

**SASKATCHEWAN  
SQUARE & ROUND DANCE  
FEDERATION**



1. Bylaws

2. Duties of Board Members  
And Appointees

3. Guidelines for Federation  
Weekend

4. Certification

**November 4, 2023**

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# BYLAWS OF SASKATCHEWAN SQUARE AND ROUND DANCE FEDERATION

## ARTICLE 1

### Name & Address

- a) The name of the association shall be Saskatchewan Square & Round Dance Federation Inc.
- b) The official address of the Federation shall be the home address of the Business Manager.

## ARTICLE 2

### Membership

- a) Membership shall be open to all dancers as per Canadian Square & Round Dance Society (CSRDS) definition. It may include square dancing, round dancing, clogging, line dancing, country dancing, western dancing, and contra dancing in the province of Saskatchewan.
- b) To obtain the benefits of membership in the Saskatchewan Square and Round Dance Federation Inc. and the Canadian Square and Round Dance Society Inc. each member as defined under membership item (a), must pay a fee to the Federation and to the Society. Each club, each zone, each association, each caller, each cuer and each clogging /dance instructor must also pay a fee to the Federation and to the Society. Members shall pay Federation and Society membership fees at only one club, even though they may belong to more than one club.
- c) The membership fee for the Society is set by the Society and the results are binding for the Federation. The Federation fee is set by Federation members during the Federation's Annual General meeting of members.
- d) The membership fees collected on behalf of the Canadian Square and Round Dance Society shall be paid to the Society by the Federation.

## ARTICLE 3

### Insignia

- a) A Square Dance Badge having the shape of the Province of Saskatchewan embossed on it and bearing the name of the Federation, and an outline of the prairie lily, the flower emblem of Saskatchewan, shall be the official insignia.

## ARTICLE 4

### Mission Statement and Strategic Plan

- a) The Saskatchewan Square and Round Dance Federation Inc. shall have a documented vision and mission statement and a strategic plan approved by the members. These documents will be reviewed by the Board of Directors not greater than every three years to ensure they align with current goals and outcomes of the Federation.

## ARTICLE 5

### Board of Directors and Officers

- a) The Board of Directors shall manage the activities and affairs of the Federation
- b) The province shall be divided into zones of which the number and boundaries shall be determined by the Board of Directors from time to time.
- c) The Board of Directors shall be comprised of the Federation Representatives (4 persons per zone) who are designated and/or elected by their respective zones. The duties of the said Board of Directors will be to conduct business pertaining to the administration of the affairs of the Federation.
- d) The President and the Secretary shall be the signing officers pertaining to official and/or legal matters of the Federation.
- e) The members residing in each zone may appoint four people to sit on the Board of Directors for a two year term commencing immediately after the Annual General Meeting of Members, following their appointment. Any vacancies occurring in any such appointed position may be filled by reappointment by the members residing in the zone from which the vacancy occurred.
- f) At the meeting held prior to the Saskatchewan Square & Round Dance Federation Inc. fiscal year end of July 31, the Board of Directors shall elect from their number a president, a vice president, a secretary and a treasurer, and other officers as the Board shall deem necessary, with the duties of above commencing immediately following the Annual General Meeting of Members. The duties of the officers shall be set out in these bylaws, so as determined by the Board of Directors. The Executive Committee shall be comprised of the President, Vice President, Secretary and Treasurer who may act for the Board between meetings. A full term of office shall be no less than two but less than three full years and no officer shall serve more than two consecutive terms in each office. A vacancy occurring in any office during the year may be filled by the directors as required.
- g) The immediate Past President shall ex-officio be a member of the Board of Directors and the Executive Committee with full voting rights.
- h) The current Saskatchewan representative of the Canadian Square and Round Dance Society shall be a member of the Board of Directors with full voting rights.

