

**Christian Dance Fellowship of Canada/
l'Association de danse chrétienne du Canada**

CONSTITUTION AND BY-LAWS

Approved

Seventeenth Day of July 1995

Amended

Tenth Day of August 1998

Christian Dance Fellowship of Canada/ l'Association de danse chrétienne du Canada

CONSTITUTION AND BY-LAWS

NAME

- 1.1 The name of the organization shall be the **“Christian Dance Fellowship of Canada/l'Association de danse chretienne du Canada”** abbreviated **“CDFC”** or **“ADCC”** being a member of the International Christian Dance Fellowship, abbreviated **“ICDF”**.
- 1.2 The Hebrew forms **“Messiah”** and **“Messianic”** may be used in conjunction with **“Christ”** and **“Christian”** where applicable.

BELIEF

- 2.1 The Fellowship, as part of the church, the body of Christ/Messiah, shall affirm the Apostles' and Nicene Creeds acknowledging one God, Father, Son and Holy Spirit who has revealed himself and the way of salvation through the Bible. It shall affirm:
 - a) the sovereignty, grace and love of God the Father in Creation and Redemption;
 - b) the atoning death, bodily resurrection and return of Jesus of Nazareth, Messiah, God the Son, Saviour and Lord of all; acknowledging that he is the way, the truth and the life, and no one comes to the Father except through him (John 14:6);
 - c) the indwelling work of God the Holy Spirit in regenerating, sanctifying and empowering the believer.

OBJECTIVES

The objectives of the Fellowship shall be:

- 3.1 To serve both the body of Christ/Messiah and those outside the church through the ministry and art of dance and movement, always to love and obey God and give him the glory.
- 3.2 To provide a fellowship where members from all branches of the Christian faith may share their experience of dance and movement;
- 3.3 To contribute to the training of individuals and groups involved in dance/movement ministry particularly those in leadership and thereby to improve the standard of such ministry;
- 3.4 To encourage all those involved in dance and movement as an expression of their Christian faith to be members of CDFC/ADCC in order to:
 - a) received and give encouragement, support and training;
 - b) exchange ideas and insights;
 - c) experience a diversity of approach and style;
 - d) encourage appreciation, understanding and unity between those from differing theological and denominational backgrounds, between amateur and professional, and between those in secular dance fields and church-related ministries;
 - e) provide support and funding for the ministry for the CDFC/ADCC.
- 3.5 To support the inclusion of:
 - a) different styles of dance and movement, both choreographed and spontaneous, such as symbolic prayer movement, gesture, timbrel/tambourine, dance, drama, improvisation, participation; Modern, ballet, jazz, tap, mime, clowning, aerobics and dance exercise, social, ethnic, folk and national dance forms;

- b) different forms of dance/movement/ministries and functions such as worship and prayer, prophecy, teaching evangelism, therapy and healing, celebration and fellowship, exercise and fitness.
- 3.6 To introduce and build an understanding in the church of the theology and ministry of dance and movement. To promote its inclusion as an integral part of the church's life and worship both as an expression of the general congregation and by those called to specialize in dance/movement ministry, believing that dance and movement have an important role to play, particularly in helping:
 - a) to love God with all that we are - heart, mind, soul and strength (Mark 12:30b) presenting our bodies as an acceptable form of worship (Rom 12:1);
 - b) to encourage personal and corporate growth and creativity in worship, prayer, healing and celebration;
 - c) to powerfully present the gospel, teaching spiritual truths through observation and participation;
- 3.7 To work for love and unity in creative diversity in the body of Christ/Messiah as an essential expression of this Christian faith;
- 3.8 To be a positive Christian presence in the secular dance community, and to contribute to the art of dance; to encourage Christian believers working in this field;
- 3.9 To encourage the formation of chapters of the Fellowship;
- 3.10 To support ICDF and to promote communication with different dance organizations having similar aims;
- 3.11 To connect with other Christian arts organizations and groups for:
 - a) exchange of ideas and skills, and for stimulation and challenge;
 - b) cooperation between artists in producing work of a high standard;
 - c) developing strategy and action for the arts in general as an expression of the Christian faith;
- 3.12 To promote workshops, performances, conferences and other resources (publications, films, teaching tapes, etc.) to further these objectives.

