



**New Zealand DanceSport Association
Canterbury Incorporated:
Operating Procedures Manual**

13 May 2009

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0. **Introduction**

- 0.1 The clauses of this document are assented to by the committee and form the rules and operating procedures of the New Zealand DanceSport Association Canterbury Incorporated (hence forth referred to as the Association).
- 0.2 The rules and procedures of this document are binding on all committee members and executive officers and take precedent over any other rules, regulations, procedures or publications of the Association except to the extent that a clause of this document may contradict:
 - 0.2.1 New Zealand Law;
 - 0.2.2 The Incorporated Societies Act (1908);
 - 0.2.3 The constitution of this Association; or
 - 0.2.4 Any constitution this Association is subject to as a member of another body corporate excluding any clause, procedure or regulation therein in conflict with sub-clauses 0.2.1, 0.2.2 or 0.2.3 herein or the Policy Digest of this Association.
- 0.3 In the case of such a contradiction pursuant to clause 0.2, the contradicting clause shall be void and the remaining clauses of this document shall remain binding on all committee members and executive officers.

1. **Governance**

- 1.1 The President shall be responsible for the day to day governance of the Association. In the event that the President is unavailable the Vice President shall act in his place for the duration of the unavailability and such actions are to reflect any views, instructions or directions given by the President.
- 1.2 The President may delegate any responsibilities under clause 1.1 to the Vice President as he sees fit.
- 1.3 The Secretary shall be responsible for the day to day administration of the Association and ensuring that the decisions of:
 - 1.3.1 the committee;
 - 1.3.2 the President pursuant to clauses 1.1 and 1.2;
 - 1.3.3 the constitution;
 - 1.3.4 this document; and
 - 1.3.4 any other regulations or procedures of the Policy Digest;of the Association are carried out in a professional and timely manner.

- 1.4 The Treasurer shall be responsible for administering the financial affairs of the Association and is subject to the directions of the Secretary pursuant to clause 1.3.
 - 1.5 In the event that any executive officer (other than the President), officer or person in a position of responsibility is unavailable the President shall act in their place which may include the delegation of these duties in part or full to another executive officer or committee member.
 - 1.6 The governance of the Association resides in the committee of the Association and is executed by way of a majority vote:
 - 1.6.1 at a committee meeting; or
 - 1.6.2 by committee email forum.
 - 1.7 All officers, executive officers, co-opted persons and appointees of the Association are subject to the authority of the committee pursuant to clause 1.6 and undertake to ensure that such decisions of the committee are upheld and acted upon in good faith.
 - 1.8 If any procedure or an interpretation of a procedure is not provided for by New Zealand Law, the Incorporated Societies Act (1908), the constitution of the Association, this document or the Policy Digest of the Association then the correct procedure or interpretation of a procedure shall be determined by the committee unless there is insufficient time to refer the matter to the committee, in which case the President shall decide the matter.
- 2. Committee meetings**
- 2.1 A committee meeting can not be held unless an agenda, and all minutes of previous committee meetings not yet accepted as true and correct, have been circulated no later than 5 days prior to the meeting except if:
 - 2.1.1 the President or a majority of committee members have called an emergency meeting; or
 - 2.1.2 the committee waives this requirement, but such waiver is to be recorded in the minutes of the meeting.
 - 2.2 No less than 10 committee meetings must be held each year at intervals not exceeding 2 months.
 - 2.3 At least a committee or general meeting must be held every month of the year.
 - 2.4 The committee determines the time, place and date of all committee meetings.
 - 2.5 The President or a majority of committee members may call an emergency committee meeting at any time provided:
 - 2.5.1 it is believed that an emergency exists that warrants such an action;

2.5.1 every reasonable attempt is made to notify every committee member of such meeting; and

2.5.2 the time, place and date of the meeting is reasonable, fair and justified by the emergency.

2.6 Minutes of a committee meeting must be circulated to the committee members and executive officers no later than:

2.6.1 3 weeks after the meeting; and

2.6.2 5 days prior to the very next committee meeting.

Nothing in this clause prevents an emergency committee meeting pursuant to clause 2.5.

3. Executive meetings

3.1 The President may call a meeting of the executive provided:

3.1.1 the time, place and date are reasonable and fair; and

3.1.2 every reasonable effort is made to ensure all executive officers are notified.

3.2 The executive may take minutes at a meeting of the executive and appoint one among their number for this purpose.

3.3 All meetings of the executive must be reported to the committee and such a report may be delayed only if the executive officers believe it is clearly in the interests of the Association to do so. The report must disclose:

3.3.1 the business and nature;

3.3.2 the time, date and location; and

3.3.3 any minutes;

of the meeting.

4. Committee Email Forum

4.1 The committee email forum (hereafter the Forum) may do all things that may be done at a committee meeting by way of group email communication provided:

4.1.1 all committee members and executive officers are part of or given the opportunity to be part of the Forum;

4.1.2 the email address of each committee member or executive officer is that most recently notified to the Secretary by the participant for this purpose; and

