



*The New Zealand Federal Association
of Teachers of Dancing Inc.* (Established 1931)

Affiliated to the F.A.T.D. (Aust.) Ltd. the I.S.T.D. (London)

CONSTITUTION

Revised 1st February 2017 (Version 2)

Table of Contents

THE RULES AND REGULATIONS OF THE NEW ZEALAND FEDERAL ASSOCIATION OF TEACHERS OF DANCING INCORPORATED.....	3
1. NAME	3
2. PRINCIPLES.....	3
3. OBJECTS	3
4. MEMBERSHIP	5
5. FEES AND SUBSCRIPTIONS	8
6. RESIGNATION OR EXPULSION OF MEMBERS.....	8
7. ALTERATION OF RULES	9
8. MEETINGS AND ADMINISTRATION.....	10
9. VOTING.....	11
10. OFFICE BEARERS	12
11. EXECUTIVE.....	12
12. STANDING ORDERS FOR THE EXECUTIVE.....	13
13. DUTIES:.....	14
14. COMMON SEAL.....	15
15. FINANCE.....	15
16. POWER OF EXECUTIVE.....	15
17. INDEMNITY	17
18. HARASSMENT FREE POLICY	17
19. WINDING UP	17
20. POWER TO DELEGATE.....	17
21. MEDIATION	18
22. DEFINITIONS	18

THE RULES AND REGULATIONS OF THE NEW ZEALAND FEDERAL ASSOCIATION OF TEACHERS OF DANCING INCORPORATED

1. NAME

The name of the Incorporated Society is the New Zealand Federal Association of Teachers of Dancing Incorporated (“the Association”).

2. PRINCIPLES

This Association established in Australia in 1931 endeavours at all times in a transparent manner to always have due consideration for its membership

Mission Statement

To provide and support quality in Dance

3. OBJECTS

The objects for which the Association is established are:

- 3a To elevate and advance dance and dancesport and preserve its prestige and dignity.
- 3b To adopt a uniform system of instructions, based on the universally recognised technicalities of the art/sport, and a faithful adherence to orthodox principals as recognised by the Association.
- 3c To provide periodical technical schools to enable members to attain and maintain a higher standard of proficiency.
- 3d To grant certificates of qualifications which shall be recognised by the Association, the profession, and the public as a guarantee of ability to teach.
- 3e To introduce dance and dancesport into the educational institutions, as part of a formal introduction to the modern child of the benefits available by participating in dance and dancesport,
- 3f To run an Accreditation Programme for Dance and Dancesport to ensure quality assurance of standards of dancing within the Association, and to accept Amateurs as coaches of students of Dancesport.
- 3g To obtain government recognition for the Association.
- 3h To hold an open general meeting to allow teachers the opportunities of attending meetings, and for general discussion of projects that could assist in the advancement of dance and dancesport. This may include lectures and the reading of papers on dancing and allied subjects.

- 3i To publish and distribute to all financial members of the Association, a report of the proceedings of the Association, the annual report of the NZFATD Inc Executive Committee and the rules and standing orders.
- 3j To own its own property and building, with ballrooms, dressing rooms, rest room, library of technical books and various forms of music.
- 3k To continue with the administration of the NZFATD Inc funds and other assets and liabilities of the past unincorporated association previously known as the Federal Association of Teachers of Dancing NZ governing body.
- 3l To hold and arrange competitions and provide for prizes and awards of distinction in connection therewith.
- 3m To empower the Executive of the NZFATD Inc to act in a national representative capacity for the following Centres (which for the avoidance of doubt are sub groups of the Association and are not separate incorporated societies) and examining board:
 - 3m1 AUCKLAND covering from the Bombay Hills north to the top of the North Island
 - 3m2 BAY OF PLENTY: covering all of the Waikato & Bay of Plenty areas.
 - 3m3 WELLINGTON: covering the remainder of the North Island
 - 3m4 NELSON: covering the top half of the South Island, from the northern boundary of Christchurch north.
 - 3m5 CHRISTCHURCH: covering the middle part of the South Island from the boundary of the Nelson region to the northern boundary of Dunedin.
 - 3m6 DUNEDIN: covering the remainder of the South Island.
- 3n To increase the number of Centres either by adding further areas or by subdividing the areas defined above, as the Executive Committee from time to time finds necessary or desirable.
- 3o To administer the Rules and Regulations
- 3p To allow the Association to carry out any other activities consistent with its objects as set out in this clause 2.