MEMBERSHIP QUALIFICATIONS, CATEGORIES AND RIGHTS

- 4.1 Membership of the CDFC/ADCC shall be open to all who accept the principles of the Christian faith, who support the objectives of the CDFC/ADCC and who pay the membership fee. **All members have equal voting rights.**
- 4.2 Affiliated organizations are: Arts organizations with similar interests who agree to:
 - a) exchange of membership material without cost to either organization;
 - b) reciprocal discounts on membership, activities, and resources for individual members of their organizations. **They do not have voting rights.**
- 4.3 Reciprocal organizations are: Arts organizations agreeing to an exchange of newsletters/magazines at no cost to either organization. **They have no other membership rights.**

REGISTER OF MEMBERS

- 5.1 The secretary/treasurer of the National Committee (or her/his nominee) shall establish and maintain a register including details of name, address and joining date of each member, affiliated and reciprocal organizations.
- 5.2 The Register of Members shall be open to inspection by members at any time by arrangement.

FEES

- 6.1 Each member shall pay an annual membership fee as determined by the National Committee.
- 6.2 Any member who does not pay the annual subscription according to 6.1 shall not be entitled to any of the rights or benefits accorded to a member of the Fellowship.
- 6.3 Non-payment of fees will constitute withdrawal from the Fellowship. Any member desiring to withdraw

from the Fellowship should notify the Secretary in writing prior to the end of current membership year (May 31).

MEMBER'S LIABILITIES

- 7.1 The liability of a member to contribute towards the payment of the debts or liabilities of CDFC/ADCC or the cost, charges and expenses of the winding up of the Fellowship is limited to the amount, if any, of unpaid fees by that member.

DISCIPLINING OF MEMBERS

- 8.1 In the event of a member of the National Committee persistently acting in a manner detrimental to the objectives of CDFC/ADCC, the Committee may, with the approval of the ICDF Committee, suspend or terminate that persons activities after due process (Matt 18:15-17). The member shall have the right of appeal to a general meeting of the CDFC/ADCC and then after that to the ICDF Committee.
- 8.1.1 Any Co-ordinator or member of the National Committee, upon a majority vote of all members in good standing, can be removed from office for any cause which the Society may deem reasonable.
- 8.2 In the event of a member persistently acting in a manner detrimental to the objectives of CDFC/ADCC the National Committee shall decide whether the membership of the person/organization should be suspended or terminated after due process (Matt 18:15-17). The member shall have the right of appeal to a general meeting of the CDFC/ADCC and then after that to the ICDF Committee.

FOUNDING COMMITTEE

- 9.1 Members of the Founding Committee shall constitute the **interim** National Committee and shall be elected to office by founding members.
- 9.2 Committee shall consist of:
National Co-ordinator
Assistant Co-ordinator
Regional Representatives
(3) Members at Large
- 9.3 Committee shall elect a Secretary and Treasurer
- 9.4 Members of this Committee shall meet the requirements as set forth by the ICDF.
- 9.5 This Committee will call a 1st National Conference and Annual General Meeting of Members within four (4) years of formation. (An extension, under special circumstances, may be granted by the ICDF).
- 9.6 This Committee will cease to operate after the election of officers at the 1st Annual General Meeting of Members.
- 9.7 Members of the Founding Committee will receive no remuneration.
- 9.8 Members of the Founding Committee may stand for election of the National Committee at the 1st Annual General Meeting of Members.
- 9.9 Co-ordinator, Assistant Co-ordinator and Secretary/Treasurer to act in an advisory capacity to the 1st National Committee for a period not exceeding one (1) year.