- 4.1.3 any clause of this document explicitly mentioning the requirement of a committee meeting shall be beyond the power of this Forum.
- 4.2 All committee members are deemed to be at the Forum unless they have notified by group email to all Forum participants their unavailability or absence for a period, and to this extent only, are they deemed not to be at the Forum.
- 4.3 The President shall:
 - 4.3.1 facilitate the Forum;
 - 4.3.2 make proposals by his own determination or on request;
 - 4.3.3 call for a vote on any proposal;
 - 4.3.4 if required exercise a casting vote (in addition to an ordinary vote); and
 - 4.3.5 declare any proposal voted on carried or defeated.
- 4.4 No proposal may be voted upon while less than a constitutional quorum of committee members remain unavailable or absent pursuant to clause 4.2 from the Forum.
- 4.5 All carried proposals of significance at the Forum shall be ratified or reaffirmed at the very next committee meeting and such ratification included in the minutes of that meeting.
- 4.6 The Secretary will log and record the outcome of all proposals put to a vote pursuant to clause 4.3.3 in the following manner:
 - 4.6.1 Each proposal put by the President must be simultaneously sent to all Forum participants and shall be given 5 days to be voted upon whereupon at the end of this period voting is automatically declared closed;
 - 4.6.2 The first valid vote cast by a member shall be recorded as the member's vote on the proposal and no later alteration of the vote shall be permitted;
 - 4.6.3 Any vote not cast shall be recorded as an abstention;
 - 4.6.4 Any vote not sent or carbon copied to all Forum members at the time it was cast shall be invalid and not deemed a cast vote;
 - 4.6.5 Any committee member notified as unavailable or absent pursuant to clause 4.2 shall not be recorded in the vote; and
 - 4.6.5 The President may declare a vote carried or defeated the moment it is clear that no other outcome is possible.

5. **Subcommittees**

- 5.1 The committee may appoint any subcommittee as it sees fit provided at least one committee member or executive officer is a material part of the subcommittee.
- 5.2 The minutes of any subcommittee must be circulated to all committee members.
- 5.3 A subcommittee formed for the purpose of an inquiry into the conduct or actions of a committee member or executive officer, or family member of a committee member or executive officer are not bound by the requirement of clause 5.2.
- 5.4 The committee may impose such restrictions, terms of reference and powers upon any subcommittee it appoints as it sees fit, but this does not in anyway prevent the committee from:
 - 5.4.1 dissolving;
 - 5.4.2 imposing further restrictions on; or
 - 5.4.3 removing powers of;any such subcommittee at any time and in any manner it sees fit.

6. **Register**

- 6.1 The Secretary shall maintain a register of all members to meet the requirements of the Incorporated Societies Act (1908).
- 6.2 The register shall contain for each member:
 - 6.1.1 the full name of the member;
 - 6.1.2 the type or category of membership;
 - 6.1.3 the date they became a member
 - 6.1.4 current contact details including address, telephone, mobile or email;
 - 6.2.5 date of birth if known;
 - 6.2.6 their membership status;
 - 6.2.7 their registration number and classification if registered with the New Zealand Dance and DanceSport Council; and
 - 6.2.8 any other information deemed relevant by the committee.
- 6.3 The register may be inspected by any executive officer or committee member at any time.

- 6.4 The President may direct the Secretary to withhold the inspection rights of a committee member pursuant to clause 6.3 if there is a history of inappropriate use by that member of information of the Association.
- 6.5 No information contained in the register may be disclosed to another person or entity without the approval of the committee and insofar as such a disclosure does not contravene the Privacy Act (1993). Nothing in this clause shall prevent the inspection rights of clause 6.3.

7. **Policy Digest**

- 7.1 The Secretary shall maintain the Policy Digest of the Association which will include an activity log that records the date and details of all additions, deletions, and alterations to the the digest.
- 7.2 The Policy Digest shall contain:
 - 7.2.1 the constitution;
 - 7.2.2 this document;
 - 7.2.3 all regulations and procedures; and
 - 7.2.4 all official forms;of the Association.
- 7.3 No document or form may be altered that is contained in the Policy Digest, or added to or removed from the Policy Digest unless:
 - 7.3.1 it has been circulated to all committee members at least 10 days prior to the committee meeting at which it is to be considered if it is an addition or alteration; and
 - 7.3.2 it is confirmed by a majority vote at a committee meeting, counting absent or unavailable committee members as present for this purpose.

8. **Correspondence**

- 8.1 The Secretary must manage the correspondence of the Association which is usually received by:
 - 8.1.1 the registered address of the Association;
 - 8.1.2 the address for correspondence of the Association;
 - 8.1.3 the Secretary's email; or
 - 8.1.4 hand in person.

- 8.2 Correspondence of the Association shall include:
- 8.2.1 letters or emails received by the Association or the Secretary;
 - 8.2.2 letters or emails sent by the Secretary; and
 - 8.2.3 letters or emails carbon copied to the Secretary or the Association;
- excluding such correspondence that is:
- 8.2.4 among committee members or executive officers on any matter internal to the administration or governance of the Association;
 - 8.2.5 personal or private business; or
 - 8.2.6 trivial or of a general advertising nature outside the interests of the Association.
- 8.3 All Association correspondence must be itemised and accepted at a committee meeting within two months of being received or sent. This itemised list may only be presented if originals or copies of all itemised correspondence are available for inspection by any committee member or executive officer at the meeting.
- 8.4 Association correspondence exempt from the requirements of clause 8.3 and managed by the Treasurer is financial correspondence which is here defined to consist of:
- 8.4.1 renewing member notice and returns;
 - 8.4.2 bank account statements;
 - 8.4.3 invoices, remittance advice, receipts or other such form of docket; and
 - 8.4.4 subscriptions.
- 8.5 Any irregular or contentious financial correspondence is to be brought to the attention of the President in a timely manner whereupon the two officers will decide a course of action that is in the best interests of the Association.
- 8.6 Any correspondence received by the Secretary or Association that requires a course of action that is not clearly covered by established or existing procedures, or is likely to be contentious must be referred to the President in a timely manner whereupon the two officers will decide a course of action that is in the best interests of the Association.
- 8.7 No correspondence intended for all members or a class of members is permitted without the prior approval of the committee with the exclusion of renewing member notices pursuant to sub-clause 8.4.1.

