

The
By Laws
of the
**National Square Dance Society
of Australia Inc**

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To be read in conjunction with the Constitution of the National Square Dancing Society of Australia Inc.

01. DRESS CODE

For all functions run by the Association the dress code shall be as per Manual for the Operation of Australian National Square Dance Conventions. As amended.

02. SUB COMMITTEES

01. The Committee may, from time to time, appoint such Sub-Committees as it may deem necessary and may delegate such Sub-Committees such powers as it deems fit.
02. Current financial members can be elected to any Sub-Committee. The Committee may, from time to time, appoint such Sub-Committees as it may deem necessary and may delegate such Sub-Committees such powers as it deems fit.
03. At least one committee member shall be appointed to each Sub-Committee. Such person shall be the mentor of the Sub-Committee. In the event of no such person being available, the Committee may appoint a suitably experienced person to take such position. The mentor shall have voting rights on the sub-committee.
04. Any Sub-Committee appointed shall during its existence, report to the Committee at each meeting, or at such times as requested by the Committee.
05. Any Sub-Committee shall meet as they think fit in order to complete the Sub-Committees duties within a reasonable time frame. The Sub-Committee shall make its own arrangements for the recording and distribution of minutes.
06. All Sub-Committees must notify the Secretary of all meetings dates, times and locations.
07. Sub-Committees may not open their own banking accounts.
08. Sub-Committees may approve accounts for payment under the following conditions:-
 - (a) It has been provided for in the budget approved by the General Committee
 - (b) It has been claimed for on the appropriate Claim Form.
09. Any expenses approved by a Sub-Committee are to be ratified at the next General Committee Meeting.
10. Any interested person may request to attend a Sub-Committee meeting. Approval to be given by the Chairperson of the Sub-committee.

03. SUB-COMMITTEE QUORUM AND VOTING

1. No meeting shall transact any business unless a quorum is present.
2. The Office Holders of the Association shall have the right to attend any Sub-Committee meeting at any time.
3. At Sub-Committee meetings, all members present have only one vote each. At Sub-Committee meetings a motion must be won or it is considered lost. There shall be no casting votes

04. SUB COMMITTEE MINUTES

1. The Secretary of each Sub-Committee shall keep minutes of the resolutions and proceedings of each Sub-Committee Meeting, together with a record of names of persons present at the meetings.
2. A full copy of the minutes of all Sub-Committee meeting shall be sent to the secretary of the Association to be included in the agenda of the next General Committee Meeting.
3. A full copy of the minutes of all Sub-Committee meetings shall be made available to any financial member of the Association upon written request to the Secretary, provided such request includes the payment of the fee (if any) set by the Committee to defray costs of copying and posting of such requested minutes.

05. POSITION DUTIES

01. *PRESIDENT*

01. The President of the Association –
 - a. Is to be responsible for the efficient administrative procedures and matters affecting the Association.
 - b. Is to ensure that the purposes and rules of the Association are followed
 - c. Is to liaise with and assist other committee members regarding their duties
 - d. Is the contact point between other similar associations

02. Duties

- a. To chair the committee meetings.
- b. To be a co-signatory for the Association's bank account.
- c. To prepare a President's Report for publication in the Australian Square Dance Review
- d. To prepare an annual report to the Australian National Square Dance Society.
- e. To attend Sub-Committee meetings if required
- f. Maintain a list of phone calls, stamps and admin expenses. All receipts must be presented on the correct form to the treasurer for payment.
- g. May elect to delegate parts of their duties to the Vice President

02. VICE-PRESIDENT.

01. The Vice-President of the Association –
Shall assist the President with their duties
02. Duties
 - a. Chairing Committee Meetings in the absence of the President
 - b. Attend Sub-Committee meetings if required, in the absence of the President.
 - c. Take over the President's duties when required.
 - d. Maintain a list of phone calls, stamps and admin expenses. All receipts must be presented on the correct form to the treasurer for payment by month end.
 - e. The Vice-President may elect to delegate parts of their duties to other parties

03. SECRETARY.

01. The Secretary of the Association –
Shall undertake all administration regarding the Association and creates and maintains records and assists in facilitating the effective operation of the Association's business.
02. Duties
 - a. Attend and take minutes at each Committee Meeting
 - b. Process minutes of each meeting and distribute to committee members as soon as possible after each meeting.
 - c. Attend and take minutes of other meetings as required.
 - d. Process and distribute minutes of other meetings as required.
 - e. Prepare and distribute the agenda for committee meetings.
 - f. Maintain existing Records (*mainly minutes, financial statements and correspondence*) and update as applicable.
 - g. Maintain a Register containing all motions as required under that act.
 - h. Send out correspondence as required
 - i. Maintain Correspondence In/Out register.
 - j. Assist the President and other committee members as required
 - k. To be co-signatory for Association cheques
 - l. Contribute as an office holder of the committee-attend Association meetings
 - m. Maintain a list of phone calls, stamps and admin expenses. All receipts must be presented on the correct form to the Treasurer for payment

05. TREASURER.

01. The Treasurer of the Association –

Shall have a watchdog role over all aspects of financial management, working closely with other members of the Committee to safeguard the Association's finances.

