



# Constitution of the Romiosyni Dance Group

## **Preamble:**

Any reference in this document to one particular gender does not imply the exclusion of the other. The terms and conditions of this constitution apply to all paid members of the Romiosyni Dance Group including dancers, instructors, committee members and parents.

## ARTICLE I: NAME

### **1.1 The name of the non-profit organization will be the Romiosyni Dance Group**

## ARTICLE II: PURPOSE

### **2.1 Purpose and Goals of the Romiosyni Dance Group**

- (a) To learn Greek dances from a variety of regions both within and outside of modern-day Greece.
- (b) To maintain our Greek culture and history through dance.
- (c) To socialize with fellow dancers in a positive atmosphere that fosters a passion for dance.
- (d) To showcase our dances in an organized, vibrant, and respectful manner.
- (e) To showcase the diversity of Greek dance through the representation of different regions and their traditions.
- (f) To inspire community and volunteerism within the dance group at all levels.

## ARTICLE III: STRUCTURE AND FUNCTIONALITY OF THE ROMIOSYNI DANCE GROUP

### **3.1 Relationship with the Community Council of the Halifax Greek Community**

- (a) All dance groups under the Romiosyni Dance Group are a part of the Greek community of Halifax.
- (b) The community council is able to have a liaison to the Romiosyni Dance Group that is able to attend general meetings but is not a voting member.
- (c) The community council is the final stage of problem resolution when all other routes have been taken and are still unresolved.
- (d) Romiosyni Dance Group members are not mandated to be paid members of the community to participate in Romiosyni Dance Group activities

### **3.2 Membership eligibility and function of the Romiosyni Dance Group Executive**

- (a) Voting members of the executive must be active members of the Romiosyni Dance Group.
- (b) The function of the executive is to efficiently run the non-profit organization in a professional and positive manner that will promote the preservation of our culture and forward moving initiative of the dance group. **See further responsibilities in Article 5.3**
- (c) The executive oversees all dance group concerns and is the first point of reference for conflicts and resolutions.
- (d) Members will be asked to commit to general meetings as needed.
- (e) Members will be required to monitor their communications with the rest of the committee to ensure consistent and effective communication amongst committee members,
- (f) Members must commit to a full year term that will stem from September – September in which they will efficiently fulfill their duties. This clause may be amended in extreme circumstances in which the member may not fulfill their duties or if there is a violation of the code of conduct as written in Article IV.

### **3.3 Romiosyni Dance Group Executive Roles and Expectations**

- (a) The executive will consist of the following roles and their descriptions provided below.
- (b) All members of the executive have an equal vote and are on equal footing.
- (c) These roles and their expectations may be amended based on the number of instructors within the Romiosyni Dance Group.

**“Chair”:** The role of the chair will be facilitating all goings on and tasks within the executive. The chair will be the primary leader and communicator in ensuring that all committee members and liaisons as well as serve to provide and adequate communication bridge between the general membership of the Romiosyni Dance Group and the committee. Thus, the chair will have access to the group email account and be responsible for filtering the appropriate emails to the correct committee members. The chair will be responsible for leading the communication with the general membership for in person meetings, via email etc. They will also be expected to facilitate the meetings within the executive with the aid of the secretary and provide support to other committee members for their tasks. The chair is expected to be present at all executive and general committee meetings as well as meetings with members of the Romiosyni Dance Group. This role also requires presence at all Romiosyni Dance Group gatherings and fundraisers if possible.

**“Vice Chair”:** The role of the vice chair will be foremostly the support of the president. The vice chair will provide the main support to the president for the division and delegation of tasks. They will be expected to attend and help out where able in all Romiosyni Dance Group events and fundraisers. The vice president will be expected to effectively contribute to Romiosyni Dance Group operations to ensure utmost efficiency. In addition, the vice president will be the verifier of the finances and as such will work closely with the treasurer. The vice president will be one of two signatures on the cheque. In addition, if the secretary or treasurer is unable to fulfill their duties due to temporary leave the vice president is the member who will replace them. The vice president will be expected to attend all general and executive committee meetings as well as meetings with members of the Romiosyni Dance Group.

