

# Tavria Ukrainian Folk Dance Ensemble

## Bylaws

### 1) NAME OF ORGANIZATION

- a) The name of the organization shall be the "Tavria Ukrainian Folk Dance Ensemble Incorporated."

### 2) OBJECTIVE OF THE ORGANIZATION

- a) To promote Ukrainian Culture and the art of Ukrainian folk dance through a Performing Ensemble and a Ukrainian Dance School.

### 3) MEMBERSHIP

#### a) Regular Members

- i) Regular members shall be composed of the dancers and parents of the Performing Ensemble and the parents of the Ukrainian Dance School.
- ii) Regular members in good standing shall have the right to vote at any meetings of the membership.
- iii) Regular members in good standing being the full age of eighteen (18) years shall be eligible for election to the Board of Directors.

#### b) Honourary Members

Honourary membership may be bestowed by the Board of Directors:

- i) for a two (2) year term on an individual, commencing on a date assigned by the Board of Directors, who they feel has made substantial contributions of time and effort to the support and encouragement of the organization.
- ii) The aforementioned Honourary membership is allowed voting privileges at any regular board and annual general meetings.

#### c) Alumni Members

- 4) Alumni membership, comprised of former dancers, shall be recognized by the Tavria Ukrainian Folk Dance Ensemble as a support group. Alumni are non-voting members.

### 4) ADMINISTRATION

- a) The Board of Directors shall have the authority to register students, set and accept fees, interview and employ personnel. All administrative duties are the responsibility of the Board of Directors.

### 5) MEMBERSHIP FEES

- a) Membership fees may be levied annually at the discretion the Board of Directors.

### 6) DIRECTOR

- a) An elected or appointed member, regular or honorary, to the Board of Directors is required to be a regular member in good standing.
- b) Every Director in the organization in exercising his/her powers and discharging his/her duties shall exercise the care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances.

- c) Every Director may be liable if he/she fails to:
  - i) act honestly, in good faith and in the best interest of the organization.
  - ii) put the interest of the organization before his/her personal interest or the interest of others.
  - iii) be informed about and understand the business and affairs of the organization and
  - iv) use his/her knowledge and expertise for the benefit of the organization.
- ci) Should a dancer, who is elected to the Board of Directors, resign from the Ensemble, the dancer is to relinquish their position on the Board of Directors and return all Tavria property including Board minutes and any other documentation. The dancer may remain on the Board of Directors to complete their term only if they are a member in good standing and with approval from the Board of Directors.
- cii) Should a dancer, whose parent is elected to the Board of Directors, resign from Tavria, the parent is to relinquish their position on the Board of Directors and return all Tavria property including Board minutes and any other documentation. The parent may remain on the Board of Directors to complete their term only if they are a member in good standing and with approval from the Board of Directors.
- ciii) Vacated board positions are to be filled at the discretion of the Board of Directors dependent on reasons of vacancy and length of term remaining.

## 7) **COMPOSITION OF THE BOARD OF DIRECTORS**

- a) The full Board composition shall consist of twelve (12) members. At Least two (2) board members shall be parents and/or performing members of the Performing Ensemble.
- b) The Board of Directors shall appoint and dissolve committees as deemed necessary.
- c) All Board of Directors positions are of two (2) year terms.
- d) All Board of Directors must be members in good standing when elected and throughout their entire term.
- e) The Board of Directors have the power to appoint board positions as deemed necessary.
- f) **PRESIDENT**  
The president shall:
  - i) preside at all Board of Directors and General Meetings
  - ii) call regular meetings of the Board of Directors and shall notify the membership in writing (3) three weeks in advance of the Annual General Meeting.
  - iii) be ex-officio on all committees.
  - iv) assist with written correspondence when needed in consultation with the secretary.
- g) **PAST PRESIDENT**  
The past president shall:
  - i) assist the Board of Directors as needed.
- h) **VICE-PRESIDENT**  
The vice president shall:
  - i) fulfill the functions of the president in his/her absence.
  - ii) assist the president as requested.
- i) **SECRETARY**  
The secretary shall:
  - i) record the minutes of all Board of Directors and General Meetings.
  - ii) be responsible for all correspondence between the Board of Directors and the membership.

- iii) take charge of and keep all administrative papers and records of the organization, which are not specifically assigned, to other officers, including all signed agreements and contracts.
- iv) keep past minutes on file at the Tavia studio for reference and archival purposes.

**j) TREASURER**

The treasurer shall:

- i) be responsible for all financial transactions, accounts payable and receivable, of the maintenance of the financial records of the organization.
- ii) keep the Board of Directors informed through written report all financial transactions and accounts payable and receivable of the organization.
- iii) at the Annual General Meeting propose an auditor for the following financial year with approval from the membership.

