

SQUARE DANCE SOCIETY OF NSW INCORPORATED

RULES – as at 27th March 2011

(In addition to the Constitution of the Square Dance Society of NSW Inc., incorporated under the New South Wales *Associations Incorporation Act 2009* and relate to its ongoing operation)

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1. Precedence

Should any matter included in these Rules be or come into conflict with the Constitution of the *Square Dance Society of NSW Inc.*, hereinafter referred to as ‘the association’, the requirements of the Constitution shall take precedence.

2. Amending the Constitution and these Rules (refer clauses 25, 26, 31 and 38 of the Constitution)

- (1) (a) Amendments to the Constitution must be accordance with clause 39 of the Act by a special resolution supported by at least three-quarters of the votes cast at a general meeting.
- (b) The Rules may be altered by a resolution if supported by at least two-thirds of the votes cast at a general meeting.
- (2) A written notice of motion, including an explanation for the proposed amendment(s) and signed by at least five members who have been financial for at least one year, must be received by the secretary at least thirty days prior to the meeting.
- (3) The secretary shall circulate a copy of this notice of motion to all committee members at least twenty one days prior to the meeting. In the case of proposed amendment to the Constitution the notice shall state that a special resolution is required.
- (4) A copy of this notice of motion shall be circulated to all clubs and made available on request to any member.

2. Amending the Constitution and these Rules (contd.)

(5) The committee shall:

- (a) ensure the amendments to the Constitution under sub-clause (1)(a) are registered in accordance with the Act, and
- (b) arrange for the insertion of amendments made under sub-clause (1)(b), noting the date of the change and the issuance of updated Rules.

3. Office of the association

The office of the association shall be the address of the current secretary or any other place the committee may determine.

4. Life membership (refer subclause 2(2) of the Constitution)

A proposal for life membership, signed by five members and accompanied by a written resume of the nominee's contribution to square dancing in New South Wales, shall be submitted to the committee. Preliminary approval is required to be given by the committee with final approval being determined by a two thirds majority of existing Life Members. The committee shall make arrangements for a conferring ceremony following final approval.

5. Membership year

Membership commences on 1st July each year and in accordance with subclause 4 (d) of the constitution, membership entitlements continue to 30th September of the following year.

6. Register of members (refer clause 7 of the Constitution)

- (1) The register of all current members shall include, as a minimum, the name and address of each member and principal club together with the date of acceptance and cessation of membership, and shall be brought up to date not less than once each calendar month.
- (2) Member details shall be kept confidential and only used for purposes associated with square dancing and not divulged to any organisation outside square dancing.
- (3) If a member requests any information contained on the register about another member (other than the member's name), such information must not be made available without the explicit consent of the member whose details are being requested.
- (4) The secretary shall keep a register of all life members, along with current contact details and their mortality status. Life membership details shall also be entered on the register of members.

7. Disciplining of members (refer clause 11 of the Constitution)

No member shall be disciplined for simply disagreeing with committee decisions.

8. Notice for general meetings (refer subclauses 26(1) and 26(2) of the Constitution)

- (1) The notice required by clause 26 of the Constitution may be satisfied through an advertisement in or distributed with *The Australian Square Dance Review*, including any notices of motion.
- (2) The secretary shall cause the advertisement referred to in subclause (1) to be emailed to members, callers and club representatives and also be placed on the webpage of the Square Dance Society of New South Wales.

9. General procedures at meetings (refer clause 30 of the Constitution)

- (1) Insofar as it is not inconsistent with the Constitution of the association or with these Rules, all meetings shall be conducted in accordance with the practice and procedure of the New South Wales Parliament, or similar, as determined by the Chairman.
- (2) General meetings:
 - (a) a mover of a motion will be allowed not more than five minutes and other speakers not more than two minutes to speak on a motion.
 - (b) a majority vote of members present at a meeting may extend the times stipulated in subclause (a) by any amount of time thought fit by the meeting
 - (c) no discussion of more than two minutes shall take place on any subject unless a motion has been put and duly seconded. Any number of amendments may be proposed and discussed simultaneously with the original motion.

