

**Regulations for the
Operation of
Australian National
Square Dance Conventions**

Issue 33

Date of Publication April 2017

Summary of Amendments Index

Item	Clause	Clause Heading	Date of Change
		Issue 29	
1		Change to By Laws for National Conventions as a direct result of incorporation of the Australian National Square Dance Convention Board	June 2010
		Issue 30	
2	9.04(f)	Additional Committee position of Liaison Officer	April 2013
3	10.07	Duties and Responsibilities of Liaison Officer	April 2013
4	10.062	ACF Programme Advisory Panel reference	April 2013
		Issue 31	
5	9.04(f)	Not an Elected position on the Committee	May 2014
6	4.1	Board Liaison Officer	May 2014
7	10.07	Moved to 4.10	May 2014
		Issue 32	
8	9.01	Provisional Convention Committee and Board	June 2016
	9.02	Convention Committee and Board	June 2016
	9.07	Board Sub Committee	June 2016
		Issue 33	
9	1.08	Dancers Interest Meeting	April 2017
10	5.1	Funds – Omitted when new Constitution approved (New Clause)	April 2017
11	5.2	Insurances (New Clause)	April 2017
12	15.0	Clarification of procedures	April 2017
13	MOU	Insurance Changes	April 2017

Adopted at the Special General meeting of the 51st Australian National Square Dance Convention, Wodonga, 2010 as a direct result of incorporation of the Australian National Square Dance Conventions Board Inc. which now is administered under the Victorian Rules of Incorporation This edition has been amended to include all changes up to the AGM of the 57th Australian National Square Dance Convention and to take account of current trends and requirements. Certain matters of fact may have been altered in accordance with approved practice.).

Contents

Summary of Amendments Index	2
Contents	3
1.0 DEFINITIONS.....	5
2.0 AIMS AND OBJECTS.....	5
3.0 THE BOARD	6
4.0 THE BOARD's DUTIES	6
4.1 BOARD LIAISON OFFICER	7
5.0 THE BOARD's FINANCES.....	8
5.1 FUNDS.....	9
5.2 INSURANCES.....	9
6.0 PUBLIC ADVICE	9
7.0 APPLICATION FOR THE HOLDING OF CONVENTIONS.....	10
8.0 TIME OF HOLDING CONVENTIONS	11
9.0 ELECTION OF CONVENTION COMMITTEE	11
10.0 DUTIES OF CONVENTION COMMITTEE MEMBERS	12
11.0 REPORT AND AUDITED BALANCE SHEET	13
12.0 DISTRIBUTION OF FUNDS	13
13.0 REGISTRATION.....	14
14.0 PROGRAMME	14
15.0 AMENDMENTS TO THE REGULATIONS	16
16.0 ARCHIVAL SECRETARY AND DOCUMENTS MANAGER	17
17.0 CONCLUSION OF CONVENTIONS.....	17
18.0 SPONSORSHIP.....	17
19.0 BY-LAWS	18

20.0 WINDING UP OR DISSOLUTION	18
CERTIFICATION	19
COPYRIGHT.....	19
Memorandum of Understanding.....	20

1.0 DEFINITIONS

- 1.01 This document is the Regulations for the operation of Australian National Square Dance Conventions.
- 1.02 The Authority overseeing the operation of Australian National Square Dance Conventions is the Australian National Square Dance Convention Board Inc., hereafter referred to as "The Board".
- 1.03 The Board Executive Committee is that group of The Board's members elected by The Board to carry out the day to day duties of the Australian National Square Dance Convention Board Inc.
- 1.04 The Convention Committee is the Committee that operates the various National Square Dance Conventions.
- 1.05 Conventions are defined as past, present or future.
- 1.06 The present Convention Committee is that committee for the next immediate Convention.
- 1.07 The tenure of the immediate (or present) Convention Committee is defined as for the next convention up to and including the closing ceremony when it will become the "immediate past" Convention Committee.
- 1.08 The National Square Dance Convention Annual General Meeting shall be referred to as the "Dancers Interest Meeting".

