

PARKLAND UKRAINIAN DANCERS SOCIETY

Official By-Laws

Revised September 2025

These by-laws are the official governing document of the Parkland Ukrainian Dancers Society (PUDS). They outline membership, Executive roles, meetings, voting, auditing, borrowing powers, by-law changes, and the distribution of property on dissolution.

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Official By-Laws of the Parkland Ukrainian Dancers Society

Article I: Title

The name of this organization shall be called and known as the: “Parkland Ukrainian Dancers Society”, also referred to as “PUDS”.

Article II: Membership

1.0 Membership of this organization shall be constituted of:

1.1 A family with children registered as dancers and paid in full by the end of the dance season.

1.2 All dancers over the age of eighteen (18) and paid in full

2.0 Each member of this organization shall pay the designated officer (treasurer) a fee which shall be determined by the Board of Directors, henceforth known as the Executive, on an annual basis. The Executive shall set the tuition each year to meet the needs of the club and to reflect rising costs.

3.0 No member shall be allowed to vote or hold office unless his or her membership is in good standing.

4.0 Each family and open member, in good standing, shall have one vote. Voting shall be by show of hands and/or by ballot in person. Voting preference shall be determined by those present in the meeting.

5.0 Any member wishing to withdraw their membership from the society may do so upon a notice in writing to the Executive through email to the President and Vice President. Please see the tuition policy.

6.0 Any member with outstanding fees for any year will be automatically suspended 30 days after receiving two written notices via email. Membership will be reinstated, with full privileges, once all outstanding fees are paid in full or a written payment plan has been arranged. If a payment plan is established, the full balance must be paid before the year-end concert of that dance season.

7.0 The Executive has the authority to remove a member, dancer, and/or family without requiring a membership vote or prior warning. Removal may occur following a confidential ballot vote in which at least 50% of the current Executive members in good standing are in favor. This action may be taken if the Executive determines it is necessary to protect the well-being of members, instructors, dancers, and PUDS property from potential noncompliance. If removal is considered, evidence supporting the decision will be made available upon request to the affected member, the Executive, or other members to demonstrate just cause. This authority also applies to any facility leased by PUDS, including its owners, board, staff, and patrons. If society policies have been violated and attempts to resolve the situation through established procedures have failed, removal may be enforced.

8.0 All members in good standing have the right to run for Executive positions and to actively contribute to the society by attending both general and special meetings.

9.0 All members are expected to conduct themselves in accordance with the society's by-laws and the policies established by the Executive.

10.0 Open Membership and AGLC Fundraising

10.1 Eligibility

- a. Membership is open to individuals who support the purposes of PUDS and who agree to abide by its bylaws and policies. A fee of \$10 will be due by October 1st annually by the non-registered dance member(s).
- b. Members must be at least 18 years of age to participate in AGLC-regulated fundraising events.
- c. Open memberships may be obtained via the website following the same procedure as dancer registration.

10.2 Rights and Responsibilities

- a. Members shall have the right to attend general meetings and vote in accordance with these bylaws.
- b. Members agree to volunteer, when possible, at fundraising events such as casinos, bingos, or raffles, as organized by PUDS.
- c. Members must comply with all AGLC rules, regulations, and PUDS policies while participating in fundraising activities.

10.3 Membership

- a. Open Membership - A community member(s) who would like to join to support the activities of PUDS and assist PUDS in fulfilling AGLC requirements for fundraising events. Open members shall have the same rights and responsibilities as a Dance Member unless otherwise specified by PUDS.

10.4 Approval of Membership

- a. Membership applications shall be reviewed and approved by the Executive in accordance with these bylaws and AGLC guidelines.

10.5 Termination of Membership

- a. Membership may be terminated by resignation, non-renewal, or by resolution of the Board for conduct contrary to the bylaws, policies, or AGLC requirements.

Article III: Officers

1.0 The Executive shall consist of the following:

- President
- Vice President
- Secretary
- Treasurer
- Director of Events
- Director of Fundraising and Volunteering
- Director of Publicity
- Director of Costumes and Property
- Director of Performances and Festivals

2.0 Neither the officers or directors of the PUDS Executive shall receive payment.

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3.0 The Executive members, past, present, and future, are not to be held personally or financially liable for any accumulated debt by the club or any lawsuits brought against the club itself by members, instructors, the public, or any lessee. Exceptions to this will be as follows: any Executive member(s) found directly responsible for causing the club to go into debt or are the direct cause of a lawsuit brought against Parkland Ukrainian Dancers Society through their malice or mishandling, may be subject to punishment by law and will be removed from both the Executive and the Society upon proof of the incident(s).

