DANCE Creations

SLAVE LAKE

# SLAVE LAKE DANCE CREATIONS SOCIETY

# by-laws

REVISED JUNE 2026

# SOCIETIES ACT BY-LAWS

The name of the Society is: **SLAVE LAKE DANCE CREATIONS SOCIETY (SLDCS)**

## 1. DEFINITIONS:

a) **"Association"** means the Slave Lake Dance Creations Society, as incorporated under the Societies Act, R.S.A. 1980, c.S-18.

b) **"Society"** means the Slave Lake Dance Creations Society, as incorporated under the Societies Act, R.S.A. 1980, c.S-18.

c) **"Member"** means any person, regardless of sex, who is over the age of 18 and who qualifies for membership in the Association.

d) **"Ordinary Resolution"** means a resolution that requires a vote of not less than fifty (50%) percent plus one vote of members to pass.

e) **"Special Resolution"** means a resolution (i) passed at a general meeting of which not less than twenty-one (21) days' notice specifying the intention to propose the resolution has been duly given, and by the vote of not less than seventy-five (75%) percent of those members who are entitled to vote, unless (ii) where less than twenty-one (21) days' notice has been given, the members entitled to vote at that general meeting so agree, or where (iii) a resolution consented to in writing by all the members who would have been entitled at a general meeting to vote on the special resolution is first passed.

f) **"Extra-Ordinary Resolution"** means a resolution that requires a vote of not less than seventy-five (75%) percent of members present to pass.

g) **"Executive"** means current Board of Directors.

h) **"Registered Dancer"** means a participant in Slave Lake Dance Creations whose registration and tuition is in good standing. This is to include the personally paid portion of any members who are sponsored by Kidsport, etc

i) **"Roberts Rule of Order"** is a manual of parliamentary procedure that governs most organizations with boards of directors.

## 2. MEMBERSHIP

a) The membership fee, if any, of the Society shall be determined, from time to time, by ordinary resolution of the members at a general meeting. The membership fee shall be the annual payment required for each dancer and entitles the Dancer's parents or guardians to full Membership. Each parent or guardian is entitled to a vote, but a dancer under the age of 18 is not entitled to a vote. Where a parent or guardian has more than one dancer for whom they have paid an annual fee, they are nevertheless only entitled to one vote. There is no restriction on the sex of members, provided they are over 18 and they pay the specified fee for membership in full.

b) In the event that an individual wishes to be a member of the Association but does not have a regular membership because they do not have a dancer for whom they have paid the annual fee, then such a person may become a member, and be eligible for all rights and privileges of a regular member, by paying a special annual membership fee $20; to be determined from time to time, by ordinary resolution of the members at a general meeting.

c) The Board of Directors of the Society reserves the right to refuse the admission to membership of any applicant(s) for membership who have conducted themselves in a manner detrimental to the Society, or for conduct relating to minors which resulted in the laying of criminal charges in Slave Lake or elsewhere. A person refused admission to membership may appeal to the members at a general meeting, and their eligibility shall be determined by extra-ordinary resolution.

d.) Member(s) may withdraw from membership by giving notice to the Secretary of the Association. Any member(s) who fail to pay the annual fee in full may be automatically suspended pending fee payment and any bank charges. No member(s) are entitled to vote at any general meeting or Directors meeting of the Society, until all debts owed to the Society are paid in full.

e) The Board of Directors may expel any person(s) from membership who have conducted themselves in a manner detrimental to the Association, or who have been found guilty of criminal charge(s) involving minor(s). A person expelled from membership may appeal to the members at a general meeting, and their eligibility for reinstatement to membership shall be determined by extra-ordinary resolution.

## 3. MEETINGS

a) The Association shall hold an Annual General Meeting each year, date to be determined by the SLDCS Executive. Notice of the AGM shall be advertised in local newspaper(s) and/or SLDCS website, commencing at least four (4) weeks prior to the meeting date. At this meeting there shall be nine (9) Directors. A financial report shall be presented to the members, and any committees constituted at either the previous AGM or by the Board of Directors shall present their reports to the membership at this meeting. Robert's Rule of Order, or a similar method of procedure shall govern the conduct of the meeting

b) A general meeting of the Society may be called at any time upon four (4) weeks published notice in local newspaper(s) and/or SLDCS website where the Secretary of the Association is so directed by the President or the Board of Directors to do so.

c) A special meeting of the membership, or a general meeting which requires notice of the intention to propose a special resolution, shall be called not less than twenty-one (21) days published notice in local newspaper(s) and/or SLDCS website where the Secretary of the Association is so directed by the President or the Board of Directors, or upon receipt by the Secretary of a petition signed for that purpose by no less than fifty (50) members, setting forth the reasons for calling such a Special Meeting.

d) The Board of Directors shall meet on a regular basis once a month or as otherwise determined by the Board, and the Secretary shall call a Special Meeting of the Board upon three (3) working days written

notice or by personal phone call to Board members when in receipt of instructions to do so from the President or from three (3) Board members.

e) Present Board Members plus one (1) Member in good standing shall constitute a quorum at any meeting of the Membership. Fifty percent plus one (1) of the elected or interim appointed Directors shall constitute a quorum of the Board of Directors.

f) Any committees of the Association shall meet as deemed necessary by that committee, or as directed by the Board of Directors. A committee quorum shall consist of no less than two (2) persons, and majority votes or consensus decisions shall govern committee meetings.

g) All directors are required to inform the Secretary, President or Vice-President if they are unable to attend regularly scheduled meetings.

