Constitution For The
Operation Of
Australian National
Square Dance Conventions

EDITION NO. 27

DATE OF PUBLICATION: June 2005

[Includes any Amendments made up to and including the Annual General Meeting held at the 44th Australian National Square Dance Convention at Warrnambool, March 2005.]

1.0 CONSTITUTION

1.01 This document is the Constitution for the operation of National Square and Round Dance Conventions in Australia.

(Amended 7.6.81)

2.0 AIMS AND OBJECTS

2.01 The name of the Convention shall be called the Australian National Square Dance Convention.

2.02 The aims and objects of the Convention include the following:

2.021 To provide a program of quality dancing and entertainment for the enjoyment of all.

2.022 To provide a means of developing good fellowship amongst dancers.

2.023 To impart and exchange knowledge and ideas concerning square dancing, round dancing, clogging, contra and other forms of folk and/or country type dancing.

2.024 To provide a forum for the discussion and debating of ideas and developments.

2.025 To refine concepts, standards of dancing, uniformity and the like throughout the whole of Australia.

2.026 To provide a catalyst for the gathering of various experts, committees and organisations relating to these forms of dancing.

2.027 To provide debates, seminars, demonstrations and the like to further the development of the movement.

2.028 To provide a means of advertising these activities to the media and the public as a whole and in particular in the area selected to further develop and encourage participation in the movement.

(Complete paragraph amended 9.6.96)
holding of Australian National Square Dance Conventions and to account for such monies and/or expenditure at each Annual General Meeting. To elect on a regular basis a Chairperson to chair meetings, a Secretary to keep records and a Treasurer to handle the books. These office bearers are authorised to handle and operate a bank account with two out of three to sign.

h) Where in the opinion of the Board an elected Convention Committee is encountering difficulties which in the opinion of the Board will prejudice the success of a Convention, to take whatever action it may consider necessary to ensure the success of that Convention.

[Clause replaced 9.6.96]

3.04 Any member of the Board, an area, or the forthcoming Convenor(s), may request a meeting of the Board.

(New Sub-Clause 19.4.87, amended 29.3.91)

3.05 Where the matter consists of advising the Convenor(s) of the next Convention, it may be dealt with by post at the request of that forthcoming Convenor.

(New Sub-Clause 19.4.87, amended 29.3.91)

3.06 At meetings all members may move motions and shall be permitted to speak on any subject. Voting rights shall be as follows:

a) Where the matter relates to the recommendation of a future Convention Venue, the voting shall be restricted to one vote for the Convenor(s) of the immediate past convention in each area, other members not being entitled to vote.

b) On all other matters all members shall be entitled to vote except future Convenor(s)

(Original 3.06 and 3.07 substituted 20.9.93, altered 9.6.96)

3.07 The names and addresses of the members of the Board shall be published in the South Pacific Square Dance Review once every twelve months

(New clause 27.3.97)

3.08 The Board may lend monies to the Committees of future Conventions.

a) On receipt of an application for a loan, the amount will be agreed between the Board Chairman and Treasurer and the relevant Convention Committee.

b) A letter of agreement shall be sent to the borrowing Committee and payment will only be made on receipt of the returned agreement signed by the Committee Convenor and Treasurer.

c) Settlement of the loan, to the satisfaction of the Board, shall be made three months prior to the commencement of the relevant Convention.

(New clause Mandurah 2002)
4.0 BIDS FOR THE HOLDING OF CONVENTIONS

4.01 Any area in Australia may bid for the privilege of holding a Convention. "Area" is defined as a city, territory, district, or a combination of towns, which on application, in the opinion of the Board, is capable of forming a committee and successfully operating an Australian National Square Dance Convention up to the standard expected and without the assistance of outside sources unless stated so in the application and subsequently approved.

4.02 This bid must be submitted to the Convention three (3) years prior to the year in which it is intended to hold the Convention.