- i) The Board of Directors may engage a Business Manager, a Corporate Secretary, an Archivist, a Directory Chairperson, a Membership Chairperson, and such other persons to assist them, as they deem necessary. Any person so engaged may also be a director, or considered as a director if appointed or volunteers to the position, and shall serve with or without remuneration. Any remuneration must be approved by resolution of the members of the Federation.
- j) The Directors and the Executive Committee members shall serve without remuneration, and no Director shall directly or indirectly receive any profit from serving in a position. However a Director may be paid full and reasonable expenses incurred in the performance of duties for the Federation. Furthermore, any Director who is engaged in or is a member of a firm engaged in any business or profession may act in, and be paid for, the usual professional cost and charges for any professional services.

## ARTICLE 6

### Meetings

- a) Three regular meetings of the Saskatchewan Square and Round Dance Federation Inc. will be held each year. There will be one Annual General Meeting of members and two meetings of the Board of Directors. Other meetings if required may be called by the Board of Directors.
- b) The Annual General Meeting of Members will be held on a date and location determined by the Directors. This meeting will be held no later than four months after the Saskatchewan Square & Round Dance Federation Inc. fiscal year end and will be held typically in conjunction with the Federation weekend dance.
- c) Members shall be notified of the time and place of any general meeting through their representative on the Board of Directors.
- d) A quorum for the Annual General Meeting of Members shall consist of forty (40) members. A quorum of the Board of Directors shall be a majority of the Directors.
- e) Voting at meetings shall be by a show of hands, unless otherwise requested by a majority of members.
- f) Two regular meetings of the Board of Directors will be held each year. The first meeting will follow the Annual General Meeting of Members and the second will be prior to the Saskatchewan Square & Round Dance Federation Inc. fiscal year end of July 31. This meeting will normally be in June on a date and location determined by the Directors.

## ARTICLE 7

### Fiscal Year

- a) The fiscal year shall begin on the first day of August and end on the thirty-first day of July the following year.

## ARTICLE 8

### Amending Bylaws

- a) The Directors may by resolution make, amend, or repeal any Bylaw.
- b) A new Bylaw that is proposed or an existing one that is identified for amendment or repeal under subsection (a) shall be submitted to the members at the next Annual General Meeting of Members, and the members may by ordinary resolution confirm, reject or amend the Bylaw.
- c) A Bylaw or an amendment or a repeal of a Bylaw, is effective from the day of resolution by the Directors under subsection (a) until it is confirmed, as amended or rejected by the members under subsection (b) or until it ceases to be effective under subsection (e) and, where the Bylaw is confirmed or confirmed as amended it continues in effect in the form in which it was confirmed.
- d) If a Bylaw, an amendment or repeal is rejected by the appointed Directors, the members residing in each zone, together with any appointments authorized by these Bylaws, shall be notified before the next meeting.
- e) If the Directors do not submit a Bylaw, an amendment, or a repeal to the members as required under subsection (b), the Bylaw, an amendment, or repeal ceases to be effective, and no subsequent resolution of the Directors to make, amend, or repeal a bylaw having substantially the same purpose or effect is effective until it is confirmed as amended by the members.

## ARTICLE 9

### Cheque Signing Authority, Borrowing Powers

- a) Any two of the President, Treasurer or Business Manager shall have signing authority on behalf of the Federation and be responsible for any matters pertaining to banking and payment of accounts.
- b) In their capacity the Directors may authorize establishing a revolving line of credit with a Bank/Credit Union upon the credit of the Saskatchewan Square & Round Dance Federation Inc.
- c) In their capacity the Directors may issue, reissue, sell or pledge or otherwise create a security interest in all or any property owned or subsequently acquired to secure any obligation of the Saskatchewan Square & Round Dance Federation Inc.

## ARTICLE 10

### Auditing

- a) The Directors shall place before the members at every Annual General Meeting of Members an audited financial statement relating to the period of the last completed fiscal year.
- b) The members shall by ordinary resolution at each Annual General Meeting of Members appoint an auditor to hold office until the close of the next such meeting.
- c) If an auditor is not appointed at such meeting of members, the incumbent auditor continues in office until a successor is appointed.
- d) The remuneration of the auditor may be fixed by ordinary resolution of the members or, if not so fixed, may be fixed by the Directors.