4. MEMBERSHIP

4.1 Membership into one of the classes below is automatic on the Candidate meeting the admission criteria set out below to the satisfaction of the Executive Committee and paying the relevant fee. In summary, membership classes shall be as follows:

- Accredited Member
- Affiliate Member
- Class 1 Student Member
- Class 2 Associate
- Class 3 Licentiate
- Class 4 Fellow
- Examiners
- Honorary Members
- Life Members

Details of each class of member are set out below.

The application for membership shall be made in writing, accompanied by the prescribed fee signed by the applicant and his or her proposer and seconded and forwarded to the General Secretary of the NZFATD Inc

At the next meeting of the Executive after the receipt of any application for membership, it shall be considered by the Executive, who shall thereupon determine the admission or rejection of the applicant. The Executive's decision is final and shall not be challenged or appealed in any circumstances.

In no case shall the Executive be required to give any reason for the rejection of an application.

4.1a AFFILIATE MEMBER & ACCREDITED MEMBER

Affiliate & Accredited members up to level 2 have NO voting rights.

Accredited Member Probationary Coach

An athlete/dancer/person who has passed the Probationary Accreditation and continues to fulfil all conditions and requirements as set out in the NZFATD Accreditation Programme

Accredited Member Level 1, 2 or 3 Coach

An athlete/dancer/person who has passed level 1 2 or 3 of the NZFATD Coach Accreditation Programme and continues to fulfil all conditions and requirements as set out in the NZFATD Accreditation Programme

Accredited Member Level 1 or 2 Scrutineer

An athlete/dancer/person, having passed level 1 or 2 qualifications as a NZFATD Scrutineer of the Accreditation Programme as a Scrutineer and continues to fulfil all conditions and requirements as set out in the NZFATD Accreditation Programme

Affiliate Member

An athlete/dancer/person/association without Federal qualifications. All applicants for affiliated membership of the Association shall be proposed by one and seconded by another member of the Association, both of whom must be a qualified member (i.e. a full member being Licentiate level or higher) and to both of whom the applicant shall be personally known.

4.1b CLASS 1: STUDENT MEMBER

Membership shall be made up of by being any person who is over the age of 16yrs.

Who:

- Satisfies an Area Committee or the Executive that they are a student teacher; and
- Has passed student membership examination.

4.1c CLASS 2: ASSOCIATE MEMBER

An Associate Member is:

- any person over the age of 18yrs who has passed an Associate examination; or
- A Professional who has passed level 1 of the coaching/adjudicating component of the NZFATD Accreditation Programme and continues to fulfil all conditions and requirements of the NZFATD Accreditation Programme.

4.1d CLASS 3: LICENTiate MEMBER

A Licentiate Member is:

- any person over the age of 20yrs who has satisfies an Area Committee or Executive that they have occupied a responsible position in the actual teaching of dancing for at least 3yrs prior to obtaining a Licentiate degree of the particular branch for which they seek admission and have passed Licentiate examination; or
- A Professional who has passed level 2 of the coaching/ adjudicating component of the NZFATD Accreditation Programme and continues to fulfil all conditions and requirements of the NZFATD Accreditation Programme.

