

**SCHEDULE 04.03**

Version No: 01.00

**RULES OF OPERATION**

**FOR**

**THE AUSTRALIAN NATIONAL YOUTH**

**SQUARE DANCE COUNCIL**

**A SUB-COMMITTEE OF THE NATIONAL SQUARE  
DANCE SOCIETY OF AUSTRALIA**

Written by Stephen Bloomfield

As accepted at the AGM of the National Square Dance Society held during the  
45<sup>th</sup> National Square Convention to be held in Hobart  
11<sup>th</sup> – 15<sup>th</sup> June 2004

## CONTENTS

**1.0 Name**

- 1.1) The name of the Council to be called the "Australian National Youth Square Dance Council", hereinafter referred to as the "Council"

**2.0 Mission Statement**

- 2.1) To encourage, promote and foster the development of the modern Square Dance movement in Austral, especially amongst the younger generation.

**3.0 Objectives**

- 3.1) The objectives of the National Society
- 3.2) To increase the profile of the younger square dancers both in the community in general and within the square dance fraternity
- 3.3) To encourage young dancers to become involved with and take interest in the square dancing administration.
- 3.4) To encourage social activities amongst young square dancers.
- 3.5) To have a Youth Council to represent youth and work as a forum of discussion on all relative youth issues.
- 3.6) To promote and publicise Square Dancing to youth throughout Australia.
- 3.7) To foster the development of friendship and unity throughout the Square Dance movement.
- 3.8) To discuss youth issues that would then be passed to the State Societies for their recommendation and for the State Societies to implement any actions they feel justified in the aims of Square Dancing. The result of these actions to be passed back to the Youth Council by delegate and presented to the National Society.
- 3.9) To grow, so that each Square Dance Society within Australia can support a Youth Council at State or Territory level.

**4.0 Powers**

- 4.1) The Council will report all facts to the National Society as is the function of a sub-committee.
- 4.2) The delegates are responsible separately to their own societies, in their state.
- 4.3) Council decisions are to be presented by each delegate to their respective State Societies for their action and recommendations.

## 5.0 Membership

- 5.1) Membership of the Council shall comprise of delegates from their recognised organisations in Australia that have similar objectives to the Council.
- 5.2) Clause 6.1.4
- 5.3) Associate membership (non-voting) of the Council shall be open to all financial members of recognised organizations.
- 5.4) There shall be no additional joining fee for membership of the Council.
- 5.5) Members of the Council must be financial of their relevant State Society
- 5.6) Recognised organisations are those listed in the Appendix G and may only be amended at an annual general meeting of the Council.

## 6.0 Officers

### 6.1) The Committee

- 6.1.1) The Committee shall comprise of nominated delegates elected by each affiliated Organisations. A number of representatives may be elected to the Committee if a Country Delegate is nominated by the relevant State Organisations and agreed to by the National Society.
- 6.1.2) Each state shall have ONE (1) vote. If a state has two or more delegates, they together form a single vote.
- 6.1.3) All delegates and Executive Committee can vote, excepting the Director. In the event of a tied vote, the Director has the casting vote.
- 6.1.4) The President of the National Square Dance Society is an ex-officio member of the Committee. If the President is unable to attend the meeting, the National Square Dance Society will nominate a representative to attend.

### 6.2) The Executive Committee

- 6.2.1) The Executive Committee will be elected from the delegates. When an Executive position is unable to be filled from the delegates, Clause 6.2.4 may be invoked.
- 6.2.2) Executive Committee members will have a term of THREE (3) years. One Executive Committee member will be elected each year at the Annual General Meeting of the Council, to be held at the Australian National Square Dance Convention. This rotation will commence after 1998.

After the initial election in 1997:-  
 Secretary / Treasurer      1998  
 Assistant Director 1999  
 Director                      2000  
 From 2001 the THREE (3) year term rotation will recommence.

- 6.2.3) If a State holds more than ONE (1) Executive position voting rights will be as per Clause 6.1.2.
- 6.2.4) An Executive Committee member does not have to be elected from the Committee, they may be nominated from outside the Committee only with the agreement of the relevant State Society and the National Square Dance Society.
- 6.2.5) No member shall receive financial benefit from Council other than for expenses incurred by authority of the Council or for services actually rendered.
- 6.2.6) All Executive Committee members need to be recognised as such by their respective organisations, for the duration of their position. Therefore are entitled to elect another delegate to fill the vacancy.