9. General procedures at meetings (contd)

- (2) (d) where the motion has been proposed and seconded, the Chairman shall at once proceed to take a vote thereon unless some member rises to oppose it or move an amendment, but no amendment shall be in order unless notice has been given to move such an amendment before the proponent of the resolution has replied to any discussion.
- (e) no business other than that specified in the notice convening a special general meeting is to be transacted at that meeting.
- (f) the mover and seconder of any motion will be deemed to have spoken at the original moving and seconding but the mover will have the right to reply.
- (g) no more than two speakers shall speak in succession on either side, for or against any question. At the conclusion of the second speaker's remarks, if no member rises to speak on the other side the motion or amendment shall be put to the meeting after the mover has replied. No member shall be allowed to speak more than once except by permission of the Chairman and only then in personal explanation. No member shall speak longer than two minutes unless an extension of time has been granted.

10. Annual general meetings (refer clause 24 of the Constitution)

- (1) The business at the annual general meeting shall include the following:
 - (a) apologies
 - (b) confirmation of minutes of previous meeting
 - (c) business arising out of minutes
 - (d) correspondence
 - (e) business arising out of correspondence
 - (f) the following reports, which must be submitted in writing to the secretary at least fourteen days prior to the meeting and copies made available to those attending, shall be presented with an opportunity for highlights to be read:
 - (i) president
 - (ii) vice-president
 - (iii) treasurer including the annual financial statements
 - (iv) secretary
 - (v) country officers - north and south
 - (vi) northern New South Wales square dance association
 - (vii) publicity officer
 - (viii) overseas publicity officer
 - (ix) membership secretary
 - (x) archivist
 - (xi) youth officer
 - (xii) public officer
 - (xiii) *The Australian Square Dance Review* New South Wales editor
 - (xiv) *The Australian Square Dance Review* New South Wales distribution officer
 - (xv) *The Australian Square Dance Review* co-ordinating editor
 - (xvi) previous year's New South Wales state convention -
 - (xvii) current year state convention
 - (xviii) next and future year's New South Wales state conventions
 - (xix) New South Wales callers association
 - (xx) New South Wales round dance association
 - (xxi) New South Wales clogging association
 - (xxii) other reports such as visiting dignitaries
 - (g) matters and questions arising from the reports presented
 - (h) special business, motions for which notice has been received
 - (i) questions without discussion
 - (j) general business
 - (k) election of committee
- (2) Committee elections
 - (a) the following office-bearers and ordinary committee members designated to fill specific positions noted are to be elected at the annual general meeting held during each even year:
 - a. president

10. Annual general meetings (contd.)

- (2) (a) b. treasurer
c. country officer - north
d. membership secretary
e. *The Australian Square Dance Review* New South Wales editor
f. *The Australian Square Dance Review* Co-ordinating editor
g. publicity officer
- (b) the following office-bearers and ordinary committee members designated to fill the specific positions noted are to be elected at the annual general meeting held during each odd year:
a. vice-president
b. secretary
c. country officer - south
d. *The Australian Square Dance Review* New South Wales distribution officer
e. youth officer
f. overseas publicity officer
- (c) the remaining ordinary committee positions are to be elected annually.
- (d) nominations for the positions of officers and committee members may be accompanied by a resume relating to the nominee's background and experience which makes that person suitable to the position for which they have been nominated.
- (e) within seven days of the close of nominations, the secretary shall distribute to all clubs a list of nominees for each position together with any resumes received.
- (f) a president shall not hold office for more than two-years except where re-elected by a majority of two-thirds of members of the association present.
- (g) following a change of president, the retiring president shall be invited to remain on the committee in the advisory role of immediate past president for the following twelve months.
- (h) the public officer shall be an ex officio member of the committee.

11. Committee meetings (refer clause 20 of the Constitution)

- (1) Associated bodies may be invited to nominate a representative to report on their activities. Such representatives may participate in discussion but not vote.
- (2) It is provided that partners of attendees may also be present and participate in discussion but not vote.
- (3) The committee, by special resolution, may admit special guests as visitors who may address the meeting, participate in discussion but not vote.
- (4) The committee shall appoint an honorary auditor, but not from among its members, who will review the annual financial statements and provide a report of their accuracy to the committee.

12. Secretary (refer clause 16 of the Constitution)

The secretary shall keep a listing of the duties of current committee members to ensure a seamless transfer of responsibilities to new committee members.

13. Custody of books and property (refer clause 39 and 40 of the Constitution)

All books, documents, securities and transportable assets of the association shall be kept at the office of the association per clause 3 above, or any other place that the committee directs, and shall be available for inspection by any member of the association at any reasonable hour by appointment. A record of such items and their whereabouts shall be kept by the secretary.

14. Signatories (refer subclause 37(2) of the Constitution)

When appointing signatories under subclause 37(2) of the constitution, the committee shall take due consideration of the relationship and other pertinent facets of proposed appointees.

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