02. Treasurer is ex officio on all Sub-Committee's where funds are involved.

03. Duties:-

- a. Prepare a budget for any sub committee requiring funding.
 - b. Co-ordinate/organise takings from all sources to be delivered to him/her, balanced and in the format for banking and Accounting purposes
 - c. Banking Association Receipts
 - d. Paying Association Accounts
 - e. Maintaining Cash Receipts/Payments Journals
 - f. Reconciling the Association Bank Account
 - g. Maintaining signatories for cheques are current
 - h. Preparing Association Financial Statements, including Sub Committee and function statements for publication.
 - i. Maintaining sufficient funding to finance the Association's objectives and commitments
 - j. Maintain files on Financial Reports etc.
 - k. To be co-signatory for Association cheques
 - l. Keeping the Association Committee and Membership informed of the financial health of the organisation with quarterly reports
 - m. Contribute as an office holder of the committee and attend Association meetings
 - n. Maintain a list of phone calls, stamps and admin expenses. All receipts must be presented on the correct form to the treasurer for payment.
04. The Treasurer may elect to delegate parts of their duties to other parties

06. GENERAL COMMITTEE MEMBER

01. The General Committee Members of the Association –
- a. Shall support the office holders and Sub Committees.
 - b. Undertake tasks to assist the Office Holders.
 - c. Undertake tasks to run or assist functions
 - d. Attend Association Meetings

06. FINANCES

01. Banking accounts will be maintained under the name of the Association. Authority is given to the Treasurer, jointly with either the President, Secretary to sign cheques, withdrawals, etc., and to any other banking business. All payments will be conducted authorised by the Committee.

02 Any Fund raising Activity run by the Association that has an income in excess of \$500 or expenditure in excess of \$500 shall within three months:

- a. Prepare a financial report which may include, items such as notes, details of the activity and results.
- b. Shall provide a copy of such report to the Committee, in a suitable format for publishing.

07. SOURCES OF FUNDS

01. The funds of the Association shall be derived from annual subscriptions, donations and other such sources as the Committee determines.

02. The income and profit of the Association, whence soever derived, Shall be applied solely toward the promotion of the purposes of the Society, as set out herein

08. STORAGE & SECURITY

01. The Secretary shall assume responsibility for storage and security of all documents belonging to the Association.

09. PUBLIC OFFICER

01. The Secretary shall assume responsibility as Public Officer

10. OFFICIAL ADDRESS

01. The address of the Association shall be the address of the Secretary.

NATIONAL SQUARE DANCE SOCIETY OF AUSTRALIA INC

By Laws Schedule 04.01 V02

Rules Of Operation for the Square Dance Australia Website

Last Reviewed in February 2021

Website Operations Guidelines

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Preface.

This is the first major update to the Rules of Operation of the website since the acceptance by the National Square Dance Society of Australia Inc of the initial rules at the AGM held during the 38th National Square Dance Convention at Newcastle in 1997.

This update to be known as By-Law 04.01 V02 and reflects the changes in technology, direction and use of the internet. These rules are to be used by the National Square Dance Society of Australia Inc, its Affiliates, associated organisations and individuals wishing to have material presented on the Square Dancing Australia Website.

The aim of the Square Dance Australia Website is to provide a single, accurate source of information in order to promote Square Dancing and associated forms of dance throughout Australia and Internationally.

01.0 Naming

The Website will be called "Square Dance Australia" and will be known throughout this document as the "Website".

02.0 Service Provider & Domain Name/s

2.1 Internet Service Provider shall be arranged by the Website Co-Ordinator and reviewed annually.

2.2 Domain Names:

1. squaredance.au
2. squaredanceaustralia.org (Main)
3. squaredanceaustralia.com (Parked)
4. squaredanceaustralia.com.au (Parked)
5. squaredance.org.au (Parked)

03.0 Web Co-Ordinator

The Web Co-Ordinator will be appointed by the National Square Dance Society of Australia Inc and be so authorised to carry out all contact with the Internet Service Provider.