## **7.0 Meetings**

### **7.1) The Council**

- 7.1.1) At any meeting of the Council, a minimum of 51% of delegates shall be present to form a Quorum.
- 7.1.2) The Director of the Council shall Chair all meetings. In the absence of the Director, the Assistant Director will act as the Chair, and while so acting, shall exercise all the powers of the Director.
- 7.1.3) The Council shall meet annually at the Australian National Square Dance Convention.
- 7.1.4) The Council may meet at other times for ad hoc or urgent business requirements. Such meetings may only be called with prior approval from the National Square Dance Society Executive.
- 7.1.5) Questions or decisions arising at any meeting shall be a majority vote.
- 7.1.6) At Australian National Square Dance Conventions, the Council's activities will be reported by the Director to the National Square Dance Society.

### **7.2) Suggested agenda for Council AGM's**

- 7.2.1) Refer Appendix E

### **7.3) The Executive Committee**

- 7.3.1) The Executive Committee may meet at any time for ad hoc, or urgent business requirements.
- 7.3.2) Questions or decisions arising at any meeting shall be decided by a majority vote.
- 7.3.3) The Executive Committee may make recommendations for changes to the Rules and Regulations. Any recommendations must be passed at the next meeting of the Council. (See Clause 12.0).

## **8.0 The Executive**

- 8.1) The Executive will consist of THREE positions:-
  - Director
  - Assistant Director
  - Secretary/Treasurer
- 8.2) At ANY meeting of the Executive, TWO (2) shall form a Quorum.
  - 8.2.1) A proxy cannot be held by another member of the Executive.
- 8.3) Between Meetings of the Committee, the Executive may exercise ALL or ANY of the powers, conferred on by the Committee, subject to such actions being ratified by the next general meeting of the Committee.
- 8.4) The Council shall have representation on the National Square Dance Society.
- 8.5) It shall be mandatory of any member of the Executive or Committee to declare financial or personal interest in any matter under discussion or for discussion.

## **9.0 Duties, Responsibilities and Powers of The Executive**

- 9.1) The Executive shall be responsible for the organisation and administration of the Council.
- 9.2) The Executive shall organise and arrange regular meetings and events for the purpose of achieving the aims and objectives under Clause 3.0.
- 9.3) The Executive shall ensure that all reasonable efforts will be made to ensure that all members are given equal opportunity to take part in the activities of the Council.
- 9.4) Any member of the Council is eligible to make public statements on behalf of the Council, subject to the approval of an ordinary meeting of the Council, or, if there is insufficient time a majority of the Executive.
- 9.5) The Executive shall have the authority to release any material which it deems to meet the aims and objectives of the Council.

## **10.0 Director and Assistant Director's Duties**

- 10.1) The Director SHALL chair all meetings.
- 10.2) The Director SHALL guide all discussions and keep on all issues.
- 10.3) The Director shall be accountable for all statements and responsible for all authorised statements made on behalf of the Council.
- 10.4) In the absence of the Director, the Assistant Director shall assume all the Director's responsibilities. (See Clause 7.1.2).

## **11.0 Secretary / Treasurer Duties**

- 11.1) The Secretary / Treasurer SHALL Convene all meetings.
- 11.2) The Secretary / Treasurer SHALL keep a register of all Delegates, which shall be available for inspection, by arrangement with the committee.
- 11.3) The Secretary / Treasurer SHALL cause to be kept, Minutes of all the meetings of the Council and the Executive Committee. The National Square Dance Society to be sent a copy of minutes of all meetings. All Delegates are to receive a copy of the Minutes not later than THREE (3) months after a meeting.
- 11.4) The Secretary / Treasurer shall keep account of all income and expenditure of the committee in a form and manor approved by the Treasurer of the National Square Dance Society.
- 11.5) The Secretary / Treasurer shall report such financial transactions of the committee to the Treasurer of the National Square Dance Society on not less than an annual basis for incorporation into the Annual Report.

## **12.0 Amendments**

- 12.1) These Rules Of Operation may be amended at ANY meeting of the committee, provided a majority of the Delegates present entitled to vote, vote in favour. Notice of

ANY amendments MUST be available to all Delegates at least ONE MONTH PRIOR to the meeting of the council.

- 12.2) The Amendments to the Rules Of Operation must be submitted to the Australian National Square Dance Society for their review and approval.

### **13.0 Dissolution of Council**

- 13.1) The Council SHALL NOT be dissolved, except through a majority recommendation of the Committee to the National Square Dance Society. The Council can only be dissolved by the National Society should this be deemed necessary.