# DUTIES OF SASKATCHEWAN SQUARE AND ROUND DANCE FEDERATION

## BOARD MEMBERS AND APPOINTEES

### DUTIES OF THE ZONE REPRESENTATIVES

- 1) Attend all meetings of the Saskatchewan Square and Round Dance Federation Inc. and to report back to their respective Zones/Associations all information pertaining to the Federation.
- 2) If nominated and elected, accept the duties of the position to which you are elected.
- 3) Actively promote the Federation whenever attending a square and round dance function and especially at Zone meetings.
- 4) Promote Saskatchewan Lotteries as a source of funding for the Saskatchewan Square and Round Dance Federation Inc.
- 5) Keep our Webmaster advised of any changes within Zones i.e. new callers, new clubs, a club folding etc. on an ongoing basis.
- 6) Be available and offer their services to their respective Zones/Clubs that are sponsoring the Federation Weekend, and to take an active part.
- 7) Assist clubs and club members in their Zones, in any way possible, in the promotion and furtherance of square dancing, round dancing and clogging.
- 8) Advise the Federation Secretary of need for acknowledgement cards such as Get Well/Sympathy/Anniversary/Congratulations in their Zone.
- 9) Advise Federation and Club Secretaries to send for “special occasion” certificates from the National Director. Special events include, for example, Weddings/Club Anniversaries/Length of Membership/Calling. These start at 25 years and are available in 5 year intervals.

### DUTIES OF THE PRESIDENT

- 1) Attend all meetings of the Saskatchewan Square and Round Dance Federation Inc.
- 2) Be an ex-officio member of all committees of the Federation and a member of the Nominating Committee and the Grants Screening Committee.
- 3) Be involved in matters pertaining the Canadian Square & Round Dance Society and Saskatchewan Parks & Recreation (SPRA).
- 4) Attend if requested the annual meetings of the CSRDS and the SPRA.
- 5) To actively promote bids/requests from Zones to host the annual Federation Weekend, and to assist Zones/Clubs with information about the Federation Weekend.
- 6) To answer some correspondence along with the Business Manager in regards to grant structure, and to supply information that SPRA may require, and to answer any correspondence that may be of an immediate nature.

## DUTIES OF THE VICE PRESIDENT

- 1) Attend all meetings of the Saskatchewan Square and Round Dance Federation Inc.
- 2) Be a member of the Grants Screening Committee.
- 3) Assume responsibility for the duties of the President in his/her absence.

## DUTIES OF THE SECRETARY

- 1) Attend all meetings of the Saskatchewan Square and Round Dance Federation Inc. and Grants Screening Committee.
- 2) Keep accurate minutes of all meetings and distribute them as soon as possible after the meeting.
- 3) Send all Zone Representatives notice of meetings.
- 4) Make copies of the minutes of the most recent Annual General Meeting of Members available to the attendees of the current AGM upon their arrival at the Federation Weekend.
- 5) Answer any correspondence not requiring direction from the Executive.
- 6) Maintain a quantity of supplies on hand i.e. paper, envelopes, tapes belonging to the Federation and promotional goods for distribution to Zone Reps.
- 7) Forward a single copy of Saskatchewan Square and Round Dance Federation Annual Meeting minutes, following their approval by the Board, to each Zone Secretary (or designated recipient) as decided by the Board of Directors.
- 8) Maintain a record of Hearing Enhancement Equipment, CD's and Tapes owned by the Federation. Provide storage of the said items when they are not in use.

## DUTIES OF THE TREASURER

- 1) Attend all meetings of the Saskatchewan Square and Round Dance Federation Inc.
- 2) Maintain accurate accounting records based on standard accounting practices.
- 3) Pay all bills and deposit monies received from Zones/Associations/Clubs and individuals as authorized by the Executive Committee.
- 4) Prepare a financial statement for all meetings of the Federation.
- 5) Work with the Business Manager as required.
- 6) Make available copies of the audited financial statement for the previous fiscal year for distribution at the Annual General Meeting of Members. The Business Manager will require extra copies of the audited statement to share with Saskatchewan Lotteries and Information Services Corporation (ISC) Corporate Registry.