4.1e CLASS 4: FELLOW MEMBER

A Fellow Member is:

- any person who is over the age of 23yrs who has satisfies an Area Committee or the Executive that they have occupied a responsible position in the actual teaching of dancing for 5yrs, and has held the qualification of Licentiate for at least 3 years prior to passing a fellow degree of the particular branch for which they seek admission and have passed a Fellow examination; or
- A Professional who has passed level 3 of the coaching/adjudicating component of the NZFATD Accreditation Programme and continues to fulfil all conditions and requirements of the NZFATD Accreditation Programme.

4.1f EXAMINERS

Examiners shall be appointed by the Examiners Board and will be any person who satisfies the Examiners Board that they hold suitable qualifications. Only Examiners can recommend candidates for appointment of Examiners to the Examiners Board.

Examiners will be made up of 2 classes:

- Class A Fellow Examiners who will take both professional and medal test examinations and will be known as class A examiners.
- Class B Examiners who will take medal test exams only at the discretion of the Examiners board and will be known as class B examiners.

4.1g HONORARY MEMBERS:

Distinguished representatives of dance and dancesport, active or retired who have rendered meritorious service to their profession and thereby earned the esteem of their colleagues may be nominated by the Executive as honorary members of the Association.

4.1h LIFE MEMBERS:

All members who have paid their subscriptions and in the opinion of the Executive have loyally supported the Association for 25yr shall be life members.

4.2 All candidates for admission as members to the Association must be of good education and commendable character.

4.3 Application to join the Association must be made in writing to either the Area Secretary, or to be forwarded to the NZFATD Inc National Secretary.

4.4 All applications for admission to membership and election shall be made to the secretary of an Area Committee or to the National Secretary. Arrangements shall then be made for the necessary examination to be held. The final application must be forwarded to the National Secretary for approval within 14 days of the date of examination.

The Executive shall not be required to give reasons for refusing to accept any candidates for membership.

4.5 If after admission it should transpire that any misrepresentation has been made in the form of application which in the opinion of the Executive is material or wilful, the admission of such candidates shall be ineligible for admission at any future time.

4.6 Candidates for admission to membership shall:

- attend before a board of Examiners at the time and place fixed for holding the examination; and
- Be required to prove the extent of their technical knowledge both by oral, and practical examination under syllabi laid down by the Examiners Board.

Candidates may further be required to demonstrate their ability to teach.

4.7 For Associate examinations, one Examiner shall be required. For Licentiate, two Examiners shall be required, but when not possible one Examiner. For Fellow, three Examiners shall be required, but when not possible two Examiners.

4.8 Candidates failing in a professional examination may not offer themselves for re-examination until one month has elapsed from the date of examination.

4.9 If in the opinion of the majority of the Examiners Board qualification and experience and professional reputation of a candidate renders an examination unnecessary; the usual examination may be dispensed with.

5. FEES AND SUBSCRIPTIONS

5a Honorary Members and Life Members shall not be required to pay a fee.

5b Candidates for admission to the Association as Student Members, Associates, Licentiates or Fellows shall pay an examination fee according to the scale laid down by the Executive and in force at the time of the application.

5c The annual subscription for each class of member shall be determined by the Executive at the commencement of each Association year, and recommended for approval at the annual general meeting.

5d Annual subscriptions are payable in advance and shall become due on the 1st January of each year for that calendar year.

5e No member whose subscription is in arrears shall be allowed to vote or attend an open general meeting. Members who are 6 months or more in arrears with their subscription shall be suspended from any and all benefits of the Association.

5f The Executive shall be empowered however, to suspend section (5e) of this rule and grant a reasonable extension for the time for the payment of arrears which has been occasioned by misfortune, illness or other sufficient cause.

5g All funds apart from the aforementioned subscriptions or examination fees shall be held by the Centres set out in clause 2n with whom the funds are raised along with any other assets and liabilities accrued by that Centre at present or in the future. At the AGM of the national Executive each year every Centre will supply a notarised copy of the accounts.

5h Notwithstanding that these funds and assets are accrued by the Centres at present or in the future, the funds are the property of the National Executive of the New Zealand Federal Association of Teachers of Dancing Inc.