04.0 Responsibilities

4.1 Web Co-ordinator

The Web Co-Ordinator is to collate the information given them by the National Square Dance Society of Australia Inc, its affiliates, other associated organisations and individuals and to input it on to the Website.

4.2 Data Entry

The construction of the Website uses HTML programming techniques. All information accepted by the Web Co-Ordinator will be converted to HTML and FTP will be used to update the Website at regular intervals or within seven days of receipt of the information.

4.3 National Square Dance Society of Australia Inc Responsibilities

The National Square Dance Society of Australia Inc is to ensure the continuation of the Website through financial support and encouragement of all affiliate bodies, to ensure that the information displayed is maintained up to date and is presented for the betterment of Modern Square Dancing in Australia.

4.4 Affiliated Societies, Other Organisations and Individuals Responsibilities.

It would be desirable if each Affiliate and Associated Organisation nominates a liaison officer to be responsible for Internet submissions.

05.0 Costs

5.1 Provision of Hosting

The cost of hosting the website shall be provided in the Web Coordinators report to the Annual General Meeting

Should this charge change during the year it is to be brought to the attention of the committee of the National Square Dance Society of Australia Inc.

5.2 Incidental Costs.

Incidental costs, such as phone calls, postage etc. is to be covered by the National Square Dance Society of Australia Inc

5.3 Advertising

Cost of advertising on the Website will be determined by the National Square Dance Society of Australia Inc

This to be paid in favour of the National Square Dance Society of Australia Inc.

06.0 Records / Reports.

6.1 Data

All initial submissions and alterations received by Email, or snail mail will be retained by the Web Co-Ordinator for a period of 6 months.

6.2 Reporting

The Web Co-Ordinator shall give a report on activities to all meetings of the National Square Dance Society of Australia Inc.

07.0 Complaints

If any person or group should have cause for complaint about the Square Dance Australia Website, then such complaints should be forwarded to the National Square Dance Society of Australia Inc Secretary in writing. On receipt of the letter the Website Co-ordinator shall endeavour to resolve the matter and will respond in writing to the complainant and the National Square Dance Society of Australia Inc Secretary.

In the event that such complaint cannot be satisfactorily resolved, then the National Square Dance Society of Australia Inc Committee will make a ruling.

08.0 Disclaimers

9.1 Information

The information presented on the Square Dance Australia Website is a genuine effort to accurately represent the information received.

The National Square Dance Society of Australia Inc and the Web Co-Ordinator accept no responsibility for wrong information received from the State Societies and /or Affiliated organisations. Any liability for errors introduced by the Web Co-Ordinator shall be limited to correction of these errors on receipt of such advice.

09.2 Opinions

The opinions expressed in the Square Dance Australia Website are those of the individual contributors may not necessarily agree with the Web Co-Ordinator or the National Square Dance Society of Australia Inc. Nor is the Web Co-Ordinator or the National Square Dance Society of Australia Inc responsible for goods or services advertised on the Website.

10.0 Publicity

It is the responsibility of the National Square Dance Society of Australia Inc and Web Co-Ordinator to ensure that the Website is advertised and publicised throughout Australian clubs and magazines, and linked to as many other Square Dance related bodies on the Internet as practical.

Also links to appropriate search engines shall be provided where possible.

11.0 List of Charges

Items are covered below are currently free of charge: -

- Listing of all Clubs within the State or Territory
- Listing of all Callers/Cuers/Leaders
- Society History as given to the Website Co-ordinator
- Executive listings
- Email links within the above listings
- Beginner Classes
- Membership Information
- Links to Club Websites* (see note 1)
- local club events may be advertised.
- Notification of State and National Conventions

The above is conditional on information being supplied to the Web Co-Ordinator for inclusion on the Square Dance Australia Website.

- Notification of State and National Conventions

The above is conditional on information

*Notes:

1. Requires a backlink as a courtesy
2. Hosting of National Convention websites as is National Convention information and registration forms is provided free of charge

Last reviewed in February 2021

Operation of the National 1800 Free Call Number

01. Background

The Society currently operates and maintains the 1800 number for all States and Associations.

The National Society pays for the 1800 and the access line.

The service is managed by the current Public Relations Officer

Enquiries to this number are then passed on to the most relevant State Contacts as required.

This is offered as a service to the State Societies and the charging structure was resolved in 2005.

02. Supplier

Telstra

03. Amendments

Australian Square Dance Review

Rules Of Operation for Electronic Magazine April 2023

Including the Special Edition for National Conventions

PREFACE

Since its beginning, The Australian Square Dance Review, previously known as the South Pacific Square Dance Review was published and administered by the Square Dance Society of New South Wales Inc. on behalf of all states until September 2013. From October 2013 the publication has been administered by the National Square Dance Society of Australia Inc. It was initially produced as a full hard copy edition and published 10 times a year.