**“Secretary”:** The role of the secretary will be to maintain efficient communication within the committee with the help of the president. The secretary will be responsible for the process of planning committee meetings as well as the recording and distribution of minutes from these meetings to all committee members. These minutes will also be kept in a shared google drive that all committee members have access to. If the secretary is unable to fulfill this duty due to temporary absence, the vice president will take over these duties. Additionally, the secretary is able to support the president with administrative aid if necessary. In the event that the executive is only able to have three members, the responsibilities of the secretary will be split between the chair, vice chair and treasurer.

**“Treasurer”:** The role of the treasurer is to manage the finances of the RDG. To ensure the utmost security and protection the treasurer will be responsible for keeping accurate and detailed records of all financial transactions. These financial transactions will be verified by the vice president. All cheques deposited will require the signing of the treasurer and the vice president. The treasurer will be expected to provide a financial report at each monthly general meeting and more frequently to the committee if requested. Furthermore, the treasurer will be expected to work closely with the fundraising and trip planning sub-committees to ensure proper financial handling of these funds. The treasurer will also be expected to attend all general and executive committee meetings as well as meetings with RDG membership. In the event of temporary absence, the vice president will be permitted to take over the duties of the treasurer for the time of absence.

**“Members at Large”:** The role of members at large is to provide important support to the executive and bring to the table unique ideas as well as different perspectives of motions presented for voting. Members at large are expected to attend monthly general meetings and are encouraged to participate in all other RDG meetings and events. Members at large may take on a minimal or more significant role such as helping with fundraising, trip and event planning, teacher resources as well as other tasks within the RDG.

### **3.4 Election and voting process for the Romiosyni Dance Group**

- (a) Appointments for roles will be conducted within the executive.
- (b) Sub-committees are responsible for their own voting motions. Only those within the sub-committee will be permitted to vote on the final decision. Other committee members and liaisons outside of the sub-committee may express perspectives to be considered but are not able to vote.

### **3.5 Structure of the Romiosyni Dance Group**

- (a) Dance groups are divided based on the ability and ages of all group members after registration
- (b) The RDG consists of the junior, intermediate and senior divisions, separated based on age and ability.
- (c) The structure of the dance group is fluid based on membership numbers, the following is an outline of the intended structure; however, if membership numbers are not high enough then the intermediate level group will be amalgamated with the others.
- (d) Movement between groups will be at the instructors' discretion.
- (e) Dancers may dance in more than one group under specific conditions as laid out by the instructors.
- (f) Each dance group will provide sets from a number of different regions to promote exposure to the diversity of Greek dance.
- (g) At times there may be joint practices between dance groups to encourage the bonding of the groups to initiate a positive and supportive environment.

### **3.6 Romiosyni Dance Group Registration**

- (a) Dancers are expected to register within the given registration dates unless otherwise approved by the committee due to extreme circumstances
- (b) If a dancer would like to join the group after registration has closed the instructors of that group must unanimously agree and it must be understood that the dancer cannot perform with the group. They are only permitted to attend group practice.
- (c) Successful registration of a dancer includes the following:
  - (i) Individual group registration form (including medical information)
  - (ii) Signed form acknowledging they have read and agree to abide by the RDG constitution
  - (iii) Registration fees

### **3.7 Romiosyni Dance Group Trips and Conferences**

- (a) The dance group will try to attend trips and conferences as much as possible in order to facilitate the exposure of the dancers and instructors to more resources and experience
- (b) The age restriction to attend these trips and conferences will be imposed by the committee
- (c) Registration fees of the instructors to attend any trips and conferences will be paid for by the group as professional development
- (d) For the planning of any trip a sub-committee will be formed in order to efficiently divide out tasks
- (e) This sub-committee will work closely with the president to ensure efficient communication to RDG membership about updates and options
- (f) This sub-committee will work closely with the treasurer to handle financial aspects of the trip

### **3.8 Financial Handling of the Romiosyni Dance Group**

- (a) The treasurer will be the primary handler of the finances; however, the vice chair will be responsible for providing a second verification of all financial handlings
- (b) Any active and paid members of the RDG have the right to request a financial report from the treasurer to be publicly shared
- (c) Financial reports will be issued by the treasurer as requested.
- (d) The two signatures required on any cheque are of the treasurer and the vice chair
- (e) All financial handlings must be documented and kept track of to ensure an accurate record.