NATIONAL COMMITTEE

- 10.1 National Committee shall mean the Board of Directors of the society.
- 10.2 The duly elected National Committee shall, subject to the by-laws or directions given it by majority vote at any meeting properly called and constituted, have full control and management of the affairs of the society.
- 10.3 Members of the National Committee shall receive no remuneration.

COMMITTEE MEMBERS PLEDGE

- 11.1 Any person nominated or appointed for the National Committee
- a) shall be a financial member of CDFC/ADCC;
 - b) shall be an active member of a local Church/Assembly;
 - c) shall confirm their commitment to the Beliefs and Objectives of CDFC/ADCC, (clauses 2 & 3), with the following pledge which is to be taken by those elected or appointed to Committees of the Fellowship.
The pledge reads:
‘I am in agreement with the beliefs and objectives of the Christian Dance Fellowship of Canada/Association de danse chretienne du Canada. With the help and grace of God, and in service of Jesus Christ, my Lord and Saviour, I accept the responsibilities of office and will seek to forward the aims of the Fellowship’.

OFFICERS

12.1 NATIONAL CO-ORDINATOR

The duly elected (Sec. 13.6 and Sec. 18) Co-ordinator shall be ex-officio a member of all Committees. He/she shall, when present, preside at all meetings of the society and of the National Committee. In his/her absence the assistant co-ordinator shall preside at any such meetings, and in the absence of both a chairperson may be elected by the meeting to preside thereat.

12.2 ASSISTANT CO-ORDINATOR

The duly elected (Sec. 13.6 and Sec. 18) Assistant Co-ordinator shall preside at all meetings of the society in the absence of the Co-ordinator and shall be deemed acting Co-ordinator in the event the Co-ordinator resigns or is deemed unfit to continue in office. He/she shall function in this capacity until elections are held at the next General Meeting of the Fellowship.

12.3 SECRETARY

12.3.1 It shall be the duty of the duly elected (Sec. 13.6 and Sec. 18) Secretary to attend all meetings of the society and of the National Committee, and to keep accurate minutes of the same. He/she shall have charge of the Seal of the society which seal whenever used shall be authenticated by the signature of the Secretary and the Co-ordinator, or, in the case of the death or inability of either to act, by the Assistant Co-ordinator. In case of the absence of the Secretary, his/her duties shall be discharged by such officer as may be appointed by the National Committee. The Secretary shall have charge of all the correspondence of the society and be under the direction of the Co-ordinator and the National Committee.

12.3.2 The Secretary shall also keep a record of all the members of the society and their addresses, send all notices of the various meetings as required, and shall collect and receive the annual dues or assessments levied by the society, such monies to be promptly turned over to the Treasurer for deposit in a Bank, Trust Company, Credit Union or Treasury Branch as hereinafter required. Where agreed upon at a meeting of the National Committee any of these duties may be delegated to another member of the Committee or to any active member of CDFC/ADCC if deemed appropriate for the effective discharge of said duties.

12.4 TREASURER

12.4.1 The duly elected (Sec 13.6 and Sec. 18) Treasurer shall receive all monies paid to the society and shall be responsible for the deposit of same in whatever Bank, Trust Company, Credit Union or Treasury Branch the National Committee may order.

12.4.2 He/she shall properly account for the funds of the society and keep such books as may be directed.

12.4.3 He/she shall present a full detailed account of receipts and disbursements to the National Committee whenever requested and shall prepare for submission to the Annual Meeting a statement duly audited as hereinafter set forth of the financial position of the society and submit a copy of same to the Secretary for the records of the society.

12.4.4 The office of the Secretary and Treasurer by be filled by one person if any annual meeting for the election of the officers shall so decide.

12.5 **CHAPTER CO-ORDINATORS**

Duly elected (Sec. 19.1) Chapter Co-ordinators will represent members of Regional Chapters on the National Committee.