2.0 AIMS AND OBJECTS

- 2.01 The name of the Convention shall be the Australian National Square Dance Convention.
- 2.02 The aims and objects of the Convention include the following:
 - 2.021 To provide an enjoyable dancing experience
 - 2.022 To provide a programme of quality dancing and entertainment for the enjoyment of all delegates.
 - 2.023 To provide a means of developing good fellowship amongst dancers.
 - 2.024 To impart and exchange knowledge and ideas concerning square dancing, round dancing, clogging, contra and other forms of folk and/or country type dancing.
 - 2.025 To provide a forum for the discussion and debating of ideas and developments.
 - 2.026 To refine concepts, standards of dancing, uniformity and the like throughout the whole of Australia.
 - 2.027 To provide a catalyst for the gathering of various experts, committees and organisations relating to these forms of dancing.

- 2.028 To facilitate and encourage relevant debates, seminars, demonstrations and the like.
- 2.029 To provide a means of advertising activities to the media and the public as a whole and in particular in the convention area to further develop and encourage participation in the movement.

3.0 THE BOARD

- 3.01 Australian National Square Dance Conventions shall be guided by The Board who shall select the successful applicant and subsequently oversee the preparation and operation of a Convention by a Convention Committee as outlined herein.

4.0 THE BOARD'S DUTIES

- 4.01 The duties of The Board are as follows:
 - 4.011 Act as a general overseeing body for the holding of Australian National Square Dance Conventions.
 - 4.012 Receive applications for future Conventions and after due analysis and consideration determine the most suitable applicant.
 - 4.013 Declare and announce the successful applicant of the future National Square Dance Convention to be held three years hence during the closing ceremony of the current Convention.
 - 4.014 Enter into an agreement with any Convention Committee subsequently elected after an area has been chosen, the public meeting is held and the office bearers are notified.
 - 4.015 Assist and advise each Convention Committee as considered necessary or requested.
 - 4.016 Ensure that each elected Convention Committee complies with these Regulations and the accompanying By-Laws, unless otherwise approved.
 - 4.017 Conduct annual reviews of approved future Convention Committee planning and programming so as to make recommendations thought necessary to guarantee the continued high standard and integrity of Australian National Square Dance Conventions are maintained.
 - 4.018 Acquaint the Convention Committee of the permits, approvals, insurances and the like necessary to indemnify The Board, the Convention Committee and the delegates from any liabilities and/or actions including all those mentioned in the By-Laws.
 - 4.019 Encourage the holding of Australian National Square Dance Conventions in new areas so as to foster the wider development of Square Dancing in general.

4.020 Where in the opinion of The Board an elected Convention Committee is encountering difficulties that may prejudice the success of a Convention, or is acting contrary to the guidelines stated in this document or the By-Laws, The Board may take whatever action it considers necessary to ensure the success of that Convention.

4.1 BOARD LIAISON OFFICER

4.11 The Board will appoint a Liaison Officer to deal directly with the Convention Committee to assist with the organisation of the convention in accordance with the Regulations and By-Laws

4.101 Commitment/Requirements/Qualifications

- a) Make a three year commitment
- b) Have a good working knowledge of the Constitution, Rules and By-Laws
- c) Be prepared to attend as many meetings as required
- d) Be prepared to work with your committee allowing them the freedom to express themselves in their own convention.
- e) Acquire a good working knowledge of programming guidelines (ACF/ARDA/ACA).

4.102 Responsibilities and Duties

- a) Where possible spend time with the new committee to go through the Constitution, Rules and By-Laws with them, ensuring that all committee members receive a hard copy of them.
 - b) With the Convenor, the Liaison Officer should keep an overview of the time lines for matters to be considered (i.e. three year plan).
 - c) Ensure that the Convenor and the Programme Manager are aware of the national bodies (i.e. ACF and ARDA) assistance and particularly the callers Programme Advisory Panel.
 - d) While the Liaison Officer is an important representative of The Board, he/she is also a member of the committee, not an outsider; however he/she cannot favour committee decisions above those of The Board.
 - e) Not only has the Liaison Officer to have a good relationship with the committee he must have credibility and the respect of the committee in order to have advice and suggestions taken seriously.
 - f) It follows that the Liaison Officer and the Convenor must be prepared to justify all comments, suggestions and decisions that have to be passed on to The Board as well as take constructive criticism and recommendations back to the committee.
 - g) Get to know the committee (very well)
 - h) Get involved in the promotion of that convention
 - i) Be prepared to work with your committee allowing them the freedom to express themselves in their own convention.
-

- j) Be supportive.
- k) Always be approachable.
- l) Emphasise that the relationship between the convention committee and the Liaison Officer must be open at all times. There is no place for secrecy.
- m) Assist with the co-ordination of reviewing of the final program and ensure considerations of all administration requirements are included within the program.