## DUTIES OF THE BUSINESS MANAGER

- 1) This may be an appointed position due to the special skills and time required. The appointment may be made outside the existing board, if these skills are not found within the board.
- 2) Attend all meetings of the Saskatchewan Square and Round Dance Federation Inc. and all those meetings pertaining to the business of the Federation.
- 3) The Business Manager as an elected Zone Representative or as an appointee from outside the existing Board shall be considered to be a voting member of the Board and have all rights and privileges of the Board.
- 4) Process all grant applications received, send them to the SPRA, and adhere to their guidelines.
- 5) Advise the Treasurer, to have grant payments prepared and available to all those Zones/Associations/Clubs/Callers/Cuers & Instructors, as authorized by the Grants Screening Committee.
- 6) Advise all Clubs/Zones/Associations/Callers/Cuers/Instructors of procedures and guidelines in regards to grants.
- 7) Periodically review the 'Time Guidelines' of the Federation's activities, update as necessary and keep the Board of Directors informed of necessary changes.

## DUTIES OF PAST PRESIDENT

- 1) To be prepared to attend all meetings of the Saskatchewan Square and Round Dance Federation Inc.
- 2) To be a member of the Nominating committee.
- 3) To be a member of the Grants Screening committee.
- 4) To act in an advisory capacity to the Executive and the Board of Directors. This will include ensuring badges designating position held in the association is past to incoming members or members changing position and a name dangle with their name is made and attached.
- 5) To act as Parliamentarian for Federation, including monitoring, preparing and maintaining necessary changes to by-laws; the mission statement and strategic plan and general procedure guidelines on an ongoing basis.

## DUTIES OF THE MEMBERSHIP CHAIRPERSON

- 1) This may be an appointed position due to the special skills and time required. The appointment may be made outside the existing board, if these skills are not found within the board.
- 2) Attend all Saskatchewan Square and Round Dance Federation Inc. meetings.
- 3) The Membership Chairperson as an elected Zone Representative or as an appointee from outside the existing Board shall be considered to be a voting member of the Board and have all rights and privileges of the Board.

- 4) Collect annual Federation and Society membership fees from all Clubs/Dancers/Callers/Cuers/Instructors/Zones/Associations in Saskatchewan and forward them to the Federation Treasurer. The fee rate is set by the Federation Board of Directors and The Canadian Square & Round Dance Society respectively.
- 5) Collect and maintain a record of membership statistics from all Dancers/Clubs/Callers/Cuers/Instructors/Zones/Associations in Saskatchewan.
- 6) Provide statistical information about the Dancers/Clubs/Callers/Cuers/Instructors/Zones/Associations to Saskatchewan Federation Board of Directors and Canadian Square & Round Dance Society as required.

#### DUTIES OF THE DIRECTORY CHAIRPERSON

- 1) This may be an appointed position due to the special skills and time required. The appointment may be made outside the existing board, if these skills are not found within the board.
- 2) Attend all meetings of the Saskatchewan Square and Round Dance Federation Inc.
- 3) The Directory Chairperson as an elected Zone Representative or as an appointee from outside the existing Board shall be considered to be a voting member of the Board and have all rights and privileges of the Board.
- 4) Request necessary information from all Clubs, Zones, Associations, Caller/Cuers and other sources as needed for the preparation of the Saskatchewan Square and Round Dance Federation Inc. Directory.
- 5) Arrange for printing, including negotiating contracts and distribution of the Saskatchewan Square and Round Dance Federation Inc. Directory.
- 6) Submit a yearly operating financial statement to the Federation.