9. **Records**

- 9.1 The records of the Association shall constitute the Secretarial records listed in schedule 1 and the Financial records listed in schedule 2.
- 9.2 All records of the Association must be kept for no less than 7 years.
- 9.3 The:
- 9.3.1 Secretarial records will be kept at the office of the Secretary; and
 - 9.3.2 Financial records will be kept at the office of the Treasurer;
- unless they have been:
- 9.3.3 archived according to the provision of clause 9.5; or
 - 9.3.4 disposed of according to the provision of clause 9.6.
- 9.4 The committee shall acquire a place to archive the records of the Association which it may relocate from time to time as circumstances change.
- 9.5 Non-current records of the Association may be archived at the place of archive pursuant to clause 9.4 by the officer in charge of the records at any time but such records must not be archived at any other location. All non-current records of the Association must be archived after 4 years.
- 9.6 All records of the Association that no longer need to be kept may be disposed of but such a disposal and the manner of the disposal must be accepted at a committee meeting.
- 9.7 The current, non-current and archived records of the Association may be inspected by any committee member giving notice and the Secretary and Treasurer as the case may be shall do all things reasonable and in a timely manner to assist the committee member with their inspection subject to the restriction of clause 6.4.
- 9.8 No information contained in the records may be disclosed to another person or entity without the approval of the committee insofar as such a disclosure does not contravene the Privacy Act (1993). Nothing in this clause shall prevent the inspection rights of clause 9.7.
- 9.9 The records of the Association pursuant to clause 9.1 shall be the exclusive and sole property of the Association. Nonetheless, executive officers may maintain copies for their own personal records.

10. **Accounts**

- 10.1 The Treasurer shall maintain the financial books and records of the Association according to the principles and practices herein.

- 10.2 The financial accounts of the Association shall be on a cash basis rather than an accrual basis where
- 10.2.1 income is recognised when earned;
 - 10.2.2 expenditure is recognised when incurred; and
 - 10.2.3 the full cost of fixed assets are recognised in the year of purchase.
- 10.3 The transfer of funds between bank accounts, term investments and other securities or financial instruments of the Association must be authorised and accepted at a committee meeting.
- 10.4 There is to be no petty cash account.
- 10.5 The financial accounts of the Association must be current at all times and reconciled with all bank statements monthly.
- 10.6 Evidence of reconciliation pursuant to clause 10.5 must be presented and accepted as reconciled at a committee meeting within two months of the date on each and every bank statement.

11. **Income**

- 11.1 All income of the Association will be promptly banked into the current bank account of the Association unless the committee directs otherwise.
- 11.2 Receipts or tickets must be issued for all income received with the exception of small raffles.
- 11.3 Tickets for a raffle with more than 500 tickets must include a butt to record purchaser details.
- 11.4 All events such as competitions, demonstrations, lectures, workshops and the like organised by the Association must be ticketed. An entry ticket count will be taken at the door and checked by the Treasurer or other such person appointed by the committee provided the Treasurer or person checking is not directly involved in managing entry to the event.
- 11.5 All monies, accounting documents and the like from income generating activities of the Association will be reconciled by the Treasurer.
- 11.6 The Treasurer must submit a report to a committee meeting on every income generating activity of the Association within two months of the activity, and if requested to do so by any committee member provide evidence or a reconciliation of income to relevant accounting documents to the satisfaction of the committee.
- 11.7 The committee may at its discretion appoint a person or persons to assist with or audit the collection of monies, reconciliation of income, and impose any terms of reference it thinks fit.

12. **Payment**

- 12.1 All purchases for goods and services require a purchase order. The Treasurer shall manage the issue of purchase orders.
- 12.2 A purchase order may only be issued with the consent of:
- 12.2.1 the committee; or
 - 12.2.2 the President if the situation is clearly urgent and in the best interests of the Association.
- 12.3 No account may be paid until it is:
- 12.3.1 presented and accepted for payment at a committee meeting; or
 - 12.3.2 proposed and accepted for payment by the committee email forum provided the payment is ratified and recorded in the minutes of the very next committee meeting.
- 12.4 No account can be presented for payment or have its payment ratified unless it is accompanied by:
- 12.4.1 an invoice;
 - 12.4.2 purchase order signed by the payee;
 - 12.4.3 receipt; or
 - 12.4.4 other valid document meeting auditing requirements of the Tax Administration Act (1994).
- 12.5 All accounts accepted for payment must be paid within 10 days of the acceptance date unless alternative conditions were explicitly imposed by the committee.
- 12.6 Accounts received by the Treasurer for payment no less than 5 days prior to a committee meeting must be presented at the impending committee meeting and a request for:
- 12.6.1 immediate payment;
 - 12.6.2 deferring payment;
 - 12.6.3 refusing payment; or
 - 12.6.4 ratifying payment;
- must be made together with an explanation.
- 12.7 All accounts are to be paid by bank cheque in New Zealand dollars.

13. Member Discounts

- 13.1 The committee may give discounts to members for activities it organises on terms as it sees fit.
- 13.2 A member may be refused a member's discount if a valid and current membership card is not produced on demand.