## 4. VOTING

a) Any voting member who has not withdrawn from Membership, or who has not been expelled or suspended from Membership as provided from for herein, and who is a member in good standing whose dues are fully paid and who does not owe any debt(s) to the Society, shall have the right to vote at any meeting of the membership of the Society.

b) Any director, whether elected, or appointed on an interim basis by the Board of Directors, has the right to vote at a Board meeting, provided they are a member in good standing whose dues are fully paid and who does not owe any debt(s) to the Society.

c) Votes by a member must be in person and cannot be by proxy. Voting by members on a special or extra-ordinary resolution may be by mail-in ballot or email.

d) Votes shall be by a show of hands unless a majority of members request a secret ballot.

## 5. DIRECTORS AND OFFICERS

a) At the Association's AGM the elections shall take place on the later-mentioned positions. All elected directors and officers must sign an Executive Code of Conduct. See appendix A.

b) The Artistic Director position is appointed by the SLDCS Executive at the first meeting after the AGM.

c) No Director shall hold more than one position. In the event of a vacancy in any Director's position during the year, the remaining Board of Directors shall appoint a person to fill such vacancy until the next AGM of the Association. The board of directors may utilize elected board members to fulfill these interim positions. No person shall hold any elected position for more than two (2) consecutive years of terms unless re-elected.

d) In the event that resignations or other unforeseen circumstances reduce the number of originally elected Directors to less than the number required for a quorum, then a general meeting of the membership shall be called to elect new Directors to fill all vacancies until the next AGM.

e) A Director may resign by giving written notice of their resignation to the Secretary of the Association, or by giving notice of their resignation verbally at a proper constituted meeting of the Board of Directors and directing that the resignation be recorded in the minutes of the meeting.

f) A Director shall automatically lose their directorship in the event that they have failed to attend three (3) Board of Director meetings with inexcusable absences. Meeting attendance will be recorded within the minutes by the Secretary. A Director will be considered absent if such person, inexcusably, arrives more than 15 minutes late or leaves the board of directors meeting more than 15 minutes early. All new Board members will be advised of this upon taking a position on the Board. An absence would be considered an excusable absence if the Board Member had a work commitment, was ill, or at the discretion of the President and have notified the Secretary in writing or via email.

g) A Director or officer may be removed from his directorship by extra-ordinary resolution of the Board of Directors, or by special resolution of the members of the Society at a general meeting called specifically for that purpose, in any of the following circumstances.

i. They have conducted themselves in a manner detrimental to the Society.

ii. They have been convicted, while in office, of theft, fraud, mischief, breach of trust, or conduct relating to minor(s), which resulted in the laying of criminal charges in Slave Lake or elsewhere.

h) A person who was removed from their directorship or officership by the Board of Directors, may appeal the decision to a general meeting of the members of the Association, who may by special resolution reinstate that Director.

i) Board Member Honorarium/Remuneration

i. Section 1: Eligibility

Board members who have completed one full year of service on the board are eligible to receive an annual honorarium, provided they remain in good standing.

ii. Section 2: Honorarium Benefits

Eligible board members shall receive the following benefits each year:

1) Coverage of one costume fee and the festival fees associated with that group for one child.

2) Exemption from fundraising and volunteer time commitment requirements.

iii.Section 3: Good Standing Requirement

To continue receiving the honorarium, board members must remain in good standing, as defined by adherence to organizational policies, active participation in board meetings, and fulfillment of board duties. The honorarium shall be granted annually and reviewed by the board to ensure compliance with eligibility requirements.

j) Elections:

Elected in even numbered years for a two-year term are the following:

-President -Treasurer

-Communications Director -Performance Director

Elected in odd numbered years of a two-year term are the following:

-Vice President -Secretary

-Registrations Director -Fundraising Director

-Costume/Apparel Director

## 6. POWERS AND DUTIES OF THE DIRECTORS

a) The Board of Directors shall have the power, for the purpose of carrying on the objectives of the Society, by ordinary resolution to:

i. Borrow, mortgage, give security for, or otherwise secure the raising of the funds.

ii. Purchase, transfer, convey, accept by bequest, or otherwise acquire property.

iii. Sell, convey, transfer, give or otherwise dispose of property.

iv. Maintain accounts at any Canadian Chartered Bank or other recognized financial institution.

v. Invest surplus funds in any investment authorized under the trustee act, R.S.A. 1980, c. T-10, as amended.

vi. Maintain membership, teacher, dancer records.

vii. Discipline any teacher, manager, director, dancer, or officer of the association pursuant to these by-laws.

viii. Contract or otherwise enter into relations with any other body, person, corporation, government agency, association or legal entity.

ix. Make rules and regulations governing the conduct and affairs of the association and its members.

x. Call a meeting of the association, and otherwise conduct the day to day business of the association.

xi. Pass resolutions in accordance with these by-laws.

xii. Appoint officers for the association.

xiii. Appoint committees to assist with the better administration of the association.

xiv. Apply for and obtain charitable status as a non-profit organization.

xv. Apply for and obtain licenses for lotteries, casinos, bingos, or other activities subject to the Alberta Gaming Commission.

xvi. Apply for and obtain liquor, food, business and other licenses.

b) The Board of Directors shall be responsible for the keeping in good order of all corporate and business records of the association.

c) Any description of the powers and duties of a director shall be interpreted to mean that the director has the responsibility to do or cause to be done the activity in question.

d) The association shall indemnify and save harmless a director of the association from any proceeding, court action, civil suit or criminal charge arising in the course of and in a matter involving their duties as a director, and that is not the result of a director conducting her/himself in a fraudulent manner, or in breach of their fiduciary duty, and where that director is acquitted or not found guilty. The association shall seek and provide necessary insurance coverage to protect its directors.