#### DUTIES OF THE FEDERATION WEBMASTER

- 1) This may be an appointed position due to the special skills and time required. The appointment may be made outside the existing board, if these skills are not found within the board
- 2) Attend all meetings of the Saskatchewan Square and Round Dance Federation Inc.
- 3) The Webmaster as an elected Zone Representative or as an appointee from outside the existing Board shall be considered to be a voting member of the Board and have all rights and privileges of the Board.
- 4) Maintain the Saskatchewan Square and Round Dance Federation Website in an orderly up to date manner.
- 5) Request from the Directory Chairperson the information which has been received from Clubs, Associations, Zones, Callers/Cuers/ Instructors in a timely manner, so that the Website and Directory are both up to date.
- 6) Insert such advertising as requested by the Clubs, Associations, Zones, Callers/Cuers / Instructors in a timely manner.

## DUTIES OF THE NATIONAL DIRECTOR

- 1) This may be an appointed position due to the special skills and time required. The appointment may be made outside the existing board, if these skills are not found within the board
- 2) Attend all meetings of the Saskatchewan Square and Round Dance Federation Inc.
- 3) The National Director as an elected Zone Representative or as an appointee from outside the existing Board shall be considered to be a voting member of the Board and have all rights and privileges of the Board.
- 4) Represent the Federation at all meetings of the Canadian Square & Round Dance Society and through the Federation to conduct all liaison work throughout the year on behalf of all Clubs, Associations, Zones, Callers, Cuers & Instructors.
- 5) Through the Federation distribute news received from the Canadian Square & Round Dance Society that all Clubs, Zones, Associations, Callers, Cuers & Instructors should be aware of during the course of the year.
- 6) Upon invitation, may attend functions of Associations/ Zones as spokesperson representing the Canadian Society.
- 7) Accept such appointments as the CSRDS deems necessary.

## DUTIES OF THE ARCHIVIST

- 1) This may be an appointed position due to the special skills and time required. The appointment may be made outside the existing board, if these skills are not found within the board.
- 2) Attend all meetings of the Saskatchewan Square and Round Dance Federation Inc.
- 3) Report information of past and present historical significance to the Saskatchewan Square & Round Dance Federation Board and the Annual General Meeting of Members.
- 4) The Archivist may, with approval of the Board of Directors, determine the criteria of what shall be included in the archives of the Saskatchewan Square and Round Dance Federation, which pertains to the Annual General Meeting of Members and Weekend, as well as the format in which the materials are to be assembled before being presented to the Archivist.
- 5) Present to the Secretary and Treasurer of the host club of the Annual General Meeting of Members and Weekend, a letter which outlines the criteria of expectation.
- 6) Request the host club to deliver these stated materials to the Archivist within a specified time frame following the Saskatchewan Federation Annual General Meeting of Members and Weekend.
- 7) Store all the materials which fit the criteria pertaining to the Federation Annual Meeting of Members and Weekend. The criteria will include typed, labelled pictures of the host club, the caller and cuer couples, the board of directors, and a one or two page report about each annual event.

- 8) Will be required to store only those materials which are set out in the job description criteria.
- 9) The archives material will remain with the acting Archivist during his/her term of office. The scrapbook, binder, or brief folder with requested material, may be made available at annual meetings for observation.

#### DUTIES OF THE NOMINATING COMMITTEE

- 1) The President and the immediate Past President of the Saskatchewan Square and Round Dance Federation Inc. shall perform the duties of the Nomination Committee.
- 2) When a vacancy occurs on the Federation Board, the Nominating Committee will immediately seek a replacement from an updated list of Zone Representatives.
- 3) Vacancies on the Executive shall be filled with members from the Board of Directors.
- 4) Vacancies occurring in any of the appointed offices/positions shall be filled by qualified personnel preferably currently on the Board of Directors, or if those special skills and time required are not found on the Board the appointment may be made outside the existing board.
- 5) Vacancies occurring between meetings of the Board of Directors will, preferably, be filled at the next meeting.