4.03 To facilitate this, the bid should be received by the Board no later than three (3) calendar months prior to the commencement date of the Convention, and shall contain sufficient detail to enable it to be compared and assessed. (Amended 10 June 2001)

4.04 The Secretary to the Board shall cause receipt of the bid to be advertised in the South Pacific Square Dance Review at least one month prior to the forthcoming Convention. (Amended June 2003)

4.05 All bids shall be supported by a presentation to the Annual Meeting of the Board by a spokesperson(s) for the area(s) bidding. The spokesperson(s) shall be given five minutes to explain their submission sufficient for the Board to make appropriate recommendations to the Annual General Meeting.

4.06 Upon an area being granted the right to hold a Convention, the spokesperson(s) for that area is then charged with the duty of preparing additional information for consideration in accordance with the application set out in the Appendix B of the Manual and confirmation at each subsequent Convention up until the holding of the Convention. #

4.07 Nothing contained herein shall prevent a group of dancers applying for the right to hold a Convention in an area outside their normal place of influence or residence or from forming a new group in an area under their sponsorship, provided they have the support of the State concerned.

4.08 Nothing contained herein shall be interpreted as giving an area a given right to book a future Convention for any year ahead but areas with particular reasons may at any time advise of their intentions. All applications shall be dealt with on merit. (Complete clause altered 9.6.96)

4.09 When a bid, Confirmation of Bid or Progress Report is made it should be submitted, together with any dispensation requests, to the Board Secretary so that it can be distributed, with the agenda for the next Board meeting, at least one month prior to that meeting. The Secretary should also forward copies to the Australian Round Dance Association, the Australian Callers Federation, the Australian Clogging Association or any similar organisation. (New Clause Mandurah 2002)
5.0 TIME OF HOLDING CONVENTIONS

5.01 Conventions shall be held yearly.

5.02 It is the sole responsibility of the Area selected to nominate the time and duration of the Convention. However the Convention shall be held between the Easter weekend and the last weekend in June each year.

(Amended 20.9.93)
6.0 ELECTION OF CONVENTION COMMITTEE

6.01 Within six (6) months after acceptance of the bid, the Spokesperson shall cause to be advertised and held a public meeting of Square Dancers within the bidding area for the purpose of electing a Convention Committee.

(Amended Mandurah 2002)

6.02 This Convention Committee may consist of callers and/or dancers.

6.03 It shall be made up of as many members and sub-committees as desired, but shall include the following:

a) Convention Convenor(s) and/or Chairperson(s).

b) Convention Secretary.

c) Convention Treasurer.

d) Convention Treasurer.

(d) (Deleted Mandurah 2002)

e) Publicity Manager.

6.04 Members of the Convention Committee shall be sixteen (16) years of age or over.

(6.04 amended 7.6.98)
7.0 DUTIES OF COMMITTEE MEMBERS

7.01 The duties of the committee members are as follows:

7.02 Convention Chairperson(s):
   7.021 Shall organise and generally preside over all facets of the Convention.

7.03 Convention Secretary:
   7.031 Shall handle all correspondence pertaining to the Convention.
   7.032 The Secretary shall present to the Archives Secretary a complete set of records of the convention, including the minutes of all meetings there held, within six months.
   (Amended 10 June 2001)
   7.033 The Secretary shall, as soon as is practically possible but at the latest within 6 months, present to the Keeper of the Constitution a set of any minutes affecting the Constitution or Manual.
   (Amended 10 June 2001)

7.04 Convention Treasurer:
   7.041 Shall handle all financial matters and on completion present a properly audited set of books.
   7.042 This set of books shall explain how funds were raised and distributed or otherwise dealt with.
   7.043 Receipts shall be issued for monies received and paid.

7.05 (Deleted Mandurah 2002)

7.06 Publicity Manager:
   7.061 Shall make every endeavour to publicise the Convention.
8.0 REPORT AND AUDITED BALANCE SHEET

8.01 Within six (6) months after the completion of the Convention the Chairperson(s) shall cause to be held a public meeting of Square Dancers of that area at which a complete report on the Convention, together with a financial statement and any recommendations deemed necessary shall be submitted.  