## 7. FINANCIAL

a. A financial audit shall be completed every fiscal year. The treasurer will recommend to the Board which firm will handle the financial audit. The Board of Directors will assign an auditor on a yearly basis.

b. Fiscal year end shall be March 31st.

c. Board members must be supplied with an updated financial and budget report on or before monthly meetings. A year-end report must be presented at the AGM.

## 8. JOB DESCRIPTIONS

## 8.1 President

The President of the Association shall:

1. Call and review agendas for regular monthly meetings of the Board of Directors, or as otherwise decided upon by the Board of Directors.

2. Chair all meetings, when present, of the Board of Directors and the Disciplinary Committee of the Association.

3. Conduct all Board of Directors meetings in accordance with Robert's Rules of Order or a similar method of meeting procedure.

4. Be one of three signing officers of the Society. Also signing for contracts and grant applications, along with the Secretary and Treasurer.

5. Ensure that all Directors understand and follow their duties as outlined in subsequent sections.

A. Orient new Board members.
B. Review with all new members of the Board the Rules and Regulations and By-Laws Manual and have them sign their code of conduct at the first available board meeting.
C. Encourages Board Members to participate in meetings and activities
D. Ensures the appointment of committee chairpersons.
E. Serves as ex officio member of committees and attends their meetings when invited.
F. Ensures there is a process to evaluate the effectiveness of the Board, its committees and paid employees.
G. In consultation with instructors, Artistic Director and costume/apparel director, will determine and book dates for dance pictures and costume orders.
H. Promotes the organization's purpose in the community and to the media by giving direction and assisting the Director of Communication and Publicity.
I. Prepares a report for the Annual General Meeting.
J. Oversees and ensures the implementation of the Slave Lake Dance Creations Society's programs and services.
K. Assists with Board Member recruitment.
L. Sets season Calendar through discussion with the Artistic Director, registration director and teaching staff, determines festival dates and ensures that all contracts are in place.

6. Do, or cause to be done, the specific duties of any absent Director, until such time as the Board of Directors appoints a replacement.

7. Have the power, without prior resolution of the Board of Directors, to take such action as is necessary to preserve and protect the property and rights of the Association, or to manage the affairs of the Society in the event that the Board of Directors is unable to convene due to an act of God, or other unforeseen circumstances.

8. Perform such other duties as may from time to time be assigned to them by the Board of Directors

A. Suspend any membership of any member for up to 48 hours while awaiting the convening of the discipline committee
B. Present a report of the non-financial operations of the Association for the past year, at each AGM.

9. Delegate any of these functions or powers to the Vice-President or may designate the Vice-President to act on the Presidents behalf, if necessary.

10. After leaving the President's position, the immediate Past President shall act as an advisor to the Association for a one-year period. The Past President will only attend Board meetings when asked during this period.

11. Be an elected member of SLDCS Executive.

12. Be responsible for the prompt and proper handling of all liability claims against the Association but shall not retain legal services or reach a settlement without the prior approval of the Board of Directors.

## 8.2 Vice-President

The Vice-President of the Society shall:

1. Be vested with all the powers and shall perform all the duties of the President in the absence of the President. In the event that the President is incapacitated, resigns or dies, then the Vice-President shall become the President.

2. Be an ex-officio voting member of all association committees except the disciplinary committee.

3. The Vice-President is to review and update SLDCS By-Laws and Rules and Regulations with the assistance of the By-Law Committee and the Board of Directors on a yearly basis.

4. Keeps track of the completed commitment hours or tasks completed, for each dance family member

A. Supplies a list of available commitment families, available for commitment to Executive Directors and Project Managers as required
B. Works closely with the Fundraising Director, Registration Director, Treasurer and the Performance Director.
C. If all commitment requirements are met, meaning if the family/parent/guardian have completed the duties, it is understood that the deposit cheque that was collected at the start of the dance year, will be securely destroyed or if by request only, will be returned to the signer for discard.
D. If the Volunteer commitment requirements are not met, the family deposit cheque will be forfeited and deposited to the Slave Lake Dance Creations Society account.

5.Ensures that each Dance Class has one dance parent - class representative. The Vice-President will be provided with a Dance Class list, and must contact and ensure that One Dance parent from each dance class, commits and is assigned as the “Dance Class Representative” A list copy of each parent name, for each class, must be provided to the Dance Teacher, for contact purposes. A copy of the Job Description - Dance Class representative, should be provided to each dance parent. Should a person quit or move away, a replacement dance class rep. Will need to be put in place.

6. Liaison with the President on a regular basis to keep informed of activities of Committees.

7. Be an elected member of SLDCS Executive, with a vote.

8. Orients a new Vice President

## 8.3 Secretary

The Secretary of the Society shall:

1. When present, act as Secretary to all meetings of Directors and Members and shall maintain an accurate record of the meeting minutes.

A. Document all incidents that may require disciplinary action against a Dancer(s), Teacher(es) Distribute information to all necessary parties.
B. Book a meeting space for all meetings as required. Includes canceling and rebooking as required.
C. Distribute necessary documents to all Executive Members prior to the next meeting.
D. Ensure timely digital publication of governing documents, including bylaws, rules, regulations, and meeting minutes, to the society's web domain.
E. Maintain official records of minutes, correspondence, and letters in the office of SLDCS.
F. Maintain attendance log of Executive members at required meetings. Alert President to any Executive Member in breach of attendance By-Law.

