CONSTITUTION OF DANCE ABERDEEN

Last Reviewed and Approved July 9th, 2025

ARTICLE 1 NAME:

The name of the organization shall be Dance Aberdeen Incorporated.

ARTICLE 2 PURPOSE:

a) Dance Aberdeen's purpose is to provide dance instruction for youth 3 years of age and up with the opportunity to compete, perform, and offer training for a potential career.
b) Dance Aberdeen is a non-profit organization, run by an executive committee.
c) Our mandate is to ensure that children of disadvantaged backgrounds in our community have an opportunity to participate. We will provide information on where financial assistance can be found.

ARTICLE 3 GOVERNING BODIES:

Dance Aberdeen Inc. shall be self governing. All decisions will go through the Executive Committee (commonly referred to as the Dance Aberdeen Board).

ARTICLE 4 PARTICIPATION:

a) Dance Aberdeen is open to all interested persons residing in Aberdeen and neighbouring communities, regardless of sex, race, religion, etc.
b) A person shall be considered a participant in acknowledging the organization by volunteering to assist in planning events, attending the general meetings, working at, or attending, the activities or events.
c) All participants shall uphold, observe, and conform to the by-laws of Dance Aberdeen.
d) Regarding executive and financial matters, participants of legal age (18) shall have one vote. Participants under 18 years have no vote but are represented by a parent or guardian. Regardless of number of participants per family, each family is only eligible for 1 VOTE.

ARTICLE 5 LIABILITY:

a) Dance Aberdeen shall not be responsible for any damages, injury, or loss of personal property to any participant, guest or visitor, regardless of the nature of such damage, loss or injury.

ARTICLE 6 COMMITTEES:

a) The Executive Committee shall consist of a minimum of four or a maximum of 9 participants in the positions of President, Vice-President, Secretary, Treasurer and five members at large who shall be elected at the annual general meeting. It shall be the Executive's responsibility to manage the activities of Dance Aberdeen Inc. The Executive Committee shall establish policy and procedure and present the same to the public and may form committees if necessary.
b) General meetings shall be held at least ONCE a year, and on a need to meet basis. Appropriate notice of meeting shall be given.
c) The President shall preside at all executive and general meetings. She/He shall call such meetings as deemed necessary and prepare a written agenda prior to all meetings. The President shall act as a signing officer of the committee. It shall be the President's duty to exercise general supervision over the activities and welfare of attending children and to be responsible for the enforcement of the by-laws of Dance Aberdeen and Aberdeen & District Culture & Recreation Board. *THIS IS A 2 YEAR TERM*
d) The Vice President, or executive designate, shall assist the President in her/his duties or act in the capacity of President should the President be unable to perform her/duties. *THIS IS A 2 YEAR TERM*
e) The Secretary shall keep written records of all meetings formally documented by resolution in a minute book and shall ensure that these minutes are reviewed and approved at the next meeting. The Secretary shall issue notices of meetings and events. *THIS IS A 1 YEAR TERM*
f) The Treasurer shall be responsible for the financial obligations of Dance Aberdeen. The Treasurer shall act as a signing authority for the committee. She/He shall deposit monies, pay accounts, keep record of all receipts and expenditures and issue receipts for all monies collected on behalf of the committee. The Treasurer shall prepare an annual financial statement and a budget for the following year for presentation to the general membership at the annual meeting and for the Aberdeen & District Culture & Recreation Board. *THIS IS A 2 YEAR TERM*
g) Festival Chair will be responsible for communication between the festival committee and the Board. *THIS IS A 2 YEAR TERM*
h) Committees for Costumes, Competition, Fundraising, Festival and other similar types will be required to report to and participate with the duties of the Executive Committee but will not have a vote in Executive matters. It is the responsibility of each Committee to keep records of the financial obligations of each participant, collect monies and pass it to the Treasurer for record and deposit.