[Amended 9.6.96]

8.02 A copy of this report along with an audited balance sheet and any recommendations shall be presented for approval during the Business Session of the following Convention.  

[Amended 9.6.96]
9.0 DISTRIBUTION OF PROFITS

9.01 Should the Convention be run at a profit, the funds so raised may be expended in any of the following ways:

a) General promotion of Square and Round Dancing in that Area.

b) General betterment of Square and Round Dancing in that Area.

c) Allocated in part or whole as capital for the next Convention to be held.

d) Allocation to recognised National Square and/or Round Dancing Organisations.

(New Sub-Clause 22.4.84)

9.02 The funds shall not be used for the gain of any one or more individuals, except where Square Dancing and Round Dancing as a whole benefits, without prior approval of a Convention General Meeting.

9.03 Funds shall not be given to any individual or organisation, not connected with Square Dancing, without prior approval of a Convention General Meeting.
10.0 REGISTRATION

10.01 The Committee shall cause to be registered the name of every visitor to the Convention in a Convention Register Book and shall issue to every person registered a card with his/her name thereon together with some means of State, Area or Country identification.

(Amended 17.10.82)

10.02 Each State, Area or Country shall be recognised by a different colour as follows. The colour codes quoted on the right are references to the Australian Standards Association of Australia Code AS 2700 and may be quoted when placing orders for specific colours.

<table>
<thead>
<tr>
<th>State</th>
<th>Official name</th>
<th>AS No</th>
<th>AS name</th>
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<tbody>
<tr>
<td>a) Queensland</td>
<td>Maroon</td>
<td>R54</td>
<td>Raspberry</td>
</tr>
<tr>
<td>b) New South Wales</td>
<td>Blue</td>
<td>B23</td>
<td>Bright Blue</td>
</tr>
<tr>
<td>c) Australian Capital Territory</td>
<td>Turquoise</td>
<td>T15</td>
<td>Turquoise</td>
</tr>
<tr>
<td>(Amended Mandurah 2002)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>d) Victoria</td>
<td>Red</td>
<td>R13</td>
<td>Signal Red</td>
</tr>
<tr>
<td>e) South Australia</td>
<td>Purple</td>
<td>P23</td>
<td>Lilac</td>
</tr>
<tr>
<td>f) Tasmania</td>
<td>Green</td>
<td>G13</td>
<td>Emerald</td>
</tr>
<tr>
<td>g) Western Australia</td>
<td>Yellow</td>
<td>Y13</td>
<td>Vivid Yellow</td>
</tr>
<tr>
<td>h) Northern Territory</td>
<td>Orange</td>
<td>X15</td>
<td>Orange</td>
</tr>
<tr>
<td>i) Hunter Valley NSW</td>
<td>Olive</td>
<td>G35</td>
<td>Lime Green</td>
</tr>
<tr>
<td>j) New Zealand</td>
<td>Black</td>
<td>N61</td>
<td>Black</td>
</tr>
<tr>
<td>(Amended 10.6.01)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>k) Overseas</td>
<td>Silver Grey</td>
<td>N24</td>
<td>Silver Grey</td>
</tr>
<tr>
<td>(Amended 20.9.93)</td>
<td></td>
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</tr>
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</table>
11.0 PROGRAMME

11.01 The programme for the Convention shall be left to the discretion of the organising Committee. However, the Committee shall always include the following:

11.011 Square dance sessions.

11.012 A time allocated for the presentation of new Callers from each Area. In this regard, the Australian Callers Federation shall approve the quality of the Caller before he is permitted to be included on the programme.

11.013a) A round dance session
b) A round dance meeting
c) A national Callers meeting

d) A meeting of the State Editors and Co-ordinating Editor of the South Pacific Square Dance Review.

e) Meetings of the various Square Dance Societies and organisations throughout Australia as outlined in the Manual.

