



BORDER BOOSTERS SQUARE & ROUND DANCE ASSOCIATION

BY-LAWS

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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 on the 1st Saturday in 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 on the 4th Saturday in October.

DANCE BOOK

4.1 Free Copy – A copy of the Dance Book will be provided free of charge to each Board member and to each member of MACA.

4.2 Deadlines – The Dance Book will be published and available for delivery by September 1st. Information for insertion in the Dance Book must be delivered by June 30th.

MEMBERSHIP

5.1 Membership Approval – Applications for membership will be submitted for approval at a regular Board meeting.

5.2 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.

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

5.4 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.

5.5 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.

5.6 Annual Dues – Annual dues are \$ 25.00. This amount does not include any Society membership fees, if applicable.

GUIDELINES FOR OFFICERS

6.1 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.

6.2 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 (l) keep and maintain the Association membership list.

DIRECTORS' DUTIES

7.1 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.

7.2 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 Dance Book Editor and webmaster.

7.3 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.

SOCIETY REPRESENTATIVES' DUTIES

8.1 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

9.1 Travel Badge Programme – The Association will award free Travel badges to members in good standing of Regular and/or Associate Member clubs for visits to Regular Member clubs and attendance at Association dances. Visits to Associate Members do not qualify. The badges awarded and the requirements for each are as set out below.

9.2 AUTOMOBILE TRAVELER badge – visits, at least once per club, to all but one (1) mainstream club and one (1) Association dance – all visits must be done in a 12 month period.

9.3 AMBASSADOR TRAVELER badge – six (6) additional club visits, each to a different club, which must include a visit to any mainstream club not visited for the AUTOMOBILE TRAVELER badge, and one (1) additional Association dance – any dance level – no time limit.

9.4 CENTURY TRAVELER badge – six (6) additional club visits, each to a different club, and one (1) additional Association dance – any dance level – no time limit.

9.5 Club Specials – Dancing at a club special counts as a visit to that club.

9.6 Home Club – A dancer’s home club is not counted as a club visited. A dancer who is a member of more than one club, will select one of the clubs as his home club for travel badge purposes. A visit to any other club of which he is a member will be counted.

9.7 Signature Sheet – A form for the collection of signatures will be inserted in the Dance Book as a center pull-out, and also available on the Association website. This form is not required for signatures; any piece of paper can be used and may be attached to the regular signature form, provided there is a notation such as "see attached".

9.8 Confirmation Signature – Attendance at a dance will be confirmed by the signature of the dance's caller/cuer. Attendance at an Association dance will be confirmed by the signature of the dance's caller/cuer or a Board member attending the dance.

9.9 Repeat Visits – In qualifying for AMBASSADOR TRAVELER and CENTURY TRAVELER badges, dancers who have already danced at all Regular Member clubs at their respective levels of dancing, may, use a second (repeat) visit to a club, but no club may be used for more than one repeat visit.

9.10 Outside Events – A visit to a dance that is an event, or part of an event, of some other organization or association will not count as a visit for Travel badge purposes;

9.11 MACA Dances – Attendance at the MACA dance shall count as one (1) of the "additional club visits" required for the AMBASSADOR and CENTURY TRAVELER badges;

9.12 Round Dance Club Visits – Attendance at regular dances of Regular Member round dance clubs shall count as "additional club visits" required for the AMBASSADOR and CENTURY TRAVELER badges.

DANCE CONTRACTS

10.1 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.

10.2 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;

and (c) a **restrictive covenant** whereby the caller/cuer agrees not to call within a 100-mile radius of the event location during the thirty (30) days before the event.