



AIMS AND OBJECTIVES OF THE MONTREAL HIGHLAND DANCING ASSOCIATION

1. To promote and recognize excellence in the field of Scottish Highland Dance in the Montreal community through staging competitions and workshops for professional and dancer development.
2. To educate the public about Scottish Highland Dance through competitions and demonstrations.
3. To annually host the Provincial Selection Meet which selects dancers to compete and represent Quebec at the Canadian Championships each July.
4. To support the organization of the Canadian Championships when held in Quebec.
5. To encourage dancers from Quebec as well as other parts of Canada and other countries to participate in the events and activities organized and sponsored by the MHDA
6. To do all things incidental and conducive to the above objectives.

BYLAWS OF THE MONTREAL HIGHLAND DANCING ASSOCIATION

ARTICLE I- NAME and OBJECTIVES OF THE ORGANIZATION:

1. The name of the Corporation is the MONTREAL HIGHLAND DANCING ASSOCIATION (MHDA).

ARTICLE II- INTERPRETATION

1. In these bylaws, unless otherwise stated or required:
 - a) Reference to the term "association" shall mean the MONTREAL HIGHLAND DANCING ASSOCIATION as described in Article 1.1
 - b) Reference to the term "Officer" shall mean an elected member of the Executive.
2. In these bylaws, unless the context otherwise requires, words importing singular number or the masculine gender shall include the plural number or the feminine gender, as the case may be, and vice versa, and references to persons shall include firms and corporations.

ARTICLE III- MEMBERSHIP

1. Any person eighteen (18) years of age and over who is interested in the aims and objectives of the MHDA is eligible to become a member of the association. All regular members must pay membership dues annually. Membership entitles the member the right to vote at both General and Annual General Meetings.
2. There shall be three classes of membership in the association, namely: HONORARY MEMBERSHIP, LIFE MEMBERSHIP and REGULAR/FAMILY MEMBERSHIP.

Honorary Membership: The association may, at a general meeting, elect by majority vote any prominent person as an honorary member. The privileges of such a member shall be the same as a regular member except voting or holding office and she/he is exempt from paying dues.

Lifetime Membership: any member for valuable services rendered to the association may be nominated for lifetime membership in the association. Such nomination shall be made in writing to the executive of the association and shall clearly state the name of the nominee, the reasons for nomination and shall be agreed upon by majority vote by members of the executive committee. The member shall be admitted to a life membership at an Annual General Meeting (AGM) and shall be presented with a certificate by the association. Lifetime members shall be entitled to all privileges of regular membership but shall not be required to pay any further fees, dues or subscriptions.

Regular or Family Membership: shall be open to dance teachers and any parents and dancers in one family in the same residence (a student in full time study who lives away from the family residence for the purpose of his/her studies shall be deemed to be in the same residence and eligible to be part of a

regular/family membership. Anyone 18 years or over may become a regular Regular Member. Regular members or family members shall be entitled to one vote/family at all general meetings in the association. They shall pay annual membership dues in accordance with the provision of the association. A membership may be issued in the name of one or both parents or guardians, but will entitle the bearer to one vote only. In the event there is no parent or guardian, a membership may be issued in the name of the dancer.

3. Any Regular Member or Family Member shall be deemed to be in good standing when he has paid his current membership dues. Upon the failure of any member to pay annual membership dues, subscription, or indebtedness to the association, membership automatically terminates. Such a member may be re-admitted to membership upon payment of the current dues and/or indebtedness.
4. The annual membership fee shall be set and collected by the association.
5. All memberships, with the exception of Honorary and Lifetime Memberships, shall run from Nov. 1st of one year to Oct. 31st of the following year. Membership fees are payable at the beginning of this time period. Day membership will be available after the annual deadline for purchase of memberships as set by the association.
6. The association shall have the power by a ballot vote of three fourths of the members present at a meeting called for that purpose, to expel or suspend any member whose conduct shall have been determined by the association to be improper, unbecoming, likely to endanger the interest or reputation of the association or willfully commits a breach of the Constitution or the Bylaws of the association.
7. Any member who resigns, withdraws or is expelled from the association shall forfeit all rights, claims and interests arising from or associated with membership in the association.
8. In the event of dissolution of the association and after the payment of all debts and liabilities, the remaining property of the association shall be distributed to a Canadian charitable organization or to any Canadian organization to objects of which are beneficial to the community, at the sole discretion of the association.

ARTICLE IV – EXECUTIVE

1. The affairs of the MHDA shall be managed by an executive of six to eight (6-8) Members, each of whom at the time of his election and throughout his term of office shall be a member of the association.
2. There shall be a Past President, President, Vice President, Secretary (correspondence and recording), Treasurer, and Two Directors.