5.0 THE BOARD'S FINANCES

- 5.01 The operating expenses of The Board, including but not confined to the cost of maintaining and storage of the records mentioned under clause 16.03 along with the cost of notices advertised in the Australian Square Dance Review, shall be included in the cost of the Convention.
- 5.02 The Board shall provide details to the Convention Committee of this amount based on a per delegate basis at the time of the agreement being approved. Such cost shall allow for estimated inflation from that time until the date of the Convention if considered necessary.
- 5.03 The Board shall receive and administer monies which may be collected for or given to The Board for promotional and other purposes relating to the holding of Australian National Square Dance Conventions and to account for such monies and/or expenditure at each post convention Board Meeting.
- 5.04 The Board may provide a loan to the Committees of future Conventions under the following guidelines:
 - 5.041 Following the receipt of an application and after appropriate investigation and consideration an application for a loan may be granted, the amount being agreed between The Board Executive, and the future Convention Committee. If the convention committee is a sub-committee of a State body, the State body should also be included in the negotiations.
 - 5.042 A letter of agreement in duplicate shall be sent to the respective future Convention Committee for signing. Payment will be made on receipt of the returned agreement signed by the Convention Committee Convenor, Treasurer and State Executive (where applicable).
 - 5.043 Settlement of the loan, to the satisfaction of The Board, shall be made three months prior to the commencement of their subsequent Convention unless special dispensation has been granted by The Board's Executive Committee.
- 5.05 The Executive Committee along with members residing within the State/Territory of the Treasurer are authorised to manage a bank account with any two to sign.

5.1 FUNDS

- 5.11 The funds of The Board must be kept in an account in the name of the association in a financial institution decided by the management committee.
- 5.12 The Treasurer of The Board must:-
- (a) collect and receive all monies due to The Board and make all payments authorised by The Board: and
 - (b) keep correct accounts and books showing the financial affairs of The Board with full details of all receipts and expenditure connected with the activities of The Board.
- 5.13 Payment made by cheque must be signed by any one of the following.
- (i) The President
 - (ii) The Secretary
 - (iii) The Treasurer
 - (iv) other member/s authorised from time to time by the Executive Committee.

Prior written authorisation must be obtained from any two of the other signatories. Cheques shall be crossed "not negotiable" except those in payment of allowances or petty cash recoupments which may be open.

- 5.14 Payment made by electronic transfer will be carried out by the Treasurer and prior written authorisation must be obtained from any two of the other signatories.
- 5.15 The funds of The Board shall be derived from levies upon Conventions, donations and such other sources as the executive determines.
- 5.16 The assets and income of The Board shall be applied solely in the furtherance of its objectives and no portion shall be distributed, directly or indirectly, to its members of The Board except as bona fide compensation for services rendered or expenses incurred on behalf of The Board

5.2 INSURANCES

- 5.21 The Board shall be required to hold a current Public Liability Insurance policy to insure the whole Convention for a minimum public risk of \$10,000,000 (ten million dollars) or such amount as required by the venue. This policy is held by the board and not the Convention Committee.

6.0 PUBLIC ADVICE

- 6.01 For information purposes the names and contact information of the members of The Board (subject to each members agreement) shall be listed on the national web site (if available), noted of it's availability in the Review (once every year), made available for publication to each state magazines or any other web site and made available upon a request to the Secretary of The Board.

