



The Incorporated Societies Act 1908

NEW ZEALAND DANCESPORT ASSOCIATION INCORPORATED

CONSTITUTION

1. NAME

1.1 The name is the New Zealand Dancesport Association Incorporated referred to in this constitution as the Association.

2. REGISTERED OFFICE

2.1 The registered office of the Association shall be the address of the Secretary or such other place as may be determined from time to time.

4. OBJECTS

The objects for which the Association are established are:

4.1 To advance and regulate DanceSport within New Zealand both as a competitive sport and as an art and recreational activity.

4.2 To protect the individual rights and privileges of dancers and to ensure membership will be on a non-discriminatory basis.

4.3 To ensure uniformity in the rules governing status in New Zealand and other countries as far as possible.

4.4 To uphold the rules of the World DanceSport Federation including the Anti-doping Code and support the inclusion of DanceSport as an Olympic Sport.

5. DEFINITION OF DANCESPORT

The following forms of dance are included in the definition of DanceSport:

5.1 Standard, Latin American, New Vogue, American Style Rock'n'Roll, Old Time, Modern and Latin Sequence.

5.2 Any new form of Dance as approved from time to time by the World DanceSport Federation.

6. MEMBERSHIP

6.1 The categories of membership shall be:

6.1.1 'Regional Member'

6.1.2 'Ordinary Member'

6.1.3 'Honorary Member'

6.1.4 'Life Member' and

6.1.5 'Affiliate Member'

6.2 There shall be a maximum of seven Regional Members representing each of the following regions:

6.2.1 Auckland and Northland;

6.2.2 Bay of Plenty, Central Plateau and Waikato;

6.2.3 Hawkes Bay, Manawatu, Taranaki and Whanganui;

6.2.4 Kapiti Coast, Wairarapa and Wellington;

6.2.5 Marlborough and Nelson;

6.2.6 Canterbury and Westland, and

6.2.7 Otago and Southland

And there shall be no more than one such Regional Member for each region.



- 6.3 Regional Membership is restricted to incorporated societies duly formed for charitable purposes with their activities and membership confined to one of the regions pursuant to Clause 6.2, and as such would be the Regional Member for that region.
- 6.4 If a region does not have a Regional Member pursuant to Clause 6.2 then it shall be considered an extension of a nearest region until such time as an independent and viable body corporate is given membership. Nothing in Clause 6.3 shall prevent the extension of a nearest Regional Member's activities and membership into such a nearest region in the meantime.
- 6.5 Ordinary Membership is restricted to individuals who hold any category of membership with a Regional Member. If such an Ordinary Member for whatever reasons ceases to hold a category of membership with their Regional Member then they automatically cease to be an Ordinary Member of the Association.
- 6.6 Honorary Members may be appointed by the Delegates from among the Ordinary members for a period of one year.
- 6.7 Life Members may be appointed by the Delegates at a general meeting from among Ordinary or Honorary members, and such an appointment will be for life. Nothing in Clause 6.5 shall terminate this category of membership once given.
- 6.8 Affiliate Membership is restricted to entities whose objectives are consistent with and whose activities are of benefit to the Association.
- 6.9 All categories of membership are entitled to attend general meetings but only the Regional Members shall have voting rights and may stand for office. Affiliate Members shall have no speaking rights unless invited by the chair.
- 6.10 All categories of members will undertake to be bound by this constitution
- 6.11 Application for Affiliate and Regional Membership shall be submitted in writing to the Secretary and must be accompanied by payment for the first year's subscription and any entrance fee as may be approved from time to time by the Association at a general meeting.
- 6.12 Each application for Affiliate or Regional Membership shall contain not less than the following information:
- 6.12.1 Name and physical address of the entity;
 - 6.12.2 Names and addresses of every officer;
 - 6.12.3 Date of formation;
 - 6.12.4 Certificate of Incorporation if incorporated;
 - 6.12.5 Copy of any and all Rules or Constitution;
 - 6.12.6 Number of members and size of entity at date of application; and
 - 6.12.7 Details of financial position including a copy of the last financial statements.
- 6.13 Any applicant for Regional Membership must include in their rules, Clauses 15.1 and 15.2 herein.
- 6.14 On receipt of an application pursuant to clause 6.2 the Secretary will ensure that all the required information has been provided. Once the application is complete, the Secretary will then circulate to all Delegates copies of all information and the completed application within 14 days.
- 6.15 Affiliate and Regional membership applications may only be voted upon at a general meeting of which 30 days notice of the application had been given. On acceptance the applicant will be notified in writing immediately.
- 6.16 Should an application for Affiliate or Regional Membership be refused, any prepaid subscription will be returned to the unsuccessful applicant within 30 days of the general meeting at which the application was rejected.