However in 2017 it became a fully digital magazine and is now published quarterly. Since 2016 there has been an additional special edition produced for the Australian National Square Dance Convention.

Coordinating Editor

Compiles all relevant copy received from State Editors & individuals into a publication known as the Australian Square Dance Review.

Emails the National Webmaster the completed file to be uploaded to the National website and state editors for distribution to their state

State Editors

State Societies/Associations have the option to nominate a state editor.

Copy including advertisements, for publication in the Australian Square Dance Review may be submitted through the State Editors in the author's state or can be sent directly to the Co-ordinating Editor

Articles

- State Presidents' Reports including State diary

Maximum of one A5 page per State

If the report includes up and coming events they may be charged pro-rata as advertising.

- National Reports
 - National Convention Bord
 - National Society
 - ACF
 - ARDA
 - TAWS
 - Solos
 - Youth
 - Clogging
 - National Conventions

Vale column and relevant Thank You notices. The number of these notices to be published at the discretion of the Co-ordinating Editor.

NATIONAL CONVENTIONS

Financial Statements as required by the Convention Constitution. Maximum one (1) A5 page Changes to the Constitution or Manual. As required by the National Convention Board Constitution

List of the next three upcoming National Conventions including dates, location, convenor, contact detail. The Post Box number should also be included in every issue for a period of 12 months prior to the Convention.

EMERGENCY CALL FOR MEDICAL AID included in each Review.

PREFERRED INPUT

The preferred input is a sized digital input (file) emailed or snail mailed to the editor.

The file for text articles or advertising is to be a Word file or an Acrobat Portable Document File (Pdf) (both with all fonts embedded).

An acceptable alternative is a high quality original paper copy. All other input is non-preferred and may not be accepted.

The file for an image is to be any normally viewable image file (e.g. BMP, JPG [preferred option], PNG, GIF, TIFF, etc.).

The image should be at least 300 dpi when placed in the Review

(i.e. measure the file as it would be in the Review, and multiply the number of inches by 300.

Disclaimer (To be published in each copy of the Review)

"The opinions expressed in the Australian Square Dance Review are those of individual contributors and may not necessarily agree with the opinions of the editors or the National and State Societies of Australia. Nor are we responsible for any goods or services advertised for sale."

Items are not to be copyrighted as the magazine is for general use of dancers, callers and cuers and is not intended to be copyright.

PRINTED SPECIAL EDITION FOR NATIONAL CONVENTIONS

This magazine shall reflect the theme of the current convention.

- Message from the Convenors.
- Reports from National Societies/Associations
 - National Convention Board
 - National Society
 - ACF
 - ARDA
 - TAWS
 - Solos
 - Clogging
 - Youth

- State Presidents Reports/State Diary

The Report shall provide details of the general progress of square dancing in that area, rather than merely reporting past events. The Report shall not exceed one typewritten page on A4 size paper

- Dancers Interest Meeting
 - Agenda
 - Previous Minutes
- Registration Form (for the next upcoming National Convention included or inserted)
- National Dress Code
- Advertisements
- Historical items

MERCHANDISING

01 Overview

The Association sells the "Traveller" and "National Convention" badges to the dancers.

02 Responsibility

The badges are held by the Merchandising Officer who will:

01. Arrange for them to be taken to each National Convention.
02. Provide a stock take to each Annual General Meeting of the Society.
03. Make recommendations on stock levels and / or replenishing.
04. Arrange a cash float from the Treasurer for change for the stall.
05. Some States may also have badges that this Society has supplied to them on indent. These are also to be listed at stock take time.
06. Arrange the Stall times and manning.

The manning is usually done by each state society by rotation.

States with the current and Next National Convention are Exempt.

03. Cash Float

At each National Convention there needs to be a Cash Float of \$200.00 for change

The recommended make up is as follows:-

- \$.20 Coins x 50 = \$10.00
- \$.50 Coins x 40 = \$20.00
- \$ 1.00 Coins x 40 = \$40.00
- \$ 5.00 Notes x 10 = \$50.00
- \$10.00 Notes x 8 = \$80.00

Merchandising Pricing

01 The current pricing for Merchandise sold by the Association

Merchandise Price List

Ref	Item	Cost Price	Sell Price	Notes
01	Kangaroo Badge		\$6.50	
02	Koala Badge		\$6.50	
03	Platypus Badge		\$6.50	
04	Australia Button Badge		\$6.50	
05	Year Bars		\$1.50	
06	Extension Bars		\$1.20	
07	Convention Badges		\$12.50	