11.014 An Annual General Meeting. The quorum for the Annual General Meeting shall be 20 dancers. The business of the Annual General Meeting shall be as follows:

a) Welcome by the Convention Convenor(s).
b) Minutes of the previous Annual General Meeting.
c) Report from previous Convention Convenor(s) and presentation of Statement.
d) Reports from each Organisation, Area, State or Country from which representatives are present.
e) Confirmation of the Convention to be held one (1) year hence. This confirmation shall include an undertaking by the committee that this Constitution shall be adhered to and the programme shall include all the essentials mentioned in this clause.

f) Statements on the progress of arrangements for subsequent Conventions.
g) Acceptance of bids for the Convention to be held three (3) years hence and voting thereon.
h) Special Business :

1) Amendments to the Constitution submitted in accordance with Clause 12.

2) Motions submitted in writing three (3) weeks prior to Convention.
3) Amendments to the Operations Manual, such being dealt with after the Constitution Amendments.

11.017 a) When in the opinion of either the Convention Committee or the
       Board, there is a subject(s) or topic(s) to be dealt with at the
       Annual General Meeting which would preclude the normal
       business being conducted within the time set, such as lengthy
       amendments to the Constitution or Manual, an Extraordinary
       General Meeting shall be held at an advertised time prior to the
       Annual General Meeting with the nominated subject(s) or topic(s)
       as the only business.

       b) The results of that meeting shall be conveyed to the Annual
           General Meeting and shall be incorporated therein without further
           discussion.

11.018 In addition the programme may, if feasible, include

   a) A time allocated for the demonstration of new ideas from
      each Area,

   b) Seminars for Callers and Round Dance and Clogging Cuers
      and Instructors.

   c) A series of lectures, debates or talks, discussion panels and
      workshops on aspects affecting the operation of Square
      Dancing.

   (Whole Clause restructured 10 June 2001)
12.0 AMENDMENTS TO THE CONSTITUTION

(whole section re-organised 7.6.98)

12.01 This Constitution may only be amended as follows:

12.011 Any Dancer may at any time submit suggestions to amend the Constitution to the Board, who will then publish them, prior to the next *Convention, in the South Pacific Square Dance Review for comment. The Board will evaluate the suggested amendments and any comments received, and present them to the Annual General Meeting together with the Board’s opinion.

12.012 An Amendment shall only be considered as being passed when approved by a 75% majority vote.

12.013 Nothing contained herein shall prevent an Annual General Meeting from passing a motion setting aside a particular requirement for one Convention where it is in the best interests of that Convention, provided that the motion is passed by an 75% majority of those present.

* Depending on timing of submission, and publication dates of the South Pacific Square Dance Review.

(ammended 7.6.98)
13.0 ARCHIVES SECRETARY AND KEEPER OF THE CONSTITUTION

13.01 To maintain a correct continuance of records, the Board shall elect two Square Dancers of long standing and reliable repute, in the first instance, to receive, keep and maintain a full set of records of every Convention, and in the second instance, to receive details of any alterations so as to maintain an up to date copy of the Constitution and Manual, to receive and have published any proposed new amendments and to act as reference.

(Amended 27.3.97)

13.02 The Board shall set their term of office and in doing so shall take into consideration the need for continuity.

(Amended 27.3.97)

13.03 The Archives Secretary and the Keeper of the Constitution shall make available at reasonable cost, in the first instance, copies of any minutes, and in the second instance, copies of any Constitution and Operations Manuals as required. Any costs will be recompensed by the Board.

(New clause 27.3.97)

13.04 The cost of compiling the records of the Convention and an agreed sum for the operating expenses of the Board shall be borne by that Convention and shall be built into the costing.

(New clause 27.3.97)
14.0 CONCLUSION OF CONVENTIONS

14.01 At the conclusion of a Convention, the Convenor(s) shall officially close the Convention and introduce the Convenor(s) for the next Convention who shall represent all the people in thanking the Convenor(s) for the Convention just closed.
15.0 SPONSORSHIP

15.01 The Convention, in part or whole, may be sponsored by a business, government or group of interested parties on the following basis and conditions.