6.17 The Association shall develop and maintain procedures for accepting or appointing, maintaining and terminating Ordinary, Honorary and Life categories of membership subject to any clauses herein.

6.18 Every Regional Member will undertake to act as an agent of the Association but only to the extent necessary to ensure all of its eligible members are given and maintain Ordinary Membership to the Association. Every Regional member agrees to be bound by the procedures of Clause 6.17. Among other things, each Regional Member acting under this authority and direction of the Association, will procure Ordinary membership fees and all necessary authorisations required to disclose relevant private information of its members to the Association.

7. EXPULSION OF MEMBERS

7.1 The Association may at any time by letter, invite any Affiliate or Regional Member to retire from membership for breach of this constitution or for misconduct and the Affiliate or Regional Member will be given 14 days to answer allegations. If the Affiliate or Regional Member fails to answer or does not answer in a satisfactory manner then the Association may by resolution expel such Affiliate or Regional Member from the Association.

7.2 A resolution passed by a three-fourths majority at any General Meeting of the Association is required for any such termination.

7.3 No Affiliate or Regional Member who has been expelled may reapply for membership within a period of one year from the date of termination.

8. DELEGATES

8.1 Each Regional Member shall appoint one or two Delegates to represent them, attend and vote at any meeting of the Association and to deal with any Association business at any other time.

8.2 The appointment of Delegates to the Association shall be made annually, either at the Annual General Meeting of the Regional Member or by its committee immediately following the annual general meeting of the Regional Members.

8.3 As much Association business as possible will be conducted by correspondence and the Secretary will forward to all delegates all information relating to the Association as it becomes available or in accordance to this constitution

9. SUBSCRIPTIONS

9.1 Subscriptions shall be determined annually by the Association at the Annual General Meeting. Such amount shall be due and payable immediately.

9.2 Every Member whose subscription remains unpaid two months after the Annual General Meeting at which they were set, shall thereupon cease to have any voting rights or other privileges while such subscriptions remain unpaid.

9.3 An entrance fee may be fixed by the Association in general meeting to be paid by any DanceSport Association wishing to become a Regional Member.

10. RESIGNATION

10.1 Any member may resign by notice in writing to the Secretary but such resignation shall not release the Member from payment of current subscriptions, however the Association shall have the power to remit such proportion thereof as it sees fit.

11. EXECUTIVE COMMITTEE

11.1 The Executive Committee of the Association shall comprise: President, Vice President, Secretary and Treasurer.



- 11.2 The tenure of all executive committee officers will be for two years with:
- (a) The President and Treasurer; and
 - (b) The Vice President and Secretary elected in alternate years.
- 11.3 Nothing in clause 11.2 shall restrict the power to appoint a replacement officer pursuant to clause 11.7 and such appointment shall only be for the remainder of the elected term of the replacement officer.
- 11.4 Other officers shall be elected each year at the annual general meeting of the association and shall continue in office until the conclusion of the following annual general meeting.
- 11.5 All nominations for office by Members shall be received in writing four weeks prior to the annual general meeting.
- 11.6 Persons nominated for President and Vice President shall be current Delegates.
- 11.7 In the event any officer shall resign, die or cease to be a delegate or be unable or unwilling for any cause to act during his/her term of Office, the Regional Members shall appoint a replacement who will serve until the end of the next annual general meeting. Such replacement must be a current delegate.
- 11.8 The position of President and Vice President will be held by delegates from different member associations.