02. Badge Suppliers

Platypus Badge

Kangaroo Badge

Koala Badge

Convention Badges

Badges are purchased from Action Badges NSW

Extension Bars

supplied D & S Gibb NSW

03 The current Stocks of Merchandise sold by the Association

Ref	Item	2023	2022	2021	2020	2019	2018	2017
01	Kangaroo Badge							
02	Koala Badge							
03	Platypus Badge							
04	Australia Button Badge							
05	Year Bars							
06	Extension Bars							
07	Convention Badges							

AWARDS

01 The Association may from time to time make an award to a dancer that has contributed significantly to the advancement of Square Dancing.

01. Any such nominations should be forwarded on the form at 06.02

02. **Current Roll of Honour Members**

Name	State	Year	
Allan Frost	South Australia	1994	Decd
Colin Huddelston	South Australia	1994	Decd
Colin Crompton	Western Australia	1994	Decd
Ron Jones	New South Wales	1995	Decd
Jim White	New South Wales	1995	Decd
Marion Brown	Victoria	1995	Decd
Jim Daniel (OAM)	Victoria	1995	Decd
Ron Whyte	Victoria	1995	Decd
Ella Whyte	Victoria	1995	
Gary Brown	Victoria	1998	Decd
Ron Mennie	Victoria	1998	Decd
Betty Johnston	New South Wales	1999	Decd
Roy Petty	New South Wales	1999	Decd
Bernie Francis	Western Australia	1999	
Ivan Dawes	Western Australia	2000	Decd
Gail Giuliano (OAM)	Australian Capital Territory	2000	
Graham Rigby	Queensland	2000	Decd
Eric Schumann	South Australia	2000	Decd
Allen Kerr	Australian Capital Territory	2001	
David Woodget	South Australia	2001	Decd
Jeff Seidel	South Australia	2001	
Iris Weatherburn	Tasmania	2002	
Barry Chandler	Tasmania	2002	
Kevin Kelly	Western Australia	2002	
Bruce Clark	New South Wales	2003	Decd
Molly Dawes	Western Australia	2004	Decd
Howard Cockburn	Victoria	2006	
Sue Wyatt	Tasmania	2007	
John Weatherburn	Tasmania	2007	
Graeme Whiteley	Tasmania	2007	
Steve Turner (OAM)	Western Australia	2008	
Sandra Bloomfield	Queensland	2008	
Leighton Bloomfield	Queensland	2008	
Adrian Brown	Victoria	2010	Decd
Alan Hansford	New South Wales	2010	
Pauline Hansford	New South Wales	2010	
Gordon Hearne	New South Wales	2010	
Kaye Chandler	Tasmania	2012	
Roslyn Burrett	New South Wales	2020	



The Roll of Honour celebrates and recognises the contribution of an individual to the square dance movement. It honours a person whose loyal and outstanding service and contribution has provided a measurable benefit to square dancing. Please fill out details on this form and attach it as the cover page to the Resume of the person nominated

NOMINEE:.....

NOMINATOR:

Contact Details:

Please attach a resume elaborating how the nominee meets the following criteria:

- A. **Length of Service:** The nominee must have a minimum of 15 years at STATE level and contributed at a NATIONAL level
- B. List the **committee or executive positions** the nominee has held at STATE and/or NATIONAL level and the years they have held these positions
- C. Other **achievements** that have benefited square dancing not previously included.
- D. List any **awards** previously received by another square dancing affiliated group

Please forward the nomination form and resume to the Secretary of the National Square Dance Society of Australia, Celia Karas at aristi2@bigpond.com six months prior to the next Australian National Square Dance Convention.

Nominations will be accepted from state or national square dance organisations.

Voting will be done by the members of the National Square Dance Society of Australia Inc.

Please note: There will be a limit of a maximum of four recipients awarded at each National Convention.

Privacy Policy
PRIVACY POLICY STATEMENT

The "National Square Dance Society of Australia Incorporated" strives for complete compliance with the National Privacy Act of 1988 and updated in 2014.

**NATIONAL SQUARE DANCE SOCIETY OF AUSTRALIA INC.
Expense Re-Imbursement Form**

Name of Claimant:			
Date	Purpose	Cost	Receipts

Approval:

Date:

Appendix A

Committee Nomination Form Even Years

Appendix B

Committee Nomination Form Odd Years

Appendix C

Appointment of Proxy Form

Appendix D

Confirmation of Submission of Financial Statements to AGM

Appendix E

Annual Sign Off Form

Appendix F

Application/Renewal of Membership Form