3. The term of office shall run for a period of one year commencing with the Annual General Meeting following the election, and ending with the Annual General Meeting of the following year.
4. A member may not hold the same office for more than two (2) consecutive years, except if a successor has not been duly elected, or if it is the wish expressed by the general assembly by a motion that the member continues in the same office
5. Election of Executive
 - a) The election of the executive members will be held at the annual general meeting in June of each year.
 - b) Candidates for Executive offices shall be nominated from the membership-at-large by a nominating committee.
 - c) The slate of candidates as proposed by the nominating committee shall be present at the June General Meeting. As well, nominations for office shall be accepted from the floor provided the nominee has given his consent. If the nominee is not present, his consent must be in writing.
 - d) If there is more than one candidate nominated for an office, an election by secret ballot shall be conducted.
 - e) If there is only one nominee, the candidate shall be elected by acclamation
 - f) All members of the executive must hold a membership (annual or lifetime membership)
6. Officers may be relieved of their positions by at least two thirds of the votes cast at a general meeting providing that a written notice specifying the intention to do so has been received by the general membership at least ten (10) days prior to the meeting. The membership may then elect another member to fill that position for the remainder of the term except in the event that the president is relieved of his duties; the Vice President shall fill the position for the remainder of the term. An election shall be held to fill the position of Vice President and any subsequent vacancy. Such elections shall be held in accordance with Article 4.8.
7. Any officer may retire from his office upon giving ten (10) days' notice of his intention to do so in writing to the President or the Secretary and such resignation shall take effect on expiration of such time or the earlier acceptance thereof by the executive.
8. Except as provided for in Section 6 with regard to the President, if any member of the executive should resign, absent himself for three (3) consecutive meetings without notifying the Secretary in writing with reasons satisfactory to the executive, be suspended or expelled from the association, or die, the membership may elect another member to fill his position at a general meeting or a special meeting called for this purpose.
9. Duties of the Executive Officers
 - a) Past President: The Past President shall serve as an advisor to the incumbent executive so that continuity is maintained with regard to the affairs of the association. The past president is allowed to vote in meetings.

- b) President: The President shall, when present, preside at all meetings of the association. He shall also be charged with the operation of the association, and shall be a member of all committees ex-officio. The President, with the Secretary, shall sign all resolutions.
- c) Vice President: The Vice President shall assume the office of the President in the event that it becomes vacant during the term. He shall also assume the duties of the President in the temporary absence of the latter.
- d) Directors (2): The Directors shall attend all executive and general meetings to assure quorum for the purpose of discussion and voting.
- e) Secretary: The Secretary shall record the proceedings of the MHDA and the executive committee in an electronic document. He/she shall give written notice via email to all members regarding the Annual General Meeting at least two weeks in advance of the meeting. He/she is responsible for any correspondence on behalf of the MHDA as required. He/she is the custodian of all correspondence, contracts, and other documents belonging to the association, and shall not deliver any document out unless specifically authorized by the executive. He/she presides over meetings in the absence of both the President and Vice President.
- f) Treasurer: The treasurer shall keep full and accurate accounts of all receipts and disbursements of the association in proper books to account for that purpose and shall deposit promptly all monies or other valuable effects in the name of the association in such bank or financial institution as may be decided upon from time to time by the executive. He shall, whenever required of him render an account of all his transactions as treasurer and of the position of the association. The treasurer shall not pay out any money on account of the MHDA without a receipt or supporting documentation. At the AGM, the treasurer is responsible for presenting a financial statement of the affairs of the MHDA since the last Annual General Meeting. All cheques must be signed by the Treasurer and countersigned by the president or another officer duly authorized for that purpose by the Executive. In the event that two members of the same family/household are on the executive committee said members cannot be responsible for co-signing of the cheques.

- 10. Duties of Conveners: The executive from time to time shall define the duties of conveners in order to balance the workings of the association.
- 11. No member of the executive shall receive any remuneration from the association for services rendered except for actual expenses incurred in carrying out the affairs of the association and authorized by the Executive.

ARTICLE V-COMMITTEES

- 1. The following committees shall be deemed to be standing committees:
 - a) Technical Committee: The executive shall form a technical committee when required to set the dances for association sponsored Competitions. The committee shall consist of the Secretary and two (2) qualified teachers holding membership in the Association and who are registered members of ScotDance Canada.

- b) Nominating Committee: The nominating committee shall consist of the Past president and two (2) additional members at large approved by the executive. It shall be responsible for presenting a slate of officers for the Executive and Conveners.
- 2. The executive shall from time to time form and/or dissolve any other committees as required to advance the affairs of the association.
- 3. No Committee member shall receive any remuneration from the association for services rendered except for actual expenses incurred while conducting association business which has been authorized by the executive.
- 4. Committee members may serve any number of consecutive terms.

ARTICLE VI-MEETINGS

- 1. The Annual General Meeting will be held in June. The meeting shall be held on a date specified by the executive committee and held in a place decided upon by the executive committee. All members will be informed of the meeting at least two weeks prior to the meeting. Any general meeting is open to all current members of the association. Each membership in good standing shall be entitled to one vote which shall be given personally. There is one vote per regular/family membership regardless of the number of people covered by that number. The chair of the executive committee shall not vote except in the case of a tie. The chair may break a tie. At any general meeting of the association a quorum shall consist of not less than one sixth of the members present in person.

