

NEW ZEALAND DANCESPORT ASSOCIATION NELSON INC

CONSTITUTION

Version dated October 2016

1. Name

1.1 The name of the Association shall be New Zealand DanceSport Association Nelson Incorporate (hereafter referred to as the Association) The registered office of the Association shall be the home of the Secretary or such other address as may from time to time be determined.

1.2 The Association will operate as DanceSport Nelson.

2. Objectives

2.1 To further dancesport both as a competitive sport and as an art and recreational activity for all ages in New Zealand with particular interest and emphasis on the Nelson/Marlborough/Tasman local body districts

2.2 To organize and host an annual dancesport event at Easter entitled 'Easter Championship and Festival'.

2.3 To support the inclusion of dancesport into the Olympic Games.

2.4 To assist competitive dancers and supporters.

3. Membership

3.1 Membership is divided into four categories

3.1.1 Full membership

3.1.2 Associate membership

3.1.3 Honorary membership

3.1.4 Life membership

3.2 Membership is open to any person having an interest in dancesport. A person is eligible for Full membership only if:

3.2.1 They are resident in the Nelson/Marlborough/Tasman local body districts

3.2.2 They were previously resident in Nelson/Marlborough/Tasman local body districts but are living outside of New Zealand

3.2.3 They are resident in the South Island in a region where no regional member of the New Zealand DanceSport Association Inc (hereafter referred to as 'NZDA') exists, or

3.2.4 They are a partner of a couple where the partner is a Full member by reason of sub-clause 3.2.1, 3.2.2 or 3.2.3

Provided they are not a full member of another NZDA regional member body.

3.3 Any person who is:

3.3.1 under the age of sixteen on the 1st January

3.3.2 not considered suitable to hold a Full membership in the opinion of the Committee

3.3.3 classified or deemed a Professional according to the NZDA Constitution or rulings of NZDA

May only hold Associate membership

3.4 Associate membership is a restricted category and any person holding this category of membership

3.4.1 holds no voting rights at general meetings

3.4.2 may not be an officer

3.4.3 may not move, propose, second or support any motion, nomination or request concerning the affairs of the Association; and

3.4.4 may attend general meetings but in any case must not speak, except at the invitation of the Chairperson

3.5 Honorary membership may be granted for one year to persons who have given special service to the Association by way of a 90% vote at the Annual General Meeting

3.6 Life membership may be granted for the term of the remainder of their life to past or present Full members who have given outstanding service to dancing and the Association,

4. Application for Membership

4.1 Applications for membership must be submitted in writing to the Secretary with the following information

- 4.1.1 Full name of applicant
- 4.1.2 Physical address of applicant
- 4.1.3 Date of birth (if under 16 years of age)
- 4.1.4 Correctly complete application form
- 4.1.5 Any entrance fee set
- 4.1.6 The first year's subscription

4.2 Once a valid and complete application for membership pursuant to clause 4.1 is received any entrance fee must be banked which will be confirmation that the application is valid and complete and must be presented at the very next Committee meeting for consideration by the Committee.

4.3 The Committee may refuse membership to any person if it believes:

- 4.3.1 It would be inappropriate for the person to hold the category of membership requested or
- 4.3.2 the person is not of good character and therefore unsuitable

4.4. If a valid and complete application for membership is accepted by the Committee the Secretary shall

- 4.4.1 enter the new member into the register
- 4.4.2 instruct the Treasurer to bank the subscription
- 4.4.3 issue a membership card
- 4.4.4 notify the member immediately and
- 4.4.5 make a copy of the Constitution available to the new member

4.5 If an application for membership is declined by the Committee

- 4.5.1 the subscription will be refunded or returned to the applicant
- 4.5.2 any entrance fee retained and
- 4.5.3 the secretary will notify the applicant of the outcome but in any case the Committee will not be obliged to supply an explanation.

5. Renewal of Membership

5.1 The Secretary shall send a notice by the 31st December each year to all members at the address entered in the register to renew their subscription for the coming year

5.2 All subscriptions for renewing members will be due the day after the Annual General meeting.

5.3 Any member who wishes or is obliged to change their category of membership must make an application for membership as if they were applying to become a new member under Section 4

5.4 Any member who has not paid their subscription after the due date pursuant to clause 5.2 is not a financial member and until the subscription is paid in full is considered a restricted member and subject to the restrictions of clause 3.4 as if they were an Associate Member

5.5 Members who are not financial members are not eligible for any of the benefits, concessions, opportunities and the like available to them as members.

6. Termination of membership

6.1 Membership will cease on failure to pay the subscription within three months of the due date pursuant to clause 5.2 whether or not the written notice specified in clause 5.1 was received.

