CONSTITUTION OF THE
WYNYARD SCHOOL OF DANCE
Enacted October 9, 2002
Last Revised: October 8, 2026

Article 1.

NAME

The Name of the School shall be Wynyard School of Dance hereinafter called the School.

Article 2.

DANCE SASKATCHEWAN INC.

a) The School shall be a member of Dance Saskatchewan Inc.
b) The School shall pay such fees and such other charges as shall be required of clubs by Dance Saskatchewan Inc.

Article 3.

PURPOSE

The purpose of the School shall be to encourage the instruction, practice, enjoyment and advancement of its members in all aspects of dance.

Article 4.

BY-LAWS

The By-Laws, appended to this Constitution, shall describe the organization and functions of the School, and the means by which members of the School may elect the School Executive and control the property and activities of the School. (See Appendix A.)

Article 5.

RULES

General rules, appended to this Constitution in the Wynyard School of Dance Handbook, shall describe a broad spectrum of rules and guidelines, plus other important details. This Handbook shall be updated on a yearly or as needed basis to reflect current information. (See Appendix B.)

APPENDIX A

BY-LAWS OF THE WYNYARD SCHOOL OF DANCE

MEMBERSHIP

By-law 1

Membership in the School shall be open to all, irrespective of sex, age, creed or colour.

By-law 2

All members shall uphold, observe and conform to the rules and by-laws of the School and such regulations as set forth from time to time by the Executive of the School.

By-law 3

To be considered in good standing, all members of the School must pay School fees as are stipulated by the School Executive. Members will not be permitted to take part in any School activities if these fees are not paid within 10 days of the date set for payment. Members in arrears shall be considered as having terminated their membership.

By-law 4

Fees, rules and hours of the School shall be as the Executive decides from time to time. School membership shall commence on the date that fees are paid and terminate on the last day of the Wynyard School of Dance year (June 30th).

By-law 5

The Executive may, by written notice, terminate membership of a member for acting contrary to the rules and regulations of the School. The Executive shall give to the individual a written explanation for the termination of membership on request. The individual, if he/she so desires, and within 30 days from date of termination, shall have the right of appeal to the Executive and to a General Meeting of members.

LIABILITY

By-law 6

The School shall not be responsible for any damages, injury, or loss of property to any member, guest or visitor of the School regardless of the reason or nature of such damage, loss or injury; and further, every member, guest or visitor shall use the School facilities at his or her own risk. The School shall carry liability through an approved vendor.

SCHOOL MANAGEMENT

By-law 7

The members of the Executive must be residents of the community in good standing with the Wynyard School of Dance and have experience, knowledge, background, communication skills and relationships that would be considered beneficial to dance. Executive members must be of legal age.

By-law 8

The general management of the club shall be vested in a ten-member Executive consisting of:

President
Vice-President
Past President
Secretary
Treasurer
Recital Chair
Costume Chair
Promotions Chair
Communication Chair
Member at Large

The Past President will be a non-voting member.

By-law 9

a) The Executive, with the exception of Treasurer, shall hold office until the CLOSE OF THE DANCE YEAR (JUNE 30th). For year-end accounting purposes, the Treasurer shall hold office until August 1st.
b) The successors will have been duly elected during the Spring or Fall General Meeting and/or a special meeting. To accommodate the transition, the outgoing and incoming executive members will hold shared responsibilities from the time of the election until June 30th or August 1st respectively, or 45 days and/or two executive meetings after an election is held during an AGM or special meeting.
c) Executive elections shall be held in even years for the positions of Secretary, Recital Chair, Promotions Chair and Member at Large. Executive elections shall be held in odd years for the positions of Treasurer, Costume Chair, Communications Chair and Competition Chair.
d) The Vice President will be elected on a yearly basis. The Vice President will take a one year term wherein they will shadow the President, followed by a one year term as President. This person would then act as Past President (non-voting) in the next year, with an obligation to attend half of all meetings.
e) Each Executive member will be asked to sign a Confidentiality Agreement in regard to information disclosed to the Executive by its members.

f) Each Executive member will choose to represent the Wynyard School of Dance to the utmost of their ability in thought and in deed contributing to the team effort supporting the Wynyard School of Dance. If an Executive member is demonstrating representation less than outlined, then that office may be declared vacant by a majority vote of the Executive.
g) In the event an executive position does not receive nominations resulting in the position to be vacant or remain vacant, nomination and elections for said position will be held at a special meeting as scheduled or at a general meeting.

By-law 10
The Executive shall hold a minimum of five meetings per year. The instructor(s) shall present a written report for each executive meeting.

Where it is not possible or practical for Executive Members to be physically present at any scheduled meeting, any Executive Member may attend regular or special meetings through teleconference or videoconference. The technology used must allow all participating Executive Members to hear and be heard simultaneously during the meeting. Anyone participating in a meeting by such means is deemed to be present at the meeting.

By-law 11
The quorum of the Executive shall consist of five members of the Executive, including the Chair.
Note: A quorum for executive meetings shall be an odd number and be more than 50% of the total number of Executive Members. The President shall vote only in the event of a tie.

By-law 12
Casual vacancy occurring in the Executive may be filled by members appointed through a majority vote of the Executive.

By-law 13
If an Executive Member is absent for more than one consecutive scheduled Executive meeting, without good cause and/or without prior notification to the President or Secretary, then that office may be declared vacant by a majority vote of the Executive.

By-law 14
The President shall act as Chair of all executive and general meetings. In his/her absence, the Vice-President will fill this duty.