4.0 The term of office shall be one fiscal year for all Executive positions. The Fiscal Year begins on July 1st and ends on June 30th. However, the current season's executive positions will be held until the fall information session when voting occurs.

5.0 The filling of Executive positions shall occur at the fall information session held during the dance season. Any member in good standing shall be eligible to make nominations, volunteer to run for a position, and vote at this meeting. The elections shall be by show of hands or ballot in person. Voting preference shall be determined by the membership present in the meeting. Any position in which only one person is running shall be filled by acclamation.

6.0 Any Executive vacancy occurring during the year shall be filled at the next general meeting provided it is so stated in the notice prior to the meeting.

7.0 An Executive member may be removed from office by a confidential ballot vote, requiring a 50% majority of all remaining Executive members in good standing. Removal may occur for any reason deemed reasonable by the society. The society members and/or current Executive members must provide valid justification for the removal to both the Executive and the member being removed. If just cause is not provided or does not hold up after review, the removal vote may be contested, and the Executive member may remain in office.

8.0 The Executive shall, subject to the by-laws of the society, policies, or directions given by a vote of one-third ($\frac{1}{3}$) of the members who are present and entitled to vote at any meeting properly called and constituted, have full control and management of the affairs of the Society.

9.0 Shared Executive Position:

9.1 Two-Person Role Option: Any executive position may be shared by two people, if both are eligible and agree to take on the role together.

9.2 Equal Responsibilities: The two individuals will share duties and responsibilities equally, as agreed upon and outlined at the start of the dance season.

9.3 One Vote per Person: Each person in an Executive position has one vote. If there is an even number of Executive members and a vote results in a tie, the Past President will be called upon to cast the tie-breaking vote. If the Past President is unavailable or the position is vacant, the tie-breaking vote will be cast by a neutral third party agreed upon by the Executive Committee before the vote proceeds.

9.4 Joint Accountability: Both individuals are equally responsible for completing the tasks of the position. If one steps down or cannot continue, the Executive Committee will decide how to move forward.

9.5 Nomination and Election: If two people want to share a position, they must run together as a team and be elected as such.

10.0 The duties of the Executive shall include, but are not limited to, the following:

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The President shall:

- a. Convene and preside at all the meetings of the Society.
- b. Be responsible for maintaining efficient administration of the business of the society; shall be the main holder of all passwords and account information, review and confirm insurance policies annually with a report back to the executive, and main contact for the club's rental facility. Responsible for booking alternate practice areas.
- c. Supervise all other officers and members in the discharge of their duties in various positions and committees.
- d. Attend local community functions in regard to furthering the club's presence and helping secure new grants and funding support via social networking.
- e. Shall preside as Human Resources for the society in the event such is deemed necessary.
- f. Responsible for publications, social media, and websites. Vice President to assist, until the position is filled. The President and VP will act as Moderators and Administration.
- g. Shall exercise signing authority.
- h. Assist VP with sending out notices by email regarding various meetings. Draft notices for the communicators to send out via each of their group distribution delivery methods.
- i. Maintain communications between Executive and Instructors.

The Vice President shall:

- a. In the President's absence, assume all duties and responsibilities of the President.
- b. Attend executive and general meetings.
- c. Assume all responsibilities for research and application for grants that may be available to the Society.
- d. Assist the President with the administration of the business of the society as directed.
- e. Attend local community functions in regard to furthering the club's presence and securing new grants and funding support via social networking.
- f. Shall preside as HR for the society in the event such is deemed necessary.
- g. Arrange all club merchandise to be created and purchased.
- h. Shall exercise signing authority.
- i. Responsible for the main email account. President to assist
- j. Work with the Director of Publicity to ensure all community advertising has been scheduled, e.g., Magnetic boards.

The Secretary shall:

- a. Attend executive and general meetings. Prepare agendas and keep accurate minutes of each meeting.
- b. Arrange annual club photos, days, times, and location.
- c. Keep a record of all members with updated information.
- d. Maintain ten-year recipient information. Responsible for procuring ten-year gifts for dancers.
- e. Create and maintain Year End powerpoint/google slides throughout the year of all club pictures.
- f. Order annual year-end "Dance Achievement Certificates" for all dancers and pass to instructors for completion.

