible for keeping a register of all competitive members and their grades. The Membership Director will ensure that each competitor who is eligible and not in arrears will be issued with registration cards bearing a number, which should correspond with a master register. On all matters governing competitive dancing, the Membership Director will act as emissary for all competitive dancers. Mailing lists developed by this Committee must not be given to anyone for any reason except for the ODS business for which they were intended.
- 9.2.4. **COMPETITION DIRECTOR**, shall organize competitions or any other related events. The Competition Director shall submit to the Treasurer, a statement of account of all promotions together with all accumulated funds.
- 9.2.5. **PUBLICITY DIRECTOR** shall be responsible for publicizing the objectives of the Association by all recognized means. For example Facebook, ODS website, media and any other form of advertisement deemed desirable. The Publicity Director will work closely with the Competition Director to assist that Committee in its duties.
- 9.2.6. **THE RULES COMMITTEE** shall:
- 9.2.6.1. Edit the rule book to: a) minimize its length; b) achieve clarity; and c) arrange the contents logically on an ongoing basis.
- 9.2.6.2. Incorporate rule changes resulting from agreements at the National Board and that have been approved by the Executive and implemented.
- 9.2.6.3. Recommend changes to the rules that the Executive could present to the membership for ratification. Such recommendations are not binding on the Executive.
- 9.2.6.4. Review all rule changes proposed by members before they are submitted to a vote by the membership. To advise the Executive of the overall impact of the proposed change so that the Executive can bring this to the attention of the membership.

## 10.0 **MEETINGS**

- 10.1. 'Robert's Rules of Order' will govern any situation which may arise during meetings and which is not covered in the Bylaws of the Association.
- 10.2. Elected or appointed members of the Executive are expected to attend meetings regularly. Failure to attend three consecutive meetings may cause cancellation of Executive membership at the discretion of the President
- 10.3. **THE ANNUAL GENERAL MEETING**

- 10.3.1. The **Annual General Meeting** shall be held in late fall of each year. At this meeting, with the exception of amendments to the Bylaws, the election of the Executive Committee shall take precedence over all other business.
- 10.3.2 Notification will be mailed, emailed, faxed, not less than 30 days prior to the date of the Annual General Meeting.
- a) Chairperson's remarks
  - b) Roll call
  - c) Reading and confirmation of minutes of previous Annual General Meeting
  - d) Items arising from these minutes.
  - e) President's, Secretary's, Treasurer's, reports where applicable.
  - f) Statement of audited accounts
  - g) Reports of Standing Committees
  - h) Amendments to Bylaws
  - i) Election of Officers
  - j) New Business: Any agenda items must be received by September 1st immediately preceding the AGM.
  - k) Adjourn
- 10.4. **GENERAL MEETING**  
General meetings will be called when the need arises.
- 10.5. **EMERGENCY GENERAL MEETINGS**
- 10.5.1. **Emergency General Meetings** may be called at the discretion of the President or on written request from 10 of the members. Anything agreed at such meetings shall not be invalidated by reasons of irregularity in the calling of the meeting or by the accidental non-receipt by any member of a notice of the meeting.
- 10.5.2. The matters for discussion must appear on the notification calling such a meeting and only the subject matter for which the meeting was called may be discussed.
- 10.6. **EXECUTIVE COMMITTEE MEETINGS**
- 10.6.1. **Executive Committee Meetings** shall be held regularly at monthly intervals or at the discretion of the President who will be Chairperson of the Executive with authority to also call emergency meetings of the Executive.
- 10.6.2. The Executive shall have the power to co-opt any member as necessary to assist in the function of the Executive.
- 10.6.3. The order of business shall be at the discretion of the Chairperson.
- 11.0 QUORUMS**

- 11.1. **EXECUTIVE MEETINGS**- 40% of Executive members shall constitute a quorum. If an emergency meeting has to be called because less than a quorum was present at a regular Executive meeting, those present and represented at the resulting emergency meeting shall constitute a quorum.
- 11.2. **GENERAL MEETINGS** - A quorum shall consist of sixteen (16) members. If a general meeting has to be recalled as an emergency meeting, those present shall constitute a quorum. An emergency meeting may only be called under these conditions providing there is a matter requiring urgent attention in the opinion of Executive members present.
- 11.3. **ANNUAL GENERAL MEETING** - At an Annual General Meeting properly called, those present and represented shall constitute a quorum.

## 12.0 VOTING

- 12.1.1 To enable the general membership, prior to voting, to consider in detail any alteration or addition to the Bylaws or Competition Rules, such alteration will first be forwarded in writing, duly signed by three members of the Association to the Executive for approval. Such proposals must be received by the President and/or Secretary before September 1st for approval and publication on the official ODS Website. ([www.ontariodancesport.com](http://www.ontariodancesport.com)). Any approved changes will be submitted to the Annual General Meeting and shall become part of the Bylaws and /or Competition Rules if and only if approved by a two-thirds majority of the members present and voting at the said meeting.
- 12.1.2 Nominations to fill any positions that are up for election at the next AGM are to be similarly signed and forwarded to the President &/or Secretary by September 1<sup>st</sup>. Nominations will be forwarded to all ODS members at the time of the notification of the AGM. Selection of the successful candidate will be based on a simple majority (one half of the votes cast either in person or by mailed-in official ODS proxy/ies plus one).
- 12.2. The Executive Committee will forward such changes to the President of CDS as information.
- 12.3. No amendments or additions may be adopted which are in direct conflict to the Articles of the National Association (CDS).
- 12.4. Eligibility to vote at Association meetings is confined to members 16 years of age or over and whose membership dues have been paid up-to-date.
- 12.5. Each member has one vote either in person or by **official** ODS proxy mailed in on the specified date given on the form. No proxies will be accepted on the day of the AGM.



- 12.6 Only official ODS printed proxy votes received by mail or fax are allowed. A proxy form shall be mailed, faxed, or emailed to all members for all motions requesting changes to the Bylaws of ODS or other items affecting the membership. The information on the form shall include the following:
- name and membership number;
  - a condensed version, from ODS's point of view, of the motion(s) to be voted on;
  - voting boxes for registering a vote of: YES or NO or ABSTAINING;
  - a deadline date for return of the form;
  - a return address;
- a statement: I appoint \_\_\_\_\_ to act on my behalf if the motion is amended.

Only those proxy votes returned by the deadline shall be counted in determining the votes of the membership.

## **13.0 RELATIONSHIPS AND AFFILIATIONS**

### **13.1. AFFILIATIONS**

ODS is:

- a) A member of Canada DanceSport (CDS), the national organization. CDS is a member of the World DanceSport Federation (WDSF).
- b) Affiliated with the provincial associations of:
  - i) DanceSport Quebec ( DSQ)
  - ii) DanceSport Alberta (Association) (DSAB)
  - iii) DanceSport British Columbia (DSBC)

which are recognized as equal associates within CDS.

- 13.2. The relationship of ODS with all Amateur and Professional Organizations will be in accordance with the principles and standards of CDS as outlined in the National Constitution, and the Bylaws of ODS.
- 13.3. As the provincial member of CDS, ODS will be the clearinghouse for correspondence directed to and from CDS on matters affecting Ontario dancing and dancers.