2. Maintain updated, and in current fashion, Corporate Minute Books of the Association. Be responsible for the care and maintenance of such records as are required by law, by the Association or by the Board of Directors
   A. Turn over all records listed above to the Board of Directors upon expiration of their term in office, resignation, or incapacitation, or upon resolution of the Board of Directors.
3. Be responsible for giving notice of upcoming meetings, either in writing, email, publication, or by telephone, as requested:
   A. By the President
   B. By the Board of Directors
   C. By resolution of the Members
   D. As required pursuant to these By-Laws

4. Prepare with the President, and distribute via e-mail, the agenda for upcoming meetings to all Executive Members. AGM agenda is to be prepared two weeks prior to the AGM. Monthly meeting agendas are to be prepared three days prior to the meeting. Meeting minutes are to be distributed within one week following monthly Executive meetings.
5. Together with the Registration Director, keep a record of all the members of the Society and their addresses and telephone numbers.
6. Maintain, update and distribute Executive list on an ongoing basis.
   A. Type letters as required for the Society.

7. Be one of three signing Officers of the Society and oversee the etransfer account in conjunction with the Treasurer. Also signing for contracts and grant applications, along with the President and Treasurer.

8. Carry out such other duties and functions as the Board of Directors may from time to time request.

   A. Maintain a motion log from Executive meeting minutes.
   B. Must be familiar with the objectives, By-Laws and Rules and Regulations of SLDCS. Maintain an updated copy of the same and ensure the President has a copy.
   C. Create, when required, forms needed by the Society, e.g. letterhead, fax forms, etc. and ensure they are distributed to the appropriate Members.
   D. Be prepared to review SLDCS documentation with Society Members when required.
   E. Receive incoming mail from the post office on a weekly basis.
   F. Exercise oversight and administration regarding the Society's web domains and electronic communications, encompassing all administrative Google profiles and email accounts.

G. Act in a backup capacity for the Social Media and Marketing Director by assisting with the oversight of the main electronic mail account, ensuring all incoming messages are redirected to the appropriate Board personnel.
H. Distribute mail to appropriate individuals.

9. Update executive information with Insurance provider and banking authority.

10. Completes the Annual Return to Registries

11. Completes SOCAN licensing reports and applications

12. Be an elected member of SLDCS Executive, with a vote.

13. Orients a new Secretary

Qualifications:

- Must have access to a computer and E-mail.
- Must attend monthly meetings.
- Be able to work with all Association Members, as required.

## 8.4 Treasurer

The Treasurer of the Society shall:

1. Receive all monies paid to the Association and shall be responsible for the deposit of the same in such financial institutions and accounts as the Board of Directors may direct.

2. Be a member of any Financial Committee.

3. Be one of three signing Officers of the Association, and oversee the etransfer account in conjunction with the Secretary. Also signing for contracts and grant applications, along with the President and Secretary.

A. Ensure signing authority gets changed when required.
B. Will have signing authority on all SLDCS accounts, including the Casino and travel accounts

4. Pay all accounts payable as authorized by the Board of Directors.

5. Maintain accurate records of monies received and paid out, including any bank statements, books of account, financial statements, bank reconciliation's or other financial documents, including a working budget.

A. NSF checks are to be collected by the Treasurer or as delegated by the Treasurer and let the Registration Director know who has not paid.
B. On the last Thursday of every month, the Treasurer is responsible to collect the Payroll timesheets at the Dance Studio, calculate, process and issue pay cheques or transfer before the end of that month. Completed payroll timesheets will be placed in the locked mailbox in the Dance Studio lobby.

C. Bring financial printouts (expense and revenue printout) to Executive meetings each month - one for each Executive member.
D. Make up refund cheques when Registration Director provides list of dancers not finishing the season and has pre paid for the full season.
E. Make payments for rent and utilities
F. Produce any records listed above for examination, upon request, by the Board of Directors, any auditors of the Association, or any other competent authority with a legal right of access.
G. Turn over all records listed above to the Board of Directors upon expiration of her/his term in office, resignation in incapacitation, or upon resolution of the Board of Directors.

6. Present a report of the financial operations of the Association for the past year at each AGM.

7. Perform such other duties as may from time to time be requested by the Board of Directors.

A. Purchase studio supplies for the SLDCS office or Executive members

8. Prepares the Society Financial Annual Return to be audited by elected members chosen by the SLDCS board members

9. Operate and account for any casinos, bingos, lotteries, raffles or other gaming activities requiring a license in coordination with the registration director.

A. Complete all paperwork for the Casinos. Inquire about grants for SLDCS and complete any paperwork required for them with assistance from the Registration Director.
B. Prepares and provides filing of necessary financial reports in relation to all grant disbursements and applications for funding, with the assistance of the Fundraising Director.

10. Update Board insurance each year. Provide financial statements and a list of all Executive members complete with addresses as required by Insurance Company.

11. Register SLDCS with Corporate Registries.

12.Be an elected member of SLDCS Executive, with a vote.

13. Orients a new Treasurer

Qualifications:

• Should have knowledge of computer, booking keeping skills and making business deposits.

Time Required: This position requires 10 – 20 hours per month.

## 8.5 Registration Director

The Registration Director of the Society shall:

1.Responsible for organization of registrations, including the filing, updating and arranging for printing of the SLDCS yearly registration form

2.Responsible for representation of the SLDCS during Registration Night and recruits society members to assist as needed

3. Updates and maintains current member accounts on JackRabbit.

4. Responsible for updating monthly fees to all member account on Jackrabbit, including costume, festival and special routines.

5. Promptly forwards all registrations and payments received to the Society Treasurer

6. Maintains a current SLDCS membership list and records changes in contact information of dance members (i.e., postal mailing addresses, email addresses, telephone numbers, etc.) on registration forms, as required

7. Works closely with the treasurer.

8. Informs each member as to their amount owing and after consulting with the Treasurer, arranges terms of payment with the SLDCS member.