14. Assets

- 14.1 The committee is to establish locations for the tangible assets of the Association whereby a loan book, overseen by the Treasurer is to be kept for all assets moved from the established location either on a short term or long term basis.
- 14.2 The Treasurer is to maintain an asset register for all assets of the Association recording:
 - 14.2.1 the date of purchase;
 - 14.2.2 the purchase price in New Zealand dollars;
 - 14.2.3 the date of disposal if applicable; and
 - 14.2.4 any other information deemed relevant by the committee.
- 14.3 An annual internal audit of the assets of the Association must be presented and accepted at a committee meeting in the last two months of each year.

15. Contracts

- 15.1 No committee member or executive officer may negotiate a contract on behalf of the Association without the prior approval of the committee whereupon the committee may impose conditions or restrictions on any negotiations as it sees fit.
- 15.2 No contract involving the Association may be executed or entered into without the express permission and acceptance at a committee meeting of the Association.
- 15.3 Any written contract entered into by the Association must be signed by the President or Vice President, and counter signed by one other executive officer.
- 15.4 The committee will establish sole agents or providers as it sees fit for various goods and services.
- 15.5 Requests for goods or services to agents or providers will be subject to the purchase order system of the Association pursuant to clause 12.2.
- 15.6 The committee will select a stationery provider for all stationery requirements. Storage, distribution and stocktaking of stationery items will be the responsibility of the Treasurer.

15.7 Any professional engaged for professional services must be by contract pursuant to clauses 15.1 and 15.2.

16. **Sponsorship**

16.1 The committee shall elect a Sponsorship Officer from among their number if at all possible at the first committee meeting after the annual general meeting to serve until the first committee meeting after the next annual general meeting.

16.2 The Sponsorship Officer shall seek sponsorship opportunities with charitable entities, businesses or other organisations or individuals interested in providing funds or support for the Association or its members.

16.3 The committee shall develop and regularly maintain as part of the Policy Digest criteria and procedures for sponsorship applications to the Association.

16.4 The Sponsorship Officer shall:

16.4.1 administer applications for sponsorship pursuant to clause 16.3; and

16.4.2 seek funding from charitable trusts;

under the authority and direction of the Secretary.

16.5 When an application is received from a member for sponsorship or funding the Sponsorship Officer must take the following steps:

16.5.1 determine a strategy to obtain funds from charitable trusts and funding providers taking into account other applications, and the sponsorship and funding criteria and priorities of the Association; and

16.5.2 present a proposal to the first committee meeting that occurs 5 days after the date the application was received, or at an earlier committee meeting.

16.6 If the proposal pursuant to clause 16.5.2 recommends that the Association makes applications to charitable entities or funding agencies the Sponsorship Officer must submit to the committee meeting:

16.6.1 an itemised list of the proposed charitable entities or funding agencies;

16.6.2 proposed resolutions to apply for funding to each charitable entity or funding agency; and

16.6.3 a budget.

16.7 The committee reserves the right to amend or change any application pursuant to clause 16.6 as it sees fit.

16.8 Once an application to apply to a charitable entity or funding agency has been approved at a committee meeting the Sponsorship Officer and Secretary must ensure the application is submitted within 10 days of the meeting.

16.9 If an application to a charitable entity or funding agency is approved then the committee will:

16.9.1 determine its disbursement; and

16.9.2 impose any terms and conditions it sees fit on recipient members;

within the restrictions imposed by the funder and by its own Policy Digest.

The Secretary will ensure a copy of the original application is delivered to the Treasurer within 5 days of the committee's decision under this clause.

16.10 The Treasurer will be responsible for disbursing any successful grants pursuant to clause 16.9 and ensuring all auditing requirements of this Association and all auditing obligations of the funder are met in full.

16.11 The Secretary and Treasurer are required to make a report to a committee meeting within 6 months of any application approved pursuant to clause 16.9.

17. **Scholarships**

17.1 The Association shall inaugurate and maintain scholarships and awards for its members to further its objects.

17.2 The historical scholarships and awards of the Association are given in schedule 3 where upon every effort should be made to continue the tradition.

17.3 The committee shall develop and regularly maintain as part of the Policy Digest criteria, procedures and regulations for all of its scholarships and awards.

18. **DanceSport Competitions**

18.1 The Association shall appoint from time to time a person to organise its regional competitions run under the rules and regulations of the New Zealand Dance and DanceSport Council on terms and conditions that it thinks fit.

18.2 The committee shall plan its competition needs at least one year in advance. The Secretary will be responsible for ensuring that planned competitions are registered with the relevant regulatory body within the notified timeframe of that body.

18.3 Every effort should be made to run the historical championships of the Association which are listed in schedule 4.

18.4 The committee shall develop and maintain a DanceSport Championship Handbook which is to form a part of the Policy Digest. This handbook will contain the procedures for running DanceSport competitions of the Association.

19. **Other Membership**

19.1 The committee may resolve at a committee meeting to:

19.1.1 join any entity consistent with its objects; or

19.1.2 terminate its membership to any entity it holds membership.

19.2 Delegates may be elected to represent the Association to any other association of which it is a member. If no delegate is appointed the representative will be appointed by the President from among the executive officers or committee members.

19.3 The Association shall make every effort to maintain its membership of the organisations listed in schedule 5 and may not terminate its membership pursuant to sub-clause 19.1.2 except by a three quarter majority counting any absent committee members or executive officers as present for this purpose.

20. **Delegates**

20.1 The delegates representing the Association pursuant to clause 19.2 must be elected at the first committee meeting after the annual general meeting from among the committee members and executive officers and shall serve until the following year whereupon their term shall terminate at the first committee meeting after that annual general meeting.

20.2 The delegates are obliged to submit a report to the committee within 30 days of any general meeting they attended as representatives of the Association.