12. POWERS

- 12.1 The management and control of the affairs of the Association shall be vested in the Officers who may exercise all the power of the Association which are expressly required by this constitution or by law.
- 12.2 It shall be the duty of the Officers to see to the proper collection and disbursement of all the funds of the Association, and keeping of all usual and proper books of account, the entry and verification of minutes and other records and the preparation and submission to the annual general meeting of a report and financial statements for the year.
- 12.3 The officers shall determine their own procedure at meetings. Either the President or Vice President is required to constitute a quorum.
- 12.4 A sub-committee may be appointed by a general meeting for such purposes as it may be necessary.
- 12.5 In this constitution, general meetings refer to both annual general meetings and special general meetings unless otherwise specified.
- 12.6 The Delegates shall have the power to appoint an independent disciplinary committee on a need by need basis to hear complaints, determine breaches of rules or this constitution and enact discipline according to established principles of natural justice. The New Zealand Sports Tribunal or its successor shall act as the body of appeal.

13. SECRETARY

- 13.1 The Secretary will in conjunction with the President prepare an agenda for all meetings.
- 13.2 The Secretary will take minutes of all meetings and circulate a copy to all Delegates within one month of the date of the meeting. A retiring Secretary will take and circulate the minutes of the last meeting they attend.
- 13.3 A Minutes Secretary may be appointed to assist the Secretary and to act in his/her absence at any meeting.



14. FINANCIAL ARRANGEMENTS

- 14.1 The financial year shall end on the 31st day of December or on such other date as the Association meeting may decide.
- 14.2 The Treasurer, as soon as practicable after the end of financial year of the association, will arrange for the accounts of the association for the financial year to be prepared for presentation to the AGM. 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 The Association's Bankers shall be such bank as the Officers may from time to time appoint and all moneys received by the Association shall immediately be lodged to the credit of the Association's bank.
- 14.4 All bank accounts shall be operated by the President, Vice President, Secretary, Treasurer, any two of whom may sign cheques, authorise electronic bank transfers or any other instruments drawn on the account.
- 14.4 The Officers may from time to time invest in such securities, as may be permitted to trustees for the investment of trust funds which are not immediately required for the purposes of the Association.
- 14.6 No member, Officer or Delegate to the Association shall receive any profit or emolument or advantage from the Association but shall be reimbursed for reasonable expenses incurred while acting on behalf of the Association.
- 14.7 The expenses associated with general meetings of the Association shall be borne by NZDA. In the case of transport costs, this is to the extent of the cheapest fare available one month prior to the meeting as determined by the Secretary or the to the cost of tickets by the Regional Member Association; whichever is the lesser.

15. ANNUAL GENERAL MEETING

- 15.1 The annual general meeting shall be held within 4 months from the end of the financial year. The business of the annual general meeting shall be to receive the annual report, financial statements, to elect officers, to set levels of subscriptions, to deal with any other business of which notice has been given to the Secretary in writing by any Member not less than 28 days before the meeting.
- 15.2 A copy of the financial statements, details of all nominations for office, recommendations for levels of subscription and remits shall be advised to members not less than 3 weeks prior to the annual general meeting.

16. SPECIAL GENERAL MEETING

- 16.1 The Officers may at any time call a general meeting and shall forthwith do so upon receipt of a requisition in writing from Delegates representing two Regional Member Associations stating the purpose for which the meeting is required.
- 16.2 Notice shall be given by the Secretary in writing to each Delegate at least 30 clear days prior to the meeting.