7.0 APPLICATION FOR THE HOLDING OF CONVENTIONS

- 7.01 Any area in Australia may make application for the privilege of holding a Convention. "Area" is defined as a city, or territory which in the opinion of The Board is capable of forming a committee and successfully operating an Australian National Square Dance Convention of the standard expected.
- 7.02 The application should include sufficient information about the various items listed in the By-Laws including hall sizes and capabilities, sound, financial estimates and projections plus a wide range of information including nearby amenities, features of the area, transport and accommodations sufficient for a detailed comparison and assessment to be made. The application should state that the bid is without the assistance of outside sources, or identify such sources.
- 7.03 The application must be presented to The Board meeting three (3) years prior to the year in which it is intended to hold the Convention. To facilitate this it should be received by The Board no later than four (4) calendar months prior to the commencement date of that Convention.
- 7.04 Upon receipt of the application The Board Secretary shall arrange for notification of it to be advertised in the Australian Square Dance Review and web site and the notification of it's availability for publication to all State magazines at least one month prior to the forthcoming Convention inviting written comment from any interested dancer.
- 7.05 All applications shall be supported by a presentation to The Board by a spokesperson(s) for the area. The spokesperson(s) shall be given sufficient time (approx. ten minutes) to explain the submission and shall subsequently answer any questions sufficiently to enable The Board to make a decision.
- 7.06 Upon an area being granted the right to hold a Convention, the spokesperson(s) or the subsequent elected Convenor for that area is then charged with the duty of preparing additional information for consideration in accordance with the application followed by a progress/confirmation report at each subsequent Convention up until the holding of their Convention.
- 7.07 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 any State body concerned.
- 7.08 When an application, Confirmation 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 Callers Federation, Australian Round Dance Association, or any similar organisation. The Secretary should also advertise it's availability in the review, website (if available) and state magazines (subject to publications dates)

- 7.09 Nothing contained herein shall be interpreted as giving any 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.

8.0 TIME OF HOLDING CONVENTIONS

- 8.01 The Board shall make every endeavour to ensure that a convention is held every year
- 8.02 The Convention shall be held between the Easter weekend and the last weekend in June inclusive each year unless otherwise approved in the application.
- 8.03 It is the responsibility of the Area selected to nominate the time and duration of the Convention. Account should be taken to the need to provide a time that will maximize delegate attendance.

9.0 ELECTION OF CONVENTION COMMITTEE

- 9.01 If the bid is successful The Board will approve of the applicants as the Provisional Convention Committee. Such committee shall liaise with the Board's Executive as to all aspects of planning.
- 9.02 Within a period of 6 months from the acceptance of the bid, the Provisional Convention Committee Chairman shall cause to be advertised and held a public meeting of all interested Dancers within the bidding area for the purpose of electing a Convention Committee. Once this meeting has been held, the minutes, and a Chairman's report, must be forwarded to the Secretary of the Board for the Executive Committee 1(one) month after the meeting is held.
- 9.03 This Convention Committee should preferably consist of callers and/or dancers.
- 9.04 It shall be made up of as many members and sub-committees as desired, but shall include as a minimum the following 5 persons:-
- a) Convention Convenor
 - b) Convention Secretary.
 - c) Convention Treasurer/Registrar.
 - d) Publicity Manager.
 - e) Programme Manager

- 9.05 It is considered appropriate and advisable the majority of members elected to a Convention Committee should consist of those who initiated the original application to ensure consistency with the approved bid.
- 9.06 For legal requirements members of the Convention Committee must be sixteen (16) years of age or over.
- 9.07 The Convention Committee shall become a subcommittee of the Board. This subcommittee shall operate independently of the Executive Committee of the Board provided all facets of the Convention Rules and Bylaws are met. Refer By-Laws 101.9

10.0 DUTIES OF CONVENTION COMMITTEE MEMBERS

- 10.01 The duties of the committee members are as follows:
- 10.02 Convention Chairperson (Convenor):
- 10.021 Shall organise, generally preside and take responsibility for all facets of the Convention.
- 10.03 Convention Secretary:
- 10.031 Shall handle all correspondence pertaining to the Convention and ensure that all committee members and The Board Liaison Officer receive notice of meetings, agendas and minutes.
- 10.032 Within a period of six months after the Convention the Secretary shall present to the Archives Secretary a complete set of records of the convention, including the minutes of all meetings that were held.
- 10.033 The Secretary shall present to the Documents Manager a set of all meeting minutes, in particular those affecting the Regulations or By-Laws, within a period of six months.
- 10.04 Convention Treasurer:
- 10.041 Shall handle all financial matters and maintain thorough and accurate records of income and expenditure so as to facilitate audit and within 6 Months after completion of the Convention present a properly audited financial statement.
- 10.042 The financial statement shall explain how funds were raised and distributed or otherwise dealt with.
- 10.043 Receipts shall be issued or obtained for all monies received and paid.
- 10.05 Publicity Manager:
-

10.051 Shall arrange for the Convention to be publicised effectively both within Australia and worldwide.

10.06 Programme Manager

10.061 Shall arrange and prepare a program suitable for a National Square Dance Convention for the committee and The Board Liaison Officer to evaluate and approve.

