

SOUTH AUSTRALIAN STATE COMMITTEE OF HIGHLAND DANCING INC

CONSTITUTION

27/9/1998 (Amendment on 8.3.05)

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1 NAME

The name of the organisation shall be the “South Australian State Committee of Highland Dancing Inc” and hereinafter called the “State Committee”.

2 OBJECTS

Subject to the condition that it shall in no way interfere with the business or administrative management of the associations, organisations, societies, and individuals associated with Scottish Highland and National Dancing in South Australia. The objects of the State Committee shall be:

- 2.1** to effect coordination and cooperation between associations, organisations, societies, and individuals associated with Scottish Highland and National Dancing in South Australia;
- 2.2** to promote the technique of Highland and National Dancing of Scotland as laid down by the Scottish Official Board of Highland Dancing;
- 2.3** to give counsel, assistance and arbitration when requested by any organisation represented on the State Committee.

3 MEMBERSHIP

3.1 Member Organisation:

- 3.1.1** is an organisation or society that has applied in writing for membership, expressed support for the above objectives and paid the prescribed annual subscription and is accepted as a Member Organisation by majority vote at a General meeting. Such membership to be reviewed annually;
- 3.1.2** may appoint from its members, two representatives hereinafter called Delegates, who may speak and vote on its behalf at State Committee meetings. A Proxy Delegate may be nominated to take the place of a Delegate who is unable to attend;
- 3.1.3** shall submit Delegate’s names and the names of two Proxy Delegates at the Annual General Meeting of State Committee. These Delegates to hold office for twelve months.

3.2 Dancing School:

- 3.2.1** is an organisation with a technically qualified Scottish Highland Dancing teacher with two (2) or more students;
- 3.2.2** is an organisation that has applied in writing to the Technical Committee for membership of the State Committee and has been recommended by the Technical Committee of the State Committee; (Refer 4.2 Technical Committee)

3.2.3 shall submit Delegate's names and the names of two Proxy Delegates at the Annual General Meeting of State Committee. These Delegates to hold office for twelve months.

3.3 Independent Member:

Shall a person not representing a member Organisation who by reason of their knowledge and experience of Highland Dancing
and/or
administration thereof for a minimum of five (5) years, has applied in writing for membership and been accepted by a majority vote at a General Meeting. Furthermore, the person has agreed to accept the above objects and paid the prescribed annual subscription fee.

3.4 Honorary Life Member:

3.4.1 after at least ten years valuable service to the State Committee a person shall become eligible for recommendation as an Honorary Life Member;

3.4.2 nominations for Honorary Life Membership shall be in the hands of the Executive Committee twenty-one (21) days before the Annual General Meeting and must include a brief written resume of the nominated person

3.4.3 the Executive shall consider such nominations and present their recommendation to the State Committee at the Annual General Meeting;

3.4.4 an Honorary Life Member does not pay a subscription;

3.5 Members of the Executive Committee duly elected in accordance with Section 4.1

3.6 The Immediate Past President shall be a member, ex officio, of the Executive Committee for a period of twelve (12) months

3.7 Membership shall cease when;

3.7.1 resignation in writing is delivered to the Secretary;

3.7.2 the annual subscription is not received within twelve (12) months of being set;

3.7.3 an Organisation or Dancing School has not been represented for two consecutive meetings without reasonable explanation;

3.7.4 section 10 (Conduct of Members) is enforced

- 3.8** Any Member Organisation or its Delegates, Independent Member or Honorary Life Member who resigns from membership shall forfeit all future claims on the funds of the State Committee and shall not be entitled to reimbursement of any subscriptions paid

4 MANAGEMENT

Shall be vested in the Executive and Technical Committee.