The Treasurer shall:

- a. Attend executive and general meetings.
- b. Keep a set of books showing all receipts and expenditures throughout each fiscal year.
- c. Collect and receive all costume and festival fees from solos, duets, and trios.
- d. Deposit all monies received in a Provincial Treasury Bank or Chartered Bank as approved by the Executive.
- e. Pay all accounts approved by the Executive.
- f. Make all approved payments by cheque drawn or electronic transfer out of the Society's account.
- g. Shall exercise signing authority and ensure that all cheques are countersigned by the President or Vice President.
- h. Give a financial report at each Executive meeting.
- i. Prepare a financial statement to be audited and presented to the Society's members at the fall general meeting/information session for the following year. File an annual return for the Corporate Registry and complete a report of grant funds used.

The Director of Events shall:

- a. Attend executive and general meetings.
- b. Malanka/Zabava - Coordinate the reserving of the facility, band for performing, catering company, qualified bartenders, and MC if agreed upon with the Executive. Prepare and coordinate the ticket sales through an online platform, e. Eventbrite. Work with the Director of Fundraising and Volunteering to ensure fundraising items and volunteer schedule is completed. Obtain all necessary license applications. Responsible for the day-of coordination of events. If needed, can secure a committee to plan and execute.
- c. Provide any further requirements from the dance instructors, e.g., sound system, microphone for the MC at any scheduled event.
- d. Year-End concert - Coordinate the reserving of a facility a year in advance, scheduling the photographer/videographer, creating and printing of programs, confirming the slideshow has been completed, and scheduling volunteers.
- e. Coordinate and execute all club-sanctioned social events, ie: Ice Cream Social, club team building events, Year-End BBQ, and any other club events held throughout the year.

The Fundraising and Volunteering shall:

- a. Attend executive and general meetings. Provide an update of fundraising activities and incomes.
- b. Coordinate and execute fundraising activities.
- c. Complete the necessary license applications via AGLC.
- d. Coordinate and manage the communication of fundraising activities with members of the Society.
- e. Track all monies from the fundraising activities and submit documentation to the Treasurer. Maintain a record of receipts, expenditures, and profits for each fundraising activity.
- f. Work with the Director of Events to coordinate the membership volunteers for Malanka/Zabava. Coordinate and secure items for Malanka/Zabava fundraiser eg. silent auction and raffle baskets.

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- j. Assign a Casino & Bingo Coordinator and collaborate with them to organize and schedule casino and bingo events. The coordinator will serve as the primary point of contact for AGLC regarding these events. They will be responsible for handling all administrative tasks related to the activities and will also oversee the scheduling of volunteers for each event.

The Director of Publicity shall:

- a. Attend executive and general meetings.
- b. Be responsible for acquiring photos and videos from all groups/members for use in advertising, website, and social media platforms.
- c. Maintain and update the club's website with current season's information, photos, videos, and calendar information.
- d. Responsible for keeping all social media platforms engaging and up to date. Work with the Instructors to record and post live feeds during performances and events, when permitted by the instructors due to privacy of choreography.
- e. Will research potential advertising and publication opportunities and bring to the Executive Meetings for discussion and voting. Responsible for execution of approved avenues to advertise.
- f. Make sure all PUDS' banners, posters, brochures, business cards, and other products are updated as needed with Executive approval.

The Directors of Costumes and Property shall:

- a. Attend Executive and General Meetings.
- b. Coordinate the costuming and props for all groups as directed by the instructors.
- c. Coordinate and work with the designated group costume parent, for each dance group, to carry out specified costume duties and responsibilities.
- d. Inventory, repair, and procure the society's property, e.g., costumes and props.
- e. Organize the selling and purchasing of costumes as directed by the Instructors, with final approval from the Executive.

The Director of Performances and Festivals shall:

- a. Attend executive and general meetings.
- b. Research the next season's festivals and potential performances, and speak with the instructors for their feedback and recommendations. Bring to the Executive to discuss and vote. Present the festivals and performances at the fall information session at the beginning of each new dance season.
- c. Arrange and coordinate all community dance performances in a timely manner. This includes reaching out to nursing homes, schools, towns/cities, parades, etc. Book performances if needed to fill the season.
- d. Apply for competitions/festivals, book and coordinate all hotel blocks for the membership and instructors.