### **Appendix A Badges**

- A.1) A badge will be worn by all Delegates of the Youth Council to indicate to all dancers of their position. The wearing of the badge does not entitle the wearer to any special privileges. Conduct whilst wearing the is viewed as acting as a representative of the National Square Dance Society and will be viewed as such by the National Square Dance Society Delegates.
- A.2) This badge design will be determined by the Executive of the National Square Dance Society in consultation with the Youth Council Executive.
- A.3) The badge is to be worn at all major Square Dance Functions, State and National.
- A.4) The badge remains the property of the National Square Dance Society. Once presented with the badge the Delegate is responsible for maintaining it in good condition and safe keeping.

### **Appendix B Life Members**

- B.1) Life members to the Council will be considered on merit and their contribution to the youth within Square Dancing.

### **Appendix C Definitions**

- In this Rules of Operation
- C.1) The "Council" shall mean the Australian National Youth Square Dance Council, a sub-committee of the National Square Dance Society of Australia.
- C.2) The "Committee" shall mean the Committee of Management of the Council.
- C.3) The "Executive" shall mean the Executive Committee of the Australian National Youth Square Dance Council.
- C.4) "Affiliate" shall mean the State Societies.
- C.6) "Recognised Delegates" shall mean persons that have been nominated by the respective organisations to which written receipt has been received by the committee.
- C.7) "Recognised Organisations" are those that are listed as in Appendix G.

### **Appendix D Foundation Members**

The Following were foundation members of the Council:

- |       |   |         |             |
|-------|---|---------|-------------|
| D.1)  | Square Dance Society of New South Wales Inc.          |         |             |
| D.2)  | New South Wales Square Dance Callers Association Inc. |         |             |
| D.3)  | Victorian Square Dancing Association.                 |         |             |
| D.4)  | Square Dance Society of Queensland.                   |         |             |
| D.5)  | Square Dance Society of Western Australia.            |         |             |
| D.6)  | South Australian Square Dance Society Inc.            |         |             |
| D.7)  | South Australian Callers Association.                 |         |             |
| D.8)  | Tasmanian Square Dance Society Inc.                   |         |             |
| D.9)  | A.C.T. Square Dance Society Inc.                      |         |             |
| D.10) | Australian  | Callers | Federation. |

## **Appendix E Meeting Agenda**

1. Director's welcome and opening remarks
2. Attendance and Apologies
3. Minutes of previous meeting
4. Business arising out of the minutes
5. Correspondence
  - 5.1 Incoming
  - 5.2 Outgoing
6. Delegates reports
7. Election of Office Bearers
8. Guest Speakers
9. Motions of Notice
10. General Business
11. Notices of Motions
12. Date of Next Meetings
13. Close



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## Appendix F Honorary Committee 1997 / 1998

Director Andrew Hearne (NSW)

Asst. Director Angela Bailey (QLD)

Secretary Adrian Brown (VIC)

Committee Leanne Harvey (NSW Country Delegate)

Bianca Little (NSW Metro Delegate)

Tony Marshall (NSW Metro Delegate)

Wilma Flannery (ACF Representative)

Stephen Bloomfield (QLD Delegate)

Colleen Hunt (SA Callers Representative)

Anna Parvia (SA Delegate)

Alan Chandler (Tasmanian Delegate)

Mirrabelle Brown (Victorian Delegate)

Andrew Cooper (WA Delegate)

James Burns (ACT Delegate)

## Honorary Committee 1998/1999

Director Andrew Hearne (NSW)

Asst. Director Angela Bailey (QLD)

Secretary Alan Chandler (TAS)

Committee

Lisa Harvey

Bianca Little

Johnathan Motbey

Wilma Flannery

Stephen Bloomfield

Sonya Volzke

Colleen Hunt

Heather Dandridge

Alan Chandler

Adrian Brown

Andrew Cooper

James

Burns

**Appendix G Recognised Organisation**

- G.1) Square Dance Society of New South Wales Inc.
- G.2) New South Wales Square Dance Callers Association Inc.
- G.3) Victorian Square Dancing Association.
- G.4) Square Dance Society of Queensland.
- G.5) Queensland Callers Association.
- G.6) Square Dance Society of Western Australia.
- G.7) South Australian Square Dance Society Inc.
- G.8) South Australian Callers Association.
- G.9) Tasmanian Square Dance Society Inc.
- G.10) A.C.T. Square Dance Society Inc.
- G.11) Australian Callers Federation.

**Amendments**

Date:	Motion No:	Amendment

**END**