By-law 15
The Treasurer shall be responsible for the safe control of all School funds; for preparing and submitting to the Executive an annual budget and a monthly financial report detailing the organization's income and expenses; for providing detailed semi-annual statements to be presented at the Annual General Meeting and Spring General Meeting; and for keeping such records as are required for financial review. Any two of the President, the Treasurer, or two other designated executive members shall sign all cheques and legal documents.

By-law 16
The Secretary shall deal with correspondence in partnership with the President subject to the approval of the President or his/her delegate, shall issue all notices for Executive and General meetings, and shall take minutes at all meetings.

By-law 17
The President shall be an ex-officio member of all committees.

By-law 18
Rules of order for all meetings, General and Executive, shall be as outlined in Roberts Rules of Order in all cases in which they are applicable and consistent with the bylaws.

ANNUAL MEETING

By-law 20
An Annual General Meeting shall be held within 45 days of the first day of dance classes. A Spring General Meeting shall be held within the month of April. Other general meetings may be held from time to time upon the request of the Executive or upon written request of 20% of School members. A quorum for an Annual General Meeting, Spring General Meeting or Other General Meeting shall be 15% of the eligible voting members.

By-law 21
Written notice of all Annual General Meeting, Spring General Meeting or Other General Meetings shall be provided 15 days in advance to each eligible voting member. The notice shall include the time and place of the meeting.

By-law 22
Nominations on School elections shall be accepted through email and/or on floor meeting nominations. If there is more than one candidate – voting on School elections shall be by secret ballot and a simple majority shall elect a candidate. Voting on other matters may be by a show of hands. Nominations for those in absentia must be validated by a written signed consent. (See Appendix C.)

By-law 23
Voting for School elections or on any matters pertaining to dance shall be restricted to eligible School members.

By-law 24
Members shall be restricted to one vote per family including extended families regardless of how many children are in the family.

By-law 25
The order of business at an Annual General Meeting of the School shall be as follows:

* Call to Order
* Acceptance of Agenda
* Minutes of preceding Spring General Meeting
* Business Arising from the Minutes
* Treasurer's Report
* Other Reports
* Amendments to the Constitution and By-laws
* Appointment of Financial Reviewer
* Elections- if election nominations are required, they will be added to the agenda * New Business
* Adjournment

By-law 26
The order of business for a Spring General Meeting of the School shall be as follows:

* Call to Order
* Acceptance of Agenda
* Minutes from the preceding Annual General Meeting
* Business Arising from the Minutes
* Treasurer's Report
* Other Reports
* Amendments to the Constitution and By-laws
* Election of Executive Members
* New Business
* Adjournment

AMENDMENTS

By-law 27
Any member of the School, in good standing, may propose an amendment to the Constitution or By-laws of the School. This proposal must be submitted in writing to the Executive of the School. The proposed amendment will be presented to the Annual General Meeting or Spring Meeting. All amendments must be submitted at least 10 days before the respective meeting. No amendment to the Constitution or By-laws of the School shall be accepted from the floor at any meeting.

By-law 28
By-laws may be enacted or amended by a majority vote of the Executive whenever required. Such by-laws or amendments must be presented at the next Annual General Meeting or Spring General Meeting for ratification. If the enactment or amendment fails to be ratified, it will cease to be effective and may not be re-enacted or re-amended by the Executive for one calendar year.

By-law 29
Any amendment, to be accepted or ratified, must pass by a vote of 2/3 of those eligible to vote and present at an Annual General Meeting or Spring General Meeting of the School.

By-law 30
All amendments become effective immediately following the Annual General Meeting or Spring General Meeting if they are passed unless the motion of amendment specifies otherwise.

FUNDS

By-law 31
The treasurer shall deposit all funds in such banks or other institutions as may be designated by the Executive.

By-law 32
All disbursements of School funds shall be by cheque or other auditable document.

By-law 33
A Financial Reviewer, designated at the Annual General Meeting, shall make a review of the financial transactions of the School at the end of each fiscal year. The reviewed financial statements shall be made available to the membership of the School and voted on for approval at the fall Annual General Meeting. The fiscal year will be from July 1st to June 30th.

By-law 34
In the event that the school ceases to exist for a minimum of five years, the net assets of liquidation shall go to an organization determined at the dissolution meeting by a majority vote of the last listed members of the Wynyard School of Dance.

Adopted by:
Wynyard School of Dance on the 30th day of October 2002.
Amended April 8, 2003 at General Meeting.
Amended October 6, 2004 at General Meeting.
Amended October 5, 2005 at General Meeting.
Amended April 1, 2007 at General Meeting.
Amended October 1, 2007 at General Meeting
Amended October 14, 2009 at General Meeting
Amended October 2, 2013 at General Meeting
Amended April 23, 2014 at General Meeting
Amended October 4, 2016 at General Meeting
Amended April 11, 2017 at Spring General Meeting
Amended October 5, 2017 at General Meeting
Amended April 30, 2019 at Spring General Meeting
Amended October 15, 2020 at General Meeting
Amended October 16, 2022 at General Meeting
Amended October 9, 2024 at General Meeting
Amended April 16, 2025 at Spring General Meeting
Amended October 8, 2026 at Annual General Meeting

Signed:

_____
(President Name Printed) **(President Signature)**

_____
(Date)

_____
(Club Executive Name Printed) **(Club Executive Signature)**

_____
(Date)

Appendix C

Nomination Form
For the Wynyard School of Dance

We,_____ and _____,
(Printed name of nominator) (Printed name of seconder)

Nominate _____ for the position of

_____.

Signed:

_____ _____
(Nominator) (Date)

_____ _____
(Nominator) (Date)

I accept the above nomination:

_____ _____
(Nominee) (Date)