4.1 Executive Committee:

Shall be comprised of the Office Bearers who serve in an honorary capacity and shall be;

President
Vice-President
Secretary
Assistant Secretary
Treasurer
Registrar
Senior Scrutineer

- 4.1.1** Executive Members shall upon election become members in their own right and shall not in their capacity as Executive Members act as representatives of a Member Organisation and must relinquish any right to vote as an Honorary Life Member or Independent Member or as a Proxy Delegate for any member. Member Organisations may then nominate a replacement delegate(s).
- 4.1.2** All Office Bearers shall be elected by the members at the Annual General Meeting with the exception of the President and Secretary. The President shall be elected by ballot at each alternative Annual General Meeting. No person shall hold the office of President for more than two consecutive terms (four consecutive years) but shall be eligible for re-election after a lapse of one term of two years. The Secretary shall be elected by ballot for a period of two years such period to alternate where practical to the election of the President.
- 4.1.3** Should a vacancy occur in any of these offices the Executive Committee may appoint a person to fill the vacancy until the next Annual General Meeting.
- 4.1.4** The Executive Committee shall have the power to co-opt up to two (2) further committee members.
- 4.1.5** The Executive Committee shall meet as often as may be required to conduct the business of the State Committee and not less than four times per year in addition to all General Meetings.
- 4.1.6** The quorum for an Executive Committee Meeting shall be five.

- 4.1.7** Notice of Executive Committee Meetings shall be given at the previous Executive or General Meeting or by notice given to all Executive members.
- 4.1.8** The President or two other members of the Executive Committee shall have the power to call a meeting of the Executive Committee.
- 4.1.9 An office bearer shall cease to hold office upon:**
- 4.1.9.1 resignation in writing;
 - 4.1.9.2 absence from two (2) consecutive Executive Committee Meetings without reasonable explanation;
 - 4.1.9.3 expulsion from the State Committee as per Section 10.
- 4.1.10** The Executive Committee may appoint subcommittees of members and non-members for specific purposes who shall meet as they see fit or as directed by the Executive Committee and who shall report to the Executive Committee. The President and Secretary or their nominees shall be ex officio members of all subcommittees.

4.2 Technical Committee:

- 4.2.1** the Technical Committee is responsible for the management of technical matters on behalf of the State Committee;
- 4.2.2** membership shall cease when a Dancing School has not attended two (2) consecutive Technical Committee Meetings without reasonable explanation;
- 4.2.3** members of the Technical Committee must be technical persons;
- 4.2.4** a technical person must be a qualified ABHDI/SOBHD judge;
or
a person who has successfully completed the Teaching Certificate with an examining body recognised by the ABHDI or has completed the Teaching Certificate (Highland Branch) of an overseas examining body approved by the SOBHD;
or
a foundation member of the Technical Committee.

5 PUBLIC OFFICER

The Public Officer shall be appointed by the State Committee and shall be the Officer designated as the representative of the State Committee in all dealings with the relevant Government Department under the relevant Act. The Public Officer shall retain this position, only as long as he/she is a fit and proper person as required under the Act. This person shall also hold the common seal.

6 MEETINGS

- 6.1** General Meetings, which shall include the Annual General Meeting, shall be held not less than four times in each calendar year.
- 6.2** The Executive Committee shall be empowered to handle correspondence between meetings.
- 6.3** Written notice of the next meeting date and time shall be distributed to all Member Organisations, Dancing Schools, Independent and Honorary Life Members not less than fourteen (14) days prior to that General Meeting.
- 6.4** The quorum for General and Extraordinary Meetings shall consist of one third (1/3) of the Member Organisations, Dancing Schools, Independent and Honorary Life Members entitled to vote. Where there is no quorum within thirty minutes after the time fixed for the commencement of any meeting, that meeting shall lapse.
- 6.5** The Annual General Meeting shall be held at least once in each calendar year and not more than three months after the close of the financial year which shall be 31st May unless altered at an Annual General Meeting.
- 6.6** The business of the Annual General Meeting shall be:
- 6.6.1** to confirm the minutes of the preceding Annual General Meeting
 - 6.6.2** to receive the President's Report for the preceding year;
 - 6.6.3** to receive the Treasurer's Report and the audited financial statements for the previous financial year;
 - 6.6.4** to receive the Senior Scrutineer's Report for the preceding year;
 - 6.6.5** to elect or re-elect the Executive Committee in accordance with Section 4;
 - 6.6.6** to set the subscription and dancer registration fees for the forthcoming year;
 - 6.6.7** to conduct any other business placed on the agenda before the commencement of the meeting;
 - 6.6.8** nominations for all vacant positions must be received in writing by the Secretary twenty-one (21) days prior to the commencement of the Annual General Meeting. If no nominations are received for a position, then nominations may be accepted from the floor;
 - 6.6.9** the nomination form must be signed by the nominee, proposer and seconder