6.2 Upon resignation, suspension, expulsion or other loss of membership of a member no refund or part thereof of their subscription will be permitted.

6.3 Any member disregarding this Constitution or being guilty of conduct which in the opinion of the Committee is contrary to the interests of the Association may be liable for reprimand, suspension or expulsion as a member.

7. Meetings

7.1 Annual General Meeting:

The Annual General Meeting (hereafter AGM) shall be held within twelve (12) weeks of the end of the financial year.

7.1.1. Notices of all General Meetings, the AGM and Extra Ordinary Meetings shall be forwarded to all financial members at least 28 days prior and must include the Agenda for the Meeting.

7.1.2. Notice of AGM's or any General Meeting called for the election of officers shall include a call for written nominations for the vacancies (Refer Clause 9.3.)

7.2 Extra Ordinary Meetings:

Extra Ordinary Meetings may be called only when the Secretary receives a request signed by no less than twelve (12) financial Full members or by decision of Committee.

7.2.1 Where twelve financial Adult members call for an Extra Ordinary Meeting their request must include full details in the form of a correct motion which must be circulated to all members.

7.3 Committee Meetings

Committee meetings will be held when necessary but in any case at intervals not exceeding three months.

7.4 The quorum for a General Meeting shall be no less than 15% of the financial Adult members and for a Committee meeting no less than three (3).

7.5 A Notice of Motion tabled at any General Meeting may be dealt with during the General Business provided it does not infringe Clause 7.4 of this Constitution.

7.6 This Constitution may only be altered at a General Meeting by a 2/3 majority of the financial Adult members present. Details of proposed amendments and or alterations shall be set out in the Agenda sent with the Notice of Meeting to all financial members.

7.6.1 No addition to or alteration of the nonprofit objects, personal pecuniary benefit or the winding up rules shall be approved without the approval of the Inland Revenue. The provisions and effect of this Constitution shall not be removed from this document and shall be included and implied into any document replacing this document.

7.6.2 Any alterations and/or amendments passed to be communicated to all financial members in writing within thirty (30) days of the said meeting.

7.7 Conduct of Meeting

7.7.1 In the absence of the President the chair will be taken by the Vice President

7.7.2. All discussion shall be taken through the chair.

7.7.3. Attention of the chair at General Meetings is gained by standing up.

7.8 A general meeting or Committee meeting may be held by way of electronic communication eg Skype. Any member who is unable to attend a general meeting or AGM in person, with the approval of the meeting may be joined to the meeting by way of electronic communication eg Skype.

8. Officers

8.1 The Association is to be directed by a Committee of Full members consisting of five Executive Officers and up to seven Ordinary members to be elected at the AGM with the provision to co-opt additional members as and when required.

8.2 The Patron to be confirmed each year if applicable.

8.3 The Executive Officers to be elected in this order: President, Vice-President, Minute Secretary, Correspondence Secretary, Treasurer.

8.4 Should any Committee member die, resign, or be absent from three (3) successive meetings (sickness or just cause excepted) or have become unfinancial, his or her office shall be declared vacant and the power to co-opt as per Clause 8.1 shall apply.

9. General Elections

9.1 The Committee shall elect a returning Officer and one scrutineer who shall not be candidates for any office.

9.1.1 If nominations exceed vacancies a ballot shall be held.

9.2 A person nominated must be present at the meeting or have signified in writing their agreement to accept or decline nomination.

9.3 Nominations for Committee members and Executive Officers must be in writing and in the hands of the Secretary no later than one week prior to the AGM. Where insufficient nominations have been received additional nominations may be taken from the floor.

9.3.1 These nominations must be read and seconded at the meeting.

9.3.2 The proposed and seconder must be financial Adult members.

9.3.3 All nominations to be proposed and seconded by persons other than the nominee.

9.4 Only those financial Full members shall be eligible to vote subject to Section 11.

9.5 All officers and Committee may offer themselves for re-election at each AGM,

9.6 To be eligible for election a member must have held Full membership for the preceding six (6) months.

9.6.1 Only residents of Nelson/Marlborough/Tasman local body districts are eligible to be on the Committee.

9.6.2 Executive Officers may only be nominated from retiring officers

10. Complaints

10.1 The Committee may receive complaints against its members, and should the complaint be of such a nature as to warrant censure the Committee may reprimand, suspend, expel or take such other action as it deems necessary.

10.2 The Committee may initiate and receive its own complaints against a member pursuant to clause 6.3

10.3 A member against whom a complaint is laid will be given

10.3.1 a written copy of the complaint

10.3.2 written copies of any evidence supporting the complaint and

10.3.3 an opportunity to present a defence in person or in writing

After which the Committee will meet without the defendant present to make a decision and any censure taken must be supported by a two thirds vote. The decision will be effective immediately and the details of the decision conveyed to the member concerned without delay.