20.3 The delegates shall ensure that the wishes and views of the Association are represented and shall ensure that this is the case by:

20.3.1 distributing all information intended for members to;

20.3.2 ensuring that the important issues are brought to the attention of; and

20.3.3 determining where appropriate, possible and relevant the majority view of; the committee.

21. **Code of Conduct**

21.1 All committee members and executive officers must:

21.1 work together in good faith;

21.2 be courteous and professional at all times;

21.3 act without prejudice or malice;

- 21.4 maintain impartiality;
- 21.5 act in the best interests of the Association and its members;
- 21.6 be available and approachable to all members;
- 21.7 abide by the constitution and this document;
- 21.8 cultivate a working knowledge of all documents in the Policy Digest;
- 21.9 promote the goals and objectives of the Association;
- 21.10 not act in a manner that brings the Association into disrepute;
- 21.11 play an active and positive role within the Association;
- 21.12 not be a member or associate of any organisation or group whose goals or ethics conflict with the goals, objectives and standards of the Association;
- 21.12 abide by New Zealand Law;
- 21.13 not have a criminal conviction;
- 21.14 not be an undischarged bankrupt; and
- 21.15 be fit and capable of managing their own affairs.

21.2 The committee must develop and maintain a code of conduct for its members as part of the Policy Digest.

22. **Misconduct**

22.1 Any member, executive officer or committee member may submit a complaint of misconduct against any member, executive officer or committee member they believe have breached the codes of conduct of this Association.

22.2 Upon receiving a complaint it must be referred to a committee meeting within 30 days. Any person implicated or having a close family relative implicated in the complaint must leave the committee meeting while the matter is discussed. The committee may:

22.2.1 disregard the complaint if there are not sufficient grounds to believe the complaint has potential to be material;

22.2.2 request the plaintiff withdraw the complaint;

22.2.3 request the plaintiff supply further explanation or evidence to clarify the materiality of the complaint; or

22.2.4 refer the matter to an inquiry to conduct an investigation.

22.3 If the committee decides to conduct an inquiry pursuant to subclause 22.2.4 that concerns the conduct of a committee member or executive officer that person (the accused) must forthwith offer to stand aside from their duties for the duration of the inquiry. The committee at its absolute discretion may accept (with or without modification) or reject this offer and its decision will be binding on the accused.

22.4 A committee of inquiry formed pursuant to sub-clause 22.2.4 shall be composed of three neutral and respectable persons, and shall be empowered to:

22.4.1 call and receive evidence;

22.4.2 call and receive testimony;

22.4.3 conduct a hearing;

22.4.4 agree to its findings; and

22.4.5 recommend any disciplinary action.

Its findings and recommendations shall be communicated to the committee as a written report.

22.5 The committee of inquiry may recommend any of the following disciplinary action as it thinks fit to the committee:

22.5.1 The accused be absolved from any misconduct;

22.5.2 The accused be given a written reprimand;

22.5.3 The accused be removed as a committee member;

22.5.4 The accused be removed as an executive officer;

22.5.5 The accused be removed from a position responsibility such as delegate, Sponsorship Officer, or the like;

22.5.6 The accused be removed as a member; or

22.5.7 The matter be referred to another enforcement agency.

22.6 Upon receiving a written report from the committee of inquiry it must be referred to a committee meeting within 30 days where the committee will direct any committee members or executive officers with a conflict of interest to leave the meeting for the duration of the matter. The committee must vote to accept the report before it can determine and adopt those recommendations it considers appropriate. The accused must be notified of the outcome in writing within 5 days of the decision.

23. **Complaints**

23.1 Any complaint concerning misconduct of a member, committee member or executive officer of the Association shall be dealt with according to section 22

herein. All other complaints (hereafter general complaints) shall be listed as correspondence and referred to the very next committee meeting.

- 23.2 Any committee member or executive officer who has a close association with a general complaint must declare the nature of their association at the committee meeting when the general complaint is first addressed whereupon the committee may direct the committee member or executive officer to leave the meeting while the matter is considered.
- 23.3 The committee in considering any general complaint may take any actions it believes warranted to rectify the situation. In any case the plaintiff must be notified of the committee's decision or course of action within 10 days.

24. **General Meetings**

- 24.1 In addition to the annual general meeting of the Association the committee shall ensure that each year it calls a half yearly general meeting in the month of July, August, September or October.
- 24.2 Every general meeting of the Association must be in Christchurch, at a reasonable time of the day and notified to all members 30 days prior to a date (agreed to by the committee) using the email or postal address recorded in the register of members for each and every member.
- 24.3 The committee may call a special general meeting at any time if requested to do so by an executive officer, group of members or of its own determination. If a special general meeting is called the notice pursuant to clause 24.2 must include an informative explanation of the reason for the meeting.
- 24.4 The annual general meeting and half yearly general meeting must include the following on the agenda:
- 24.4.1 minutes from the last such meeting;
 - 24.4.2 report from the President;
 - 24.4.3 report from the Treasurer;
 - 24.4.4 report from delegates; and
 - 24.4.5 financial position of the Association including:
 - 24.4.5.1 a balance sheet;
 - 24.4.5.2 a profit and loss statement; and
 - 24.4.5.3 a cash flow statement.
- 24.5 In addition the annual general meeting must include on the agenda:
- 24.5.1 audited financial statements;

- 24.5.2 report from the auditor;
- 24.5.3 appointment of auditor;
- 24.5.4 election of executive officers and committee members; and
- 24.5.5 any remits in the annual general meeting notice sent to all members.