6.7 Extraordinary General Meetings:

- 6.7.1** an Extraordinary General Meeting shall be called by the Secretary when requested by the Executive Committee;
- or
- upon written request by four (4) Member Organisations, Independent and/or Honorary Life Members. Such a meeting shall be held within twenty-one (21) days of the request being received;
- 6.7.2** the Secretary shall give at least fourteen (14) days notice to the Executive Committee, Member Organisations, Independent Members and Honorary Life Members of such a meeting;
- 6.7.3** a request for an Extraordinary General Meeting must include a statement of the nature of the business and the wording on any motion to be submitted to that meeting and no other business may be conducted at that meeting;
- 6.7.4** this subsection (6.7) shall not apply to any meeting held for the purpose of amending the constitution; (Refer to Section 11 Amendment of Constitution and Rules)

6.8 Persons entitled to vote at any General Meeting and Extraordinary General Meeting shall be:

- 6.8.1** each member of the Executive Committee shall have one (1) vote, with the proviso that Section 6.9.3 be met;
- 6.8.2** all Member Organisations and Dancing Schools through their Delegates are entitled to two (2) votes, provided that said Member Organisation or Dancing School has paid the annual membership subscription in the prescribed time;
- 6.8.3** Honorary Life Members and Independent Members shall have one (1) vote, provided that said Independent Member has paid the annual membership subscription in the prescribed time;
- 6.8.4** if a Member Organisation's or Dancing School's Delegate(s) is unable to attend then the nominated Proxy Delegate(s) may attend in their stead;
- 6.8.5** no Delegate, Independent Member or Honorary Life Member may exercise more than two votes.

6.9 Chairman:

- 6.9.1** the President shall preside over all meetings of the State Committee but in his/her absence the meeting shall be chaired by the Vice President;
- 6.9.2** in the event of both being absent, the members and delegates present shall elect a Chairman for that meeting;

6.9.3 the Chairman at any meeting may not have a deliberative vote.

6.10 The accepted rules of debate and conduct of meetings shall apply to all meetings.

7 VOTING

7.1 Each resolution shall be put to the vote by show of hands unless a secret ballot is requested

7.2 If any one person requests a secret ballot that request shall be granted

7.3 Any contested election at an Annual General Meeting or otherwise, shall be by secret ballot.

7.4 Voting rights will be suspended if membership subscription has not been paid within three (3) months of being set

7.5 Interested persons may attend any meeting and speak at the discretion of the Chairman but such persons may not vote.

8 DUTIES

8.1 President:

8.1.1 when present at a meeting, convened in accordance with the Constitution, shall act as Chairman;

8.1.2 shall present a written report to the Annual General Meeting of the State Committee

8.2 Immediate Past President:

shall give advice and support to the President and the Executive Committee;

8.3 Vice President:

shall assist the President in all matters pertaining to the State Committee and in the absence of the President shall assume the chair;

8.4 Secretary:

8.4.1 shall call meetings in accordance with the Constitution;

8.4.2 shall keep records of the State Committee including the Constitution and policies, records of members, a register of minutes of meetings and of notices, a correspondence file and records of submissions or reports made by or on behalf of the State Committee

8.5 Assistant Secretary:

shall take minutes of all meetings, assist the Secretary as required and in the absence of the Secretary assume the Secretary's duties

8.6 Treasurer:

- 8.6.1** shall cause moneys to be paid into accounts authorised by the Executive Committee in the name of the State Committee;
- 8.6.2** shall make payments as petty cash or by cheque signed by two (2) authorised signatories of whom there shall be no more than four (4) appointed by the Executive Committee;
- 8.6.3** shall cause records to be kept of all receipts and payments and other financial transactions, which records shall be available for inspection by any member;
- 8.6.4** shall present a written statement of income and expenditure at each General Meeting
- 8.6.5** shall present the written Auditor's report to the Executive Committee no later than fourteen (14) days prior to the Annual General Meeting;
- 8.6.6** shall present an audited financial statement for the preceding year to the Annual General Meeting.