10.4 Should any complaint received concern an officer then that person will be entirely excluded from the complaint process except to provide a defence against the complaint pursuant to clause 10.3.

11. Voting

11.1 No member shall be eligible to vote at an AGM unless the said member has completed one month's membership.

11.2 The Chairperson shall have the right of a casting vote as well as a deliberate vote.

12. Duties of Officers

- 12.1 The President shall be the Chief Officer of the Association. He or she shall chair all meetings but has the option of vacating the chair at Committee Meetings.
- 12.2 The Minute Secretary shall take the minutes of meetings.
The Correspondence Secretary shall deal with all official correspondence.
- 12.2.1 When a Secretary is absent or ill, the Committee may appoint a temporary Secretary from amongst their midst to act on behalf of the Secretary in his or her absence.
- 12.3 The Treasurer shall keep a faithful record of all cash coming in and going out.
- 12.3.1 He/she is responsible for the collection of all fees.
- 12.4 All bank accounts shall be operated by three nominated executive officers, any two of whom may sign cheques, authorize electronic bank transfers or any other instruments drawn on the account.

13. Powers of Committee

- 13.1 The Committee determines all matters relating to the running of the Association and directs any functions, trip or tour organised by the Association.
- 13.2 Full information concerning any function to be run by the Association must be notified to all financial members.
- 13.2.1 No responsibility to be on any member of the Committee if the information is not received by members.
- 13.3 When any trip, tour or function is arranged by the Association, the Association shall not be liable in the event of accidents to participants.
- 13.4 The Committee must approve all membership.
- 13.4.1 The Committee may reject any application for membership if it is considered that accepting same would be detrimental to this Association. The Committees' decision is final.
- 13.5 Any question not provided for in this Constitution or any question arising as to the interpretation of any clause or clauses of this Constitution shall be decided by the Committee and/or ratified at the next AGM.
- 13.6 The Committee may appoint any sub committee it may be in need of.
- 13.6.1 The Committee may from time to time appoint such officers as may be required by the Committee.

14. Finance

- 14.1 The Financial Year runs from 1st January to 31st December the following year. No review or audit of the annual financial statements is required unless a review or audit is requested by 5% of the members at any properly convened Association Meeting.
- 14.3 A Statement of Financial Position and Statement of Financial Performance covering the financial year just ended must be tabled for acceptance by members at the AGM of that year. A copy must be made available to each financial member at the AGM.
- 14.4 The Committee has the power to invest surplus funds. It may borrow funds up to a limit of two hundred dollars (\$200.00).
- 14.4.1 Any amount over \$200.00 to be empowered by a Special General Meeting.
- 14.4.2 Funds may only be borrowed, when necessary, for the running of the Association and/or the carrying of the Association's objects.
- 14.5 All travel grants are made at the discretion of the committee and are subject to finance.
- 14.6 The financial books of the Association are to be open for inspection to any financial member at any General Meeting.

14.7 No member of the organization or any person associated with a member shall participate in or materially influence any decision made by the organization in respect of the payment to or on behalf of that member or associated person of any income, benefit, or advantage whatsoever. Any such income paid shall be reasonable and relative to that which would be paid in an arm's length transaction (being the open market value).

14.8 The membership subscriptions and any membership entrance fee to be determined at the AGM.

14.9 The subscriptions of members may be varied according to increase or decrease of expenses of the Association. This may be done only at a General meeting.

15. Resignation

15.1 Any member wishing to resign from this Association must do so in writing to the Secretary

15.2 Any member in adverse circumstances who is unable to adhere to Clauses 4.1.6, 5.4 and 6.1 may be exempt under special circumstances by decision of the Committee.

16. Winding Up

16.1 In the event of this Association being wound up, assets and funds remaining after the payment of all liabilities will be disposed of to a Registered Charity within New Zealand.

16.2 The Association may be wound up voluntarily as per Section 24 Clause 1 of the Incorporated Societies Act detailed as follows:

A Society may be wound up voluntarily at a General Meeting of its members if the Society passes a resolution requiring the Society to be wound up and the resolution is confirmed at a subsequent General Meeting called together for that purpose and held no earlier than thirty (30) days after the date on which the resolution so to be confirmed was passed.

17. Common Seal

The common seal of the Association is to be kept at the registered office of the Association and can only be affixed in the presence of the President and Secretary or Treasurer or in their absence by such officers as are appointed for that purpose by Committee.

18. General

This Constitution came into effect as from the 9th day of August 1966 but amendments or alterations are to apply from the time of registration of the amendments or alterations.

Appendix

Standing Orders

Constitution updated 3rd October 2016