9. Follows and enforces the payment policy of SLDCS registration form.

10. Sets season Calendar along with the board of executives, through discussion with the Artistic Director and teaching staff.

11. Main contact person for Jackrabbit.

12. Be an elected member of SLDCS Executive, with a vote.

13. Orients a new Registrations Director, when required

Qualifications:

- Should have knowledge of computer, booking keeping skills.

Time Required: This position requires 10 – 20 hours per month.

## 8.6 Fundraising Director

The Fundraising Director of the Society shall:

1. Oversees all fundraising activities of the Slave Lake Dance Creations Society including all grants, casinos, bingos, movies, etc., excluding funds raised by SLDCS memberships

A. Reports to and works closely with the Society Treasurer.
B. If all commitment requirements are met, meaning if the family/parent/guardian have completed the duties, it is understood that the fundraising cheque that was collected at the start of the dance year, will be securely destroyed or if by request only, will be returned to the signer for discard.
C. If the Fundraising commitment requirements are not met, the Fundraising cheque will be forfeited and deposited to the Slave Lake Dance Creations Society account.

2. Creates subcommittees to manage individual fundraising projects and recruit's members to the subcommittees.

3. Reports on and forwards all monies raised to Society Treasurer.

4. Reports regularly to the Society executive on the progress of fundraising activities.

5. Ensures adequate personnel are available to carry out obligations of the Society in the operation of ongoing fundraising projects, such as casinos and bingos.

6. Explores new and innovative avenues for fundraising.

7. Responsible for the timely completion of all paperwork and fulfilling all administration as requested by regulatory agencies and venue managers of fundraising events on behalf of the Slave Lake Dance Creations Society for grants and other funding including, Alberta Foundation of the Arts and Alberta Gaming and Liquor Commission.

8. Organizes the concession for Year-End Performance.

9. Be an elected member of SLDCS Executive, with a vote.

10. Orients the new Fundraising Director.

Qualifications:

- Asset to have a flexible job.

Time Required: This position requires 15 – 20 hours per month.

## 8.7 Costume/Apparel Director

The Costume/Apparel Director of the Society shall:

1. Organizes a fit weekend to supply dancers with new shoes, tights, body suits that can be ordered or bought on site by members.

2. Works closely with all dance instructors in establishing what new costuming is required and a timetable for their completion.

A. Completes all dancer sizing in class for all groups and special numbers.
B. Orders all the costumes and accessories required for performances.
C. Organizes a studio wide pre festival bulk order for tights and hair pieces.

3. Liaises closely with the board in developing a budget and reporting on expenditures of allocated funding in the production of costumes; must retain all receipts from costume and accessory purchases for the Society and forward to the Society Treasurer.

4. Maintains costume budget by ensuring that all dance-related costume and accessory purchases are made only by the Costume Director.

A. When orders arrive, they are to be picked up and organized and handed out to each dance family.
B. If costumes are being handed down to another group, the director would be responsible for collecting the old costumes and dispensing them to the new dancers.

5. Reports to the SLDCS Executive regarding the status of costume production and any requests for additional funding.

6. Is responsible for sourcing out and presenting dance apparel for each season.

A. Responsible for creating a yearly order form.
B. Receiving all funds for order and turning them over to the Society Treasurer.
C. Responsible for placing orders and turning purchase invoices to Society Treasure for payment.
D. Responsible for picking up the order and organizing and dispensing orders to members.

7. Be an elected member of SLDCS Executive, with a vote.

8. Orients the new Costume/Apparel Director.

## 8.8 Performance Director

The Performance Director of the Society shall:

1. Responsible for booking Year end performance venue, lighting booth technician, and professional videographer. Forwards contact information of Society Treasurer for payment.

A. Organizes ticket production, distribution and sales. Distributes pre-ordered tickets to families. Ensures that tickets are available for public sale.
B. Works with the Communications Director to advertise performances: Newspaper, radio, flyers, community boards, etc.
C. Orders flowers and or gifts for graduates, and teachers in conjunction with the fundraising director
D. Works closely with the Vice President to review Volunteer Lists.
E. Works with the Fundraising Director to organize raffles.
F. Prepares and delivers opening announcements or ensures that a volunteer is available to do so.
G. Provides information to volunteers working during performances about their specific tasks.

2. Responsible for booking the photographer for studio pictures.

A. Works closely with the Vice President to review Volunteer Lists.
B. Provides information to volunteers working during performances about their specific tasks.
C. Works with President and Artistic Director on dates for pictures
D. Ensures all dance families have the requirements for performance looks on picture day.
E. Makes and distributes the schedule for picture day.

3. Responsible for working in conjunction with the Artistic Director on booking Festivals for the season.

A. Collects information regarding festivals to be discussed by the board, Artistic Director and instructors.
B. Post the dates of festivals with the Communications Director.
C. Book Hotel blocks for the studio for the festival dates and let the Communications Director know to inform the members.
D. Work with the Registration Director and Treasurer for member billing and pay fees for festivals.
E. Post the schedule as they become available with the Communications Director.

4. Responsible for creating sub committees for summer and/or travel programs.

5. Be an elected member of SLDCS Executive, with a vote.

6. Orients the new Performance Director.

## 8.9 Social Media & Marketing Director

The Communications & Social Media Director of the Society shall:

1. Be responsible for all Social Media platforms of the Society.

A. Create engaging and consistent content for Facebook, Instagram, TikTok, and other approved platforms.

B. Share studio updates, class promotions, registration reminders, fundraising opportunities, and special events.

C. Post festival highlights, performance photos, awards, achievements, and behind-the-scenes content.

D. Promote a positive and professional online image of the Society.

E. Monitor social media engagement and respond to messages or inquiries when Appropriate.

F. Oversee the main electronic mail account, ensuring all incoming messages are redirected to the appropriate Board personnel.