17. PROCEDURE AT ALL GENERAL MEETINGS

- 17.1 At all meetings a minimum of one delegate from at least three fourths of Regional Members shall constitute a quorum. This must include the President or Vice President.
- 17.2 The President or in his/her absence the Vice President will act as Chairperson at all meetings. The Chairperson shall have a casting as well as a deliberate vote.
- 17.3 The mode of voting shall be on voices or a show of hands or if the Chairperson or any Regional Member present so require, by secret ballot. The Secretary will act as scrutineer for any secret ballot.



- 17.4 Each Regional Member represented at a meeting by its Delegates shall be entitled to two votes. At any meeting at which only one Delegate is present that Delegate shall be entitled to exercise the Regional Members two votes.
- 17.5 A Regional Member shall be entitled to appoint a proxy to exercise the two votes on its behalf. This person need not be a Delegate to the Association. All proxies must be in writing.
- 17.6 Regional Members may apply to have observers present at any meeting but they may not vote and will not have any speaking rights except with the permission of the Chairperson.
- 17.7 Anything that may be done by the Association by resolution at any meeting may be done without a meeting by means of postal vote.(Postal voting to include by fax or email)
- 17.8 In the event voting is carried out by post, fax or email, one ballot paper will be forwarded to each delegate. A closing date will be stipulated and all voting papers must be returned to the Secretary who will act as a scrutineer, no casting vote will be allowed. Delegates will be notified within 14 days the result of the vote.
- 17.9 A special general meeting may be held by way of real time audio visual communication eg Skype. Any delegate who is unable to attend the annual general meeting in person, with the approval of the meeting may be joined to the meeting by way of real time audio visual communication.
- 18. BORROWING POWERS.**
- 18.1 The Association shall have power to borrow money with or without security in such manner and on such terms and conditions as the Officers shall from time to time think fit, and for such purpose to give and execute debentures, mortgages and securities of every kind and to mortgage or charge all or any part of the property real or personal of the Association.
- 18.2 The power hereby conferred shall not be exercised without prior approval of all Regional Members of the Association in general meeting to which 28 days notice has been given including details of the manner in which repayment will be made.
- 19. ALTERATIONS OF THIS CONSTITUTION**
- 19.1 Alterations to these this constitution and Official Rules of the New Zealand DanceSport Association may be made by way of remits circulated to Regional Members, to be added to, rescinded, or otherwise varied or amended by resolution passed by three-fourths majority of Delegates present at an Annual General Meeting of which not less than 28 clear days notice has been given, or at a Special General Meeting following notice given as per Clause 16.2, which notice shall set forth the purport of such changes. Such notice to be circulated by the Secretary.
- 19.2 No addition to, alteration or recession of this constitution shall be approved if it affects the clauses relating to pecuniary gain or winding up or object without the approval of the Inland Revenue.
- 20. DISSOLUTION**
- 20.1 This Association may be dissolved by resolution at a general meeting. The resolution must be passed by three-fourths majority of those Delegates present, in person or by proxy.
- 20.2 All surplus assets after payment of all costs, debts and liabilities of the Association shall be given or transferred to some other organisation or association having objects similar to the objects of the Association within New Zealand.
- 20.3 Failing such decision the surplus assets will be distributed as determined by a judge of the High Court of New Zealand.



21. LIQUIDATION

21.1 In the event of the Association being put into liquidation, any remaining property of the Association shall be distributed in accordance with a resolution of the Association or as directed by a Judge of the High Court of New Zealand.

22. INTERPRETATION.

22.1 Any matters not provided for in this constitution and any questions as to its interpretation shall be decided by resolution of the Delegates.

23. ACTIVITIES LIMITED TO NEW ZEALAND

23.1 The activities of the Association will be limited to New Zealand.

24. COMMON SEAL

24.1 The Common Seal of the Association will be kept in the custody and control of the Secretary.

24.2 When required, the Common Seal will be affixed to any document following a resolution of the Executive Committee and will be signed by the President or Vice President and one other Delegate.

25. STANDING ORDERS.

25.1 All meetings shall be governed according to Standing Orders contained in Appendix I.