Article IV: Meetings

1.0 The society shall hold a fall information session on or before the 30th of September in each new dance season; all members will be notified by email or communication app a minimum of 14 days prior to the meeting. An audited financial statement setting out the society's income, disbursements, assets, and liabilities must be presented at this meeting. At this meeting, all Executive positions will be filled. Any member in good standing shall be eligible to hold a position and vote.

2.0 The society shall hold an Annual General Meeting on or before the 31st of June of each year, of which all members will be notified by email or communication app, a minimum of 14 days prior to the meeting. A financial overview of the year will be provided at this meeting; however, a final audited financial statement will be presented at the fall information session.

3.0 Special Meetings may be held through the year at the call of the President, setting forth the reasons for calling such meetings. Notice through written email shall be distributed to the membership with a minimum of 14 days prior to any Special or General Meeting

4.0 Special meetings shall be called by the President upon receipt of a petition signed by one-third of the members in good standing, setting forth the reasons for calling such meetings.

5.0 One-third of the members in good standing shall constitute a quorum at all General Meetings and Special Meetings.

6.0 Executive Meetings shall be called by the President as often as the business of the Society may warrant and of which a minimum of 7 days' notice shall be given to all members of the Executive. Members will be notified by email or communication app. Executive meetings shall be called by the President at the request of two or more members of the Executive.

7.0 Quorum for Executive Meetings shall be five members.

8.0 No member of the Society is permitted to publish or arrange for the publication of any content related to the Society without prior approval from the Executive.

Article V: Voting

1.0 Each family and open member, in good standing, shall have one vote. Voting shall be by show of hands and/or by ballot in person. Voting preference shall be determined by those present in the meeting.

2.0 Voting shall consist of those members in good standing, in attendance, not the membership as a whole. Voting shall be determined by the majority vote of 50% of those in attendance at the time the meeting is held. Members in good standing, who are unable to attend a meeting, may cast their vote by proxy through the Executive President or Vice President.

3.0 Definition of Voting:

3.1 Quorum: The minimum number of members of an assembly or society that must be present at any of its meetings to make the proceedings of that meeting valid.

3.2 Simple Majority: For most business that come to a vote at a general or special meeting, known as an ordinary resolution. A simple majority is more than 50% of the votes cast.

3.3 Super Majority: For significant decisions that have a major impact on the non-profit, known as a special resolution; such as: amending the bylaws, making significant financial decisions, like liquidating or

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selling assets, dissolution of the organization. A resolution is passed by a majority of at least 75% of the votes cast.

Article VI: Auditing

1.0 The Treasurer's books, accounts, and records shall be audited annually by either a qualified accountant or two members of the Society, who will review them at the fall information session. A full and accurate financial statement, detailing the status of the books from the previous year, shall be presented by the auditor at the General Meeting. The Society's fiscal year runs from July 1st to June 30th.

2.0 Any member of the Executive shall have access to the books and records at all times. Any members of the Society may inspect/review the books and records upon giving reasonable notice, arranging a meeting, and/or at a membership meeting.

Article VII: Borrowing Powers

1.0 To fulfill its objectives, the Society may borrow, raise, or secure funds in any manner it sees fit, including through the issuance of debentures. However, this power may be exercised only with the Society's approval, and debentures shall not be issued without a special resolution passed by the Society.

Article VIII: By-Laws

1.0 The By-laws shall be rescinded, altered or added to by a "Special Resolution".

2.0 "Special Resolution" shall be passed in the following manner: 2.1. A general meeting or special meeting of which not less than 21 days' notice specifying the intention to propose the resolution has been duly given, and 2.2. by the vote of not less than 75% of those members who, if entitled to do so, vote in person or by proxy.

- a. A resolution proposed and passed as a special resolution at a general meeting or special meeting of which less than 21 days' notice has been given, if all the members entitled to attend and vote at the general meeting or special meeting so agree, or
- b. a resolution consented to in writing by all the members who would have been entitled at a general meeting or special meeting to vote on the resolution in person or, where proxies are permitted, by proxy.

Article IX: Distribution of Property on Dissolution of the Society

1.0 Upon dissolution of the Society, any assets of the Society will be turned over to the Red Brick Common (formally known as the Stony Plain Multicultural Heritage Center) for the promotion of Ukrainian Heritage.