2. Be responsible for marketing and promotion of the Society.

A. Design and create eye-catching promotional materials including posters, graphics, advertisements, and event campaigns.

B. Promote studio programs and class opportunities throughout the year, including recreational classes, competitive programs, workshops, camps, and intensives.

C. Assist with branding consistency across all digital and print materials.

D. Work with other Directors to help promote fundraising initiatives, performances, registration, and community events.

3. Be responsible for updating and maintaining the Society website.

A. Ensure information is current, accurate, and visually appealing.

B. Post updates to schedules, important dates, policies, bylaws, rules & regulations, and meeting minutes as required.

4. Work closely with the Artistic Director, Performance Director, Registration Director, and Executive Board to ensure timely and accurate communication of studio information.

5. Capture and organize media content during events, festivals, and performances when possible, or coordinate volunteers to assist.

6. Serve in a secondary capacity to the Secretary for the management of electronic correspondence and the Society's internet domains, including all email and administrative Google profiles.

7. Be an elected member of the SLDCS Executive, with a vote.

8. Orient and support the incoming Communications & Social Media Director.

## 8.10 Artistic Director

The Artistic Director of the Society shall:

1. In conjunction with instructors:

   A. Will place students in appropriate level/class of dance
   B. Schedule class times per level
   C. Lesson plans and choreography
   D. Extra routines - specials group acceptance form

2. In conjunction with instructors and directors:

   A. Set the season (festival dates, studio closure dates, recital dates, photo dates)
   B. Exams- RAD, ACRO
   C. Plan for costumes, including hair and makeup

3. In conjunction with the directors:

   A. Hires instructors

4. Responsible for booking an Examiner for Ballet and ACRO

A. Booking venues for exams.
B. Posting the exam schedule in conjunction with the communication director.
C. Booking transportation and lodging for the Examiner.
D. Providing contracts to the Society Secretary and invoicing to the Society Treasurer.

5. Provide instructor/student update to communication director for monthly newsletter.

6. Liaison between the instructors and the society board.

7. This is a hired position by application on a yearly basis. To apply for this position you must not be a parent or guardian of a dancer at this studio.

Qualifications:

- Should have knowledge of inner working of running a studio.
- Should be a certified dance instructor.

## 8.11 Instructors

1. In conjunction with the Artistic Director:

A. Will schedule classes and place students in appropriate level/class of dance
B. Will set season class times
C. Lesson plans and choreography
D. Extra routines - specials group acceptance form
E. Plan for costumes, including hair and makeup

2. Dance Instruction

3. Will need to provide their own music.

4. Will need to provide CLI if needed.

# 9. SUB - COMMITTEES

1. Sub Committees can be formed as needed.

2. Sub- Committees will meet minimally three times per year: once for orientation of committee members, secondly to conduct business and update processes, and thirdly to review the year's activities. The President or Vice President may call additional meetings throughout the Season when the Committee's role is needed. The President or Vice President will present reports of the committees' activities to the membership at the AGM.

## 9.1 Disciplinary Committee

a. Consists of the SLDCS Executive. A quorum shall consist of five (5) members, one of who shall be the President or designate.

b. The entire Disciplinary Committee will handle any complaints.

c. All Disciplinary Committee members will be notified of meetings, and only they will participate in the meetings. Members will be expected to exclude themselves if there is a conflict of interest.

d. The purpose of the Committee is to follow up with any incident report submitted in reference to the Conduct Manual or any other written complaint, at the discretion of the President.

e. The member shall be given at least three (3) working days' notice of any disciplinary hearing and the member has the right to be heard in person or by counsel at that hearing.

f. The decision of the Disciplinary Committee has the same force and effect as if it was a resolution of the Board of Directors, and it must be in writing.

g. In the event that the infraction is a breach of the Association's Rules or Regulations and Conduct Manual, then the member may appeal, as outlined in the Conduct Manual. The member has the right to be heard in person or by counsel at the appeal. The written decision of the Board of Directors shall be final and binding. The Board of Directors must reach a written decision no later than one (1) week following the meeting at which the appeal is heard.

## 9.2 By-law Committee

a. Consists of the SLDCS Executive. A quorum shall consist of two Members, one of who shall be the Vice-President.

b. The purpose of the Committee is to review the By-Laws and the Rules and Regulations.

c. Any member can make suggestions to this Committee to review current By-Laws or Rules and Regulations.

d. This Committee will re-write By-Laws or Rules and Regulations and submit to the Board of Directors for approval. By-Law changes will be taken to the AGM for voting on. Rules and Regulations will be voted in at the Executive meeting.

e. This Committee will meet every second month or as required.

# 10. RECORDS OF THE SOCIETY

The books, records, financial statements and membership list of the Society may be inspected by any member of the Society at the AGM provided for herein, or upon twentyfour (24) hours notice during regular working days to the Secretary of the Association, who shall then arrange a time and place for inspection during regular business hours satisfactory to the officer(s) having charge of the same.

# 11. BY-LAW AMENDMENT PROCEDURE

The By-Laws of the Association may be amended, rescinded or added to by special resolution of those members voting at an AGM or at a general meeting called for that purpose, and any change to the By-Laws shall be certified by the President of the Association and a certified copy of the same sent to Corporate Registry. Any change shall have no effect upon being registered with Corporate Registry.

## 12. RULES AND REGULATIONS

The Board of Directors has the power to make Rules and Regulations governing the conduct of Members, Directors, Dancers, and Teachers of the Association, and also has the power to make Rules and Regulations governing the day to day affairs of the Association. Such rules and regulations are invalid unless conspicuously posted on the website and/or in the studio for a period of thirty (30) days after being passed. The Membership must be advised of the same at the next AGM, and published copies of the same must be available to any Member upon request.