25. **Minutes**

- 25.1 The minutes of any general meeting or committee meeting of the association must include the following information:
 - 25.1.1 the time the meeting opened, closed, adjourned or restarted;
 - 25.1.2 the date and place the meeting occurred;
 - 25.1.3 apologies accepted by those present;
 - 25.1.4 minutes accepted and changes made;
 - 25.1.5 new members accepted by those present;
 - 25.1.6 exact wording of any motions, resolutions or ratifications moved;
 - 25.1.7 the mover and seconder of any motion, resolution or ratifications;
 - 25.1.8 a record of any vote taken on any motion, resolution or ratification showing numbers for and against, and abstentions;
 - 25.1.9 summary of discussion on any matter; and
 - 25.1.10 any action taken by the committee on any matter;
- 25.2 The committee may at anytime within a committee meeting decide to go “within committee” whereupon no minutes shall be taken for the duration, but while within committee the committee may not:
 - 25.2.1 move or consider any motions, resolutions or ratifications;
 - 25.2.2 approve any item, document, report or the like;
 - 25.2.3 modify the Policy Digest; or
 - 25.2.4 make any appointment to a position of responsibility or the like.
- 25.3 All minutes of a general or committee meeting must be accepted at a subsequent general or committee meeting as the case may be.

26. **Remits**

- 26.1 Any member of the Association may submit in writing a remit to append a new rule to, or delete or alter any existing rule of the constitution of the Association and that remit must be presented for consideration at the next annual general meeting of the Association provided that remit is:
- 26.1.1 received by the Secretary no later than the 31st day of November immediately prior to the coming annual general meeting;
 - 26.1.2 coherent and non-offensive;
 - 26.1.3 supplemented with a rationale supplied as part of the remit or in a cover letter; and
 - 26.1.4 moved and seconded at a committee meeting.
- 26.2 Any remit put forward to the annual general meeting must be included in the notice pursuant to clause 24.2 of that meeting to members and such remit must show:
- 26.2.1 the exact wording of the existing rule if it is to be deleted, amended or replaced;
 - 26.2.2 the exact wording of the proposed change or rule; and
 - 26.2.3 a rationale.
- 26.3 The committee may propose or make remits to alter the constitution of the Association.

27. **Postal Voting**

- 27.1 Every member eligible to vote is entitled to cast a postal vote on any constitution change or election notified in the notice of any general meeting pursuant to clause 24.2 provide that postal vote is submitted to the Secretary no later than 5 days prior to the general meeting and is on the postal voting form supplied in the notice.
- 27.2 Any notice of a general meeting pursuant to clause 24.2 that notifies a member of a matter to which they are entitled to cast a postal vote shall include for that purpose a postal voting form described in schedule 6.
- 27.3 Postal votes shall not be permitted or considered valid at committee meetings.

28. **Proxy Voting**

- 28.1 Every member eligible to vote is entitled to appoint a proxy to exercise their vote on any constitution change, appointment or election notified in the notice of any general meeting pursuant to clause 24.2 provide that proxy notice is submitted to the Secretary no later than 5 days prior to the general meeting and is on the proxy notification form supplied in the notice.

- 28.2 Any notice of a general meeting pursuant to clause 24.2 that notifies a member of a matter to which they are entitled to appoint a proxy shall include for that purpose a proxy notification form described in schedule 7.
- 28.3 Proxy voting shall not be permitted or considered valid at committee meetings.
- 28.4 Only members eligible to vote are entitled to act as a proxy for another member.
- 28.5 No member shall exercise more than one proxy vote in addition to their own vote.

29. **Elections**

- 29.1 The election of executive officers and committee members must occur at a general meeting and all nominations for such positions must be on the nomination form of schedule 8 to be not rejected as invalid.
- 29.2 Any election conducted to elect an:
 - 29.2.1 executive officer;
 - 29.2.2 committee member;
 - 29.2.3 delegate; or
 - 29.2.4 other officer or position of responsibility requiring an election;shall be at a general or committee meeting as the case may be, and directed according to clause 29.3.
- 29.3 Elections of the Association shall proceed according to the steps:
 - 29.3.1 The chairperson shall call for nominations;
 - 29.3.2 All nominations must be valid, moved and seconded;
 - 29.3.3 Nominations must be declared closed by the meeting;
 - 29.3.4 If nominations do not exceed positions then the chairperson must declare the nominees elected;
 - 29.3.5 If nominations exceed positions then voting will be by a show of hands, unless at the request of no less than six members a secret ballot must be conducted whereupon the chairperson must appoint two neutral persons to act as scrutineers to perform a secret ballot; and
 - 29.3.6 A vote taken by a show of hands must also include as votes (as if they were cast in person) any valid postal or proxy votes received pursuant to clauses 27.1 and 28.1 respectively, and if the count is uncertain or difficult to ascertain the chairperson may order a secret ballot be taken as if it had been requested by no less than six members.