**k) ENSEMBLE MANAGER**

The ensemble manager shall:

- i) Be chosen by the dancers and approved by the Board of Directors to manage all performing engagements of the Performing Ensemble for a two-year term.
- ii) be chosen within thirty (30) days after the Annual General Meeting.
- iii) work in cooperation with the Artistic Directors
- iv) report to the Board of Directors through verbal and/or written form of Ensemble activities and plans of performing and tours.
- v) be responsible for all activities involved setting up and getting the Ensemble to a venue including all on site facilities needed by the dancers to accomplish a performance.

**l) BINGO MANAGER**

The Bingo Manager shall:

- i) be responsible for the administration of Bingos as outlined by Saskatchewan Gaming Commission.
- ii) shall be responsible for all Bingo financial statements along with the Treasurer
- iii) reports to the Board of Directors.

**m) MEMBER-AT-LARGE (5 Positions)**

Member-at-Large shall:

- i) Accept responsibility and perform functions deemed necessary by the Board of Directors including, but not limited to chairing committees and sub-committees.
- ii) report to the Board of Directors in written form for filing with the secretary regarding the committee(s) for which they are responsible.
- iii) present a written budget, for audit purposes, prior to the planning of an event/activity and requesting of monies.
- iv) report written and verbal at the AGM, if required by the Board of Directors.

**n) RIDER MANAGER**

The Rider Manager shall:

- i) be responsible for the administration of the canteen during the Rider football season.
- ii) shall be responsible for all Rider financial statements along with the Treasurer
- iii) reports to the Board of Directors.

**o) FESTIVAL CHAIRPERSON**

The Festival Chairperson shall:

- i) be responsible for the administration of the Festival in the year the festival proceeds.
- ii) shall be responsible for all Festival financial statements along with the Treasurer
- iii) reports to the Board of Directors

**8) SIGNING AUTHORITY**

- a) Signing authority shall be any (2) two of the following: treasurer, president, vice-president.

**9) ELECTIONS**

- a) Elections shall be held annually at the Annual General Meeting and the office shall commence at the conclusion of the Annual General Meeting.
- b) The president, vice-president, Ensemble Manager and three (3) member-at-large shall be elected in years ending with even numbers.
- c) The treasurer, secretary and two (2) member-at-large shall be elected in years ending with odd numbers.
- d) No two individuals from the same household may sit on the Board of Directors as voting Directors.

**10) NOMINATING COMMITTEE**

- a) A committee of three (3) shall be appointed by the Board of Directors at least one (1) month (30 days) prior to the Annual General Meeting. The duties of the nominating committee are to draw up a slate for each vacant Board of Directors position that has come to the end of term/expired.
- b) The nominating committee shall approach each member they wish to nominate to determine the acceptance of the nomination.
- c) Any member who is on the nomination slate is automatically considered nominated for the position.

**11) MEETINGS**

- a) the Board of Directors shall meet on the call of the President, and it shall be the president's duty to call a meeting at any time at the request of two members of the Board.
- b) notice of such meetings shall be delivered, telephoned, or emailed to each member of the board at least twenty-four (24) hours before the meeting is to take place.
- c) no formal notice of any such meeting shall be necessary if all the Board members are all present.
- d) meetings via telephone or email is an acceptable forum for discussion and decision making.

## **12) ANNUAL GENERAL MEETING**

- a) Regular membership is to be notified in writing from the President 3 weeks (21 days) prior to the meeting.
- b) Must be held no later than 90 days after the fiscal year end.
- c) Only regular and honorary members in good standing are allowed to vote at the Annual General Meeting.

## **13) QUORUM**

- a) A quorum of the Board of Directors shall be fifty percent (50%) plus one (1) person on the Board of Directors.
- b) Quorum for the Annual General Meeting shall be a minimum of 20 Regular Members in good standing in attendance or via electronic means.

## **14) FISCAL YEAR**

- a) The fiscal year of the organization shall commence September 1 and conclude August 31.

## **15) BYLAW AMENDMENT**

- a) Shall be made by a majority vote of regular and honorary members present at the Annual General Meeting.