## 13. INTERPRETATION

In these By-Laws any use of the masculine shall include the feminine and vice versa, and any use of the singular shall include the plural and vice versa

## ADOPTION OF BYLAWS

**We, the undersigned, are all of the initial directors of this society, and we consent to, and hereby do, adopt the foregoing Bylaws, consisting of the 19 preceding pages, as the Bylaws of this society.**

**ADOPTED and APPROVED by the Members of the Society on this 17 day of**

**June, 2025.**

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**Christine Lillo, President - Slave Lake Dance Creations Society**

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**ATTEST: Holly McDonald, Secretary - Slave Lake Dance Creations Society**

Appendix A

# Conduct Manual

## 1.0 Overview

Slave Lake Dance Creations Society views the Conduct Manual as support and confirmation to the many excellent volunteers, teachers and parents who are in the majority and who have always practiced and subscribed to the fundamental principles of fun, respect and positive development of dance in our community. We see this program as a vehicle to assist them to further these values and make dance

even better and more enjoyable. Anyone who may question the program are the very ones that many of the elements of the program are aimed at and are indicative of a problem and not a solution. It is not a time to be reactive, but rather proactive in advocating a program that is totally positive. We encourage the majority to confidently come forward with energy and support the Conduct Manual to make our Society even better.

## 2.0 Objective of the Program

To provide a program, which plays a significant role in the development of a person's values, morals, social maturity, physical fitness and mental fitness. To promote acceptable conduct which provides:

A. Respect for persons
B. Protection from harm
C. Development of ethical conduct towards others
D. Notions of justice, fairness, equity
E. Freedom to enjoy, flourish
F. Respect for the discipline of all types of dance

It is a must that every participant abides by these principles. A participant is defined as (but not limited to) a Director, Dancer, Teacher, or Spectator. The objective is to promote and ensure acceptable behavior.

## 3.0 Definition of "Unacceptable Behavior"

An individual is displaying unacceptable behavior if they are verbally or physically harassing and/or abusing a participant (Dancer, Teacher, Spectator ). When there is a situation of "unacceptable behavior", the responsibilities of SLDCS, Teachers, Spectators are as set out herein. The focus is on achieving the program objectives. Confrontation should be avoided and reporting is encouraged, as it is an important step in attaining the objective

## 4.0 Matters of Unacceptable Conduct and Behavior

### 4.1 Abuse and Neglect

4.1.1 When any person has reasonable grounds to believe or observe, in the course of SLDCS business, activities or events that a child is being abused or neglected, he or she shall report this belief to the child protection authorities and/or Police.

4.1.2 SLDCS shall take no further action until such time as the authorities and/or Police have concluded their investigation unless there is cause for an immediate suspension on an interim basis to protect the child from further harm.

4.1.3 The matter shall be dealt with as a disciplinary matter pursuant to this policy, and the report of the investigation carried out by authorities may be utilized as required by SLDCS.

### 4.2 Harassment

Harassment is a form of discrimination. Harassment is prohibited by human rights legislation. In its most extreme forms, harassment can be an offence under the Criminal Code of Canada.

4.2.1 Harassment is defined as conduct, which is disrespectful, insulting, intimidating, humiliating, offensive or physically harmful. Types of behavior which constitute harassment include, but are not limited to:

a) Unwelcome jokes, innuendo or teasing about a person's looks, body, attire, age, race, religion, sex or sexual orientation.

b) Condescending, patronizing, threatening or punishing actions, which undermine self-esteem or diminish performance.

c) Practical jokes that cause awkwardness or embarrassment, endanger a person's safety or negatively affect performance.

d) Unwanted or unnecessary physical contact including touching, patting or pinching.

e) Any form of hazing.

f) Any form of physical abuse.

g) Any sexual offence.

h) Behaviors such as those described above which are not directed towards individuals or groups but which have the effect of creating a negative, hostile or uncomfortable environment

**4.3 Cyber Bullying**

SLDCS is committed to help reduce and prevent the bullying of participants. Written and Cyber Bullying is defined as harmful actions that are communicated via written or electronic media and are intended to embarrass, harm or slander another SLDCS participant. Some examples for the bullying policy are:

1. Continually criticizing the target's abilities.

2. Blaming the target for mistakes.

3. Repeated insults or put downs of the target.

4. Denying or discontinuing the target's accomplishments.

5. Threats of actual physical violence towards the target.

Written and/or Cyber Bullying within SLDCS will be dealt with as per the following:

1. Information will be gathered from sources pertaining to the incident and reviewed by the Disciplinary Committee

2. Professional assistance may be called upon as required.

3. First offense under this policy is typically a two-week, date to date suspension from all activities including practices. The offender will receive this suspension in writing. At the discretion of the Disciplinary Committee, the length of the suspension can be increased or decreased depending on the severity of the incident

4. Second offense is an indefinite suspension. The dancer will remain under suspension while the case is investigated and dealt with by SLDCS.

Note: Should there be a need for RCMP involvement, all information will be passed to the local authorities.

## 5.0 Complaint Handling Procedure

5.1 Implementation Trigger

The written reporting of unacceptable behavior by a Director, Member, Spectator, Instructor or Dancer is the triggering event of the complaint handling procedure. This reporting process will govern the person(s) responsible for investigating the complaint. The methods of enforcement will vary depending on the severity of the event.

5.2 Reporting Process

The Disciplinary Committee will be utilized by the Association to receive and investigate complaints. If any person feels they may not be able to deal objectively with the complaint due to personal involvement or other conflict, an alternate should be designated. All submitted incident reports will be reviewed by the President of SLDCS to ensure the appropriateness of the response and consistency of enforcement within the Association.