8.7 Registrar:

- 8.7.1** shall keep a current and correct record of all registered and financial dancers;
- 8.7.2** issue registration cards in accordance with rules of the ABHDI in conjunction with SOBHDI;
- 8.7.3** shall keep a current and correct record of all registered dancers' levels;
- 8.7.4** report to the State Committee's General Meeting

8.8 Senior Scrutineer:

- 8.8.1** shall on behalf of the State Committee, observe the scrutineering of competitions and Championships approved by the State Committee;
- 8.8.2** shall present a written report to the Annual General Meeting of the State Committee

9 FINANCE AND PROPERTY

- 9.1** Persons who with the authority of the State Committee accept or incur any financial liability on behalf of and acting in accordance with the objectives of the State Committee shall be held indemnified against any personal loss in respect of such liability

9.2 The income and property and funds of the State Committee shall be used and applied solely towards the promotion of the objects of the State Committee and shall not be paid or transferred to the members or relatives or associates of members, provided that nothing herein contained shall prevent any payment in good faith to any person in return for services rendered or to any person in furtherance of the objects of the State Committee and without undue preference.

9.3 Financial Year:
the financial year of the State Committee shall end on 31st May in each year unless altered at the Annual General Meeting

9.4 Audit:

9.4.1 at least one Auditor shall be appointed at the Annual General Meeting;

9.4.2 the Auditor shall not be a member of the Executive Committee;

9.4.3 the Auditor shall be an accredited accountant

9.5 A Property Officer shall be appointed annually and shall assume responsibility for and maintain a register of all State Committee property

9.6 Subscription:

9.6.1 each Member Organisation, Dancing School and Independent Member shall pay an annual subscription to the State Committee;

9.6.2 the amount for each year shall be fixed at the Annual General Meeting;

9.6.3 this subscription shall be due and payable within three (3) months of being set.

9.7 Dissolution:

On dissolution, all property, whether real or personal remaining after payment of all debts and legal liabilities shall be transferred to such other body formed for promoting similar objects or for charitable objects as shall be approved by the State Committee provided that:

9.7.1 such other body shall also prohibit the distribution of income and property to the members to the extent stated herein;

9.7.2 the State Committee shall not be dissolved except by approval of not less than three-fourths (3/4) of the members present and voting at an Extraordinary General Meeting called for that purpose of which not less than one (1) calendar month's written notice including notice of the proposed dissolution has been given to all Members

10 CONDUCT OF MEMBERS

- 10.1** Should the conduct of any Member or Delegate infringe the Constitution or Rules of the State Committee they may be expelled by a resolution passed by a three-fourths (3/4) majority of persons entitled to vote at an Extraordinary General Meeting called for the purpose. In all cases, the Member or Delegate shall be given at least one (1) calendar month's written notice of the proposed action.
- 10.2** A Member or Delegate expelled from the State Committee may appeal in writing against the expulsion.
- 10.3** Any appeal shall be considered at an Extraordinary General Meeting.
- 10.4** Such an appeal must be lodged with the Secretary within seven (7) days of receipt of notification of the expulsion.
- 10.5** Any member or delegate expelled or resigning shall forfeit all financial claims on funds of the State Committee and shall not be entitled to any reimbursement of subscriptions paid.

11 AMENDMENT OF CONSTITUTION AND RULES

The Constitution may be altered at any Annual General Meeting or Extraordinary General Meeting provided that the following procedure is carried out:

- 11.1** at least twenty eight (28) days written notice of the proposed alteration shall be given to the Secretary;
- 11.2** all Members be given at least twenty one (21) days written notice of said alteration;
- 11.3** any amendments to said alteration must be given to the Secretary in writing not less than fourteen (14) days prior to the Annual General Meeting or the Extraordinary General Meeting;
- 11.4** all Members shall be given at least seven (7) days written notice of proposed amendment;
- 11.5** at the Annual General Meeting or Extraordinary General Meeting the proposed amendment may be changed by the approval of not less than three quarters (3/4) of the Members who are present;
- 11.6** amendments to the Constitution, shall take effect from the close of the Annual General Meeting or Extraordinary General Meeting at which they are passed.