### **Appendix A** **Harassment Guidelines**

### **Appendix B** **Definitions**

### **Article #1** **Liquidation and Dissolution**

Printed - September 21, 1985

Amended - November 6, 1986  
- November 17, 1991  
- November 22, 1992  
- December 6, 1996  
- November 30, 1997  
- October 25, 1998  
- September 26, 1999  
- October 29, 2000  
- October 2001  
- October 2002  
- October 2005  
- October 2009  
- November 6, 2013 AGM  
- November 2, 2017 AGM

## Appendix A

# **HARASSMENT AND DISCIPLINE GUIDELINES**

### **STATEMENT OF COMMITMENT**

Tavria is committed to providing a safe, positive, Ukrainian dance environment where everyone is treated with respect and dignity.

### **DEFINITION OF HARASSMENT**

Harassment is any unwanted conduct that offends or humiliates.

Harassment is prohibited on the following grounds: race, creed, religion, colour, sex, marital status, sexual orientation, family status, mental and physical disability, physical size or weight, age, nationality, ancestry or place of origin, or the receipt of public assistance.

It may be verbal, physical, visual or psychological. It can include, but is not limited to:

- jokes that cause awkwardness or embarrassment
- display of racist, sexist or other offensive material
- sexually suggestive or obscene comments or gestures
- offensive sexual advances and propositions
- unwanted physical contact, such as touching, patting or pinching
- verbal abuse, threats or intimidation
- physical assault, including sexual assault

### **DIRECTORS RESPONSIBILITY**

The Board of Directors shall ensure that no dancer, parent, guardian and/or instructor is subjected to harassment, whether it is from within or outside of the Tavria organization.

### **DANCER AND/OR INSTRUCTOR RESPONSIBILITY**

No dancer, parent, guardian and/or instructor shall participate in or encourage the harassment of another dancer, parent and/or instructor.

### **COVERAGE**

This policy covers all dancers and instructors at all levels. Applicants and candidates for employment are also covered.

Harassment will not be tolerated in any dance related setting, such as dance rehearsal, dance workshops, dance competitions, travel and social events.

### **COMPLAINT PROCEDURE**

#### **INFORMAL OPTIONS**

A dancer and/or instructor is encouraged to consider the following informal options:

- raise the issue with the person whose behavior is a problem. This could be done verbally or in writing.
- inform the Artistic Directors, an instructor, or a director of the problem and ask him/her to informally discuss the situation with the alleged harasser.

#### FORMAL OPTIONS

If informal options are inappropriate or unsuccessful, a dancer and/or instructor can file a formal complaint with one of the following people:

- a Director of the Board
- Artistic Directors
- Instructors

#### **DEALING WITH A FORMAL COMPLAINT**

##### CONFIDENTIALITY

Any complaint of harassment will be kept in confidence, except as is necessary to investigate and resolve the situation.

##### INVESTIGATION

An investigation will be undertaken immediately by the Board of Directors and/or artistic Director or Instructor. The alleged harasser will be promptly notified of the complaint in a formal manner from the Board of Directors.

The complainant and the alleged harasser will both be interviewed along with any individuals who may be able to provide relevant information by a non-partisan committee.

##### DISCIPLINE

If the investigation fails to find evidence to support the complaint, there will be no documentation concerning the complaint placed in the file of the alleged harasser.

If the investigation finds evidence to support the complaint, documentation will be made and put on file. Action against the individual is at the discretion of the committee and/the Board of Directors, but may involve immediate removal from the Tavia organization.

##### RETALIATION

Retaliation against the individual for reporting harassment or providing information will not be tolerated.

Approved and Printed- October 25, 1998  
Revised - September 26, 1999

### **Rules Respecting Discipline for Tavia School of Dance**

Coming into force: October 19, 2009

#### **Short Title**

1. These Rules may be cited as the Rules respecting Discipline for the Tavia Dance Company.

### **Interpretation**

2. In these rules,

Hearing means three members of the Board of Directors of the Tavia School of Dance.

Dancer means a student at the Tavia School of Dance.

Board of Directors means a person appointed to the Tavia School of Dance Board of Directors in accordance with *The Non-Profit Corporations Act of Saskatchewan (1995)*.

### **Dancer's Conduct**

3. All dancers shall not engage in any disgraceful or disorderly act or conduct that could bring discredit on the Tavia School of Dance.
4. Without restricting the generality of the foregoing, an act or the conduct of a dancer is a disgraceful act or conduct where the act or conduct
  - a) is prejudicial to the learning, enjoyment and performance of the dancer or other dancers within the group
5. All dancers will abide by the Harassment guidelines as set for in Appendix A.
6. All dancers will abide by the Dancer Guidelines as set forth in Appendix B.