ARTICLE 7 MEETINGS:

a) The Executive and any sub committees shall meet at regular sessions at least once per month during the season of operation.
b) At the beginning of each season, Dance Aberdeen will hold an Annual Meeting. The meeting will be advertised at least one month in advance as an Annual Meeting. At that meeting the following business shall be conducted:
    i. Appointment of Executive Committee members
    ii. Presentation of the most recent Audited or reconciled Financial Statement
    iii. Presentation of the Preliminary Budget for the following year

iv. Formation of Committees and appointment of members
v. Other business as requested by any person in attendance

c) All actions of Dance Aberdeen shall be by resolution formally moved and adopted. All Executive members are voting members
d) A member with a conflict of interest will leave the meeting while the discussion and vote take place
e) In the case of the tie vote, the question shall be decided in the negative
f) Quorum for Annual General Meeting shall be a minimum of 10 voting members
g) If a membership vote needs to have quorum and quorum is not able to be obtained by an "in person" vote, a proxy vote via email or another suitable medium may be used

ARTICLE 8 FINANCES:

a) The financial transactions of Dance Aberdeen shall follow accepted standards of financial management. Financial statements shall show all income, disbursements, assets and liabilities, fund reserves and surpluses. A review of the financial transactions shall be made each year by the treasurer and made available to the general membership after an audit or review has been done by a qualified professional chosen by the executive committee.
b) All funds shall be deposited by the Treasurer or her/his designate in a financial institution selected by the committee.
c) All disbursements of Dance Aberdeen shall be by cheque or other auditable documents.
d) All cheques and legal documents shall be signed by two of the executive committee: the Treasurer, President and one additional board member
e) The following positions will have signing authority:
    a. President
    b. Treasurer
    c. Festival Chair

ARTICLE 9 OPERATIONAL RESPONSIBILITIES:

a) One member of the Executive is required to attend the Annual Meeting for the Aberdeen & District Culture & Recreation Board in the Spring as well as the General Meeting in the Fall to receive the Community Grant (and forms).
b) GST shall be tallied and submitted yearly.
c) The Application for the Community Grant is submitted to the Aberdeen & District Culture & Recreation Board by March 30. The proceeds of the grant can be used as needed within Dance Aberdeen. Knowledge of any recipient must be held in confidence between the Treasurer and an Executive member of the Aberdeen & District Culture & Recreation Board
d) Fees and contact information are submitted to Dance Saskatchewan each fall to maintain Membership.
e) The contact information to the Canada Revenue Agency, regarding our business account to import/export goods, is to be updated as needed. A letter and a signed copy of the minutes designating the contact are required.

f) In early August, catalogues for costumes are to be requested. To open an account or change contact information, a signed letter (with our letterhead), a void cheque and a copy of the membership for Dance Saskatchewan may be required. The contact is the only one authorized to order costumes by the company and/or Dance Aberdeen. As such, the login information on any website is confidential
g) Entry forms for competitions will be sought after in September.
h) Fundraising will be proposed at a general meeting with information regarding the nature of work required, the initial financial commitment, the duration, the expected profit and a plan of how the funds will be distributed, either to the person benefit of the individual or to the organization
i) The fee structure will consist of class wage, studio rental, costume, competition expenses and club expenses. It is understood that the fee structure offered at registration is an estimate based on last year's expenses.
j) The expenditures for any Capital Purchases will not be included as part of the general fee structure.
k) The collection of fees is to meet the structure and predicted timing of the club's expenses and financial responsibilities
l) To participate in the current year, the financial obligations of the previous year must be realized.
m) Personal financial communication with the Treasurer should primarily be conducted via email but may also be conducted in person or by telephone to ensure privacy.
n) All participants must obtain permission from the appropriate authorities to solicit funds on behalf of Dance Aberdeen.

ARTICLE 10 WORKERS:

a) The Executive Committee shall hire, suspend or fire contract workers as necessary.
b) Dance Aberdeen will honor the conduct outlined by the Canada Revenue Agency regarding workers.