- 29.4 A secret ballot pursuant to sub-clauses 29.3.5 or 29.3.6 shall be conducted by the scrutineers according to the steps:
- 29.4.1 The scrutineers shall organise voting papers listing the names of the nominees;
 - 29.4.2 One folded voting paper shall be given to each eligible voter;
 - 29.4.3 An additional voting paper will be given to any eligible voter legitimately acting as a proxy for another eligible voter, and in exercising that vote it shall be valid as if cast in person;
 - 29.4.4 The voters shall unfold the voting papers together when directed to do so by the chairperson and circle those nominees for which they wish to vote but each voter must not circle more nominees than positions available, refolding their voting papers when they have finished;
 - 29.4.5 Sufficient time will be given to vote where upon completion the chairperson will direct the scrutineers to collect the refolded voting papers;
 - 29.4.6 The scrutineers will be given any postal votes received pursuant to clause 27.1 to include in the count (as if they were cast in person) and they will count all votes in private excluding any invalid or incorrectly cast votes from the tally;
 - 29.4.7 Once the vote is concluded the tally for each nominee will be given to the chairperson on a folded piece of paper to read aloud which will constitute a declaration of the elected nominees;
 - 29.4.8 In the event of a tie for an elected position, a secret ballot will be held for the tied candidates;
 - 29.4.9 If the election is immediately contested by no less than 2 voters the chairperson shall put to the meeting a motion that the election be declared invalid, and if such a vote is upheld the secret ballot shall be repeated using different scrutineers but such a repeated secret ballot may not be contested;
 - 29.4.10 No proxy vote may be exercised pursuant to subclause 29.4.9 except if a second ballot is held; and
 - 29.4.11 The chairperson must put a motion to the meeting that the voting papers be destroyed and if that motion is upheld this will be irrefutable evidence that the election is valid and may not be contested by any person.

30. **Membership**

- 30.1 Any application for membership must be on the form in schedule 9 and is a valid application only if:
 - 30.1.1 it is filled in correctly;

30.1.2 all necessary information is given;

30.1.3 the correct application fee is included;

30.1.4 the declaration is signed; and

30.1.5 it has been received by the Secretary.

30.2 A valid membership application must be presented at the next committee meeting for consideration where upon the applicant shall be notified within one week of the outcome and if accepted issued with a membership card.

30.3 Every current member (including life members) listed in the register of the Association shall be sent a renewal notice no later than the 14th day of January to renew their membership for the coming year.

30.4 A renewal notice must:

30.4.1 state the fee sort including any early payment discount;

30.4.2 give the due date for payment;

30.4.3 indicate when membership will expire if not paid; and

30.4.4 provided an opportunity to up date the contact details recorded in the register.

30.5 Any Junior member whose age exceeds the Junior member age requirement shall be required to apply immediately for membership as if they were a new member.

30.6 The Secretary shall ensure that any Junior member required to reapply pursuant to clause 30.5 is sent a notice and membership form no less than 30 days before the date on which their age exceeds the Junior member age requirement.

30.7 Any Juvenile member whose age exceeds the Juvenile member age requirement shall automatically become a Junior member so long as they continue to renew their membership and do not exceed the age requirement for Junior membership.

31. **Additional Committee Members**

31.1 The committee may second a willing financial adult member of the Association provided:

31.1.1 they have completed the secondment declaration of schedule 10; and

31.1.2 the secondment has been passed at a committee meeting.

31.2 If the committee seconds a member then that person shall become a committee member as if elected at the last annual general meeting unless such an action would exceed the allowable number of committee members and executive officers

in which case the seconded member is permitted to participate in all activities of the committee but shall have no voting rights on committee.

31.3 The total number of committee members, seconded committee members and executive officers must not exceed 20.

31.4 The committee may co-opt any person it sees fit but such person:

31.4.1 does not acquire any of the rights of a committee member;

31.4.2 may only attend a committee meeting at the invitation of the committee; and

31.4.3 is permitted to speak only at the invitation of the chair.

Schedule 1: **Secretarial Records**

The following shall constitute the secretarial records of the Association:

policy digest and its contents

policy digest activity log

register of members

written contracts

committee email forum log pursuant to clause 4.6

secretarial correspondence pursuant to clauses 8.2 and 8.4

Sponsorship applications from members

Scholarship applications or registrations

Scholarship acceptance agreements

new member applications

nominations for elections

proxy votes for general meetings

grant applications and the like

minutes

meeting agendas

notices to members

reports from general meetings

delegate reports

accepted financial accounts

other documents determined by the committee from time to time

Schedule 2: **Financial Records**

The following shall constitute the financial records of the Association:

book of accounts

financial correspondence pursuant to clause 8.4

purchase order docketts

cheque book butts

invoices

receipts or the like

remittance advice

bank accounts

ticket butts

financial transactions or transfer authorisations

asset register

Loan book

stock taking records

renewing member forms

other documents determined by the committee from time to time

Schedule 3: **Scholarships**

The following shall constitute the scholarships and awards of the Association:

Joan Goodman Scholarship for best couple - awarded annually

Joan Goodman Scholarship for most improved couple - awarded annually

Schedule 4: **Competitions**

The following shall constitute the annual DanceSport competitions of the Association:

North Canterbury DanceSport Championships - usually held in May

Metropolitan DanceSport Championships - usually held in July

Albert Aitken DanceSport Championships - usually held in October

Southern Alps DanceSport Championships - usually held in November

Schedule 5: **Other Association Memberships**

The association is a full member of the following organisations:

New Zealand DanceSport Association Incorporated
(DanceSport New Zealand) - regional member

New Zealand Wheelchair DanceSport Association Incorporated
(Wheelchair DanceSport New Zealand) - regional member

Schedule 6: **Postal Voting Form**

The following form is the valid form for casting postal votes at any general meeting of the Association. The logo of the Association, the Secretaries address for correspondence (including email, phone or fax) or details of pertinent information may be incorporated in to this form immediately below the heading including items to be voted upon.

DanceSport Canterbury Postal Voting Form

I _____ (full name) declare that I am a member of DanceSport Canterbury, eligible to vote and that the vote(s) reflect my own thoughts and views. In submitting this form I relinquish any rights to withdraw this postal vote except in person or by written notification to the general meeting where the vote is to be taken.