#### DUTIES OF THE GRANTS SCREENING COMMITTEE

- 1) Besides the Business Manager, the members of the Grants Screening Committee shall be the President, Vice President, Past President, Secretary and Treasurer of the Federation.
- 2) This committee shall meet once a year at the call of the Business Manager to review all applications for grants. The meeting shall be as soon as possible after April 15<sup>th</sup>.
- 3) Allocate grants to eligible applicants according to monies available for that purpose.
- 4) Prepare a budget for the current fiscal year. Prepare tentative budgets and projections for subsequent years as requested by SPRA.
- 5) Review the grant criteria and application forms and update them as necessary.

## PROCEDURES/GUIDELINES FOR FEDERATION WEEKEND

- 1) It is suggested the Federation weekend be held the weekend immediately preceding Thanksgiving and shall begin with a Trail-in dance on Friday evening.
- 2) The host Club/Zone/Assn. has the option to either host a 2 day (Fri/Sat) or 3 day (Fri/Sat/Sun) event.
- 3) The bidding Club/Zone/Assn. must submit a preliminary budget for the weekend event, detailing anticipated income, expenses (venue, meals, honorariums etc ) and profits/losses. This budget must be approved by the directors prior to awarding the host Club/Zone/Assn.
- 4) An advanced loan is available, upon request from the Federation to the Club/Zone/Assn. hosting the Federation Weekend. This advance must be repaid to the Federation when the weekend is over. The advance loan amount is determined by the Board of Directors.
- 5) Grant assistance is also available from the Federation if applied for prior to April 15th of the previous year. The grant amount is determined by the grant committee. This grant shall not be included as part of the shared profit for the weekend.
- 6) The host Club/Zone/Assn. can set the admission fees for the weekend, and any profit realized must be shared on a 70/30% split, with the host retaining 70% and the Federation 30%. If a financial loss is experienced, the Federation will compensate the host Club/Zone/Assn. for the full amount of the loss.
- 7) A progress report is to be given at the Annual General Meeting of Members the year prior to hosting the weekend.
- 8) The Annual General Meeting of Members shall be held at a place and time chosen by the hosting Club/Zone/Assn. A time slot of approximately two- and one-half hours will be needed in the event program, preferably on Saturday, after the noon luncheon.
- 9) The Board of Directors meeting shall be held at a place and time chosen by the hosting Club/Zone/Assn. A time slot of approximately two hours in the event program will be needed. It is preferred this meeting not be held concurrent with other activities.
- 10) The callers/cuers/instructors will preferably be from the host area.
- 11) Honorariums/free passes may be given to callers/cuers/instructors that are asked to perform at the weekend. The amounts to be decided by the host Club/Zone/Assn and clearly identified on the preliminary budget submission.
- 12) It is suggested that dancing on Saturday morning start no earlier than 10:00 am.
- 13) An *“Attendance Report form for SQ & RD Dance Federation Inc.”* must be completed to document those who attended.
- 14) A Memorial Service coinciding with the Worship Service, with no deceased names mentioned, shall be held Sunday morning (3 day event elected), preferably at 10:00 am. The service would commence with a representative from each zone lighting a

candle, a moment of silence would pass, the worship service would proceed, the candles would be snuffed out during the singing of the last hymn. If a Worship Service is not provided (2 day event elected) the Memorial Service may coincide with the AGM.

- 15) Meals: The following should be included in the registration package: a) Friday night lunch (optional), b) Saturday noon lunch, c) Saturday evening banquet, d) Saturday night lunch. Finger food and beverages may be made available during dance sessions and for the Board of Directors meeting.
- 16) A list of recommended hotel/motel accommodations should be included on the Registration Form.
- 17) Host Clubs/Zones/Assns. contact person(s) should be included on the registration form, including phone numbers/e-mail addresses.
- 18) The name, address/location of dance hall(s) to be danced in must be included on the registration form, with a map showing their location.
- 19) Registration forms should be printed in advance and made available at the prior year's Annual General Meeting of Members weekend function.



## Certification

The foregoing pages 1 to 15 are a certified true copy of the Bylaws of the Saskatchewan Square & Round Dance Federation Inc. as adopted at a General Membership meeting held November 5, 2023.

Signed by    President    Elden Neudorf  
                         Secretary    Richard