10.062 Shall liaise with all bodies (e.g. Australian Callers Federation's Programme Advisory Panel (PAP), Australian Round Dance Association, etc.) to ensure that all programmed caller/cuer programming will meet the expected requirements for National Square Dance Conventions.

10.063 Shall ensure that venues for Annual General Meetings, conferences and the like are set out in the Convention Programme in such a manner that any conflict of times between related interests is minimised.

10.064 Shall appoint a person having expertise in electronics to ensure the sound meets the requirements of all groups including recordings at meetings.

11.0 REPORT AND AUDITED BALANCE SHEET

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

11.03 This report along with an audited balance sheet shall be presented to The Board Executive no later than 2 months prior to the forthcoming convention for tabling and presented to the General Meeting of the convention.

12.0 DISTRIBUTION OF FUNDS

12.01 Should the Convention be run at a surplus, the funds so raised may be expended in any of the following ways:-

12.011 General promotion of Square and Round Dancing in that Area.

12.012 General improvement of Square and Round Dancing in that Area.

12.013 Allocated in part or whole as capital for the next Convention to be held in that area, with the details lodged with the Treasurer of The Board for safe keeping.

12.014 Allocated to recognised National Square Dance and/or Round Dance Organisations or related bodies in appreciation of their support of the convention.

12.015 Allocated to a trust fund managed by The Board for future Square Dance Conventions.

- 12.02 The funds shall not be used for the gain of any individual or organisation, except where Square Dancing and Round Dancing as a whole benefits, without prior approval of The Board Executive Committee.
- 12.03 Funds shall not be given to any individual or organisation, not connected with Square Dancing, without prior approval of The Board Executive Committee.

13.0 REGISTRATION

- 13.01 The Committee shall register the name of every delegate to the Convention in a Convention Register and shall issue a ribbon or similar identification to everyone registered indicating their State, Area or Country of residence.
- 13.02 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

State	Official name	AS No	AS name
a) Queensland	Maroon	R54	Raspberry
b) New South Wales	Blue	B23	Bright Blue
c) Australian Capital Territory	Turquoise	T15	Turquoise
d) Victoria	Red	R13	Signal Red
e) South Australia	Purple	P23	Lilac
f) Tasmania	Green	G13	Emerald
g) Western Australia	Yellow	Y13	Vivid Yellow
h) Northern Territory	Orange	X15	Orange
i) Hunter Valley NSW	Olive	G35	Lime Green
j) New Zealand	Black	N61	Black
k) Overseas	Silver Grey	N24	Silver Grey

14.0 PROGRAMME

- 14.01 The programme for the Convention shall be left to the discretion of the organising Committee who shall liaise with the various caller, cuer and dancer groups to satisfy their requirements. The Committee shall always include the following:-

-
- 14.011 Pre and Post Board general meetings.
- 14.012 Square dance sessions.
- 14.013 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 they are permitted to be included on the programme.
- 14.014 Round dance sessions and segments including a showcase time.
- 14.015 A National Callers meeting
- 14.016 A National round dance meeting
- 14.017 A meeting of the State Editors and Co-ordinating Editor of the Australian Square Dance Review.
- 14.018 Meetings of the various Square Dance Societies and organisations throughout Australia as outlined in the By-Laws.
- 14.019 The Dancers Interest Meeting. The quorum for the Meeting shall be 20 dancers. The business of the Annual General Meeting shall be as follows:
- a) Welcome by either the Chairman of The Board, the Convention Convenor, or the meeting Chairman.
 - b) Minutes of the previous Dancers Interest Meeting.
 - c) Report from the immediate past Convention Convenor and presentation of Financial Statement.
 - d) Reports from each State, Area or Country from which delegates are present.
 - e) Reports from each Organisation (i.e. Australian Callers Federation, Australian Round Dance Association, etc.),
 - f) Report from The Board.
 - g) Statements on the progress of arrangements for the Convention to be held 2 years hence.
 - h) Confirmation of the Convention to be held one (1) year hence.
 - i) Any Special Business, (which notice has been given)
 - j) General Business.
- 14.020 a) When in the opinion of The Board Executive Committee, there is a subject(s) or topic(s) to be dealt with at the Dancers Interest Meeting that would preclude the normal business being conducted within the set time, an Extraordinary General Meeting shall be held at an advertised time prior to the commencement of the Convention with the nominated subject(s) or topic(s) as the only business.
- b) Should an Extraordinary General Meeting be held notice of the meeting shall be prominently advertised in the Square Dance Review and made available for publication in State magazines at least four weeks prior to the Convention. (time permitting)
-