### **Discipline**

7. The main goal of this discipline policy is to encourage and provide guidance and assistance to a dancer that is having difficulty controlling his/her behaviour.
8. In the event a dancer has misbehaved, the following steps will be taken:
  - a) In the first instance:
    - i) Dancers will be informed of the contravention. The instructor and dancer will then come to a resolution on how to resolve the problem and document the incident and expectations in relation to future behaviour. Expectations are to be forwarded to the school administrator and filed at the school office. This documentation will be kept for the remainder of the school year.
  - b) In the event of a second contravention:
    - i) the dancer will be informed of the contravention.



- ii) the dancer will be given an in school suspension in which the dancer may be excluded from a class.
  - iii) the dancer's parent(s)/guardians will be informed of the nature of the contravention.
  - iv) the dancer, parent(s)/guardian(s) and instructor will then come to a resolution on how to resolve the problem, document the incident and expectation to future behaviour. Expectations are to be forwarded to the school administrator and filed at the school office. This documentation will be kept for the remainder of the school year.
- c) In the event of a third such contravention:
- i) the dancer will be informed of the contravention.
  - ii) the dancer will be given an out of school suspension in which the dancer may be suspended from taking part in any manner with the Tavia School of Dance for a period not exceeding three (3) months.
  - iii) the dancer's parent(s)/guardian(s) will be informed of the nature of the contravention.
  - iv) the dancer, parent(s)/guardian(s) and instructor will then come to a resolution on how to resolve the problem, document the incident and expectation to future behaviour. Expectations are to be forwarded to the school administrator and filed at the school office. This documentation will remain permanently.
  - v) at the end of the suspension, the dancer may be placed on probation for a period not exceeding one (1) calendar year, setting out the nature of the contravention, the discipline taken and the consequences of any future contraventions.
- d) In the event of a fourth such contravention:
- i) the dancer will be informed of the contravention.
  - ii) the dancer will be permanently dismissed from the Tavia School of Dance.
  - iii) the incident will be documented. Documentation is to be forwarded to the school administrator and filed at the school office. This documentation will remain permanently.

## **Appeal**

9. Any dancer in which discipline is contemplated is entitled to a fair hearing before he or she is disciplined or before his or her dismissal from the Tavia School of Dance.

10. A dancer, who is notified that discipline or dismissal from the Tavria School of Dance is impending against them, may request a hearing, in writing, within seven (7) days of being notified of the contravention, to the President of the Tavria School of Dance. Such hearing will be conducted prior to discipline or dismissal being delivered.
11. The President, upon being notified pursuant to subsection (9) and (10) shall appoint three impartial board members as members of an appeal board to conduct the hearing.

### **Application to the Court**

12. Any dancer may not make an application to the court under Subsection 121 of *The Non-Profit Corporations Act of Saskatchewan 1995* until the dancer has exhausted every procedure available under this bylaw.

## **Appendix B**

### **MEMBER IN GOOD STANDING**

Is a member whose dancing fees and volunteer credits are paid up to date.

- i) Paid up to date Bingo fees are defined as postdated cheques for the end of that dance year in the possession of the treasurer at the beginning of the dance year. (September 1).
- ii) Paid up to date dancing fees are defined as payment of fees which include the payment of the fees of the month of which the meeting is held, especially in reference to the Annual General Meeting.
- iii) A dancers whose fees are delinquent after two months shall receive a warning written from the Treasurer allowing 15 days to pay the outstanding two months in full. Should the dancer fail to pay the fees they will be automatically removed from the Tavria membership list by final approval of the Board of Directors and allowed to return through audition and payment of any outstanding fees.
- iv) A Member in Good Standing is also accountable for maintaining decorum at all functions and activities involving Tavria. Should a dancer's or the parent of a dancer's actions be questionable, proper steps will be taken to investigate and report to the Board of Directors who then determine the status of the offender.
- v) A dancer or the parent of a dancer in violation of the harassment guidelines will be disciplined with possible removal from Tavria's membership by the Board of Directors.

### **PERFORMING ENSEMBLE**

The Performing Ensemble is the most senior dance group within the Tavria Ukrainian Folk Dance Ensemble Inc. organization. To become a member of this group one is required to audition and be chosen by the Artistic Director(s).

### **UKRAINIAN DANCE SCHOOL**

The Ukrainian Dance School are all dancers under the level of the Performing Ensemble.

# **ARTICLE #1**

## **LIQUIDATION AND DISSOLUTION**

- a) Should the need arise to liquidate the assets of the organization the assets shall be handed over to Dance Saskatchewan with consultation of distribution with the Executive of the Ukrainian Canadian Congress (UCC) - Regina Branch . UCC Executive members, in conflict of interest with Tavria Ukrainian Folk Dance Ensemble, such as members of any other Ukrainian dance group located in Regina, will not be allowed to participate.