12.6 **ORDINARY MEMBERS**

At least (3) ordinary members shall be elected at a General Meeting of the Fellowship. (Sec. 13.6 and Sec. 18)

POWERS, CONSTITUTION AND MEMBERSHIP OF THE NATIONAL COMMITTEE

13.1.1 CDFC/ADCC shall be administered by a National Committee who shall control and manage the affairs of CDFC/ADCC in accordance with the Objectives and Rules of this Constitution and its By-Laws. The National Committee has the power to do anything that appears necessary or desirable to them for the proper management of CDFC/ADCC - except those functions which must be exercised by a General Meeting of members as required by this constitution.

13.1.2 The National Committee of the CDFC/ADCC shall be bound by resolutions of General meetings of the ICDF and by the By-Laws and decisions of the ICDF.

13.2 The Committee shall select advisers, representative of the major denominations and groups within the church, who shall receive all Committee and Membership correspondence and give comments and advice on a regular basis. Christian artistic advisers may also be appointed.

13.3 In Regions, Provinces or Territories with no Committee, the National Committee can appoint a Regional/Provincial/Territorial representative.

13.4 The National Committee may form Sub-committees for special purposes. A Sub-committee must include at least one National Committee member or Chapter Co-ordinator. The National Committee members and Chapter Co-ordinators on the Sub-Committee may appoint additional Sub-committee members out of the National membership. The National Committee may empower Sub-committees with whatever authority it deems appropriate.

13.5 The National Committee shall consist of:

- a) the national Co-ordinator;
- b) the Assistant National Co-ordinator;
- c) Secretary;
- d) Treasurer;
- e) Chapter Co-ordinators;
- f) at least three (3) ordinary members.

13.6 The National Co-ordinator, Assistant National Co-ordinator, Secretary, Treasurer and ordinary members shall be elected at a General Meeting of the CDFC/ADCC in accordance with the procedures set out in this constitution. These elections shall be held at least every three (3) years in a place determined by the National Committee. The Chapter Co-ordinators shall be elected at a General Meeting of those members in each Region/Province/Territory.

13.7 Each member of the National Committee, other than the Chapter Co-ordinators, shall normally hold office for up to three (3) years dating from the General Meeting of her/his election. All members are eligible for re-election after their terms have expired.

13.8 Normally the national Co-ordinator shall hold office for no more than 2 three year terms dating from the first AGM. She/He may be re-elected after a break of at least one term.

CASUAL VACANCIES

14.1 A casual vacancy shall occur if a member of the National Committee:

- a) resigns office;
- b) ceases to be a CDFC/ADCC member;

- c) dies
 - d) is removed from office by resolution of a general meeting;
 - e) is absent without the consent of the Committee from all meetings of the Committee held during a period of six (6) months; or
 - f) does not take part in the work and decisions of the Committee within a six (6) month period without the consent of the Committee.
- 14.2 If a casual vacancy occurs, the CDFC/ADCC Committee may appoint a CDFC/ADCC member to fill the vacancy. That Committee member so appointed shall hold office, subject to these rules, until the end of the term of the member she/he replaced.
- 14.3 The National Committee may at any stage appoint additional members. Such members shall be deemed to have commenced their term of office from the date of the previous General Meeting at which elections were held.

DIRECTORS' MEETINGS

- 15.1 All Directors, **except ex-officio and honorary directors**, have the right to vote. All directors are entitled to one vote.
- 15.2 Meetings of the National Committee shall meet the minimum requirements as set forth by the ICDF, or more often as required, but at least once every three (3) months, and shall be called by the Co-ordinator.
- 15.3 A special meeting may be called on the instructions of any two (2) members thereof provided they request the Co-ordinator in writing to call such a meeting, and state the business to be brought before the meeting.
- 15.4 Meetings of the National Committee shall be called by fourteen (14) days notice in writing mailed to each member or by three (3) days' notice by telegram or telephone.
- 15.5 At a Committee meeting, three (3) or two-thirds (2/3) whichever is less shall constitute a quorum except in the event of a major decision. The Committee shall appoint a Chairperson, usually the Co-ordinator. Business shall be decided preferably by consensus, or by majority vote, and in the event of deadlock, the Chairperson shall have the casting vote.
- 15.6 Any three (3) members shall constitute a quorum, and meetings shall be held without notice if a quorum of the National Committee is present, provided, however, that any business transactions at such meeting shall be ratified at the next regularly called meeting of the National Committee, otherwise, they shall be null and void.
- 15.7 Any member of the Committee may request in writing the review of a decision that they consider to be a major one. The request must be signed by a minimum of three (3) Committee members.
- 15.8 If all the Directors of the National Committee consent thereto generally or in respect to a particular meeting, a Director may participate in a meeting of the Board or of a Committee of the Board by means of such conference telephone or other communications facilities as permit all persons participating in the meeting to hear each other, and a Director participating in such a meeting by such means is deemed to be present at the meeting.
- 15.9 **No mail ballots or proxies allowed.**