- c) The results of such an Extraordinary General Meeting shall be announced at the Dancers Interest Meeting and shall be incorporated therein without need for further discussion.

14.021 Additional Programme Events. The following additional events should be considered to enhance the experience of the Convention

- a) Time may be allocated for the demonstration of new ideas, spectacular dance demonstrations or other entertainment during dance intervals.
- b) Seminars for Callers and Round Dance and Clogging Cuers and Instructors.
- c) A series of lectures, debates or talks, discussion panels or workshops on aspects affecting the operation of Square Dancing and/or allied activities.

15.0 AMENDMENTS TO THE REGULATIONS

15.01 These Regulations may be amended as follows:

15.011 Any Dancer may at any time submit a suggestion to amend the Regulations to The Board,

15.012 The Board shall acknowledge receipt of any suggestions and advise the person in writing of the result. If the suggestion is not accepted The Board shall advise the dancer of the reason.

15.013 The Board may instigate amendments for the Regulations in its normal course of operations at any time The Executive Committee will distribute a copy of the amendment for comment to all Board Members once finalised. Any comment should be made in writing to The Board one month prior to the next Convention

15.014 An amendment shall only be considered as being passed when approved by a 75% majority vote of The Board.

15.015 The Board shall announce any alterations made at the Dancers Interest Meeting and amend the Regulations as required.

15.016 Any amendment to the Regulations will take effect from the convention at which it was made, however, if it is to the disadvantage of any future convention currently approved then an exemption is to be considered by The Board.

15.017 Nothing contained herein shall prevent an Annual Board 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 a 75% majority of those present.

15.018 Any amendment to the Regulations will be subsequently published in the Australian Square Dance Review*, the website (if available) and made available for publication to State magazines* If the amendments are not advertised due to any reasonable reason, The Board may still deal with them in the normal course and detail it fully when advertising any approved amendments in the Australian Square Dance Review.

* Depending on timing of submission and publication dates of the Australian Square Dance Review and State magazines.

16.0 ARCHIVAL SECRETARY AND DOCUMENTS MANAGER

- 16.01 The Archival Secretary shall receive, keep and maintain a full set of records of every Convention. A selection of the records are to be on display for perusal at every Convention and stored in a safe place for future display.
- 16.02 A Documents Manager shall maintain and report to The Board on all matters pertaining to the keeping of current copies of the Regulations and By-Laws. The duties shall include receiving and reporting on proposed amendments to these documents and providing to The Board members current sets of documents immediately prior to each convention or when necessary.
- 16.03 The cost of maintaining and storage of the records of the Convention and amendments to the Documents shall be borne by The Board.

17.0 CONCLUSION OF CONVENTIONS

- 17.01 At the conclusion of a Convention, the Chairman of The Board shall officially close the Convention and introduce the Convenor for the next Convention. The Chairman of The Board will also represent all delegates in thanking the Convenor for the Convention just closed.
- 17.02 During this period the Chairperson of The Board shall also announce to delegates the successful bidder for the Convention to be held in three years' time.

18.0 SPONSORSHIP

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

- 18.011 Any product advertised should not be related to or be part of:
- a) Smoking

b) Drugs

- 18.02 The product advertised and the manner in which it is advertised shall not be against the best interests of Square Dancing and must receive prior approved by The Board Executive Committee.
- 18.03 The manner in which the advertising is carried out shall not interfere with or denigrate the standard of the Convention.
- 18.04 All remunerations, payments and rights received shall be paid into the Convention funds and noted in the final Audited Financial Statement.