The business of the AGM shall be:

To receive the annual financial report from the treasurer.

To elect members of the executive and conveners for the upcoming year.

Any amendments to the By-Laws that have been duly presented as per Article XI will be voted upon, and any other local business required shall also be transacted.

To transact any other business which ought to be transacted at an AGM.

- 2. Executive Meetings:

Regular meetings will be scheduled by the executive after the AGM, as deemed necessary. Executive meetings shall include all executive members, and any committee members as required. Four members shall constitute a quorum.

- a) Regular Meetings of the executive shall be held at such places and time and upon such notice as the executive may decide.
- b) Special meetings may be called of Executive members upon five (5) days' notice, by the president, vice President or Secretary or without notice upon consent of members entitled to be present.

3. Special General Meetings of the association may be called at any time, but the notice of such a special meeting shall state the business for which the meeting was called. No other business than that for which the meeting was called shall be transacted. A notice of the time place and purpose of such a meeting shall be issued to each current member at least ten (10) days before the time fixed for holding a meeting. At any special meeting of the association, a quorum shall consist of not less than one sixth of the members present in person.
4. No public notice or advertisement of any Annual General Meeting, general meeting or special meeting of the association shall be required, but notice of the time and place of every such meeting shall be given by sending notice by electronic mail at least ten (10) days before the time fixed for holding such meetings.
5. Any meeting may be adjourned to any future time or times. Business may be transacted at such adjourned meetings as might have been transacted at the original meeting from which such adjournment took place. No notice shall be required of any such adjournment. Such adjournment may be made even though a quorum is not present.

ARTICLE VII-CONDUCT OF BUSINESS

1. Votes at General Meetings:
At all special or general meetings of the association, each membership shall have only one vote. The president shall have the casting vote which shall be used only in the case of a tie.
2. Votes at Executive Meetings:
At all special or scheduled meetings of the executive, each Executive or required committee member shall have one vote. The president shall have a casting vote which shall be used only in case of tie.
3. Unless otherwise required by these ByLaws or the Societies Act, Roberts Rules of Order will govern all meetings.
4. At all meetings, any member making a motion shall, upon the request of the president or chairman, put the same in writing and it shall be read by the secretary and duly seconded before discussion.
5. Discussion of religious, political or other contentious subjects foreign to the objects and purposes of the association will not be allowed at any meeting. No member shall be allowed to use discourteous language or reflect on another member while in debate. All remarks in any debate will be addressed to the Chair.
6. Order of Business

The following items of business must be covered when conducting a general meeting or a scheduled Executive meeting:

- a) Minutes of the last meeting-reading and approval; business arising
- b) Old business
- c) Executive/ Committee Reports
- d) New business
- e) Announcement of Next Meeting

ARTICLE VIII-BORROWING

1. The association may for the purpose of carrying out its objectives borrow, raise, or secure the payment of money in such a manner as may be deemed fit. Such powers shall not be exercised unless a Special Resolution is first passed authorizing the same by the membership and then only to the amount and in the manner provided in the resolution.

ARTICLE IX- AUDITS AND AUDITORS

1. The books, accounts, and records of the treasurer can be audited at least once each fiscal year by a duly qualified accountant, or by at least two (2) members-at-large of the association appointed for that purpose at the annual general meeting.
2. The fiscal year of the association shall end on the 31st day of May in each year.
3. At each General Meeting of the association, all books, accounts and records shall be available for inspection by any member entitled to vote.

ARTICLE X-EXECUTION OF DOCUMENTS AND CUSTODY AND USE OF SEAL

1. The association may adopt a seal which may be used in the conduct of its normal routine business.
2. The common seal shall be in the custody of the President of the association.

ARTICLE XI-MANNER OF MAKING, ALTERING AND RECINDING BYLAWS

- 1 The By-laws of the MHDA may be altered or amended or added to at the Annual General Meeting, or at a Special Meeting convened for the purpose. Provided that notice of the proposal for such amendment or amendments has been given with the notice calling the meeting. An evaluation committee of a minimum of three people must review the amendments to evaluate the impact on the organization and suggest the appropriate wording to the bylaw(s) affected by the amendment(s).
- 2 The proposed amendments will be voted upon at the Annual General Meeting in June. A quorum of one sixth of the membership must be present to vote on the amendments to the bylaws and passed by a $\frac{3}{4}$ majority made up from all the votes.
- 3 All such amendments, repeals or adoption of new Bylaws that have been duly approved shall become effective immediately.

ARTICLE XII-DANCING COMPETITIONS

- 1 All dancing competitions held under the sponsorship or auspices of the association shall be conducted in accordance with the rules and regulations set out by the Scottish Official Board of Highland Dancing and by the association.
2. In all such competitions, the rules and regulations as adopted by the association governing such competitions shall be published on the notices distributed for such competitions.

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