GENERAL MEETINGS - CALLING OF

- 16.1 There shall be at least one (1) General Meeting held in Canada every calendar year, the Annual General Meeting. This meeting shall be convened on such a date and at such a place as the National Committee thinks fit - on or before August in each year.
- 16.2 The National Committee may convene a Special General Meeting of all CDFC/ADCC members whenever it thinks fit.
- 16.3 Any voting member may, in writing, request a Special General Meeting at any time. If such request is supported by the signatures of not less than 25 people or five percent (5%) (whichever is the greater) of the total number of voting members, then the National Committee must convene a Special General Meeting.
- 16.4 Members shall be given a minimum of sixty (60) days (2 months) notice for an Annual General Meeting or a Special General Meeting.
- 16.5 Members shall be given the Agenda of Business for a Special General Meeting and such information, in

writing, upon which to make a reasoned decision, when notice of the meeting is being given a minimum of sixty (60) days (2 months).

16.6 A reminder of right to use a proxy is to be attached to all general meeting notices.

PROCEDURE AT GENERAL MEETINGS

- 17.1 The Annual General Meeting shall (in addition to any other business):
- a) confirm the minutes of the preceding Annual General Meeting and of any Special General Meeting held since then;
 - b) conduct any elections as required for office bearers and Committee Members;
 - c) receive and consider the audited financial statements of CDFC/ADCC.
- 17.2 Fifteen (15) or five percent (5%) of members (whichever is greater), present in person who are entitled to vote at a General Meeting shall constitute a quorum for a General Meeting.
- 17.3 A chairperson may be elected by the meeting or appointed by the National Committee.
- 17.4 Any voting member may give written and signed permission to another voting member for a proxy vote at a General Meeting.
- 17.5 Only financial members of the CDFC/ADCC may vote or be elected to office.

ELECTIONS

- 18.1 Only those nominated and approved prior to the Annual General Meeting may be accepted. Other nominations given at the meeting may be appointed later when the documents have been accepted and approved by the National Committee.
- 18.2 All nominations shall be submitted to a vote at an Annual General Meeting. If there is only one candidate for position she/he needs to obtain more than fifty percent (50%) of the vote to be elected. If there are two (2) or more candidates for the position then the one gaining the most votes is elected.
- 18.3 Voting shall take place in the following order:
- a) National Co-ordinator;
 - b) Assistant National Co-ordinator;
 - c) Secretary;
 - d) Treasurer;
 - e) Ordinary members.
- 18.4 Voting shall be by secret ballot.

REGIONAL/PROVINCIAL/TERRITORIAL CHAPTERS

- 19.1 The majority of members resident in any Region/Province/Territory shall be entitled to elect a Chapter Committee from among its members. Elections shall then take place annually and an audited financial report shall be presented at the meeting.
- 19.2 A Chapter Committee shall consist of:
- a) A Chapter Co-ordinator;
 - b) an Assistant Co-ordinator;
 - c) at least two (2) ordinary members.
- 19.3 The Annual General Meeting at which elections are held shall take place annually according to Sections 16, 17, 18 and 22 of this CDFC/ADCC constitution. The Co-ordinators shall be elected first and then the ordinary members.
- 19.4 The Chapter Committee has the power to do anything that appears necessary or desirable to them for the proper management of that Chapter of the CDFC/ADCC and the forwarding of the Objectives of the Fellowship within that Region/Province/Territory, subject to this constitution, any guidelines or directions from the National Committee or any resolution passed at a General Meeting.
- 19.5 The Committee will operate in accordance with Section 3 and 23 of this CDFC/ADCC constitution.
- 19.6 Sub-Chapters, Area Representatives or Seed Groups may be formed within a Regional/Provincial/Territorial

Chapter if agreed upon by that Regional/Provincial/Territorial Committee and the National Committee.