19.0 BY-LAWS

- 19.01 The By-Laws for the operation of Australian National Square Dance Conventions shall be attached to and read in conjunction with these Regulations.
- 19.02 The By-Laws shall be for the purpose of advising future Convention Committees.
- 19.03 The By-Laws contains most of the technical and operational matters considered to be necessary for the success of future Conventions.
- 19.04 The By-Laws specifically defines whether an item is obligatory or a recommendation only. Matters are only made obligatory when they are considered necessary for the welfare of Square or Round Dancing as a whole or the Convention in particular.
- 19.05 Any Dancer or The Board may at any time submit a proposed amendment(s) to the By-Laws to The Board. The Board will evaluate the suggested amendment(s), make any appropriate alterations and advise of such changes to the dancer and advise of such amendment(s) at the Annual General Meeting.
- 19.06 If an amendment is passed altering the Regulations so that it is at variance with a statement in the By-Laws, then that statement shall be immediately altered, as the Regulations overrides the By-Laws.

20.0 WINDING UP OR DISSOLUTION

- 20.01 If upon winding up or dissolution of any Australian National Square Dance Convention or The Board, there remains after satisfaction of all its debts and liabilities, any property whatsoever, the same shall be given or transferred to a Square Dance Society, or other organisation having objects similar to those of the National Square Dance Conventions 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).

CERTIFICATION

I hereby certify that to the best of my knowledge, the above is a true and accurate copy of the Australian National Square Dance Convention Regulations, as amended up to the 58th Australian National Convention held in April 2017. Certain matters of fact may have been altered in accordance with approved practice.

Signed: *G Hearne* Date: April 2017

Gordon Hearne, Document Manager

COPYRIGHT

This document is copyright. It may not be copied or used in any form without the written permission of the Australian National Square Dance Conventions Board Inc., except where it is used for discussing or dealing in matters relating to Australian National Square Dance Conventions.

***** **END OF REGULATIONS** *****

Memorandum of Understanding

BETWEEN THE AUSTRALIAN NATIONAL

SQUARE DANCE CONVENTION BOARD Inc.

AND THE

AUSTRALIAN NATIONAL SQUARE DANCE CONVENTION

COMMITTEE

This is an agreement between the Australian National Square Dance Convention Board, referred to as The Board, and theth Australian National Square Dance Convention Committee concerning the granting of a right to conduct and operate a forthcoming Convention.

The conditions under which this agreement is granted are :-

1. This agreement incorporates certified attachments of :-
 - a. The latest edition of the Regulations for the operation of Australian National Conventions, The latest edition of the By-Laws for the Operation of Australian National Conventions, and,
 - b. A copy of the submission to hold a National Convention approved by The Board.
2. Two copies of this agreement must be signed by each party, one for The Board and one for the Convention Committee.
3. The agreement includes a statement from the Convention Committee that they shall conform to the best intent of the above documents, unless special concessions have been granted, in which case these shall be set out in a letter of approval by The Board attached thereto.

Details of the Convention governing by this agreement are :-

Theth Australian National Square Dance Convention

State or area.....,,.....

Date.....

Venue.....

4. Insurance

Attention is drawn to the need to have a Public Risk Insurance Policy for a minimum amount required by the venue or the current legislation. (e.g. \$ 5 - 20 million). A copy of the Venue Contract should be forwarded to The Board prior to the Convention indicating the amount required for Public Liability Insurance shown.

5. The Board Expenses.

Allowances have been made for inclusion of The Board's Expenses to be paid to The Board prior to the finalisation of the Balance sheet.

These expenses shall include the amounts allowed for The Board's administration as noted in the Regulations.

The expenses are as follows:-

Australian Square Dance Review

Maintenance of records.....

Storage of records.....

6. Liaison

The By-Laws requires for Liaison with the Australian Callers Federation, the Australian National Square Dance Society and the Australian Round Dance Association to ensure the programs meet with the satisfaction of these organisations and the dancers in general. The signing of this agreement is acknowledgement of acceptance of this requirement.

SIGNATORIES FOR THE BOARD

Chairman.....

Secretary.....

Treasurer.....

SIGNATORIES FOR THE AUSTRALIAN NATIONAL SQUARE DANCE CONVENTION COMMITTEE

Convenor.....

Secretary.....

Treasurer.....

Dated this.....day of.....20.....

SIGNATORIES FOR THE STATE EXECUTIVE. (where applicable)

President.....

Secretary.....

Treasurer.....