Signature: _____

Adult member

Date: ____/____/20____

.....
Official Use

Received on the ____ day of _____ 20____ and is a valid/invalid (delete one) postal vote.

Signed: _____

Secretary

Schedule 7: Proxy Notification Form

The following form is the valid form for appointing a proxy to vote at any general meeting of the Association. The logo of the Association, the Secretaries address for correspondence (including email, phone or fax) or details of pertinent information may be incorporated in to this form immediately below the heading.

DanceSport Canterbury Proxy Notification Form

I _____ (full name) declare that I am a member of DanceSport Canterbury, eligible to vote and that I hereby appoint _____ (full name of proxy) , a member of DanceSport Canterbury, eligible to vote to have power of attorney over my vote at the notified meeting and exercise this vote whenever it is permitted to be exercised. I also declare that I have not assigned this right to another person.

Signature: _____
assignee

Date: ____/____/20__

I _____ (full name of proxy) agree to act as a proxy and exercise this vote in the best interests of the assignee, and declare that I am a member of DanceSport Canterbury, eligible to vote and that I am not a proxy at the notified meeting for another member. If I am found to be ineligible under the constitution or operating procedures of DanceSport Canterbury then I hereby do not agreed to act as a proxy.

Signature: _____
proxy

Date: ____/____/20__

.....
Official Use

Received on the ____ day of _____ 20__ and is a valid/invalid (delete one) postal vote.

Signed: _____
Secretary

Schedule 8: **Nomination Form**

The following form is the nomination form for nominating a person for election at the annual general meeting of the Association. The logo of the Association, the Secretaries address for correspondence (including email, phone or fax) or details of pertinent information may be incorporated in to this form immediately below the heading.

DanceSport Canterbury Nomination Form

Nomination Declaration:

I do hereby nominate _____ (full name) for the position(s) of President/Vice President/Secretary/Treasurer/Committee member (delete all positions not applicable) of the New Zealand DanceSport Association Canterbury (Inc.) on the understanding that the nominee meets the requirements of the constitution and the code of conduct within the operating procedures manual of this association; and do hereby move this nomination on this understanding unless it is found to be otherwise.

Moved by _____ on the ____ day of _____ 20____ .
full name of adult member

Signed: _____

Seconded by _____ on the ____ day of _____ 20____ .
full name of adult member

Signed: _____

Acceptance Declaration:

I _____ (full name) in accepting this nomination and on the understanding that if I am elected do hereby agree to abide by the constitution, the operating procedures manual and all rules, regulations and procedures of the policy digest of the New Zealand DanceSport Association Canterbury (Inc.) for the duration of the elected term.

In giving this guarantee I have read and understood these documents or have been given every opportunity to read and understand these documents.

Signature: _____ Date: ____/____/20____

.....
Official Use

Received on the ____ day of _____ 20____ and is a valid/invalid (delete one) nomination.

Signed: _____
Secretary

Schedule 9: **Membership Application Form**

The following form is the valid form for applying to become a member of the Association. The logo of the Association, the Secretaries address for correspondence (including email, phone or fax), fees included or details for accessing pertinent information may be incorporated in to this form immediately below the heading.

DanceSport Canterbury Membership Application

Applicant's details:

Full name: _____

Category of membership: Juvenile/Junior/Adult/ Special/Associate (delete all but one)

Postal Address: _____ Phone: _____
_____ Fax: _____
_____ Mobile: _____
Post code: _____ Email: _____

NZD&DC registration number: _____ (if you are registered)

Date of Birth: ____/____/____ (if you are a Juvenile or Junior)

Studio: _____ (optional)

Declaration:

I _____ (applicants full name or guardian if a minor) do hereby agree to abide by the constitution, the operating procedures manual and all rules, regulations and procedures of the policy digest of the New Zealand DanceSport Association Canterbury (Inc.) if this membership is accepted.

In giving this guarantee I have read and understood these documents or have been given every opportunity to read and understand these documents.

Signed: _____ Date: ____/____/20____

.....
Official Use

The above application for membership was put forward for consideration at a committee meeting of the association on the ____ day of _____ 20____ whereupon it was decided to accept/reject (delete one) the application.

Signed: _____
Secretary

Schedule 10: **Secondment Declaration Form**

The following is the valid form for a member to submit their willingness or intention to be seconded onto the committee of the Association. The logo of the Association, the Secretaries address for correspondence (including email, phone or fax) or details for accessing pertinent information may be incorporated in to this form immediately below the heading.

DanceSport Canterbury Secondment Declaration

I _____ (full name), an adult member of the New Zealand DanceSport Association Canterbury (Inc.) having paid my membership subscription for this year do hereby put my name forward to be considered for secondment on to the committee of this association.

In putting myself forward and on the understanding that if I am accepted for secondment do hereby agree to abide by the constitution, the operating procedures manual and all rules, regulations and procedures of the policy digest of the New Zealand DanceSport Association Canterbury (Inc.) for the duration of the secondment.

In giving this guarantee I have read and understood these documents or have been given every opportunity to read and understand these documents.

Signature: _____

Date: ____/____/20____

Endorsed on the ____ day of _____ 20____ by _____
name of committee member

Endorsee's signature: _____

.....
Official Use

The above named adult member was put forward for consideration at a committee meeting of the association on the ____ day of _____ 20____ whereupon it was decided to accept/reject (delete one) the offer.

Signed: _____
President

Signed: _____
Secretary