FUNDS

- 20.1 The funds of CDFC/ADCC shall be derived from annual subscriptions of members, donations and, subject to any resolution passed in a General Meeting, such other sources as the Committee determines.
- 20.2 The income and property of CDFC/ADCC shall be applied solely towards the promotion of the Objectives of CDFC/ADCC. No portion of the income or property shall be paid, transferred or distributed directly or indirectly to the members of CDFC/ADCC, provided that nothing shall prevent the payment in good faith of remunerations to any officer or employee of CDFC/ADCC or any member in return for services rendered or goods supplied to CDFC/ADCC. Committee members shall not receive any payment except for out-of-pocket expenses.
- 20.3 Subject to the above, the funds and property shall be used in such manner as the Committee determines.
- 20.4 All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments shall be signed by any member of the National Committee or employee of CDFC/ADCC being a member or employee authorized to do so by the Committee.

AUDITING

- 21.1 The books, accounts and records of the Secretary and Treasurer shall be audited at least once each year by a duly qualified accountant or by two members of the Society appointed for that purpose at the Annual Meeting. A complete and proper statement of the standing of the books for the previous year shall be submitted by such auditor at the Annual Meeting of the society.
- 21.2 The fiscal year of the society in each year shall be June 1 - May 31.
- 21.3 The books and records of the society may be inspected by any member of the society at the annual meeting provided for herein or at anytime upon giving reasonable notice and arranging a time satisfactory to the officer or officers having charge of same. Each member of the National Committee shall at all times have access to such books and records.

INSPECTION OF BOOKS

- 22.1 The records, books and other documents of CDFC/ADCC shall be open to inspection, free of charge by a member at any reasonable hour.

USE OF NAME AND LOGO

- 23.1 The name and logo of the CDFC/ADCC may only be used in publicity for events and ministries sponsored by CDFC/ADCC, or with the express permission of the CDFC/ADCC Committee/Co-ordinator.
- 23.2 A member may not claim to represent the CDFC/ADCC without the prior and express consent of the CDFC/ADCC Committee/Co-ordinator.

ALTERATIONS TO THE CONSTITUTION AND BY-LAWS

- 24.1 The constitution of the CDFC/ADCC may be amended or added to at a General Meeting, providing it is agreed to by two-thirds (2/3) majority of all members present. Voting may be in person or by proxy. All members should be notified in writing of such intention to change sixty (60) days (2 months) prior to the meeting and also such intention to change must be relayed in writing to the National Committee at least three (3 months) prior to the meeting.
- 24.2 By-Laws may be amended or added to at a National Committee Meeting of the CDFC/ADCC provided it is agreed to by two-thirds (2/3) majority of all voting members of the National Committee.

- 24.3 All additions, deletions or amendments to the Constitution and By-laws, approved by the members requires Ministerial approval **prior** to enactment or enforcement.

DISSOLUTION OF ORGANIZATION

- 25.1 If upon dissolution of the CDFC/ADCC there remains any surplus property after the satisfaction of all debts and liabilities such property shall not be distributed among the members of CDFC/ADCC but shall be given or transferred to some other institution or institutions that have objectives similar to CDFC/ADCC. Such institution or institutions must be prevented by their memorandum of association or constitution from distributing their income and property among their members. Such institution or institutions shall be decided by a General Meeting of CDFC/ADCC at the time of dissolution.

DATED this Tenth day of August 1998.