## **ARTICLE IV: CODE OF CONDUCT**

These rules and regulations are the basis of the acceptable behaviour of the Romiosyni Dance Group that consists of teachers, dancers and committee members.

### **4.1. Teachers and Committee Members**

- (a) Treat students, teachers, and committee members with respect.
- (b) Be honest, direct and fair to everyone and assist students or fellow teachers if needed.
- (c) Assure that practices run smoothly and take disciplinary action when needed to keep the cohesion of the group (this includes temporary or permanent suspension from the group)
- (d) Organize dance performances within or outside the community.

- (e) Conduct themselves in a professional manner during all interactions when representing the dance group.
- (f) Act as the overseeing body of all Romiosyni Dance Group related activities within the St. George's Greek Community.

## **4.2 Students**

At and during practice:

- (a) Conduct yourself in an agreeable fashion so that you do not obstruct the teaching of the instructor or the learning of your fellow dancers.
- (b) Appropriate comfortable clothing and footwear to be worn. Please see Romiosyni Dance Group policies for more information (<https://romiosyni.org/registration/>)
- (c) Any questions to the instructor to be asked in a manner as not to interrupt the flow of the lesson, or to be held until the end of the lesson.
- (d) Treat the community hall with respect. You will be held responsible for any damage to it.
- (e) Treat all members with respect at all times.

## **4.3 Performances**

- (a) Dancers should remember when in costume they represent the community and must not engage in any inappropriate behaviour before, during and after the performance.
- (b) Extreme care must be shown to the handling of the costumes at all times.
- (c) Teachers will be responsible for distributing costumes unless told otherwise.
- (d) Drinking non water beverages and eating will not be allowed in costume rooms or when dressed in costume. If underage dancers are under the influence (alcohol, cannabis, and/or other substances), or of age dancers/teachers/committee members are found to be giving underage dancers any substances, they will be removed from all future performances and/or duties until further notice.

## **4.4 Trips and Conferences**

- (a) All details and instructions regarding costumes as mentioned in section 4.3 applies to all trips and conferences.
- (b) Underage drinking or substance abuse will result in the guilty member being sent home at cost of the parents/guilty member. Any overage members related to this will be sent home as well if any are involved.

## ARTICLE V:

## RESPONSIBILITIES

### 5.1 Teachers

- (a) To promote heritage and cultural teaching through dance
- (b) To promote a comfortable social environment for students.
- (c) To have input and assist with teaching material and during practices.
- (d) To have material prepared and ready for teaching at practice.
- (e) To promote community through volunteerism and involvement.

### 5.2 Dancers

- (a) To attend practices, to catch up on missed material and to further dance skills outside of practice time. For further information on attendance policies please visit the following page (<https://romiosyni.org/policies/>). To access our online learning portal please visit the following page ([moodle.romiosyni.org](https://moodle.romiosyni.org)).
- (b) To assist with the handling of costumes, fundraising and other related functions.
- (c) To attend Romiosyni Dance Group related meetings.

### 5.3 Executive Members

- (a) To organize and discuss future plans of Romiosyni Dance Group.
- (b) To serve as a decision – making body when handling conflicts and issues that are internal/external to the group.
- (c) To manage the following administrative areas:
  - (i) Financials
  - (ii) Costumes
  - (iii) Marketing

## ARTICLE VI:

## PROBLEM RESOLUTION

**6.1 Start at the source: Talk to the individual teacher about the problem immediately but not during practice.**

**6.2. If the issue is not solved amongst the Romiosyni Dance Group executive, your next step is to bring it to the Dance Committee's attention.**

\*The Dance Committee has the right to suspend or expel in extreme cases any member within the Romiosyni Dance Group only when this member does not comply with the rules and regulations (as described in the Code of Conduct) that govern it.

ARTICLE VII:

AMENDMENTS

- 7.1 All motions to amend any of the articles will be done by the majority vote of the Romiosyni Dance Group executive. Any suggestions to amend the constitution must be submitted in writing to the Dance Committee for approval.**