If a report is submitted to the Association directly, bypassing the President, then the President must be notified of the incident. If an incident occurs which meets the definition of unacceptable behavior and in the opinion of a Dancer, Spectator, Teacher, is serious enough to warrant a formal complaint, then an Incident Report Form (Appendix C) or signed written letter of complaint must be completed.

The Incident Report Form or letter should be submitted to any member of the Disciplinary Committee. Members are as follows:

• President/Vice President

5.3 Responsible Reporters

5.3.1 Directors, Members, Spectators, Dancers and Instructors

If in the opinion of a Director, Member, Spectator, Instructor or Dancer an individual is verbally or physically harassing or abusing a participant (Dancer, Teacher or Spectator), an incident report form is to be completed and forwarded to the Disciplinary Committee. This will trigger the complaint handling procedure. In the event that the individual is a member of a visiting Association, the complaint will also be forwarded to the appropriate Association.

5.4 Complaint Handling Process

All complaints are to be given to the Chair of the Disciplinary Committee (President) or the Vice President if the complaint involves the President. The Chair will determine the validity of the complaint and assemble the Disciplinary Committee as necessary. Executive Members, or their immediate families, filing a complaint or with a complaint filed against them, will be asked to excuse themselves from the disciplinary process. When possible, within 72 hours the Disciplinary Committee will meet and discuss the validity of the complaint and how to investigate further. A written response to all reports may not always be possible, as our volunteers may not have the resources to do so. We do however hope to be able to contact complainants at some point during the process. Resolution typically takes two (2) to four (4) weeks for receipt.

All complaints will be compiled with documentation of action taken. The Disciplinary Committee will review above documentation on a necessity basis.

5.4.1A Enforcement

The Disciplinary Committee will confirm the complaint is valid and the following action will occur: 1. Verbal warning given after the first complaint.

2. Written warning after second complaint.

3. Disciplinary Committee hearing held on the third complaint. The President and appropriate Committee member can go directly to the Disciplinary Committee when a complaint is deemed to be serious and the three warnings would only prolong or escalate the behavior.

5.4.1B Disciplinary Committee Guidelines The first order of business for the Disciplinary Committee is to confirm the complaint is valid. The next step is to classify the infraction based on the following:

a) Mild - This would be applied when it is an offence, which is less severe in nature. The offending individual has shown true remorse and the actions are out of character. There is little chance of this person re-offending.

b) Moderate - This is for offences that are mild to moderate in severity. Application of this type of discipline would be for a second offence. It would also be applied to individuals who have not accepted responsibility for their actions, show no remorse and the likelihood of re-offending is high.

c) Severe - This is for the most serious offences. An example could be physically threatening or assaulting another individual. Application of this type of discipline would be for individuals who have reoffended multiple times or have not accepted responsibility for their actions, show no remorse and are likely to re-offend. The final step of the committee is to assign discipline. Discipline is outlined as:

Mild infraction: A letter of apology and/or a retraction will be required.

Moderate Infraction: Such member will receive either a 1 to 4 week suspension, at the discretion of the Disciplinary Committee, from all activities (practices, recital, festival, etc...)

Severe Infraction: A member of the Disciplinary Committee will make recommendation to the Executive for the dismissal of such member, from the Board and/or all Membership. Decisions to revoke Membership must be made by “Special Resolution”.

5.4.1C Executive Members

The following disciplinary actions apply when infractions occur in their roles as Executive members as opposed to Parent, Spectator, Teacher. Only written complaints will be considered.

a) Mild
   Failure of an Executive Member to fulfill their job description
   - it is the first time
   - the action or inaction has not caused detrimental effects to SLDCS
   - the member accepts responsibility and corrects the problem

b) Moderate

Failure of an Executive Member to fulfill their job description
• the infraction is related to previous infractions within the same term.
• the action, or inaction has caused some detrimental effect to SLDCS
• the Member does not accept responsibility or does not correct the problem

c) Severe
Actions taken by an Executive Member that causes detrimental effect to SLDCS
• abuse of power, decisions made without the following of By-Laws
• breach of confidentiality
• publicly defaming the credibility and character of SLDCS and/or the decisions thereof.

## 6.0 Assignment of Discipline

Mild infraction
Written warning- to remain on file for the rest of the term
Moderate infraction
Member shall either be:
• placed on probation for a period of 1-3 months and/or
• have their voting privileges revoked but is still required to attend monthly meetings and continue with the work of the Board in their role and/or
• given a suspension of all SLDCS activities for a period of 1-4 weeks
Severe infraction
Member shall either be:
• suspended from all SLDCS activities for up to 3 months and/or
• honorarium revoked
• Membership of the Board or entire Association revoked. As above, decisions to revoke membership must be made by “Special Resolution”.

## 7.0 Appeal Process

Appeals will be given to the Vice President or his/her alternate. The Vice-President will then assign 2 other Executive members (who are not already members of the Disciplinary Committee) to a Special Committee to evaluate the validity of the appeal. If found to be valid, this same committee will be provided with all relevant written information related to the discipline or actions undertaken as a result of an outcome of an investigation. Appeals should be heard as soon as it is practical. The appeal must contain a clear and concise summary of the grounds for appeal. Notice of the appeal must be submitted to the VicePresident within five (5) days from the date of notification of discipline.

## 8.0 Introducing the Program

At the start of the season, the dancers will be given packages with the Pledge Forms and a program outline. These will be distributed to the Parents, Dancers, Teachers for completion. Once complete, they will be collected and returned to the Registration Director.