15.011 Any product advertised shall not be related to or be part of:

   a) Smoking
   b) Alcohol
   c) Drugs

15.012 The product advertised and the manner in which it is advertised shall not be against the best interests of Square Dancing.

15.013 The manner in which the advertising is carried out shall not interfere with or denigrate the standard of the Convention.

15.014 All remunerations, payments and rights received shall be paid into the Convention funds or balanced against costs and be distributed in accordance with Clause 9.

(New Clause 26.4.86)
16.0 OPERATIONS MANUAL

16.01 An Operations Manual for the operation of Australian National Square Dance Conventions shall be attached to this Constitution.

16.02 The Operations Manual shall be for the purpose of advising future Convention Committees.

16.03 The Operations Manual shall incorporate all technical and operational matters considered to be necessary for the success of future Conventions.

16.04 The Operations Manual shall specifically define whether an item is obligatory or a recommendation only. Matters shall only be made obligatory when they are considered necessary for the welfare of Square Dancing as a whole or the Convention in particular.

16.05 Any Dancer may at any time submit proposed alterations to the Operations Manual to the Board, who will then publish them, prior to the next* Convention, in the South Pacific Square Dance Review for comment. The Board will evaluate the suggested alterations and any comments received, and present them to the Annual General Meeting together with the Board's opinion.  

(Amended June 1998)

* Depending on timing of submission, and publication dates of the South Pacific Square Dance Review.

16.06 The Operations Manual may only be altered in the following manner:

(a) No proposed alteration shall be considered at an Annual General Meeting unless it has been dealt with in accordance with Clause 16.05.

(b) An alteration shall be passed by a 75% majority at an Annual General Meeting.

(c) If a Motion is passed altering the Constitution so that it is at variance with a statement in the Manual, then that statement shall be immediately altered, as the Constitution overrides the Manual.  

(Amended June 2003)
17.0 LIFE PATRONS

17.01 The title of Life Patron may be conferred upon a person who has contributed outstanding service to the Square and/or Round Dance Movement in general and Australian National Square Dance Conventions in particular.

17.02 The title may be conferred after the following:-

   a) A nomination to confer Life Patron on a person must be submitted to the Convenor(s) six (6) months prior to the Convention together with supporting documentation, such nomination to be referred to the Board

      (Amended 20.9.93)

   b) If the Board recommends the nomination the Convenor(s) shall cause a notice to be advertised in each State a minimum of one (1) month prior to the Convention.

      (New Clause 20.9.93)

   c) Such Motion shall be passed by a 75% majority at that Annual General Meeting.

      (New clause 20.9.93)

   d) The passing of the motion shall be publicised and must then be confirmed at the subsequent Annual General Meeting by a simple majority prior to the conferring of the title of Life Patron.

      (New clause 20.9.93)

17.03 The title is an honorary one and does not imply any rights or privileges.

      (New Clause 16.4.86)
18.0 WINDING UP OR DISSOLUTION

If upon winding up or dissolution of the Australian National Square Dance Convention, there remains after satisfaction of all its debts and liabilities, any property whatsoever, the same shall be given or transferred to some other Square Dance Society, or a body having objects similar to those of the National Square Dance Society of Australia, and which shall prohibit the distribution of its or their income and property amongst its or their members and which is a fund, authority or institution as determined by section 23 of the Income Assessment Act 1936 (as amended).

(New Clause 29.3.91)

************************************************************************ END OF CONSTITUTION ************************************************************************

Explanatory Notes:

"Amendment" refers to the preceding paragraph being amended on that date.

"New Clause" refers to a whole new clause or section being added.

"New Sub-Clause" refers to a new paragraph or sub-paragraph being added.

Certification

I hereby certify that to the best of my knowledge the above is an accurate copy of the Constitution for the operation of Australian National Square Dance Conventions incorporating any Amendments passed up to and including those at the Annual General Meeting held at 46th Australian National Square Dance Convention in Warrnambool, June 2003.

For purposes of identification
this issue shall be known as
Edition No. 27.

Certified ........................................

Terry Polleycutt

Dated...31 June 2005