

Bylaws of the Kids in Kilts Parent Committee

ARTICLE I: NAME, DESCRIPTION, & PURPOSE

Section 1: NAME—The name of the organization shall be the Kids in Kilts Parent Committee (hereafter referred to as KIKPC). The Kids in Kilts Parent Committee (KIKPC) is located at Glenwood Community Centre, 27 Overton Street, Winnipeg, Manitoba.

Section 2: DESCRIPTION—The Kids in Kilts Parent Committee is a nonprofit organization that exists for charitable purposes, including the making of distributions to organizations.

Section 3: PURPOSE— The purpose of the Kids in Kilts Parent Committee is to support the dance students of the Kids in Kilts School of Highland Dance (KIK) in their pursuit of highland dance and to build community within KIK. This will be achieved through activities and opportunities for individuals and groups, such as volunteering at special events, fundraising to off-set individual and group dance expenses, and initiatives to support the broader highland dance community.

ARTICLE II: MEMBERSHIP

Membership in the Kids in Kilts Parent Committee shall be automatically granted to all parents and guardians of Kids in Kilts students, plus all staff at Kids in Kilts School of Highland Dance. There are no membership dues. All members have voting privileges at KIKPC General Meetings, one vote per household. Attendance of meetings is encouraged but not mandatory. Members must be present at meetings to vote on an issue. All members are encouraged to contribute to the purpose of the organization by participating in KIKPC activities.

ARTICLE III: OFFICERS

Section 1: EXECUTIVE BOARD—The Executive Board will oversee the ongoing business of KIKPC and shall consist of the following officers: Chair, Vice Chair, Secretary, Treasurer, and two Members at Large. The Director of Kids in Kilts, or his/her designee, is a voting member of the Executive Board, and is counted in quorum.

Section 2: TERM OF OFFICE—The term of office for all positions shall be approximately one year. The terms for a forthcoming year shall begin following elections held at the Annual General Meeting, which shall be held no later than October 15 each year. There is no maximum number of terms a member can be elected as an officer.

Section 3: QUALIFICATIONS—Any Kids in Kilts Parent Committee member in good standing may become an officer of the Executive Board.

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Section 4: DUTIES

Executive Board: Develop the Kids in Kilts Parent Committee's annual budget, establish and oversee committees to conduct the work of the Kids in Kilts Parent Committee, establish fundraising programs, and approve by majority vote of the Board unbudgeted expenditures of no more than \$100.

Chair: Oversee the general business of the Kids in Kilts Parent Committee, preside at General Meetings and Executive Board meetings, serve as the official representative of the PC, and retain all official records of the Kids in Kilts Parent Committee.

Vice Chair: Oversee the committee system of the Kids in Kilts Parent Committee, assist the Chair, and chair meetings in the absence of the Chair, assist in seeking volunteers for the Executive Board, as needed.

Secretary: Record and distribute minutes of all Executive Board meetings and all general Kids in Kilts Parent Committee meetings, prepare agendas for General Meetings, assist the Chair in keeping the official KIKPC records, and make arrangements for meeting venues, as needed.

Treasurer: Serve as custodian of the Kids in Kilts Parent Committee's finances, collect revenue, pay authorized expenses, follow all financial policies of the Kids in Kilts Parent Committee, and hold all financial records.

Member at Large (2): Represent dance families at meetings (including both recreational and competitive stream), take on committee roles as needed, and assist generally with Kids in Kilts Parent Committee initiatives.

Section 5: REMOVAL—An officer can be removed from office for failure to fulfill his/her duties, after reasonable notice, by a majority vote of the Executive Board.

Section 6: VACANCY—If a vacancy occurs on the Executive Board, the Chair shall appoint a Kids in Kilts Parent Committee member to fill the vacancy for the remainder of the officer's term. If the Chair's position is vacated mid-term, the Vice Chair shall automatically become the Chair for the balance of that term.

ARTICLE IV: MEETINGS

Section 1: EXECUTIVE BOARD MEETINGS—The Executive Board shall meet a minimum of twice a year, or at the discretion of the Executive Board, to oversee the business of KIKPC. Quorum of the Executive Board is simple majority (50% + 1).

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Section 2: GENERAL MEETINGS—General Meetings shall be held to conduct the business of the Kids in Kilts Parent Committee. An Annual General Meeting shall be held once per year in the fall, with an optional General Meeting held each spring. Additional General Meetings may be held at the discretion of the Executive Board. Reasonable notice shall be given to Kids in Kilts Parent Committee members for all General Meetings.

Section 3: VOTING AT GENERAL MEETINGS—Each member in attendance at a General Meeting is eligible to vote, one vote per household. Absentee and proxy votes are not allowed.

Section 4: QUORUM AT GENERAL MEETINGS—Five (5) members of the Kids in Kilts Parent Committee present and voting constitute quorum for the purpose of voting.

ARTICLE V: FINANCIAL POLICIES

Section 1: FISCAL YEAR—The fiscal year of the Kids in Kilts Parent Committee begins September 1 and ends August 31 of the following year.

Section 2: BANKING—All funds shall be kept in in a bank account in the name of Kids in Kilts Parent Committee, requiring two signatures of the Executive Board and held at a local financial institution.

Section 3: REPORTING—All financial activity shall be recorded in a computer-based or manual accounting system. The Treasurer shall reconcile the account(s) monthly and report all financial activity at each meeting of the Executive Board and at the Annual General Meeting. The Executive Board shall arrange an independent review of the Kids in Kilts Parent Committee financial records each year.

Section 4: ENDING BALANCE—The organization shall leave a minimum of \$200 in the treasury at the end of each fiscal year.

Section 5: CONTRACTS—Authority to sign contracts is limited to the Chair or the Chair's designee.

Section 6: FAMLIES WHO LEAVE KIDS IN KILTS—Any and all fundraising money built up in a family's account will be absorbed into the general fund upon a family leaving Kids in Kilts and not returning after two consecutive years.

ARTICLE VI: OTHER POLICIES

Section 1: OTHER POLICIES—The Executive Board may recommend and establish other policies to guide Kids in Kilts Parent Committee business, as needed. The Kids in Kilts Parent

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Committee membership shall be provided opportunity to review and provide feedback on proposed policies and any related programs at a General Meeting, prior to their adoption by the Executive Board.

ARTICLE VII: BYLAWS AMENDMENTS

Amendments to the bylaws may be proposed by any Kids in Kilts Parent Committee member at a General Meeting. Amendments presented at a General Meeting shall be considered for voting at a subsequent General Meeting. Two-thirds (2/3) approval of all members present and voting is required to adopt an amendment to the bylaws.

ARTICLE VIII: DISSOLUTION

In the event of dissolution of the Kids in Kilts Parent Committee, any funds remaining shall be donated to Kids in Kilts School of Highland Dance and be applied towards studio expenses (e.g. dance equipment). If Kids in Kilts School of Highland Dance dissolves, any remaining KIKPC funds shall be donated to the Manitoba Highland Dance Association.

ARTICLE VIII: PARLIAMENTARY AUTHORITY

The authority for this organization shall be Robert's Rules of Order Newly Revised.