6. RESIGNATION OR EXPULSION OF MEMBERS

6a Any member may resign from their membership on giving to the National Secretary notice in writing to that effect and every such notice shall unless otherwise expressed or agreed to by the Executive take effect at the expiration of 7 days after the giving of such notice. The Association is under no obligation to provide a refund of the balance of any membership fee for the balance of the financial year.

- 6b If representations have been made to the Executive that any member/s:
- shall have committed a breach of these rules or any regulations made there under; or
 - possibly be guilty of disloyalty or misconduct which in the opinion of the Executive could be or is injurious or prejudicial to the character, welfare and interest of the Association,
- a Special Meeting of the Executive shall be summoned to enquire into the matter and the member whose conduct is in question shall be notified in writing of the alleged breach at least 7 calendar days prior to the meeting, and then summoned to attend and wait upon such a meeting.
- 6c Such member/s if they attend the meeting shall again be informed of the charge against them as set out in the notice of the alleged breach referred to in clause 6b. The member then has the chance to provide an explanation or defence and produce such evidence as they may desire to call. The Executive will then make a decision on the matter and, if it finds such conduct to have been injurious or prejudicial as aforesaid, may either:
- 6c1 Admonish the member/s, or
- 6c2 Suspend such a member for a period not exceeding 3 calendar months during which period they shall not be entitled to any of the privileges of the Association.
Or
- 6c3 Call upon such a member to resign and in default of their resignation being received within 7 days of the same being demanded then the Executive at which the matter is again considered may expel such a member and they shall forthwith without releasing them from any antecedent liability to the Association cease to be a member.
- 6d If a member or members fail to attend such a meeting referred to in clause 6c above, then in their absence the Executive may elect any of the above options as a final determinant of the outcome.
- 6e The Executive shall be the sole judge of what constitutes misconduct or disloyalty and it shall have the power to lay down regulations dealing with the conduct and discipline of members.
- 6f The quorum for a meeting of the Executive as set out in this rule 6 at which any member attends shall be 2/3 of the Executive Committee, however the Executive may appoint a committee of three or more of its members to preside and rule on such matters.

7. ALTERATION OF RULES

- 7a These rules may be altered added to rescinded or otherwise varied or amended by a resolution passed by a majority of 2/3 of the Executive present and voting at an Executive or at a special general meeting duly convened of the New Zealand Federal Association of Teachers of Dancing Inc.

- 7b Any member desiring an alteration of these rules shall give notice thereof in writing to the national secretary at least 31 days before the meeting at which it is intended to propose such alterations, additions, rescission, variation or amendment.
- 7c The national secretary shall give at least 21 days' notice to all Executive of such a meeting, and shall set forth in the notice that convenes such a meeting for the proposed alterations, additions, rescission, variations or amendments.
- 7d If any such alteration, addition, rescission, variation or amendment shall be duly passed duplicate copies of the same signed by at least 3 members of the executive shall forthwith be delivered by the National Secretary to the Registrar of Incorporated Societies in accordance with the requirements of the Act and shall be supplied to each financial member of the Association.

8. MEETINGS AND ADMINISTRATION

General Meeting refers to Annual General Meetings, Open General Meetings and Special General Meetings, unless otherwise specified.

- 8a An Annual General Meeting of the New Zealand Federal Association of Teachers of Dancing Inc. Executive shall take place in the month of June each year (or such other time as the Association agrees). The Annual General Meeting will carry out the following business:
- Receive the minutes of the previous Annual General Meeting and of any other General Meeting and Examiner's only meeting held since the last Annual General Meeting.
 - Receive the Executive Committee's report on the activities of the Association over the last year and the proposed priorities and directions for the Association in the current year.
 - Receive the balance sheet and statement of income and expenditure for the past year and the estimate of income and expenditure for the current year.
 - Elect the officers and other ordinary members of the Executive Committee of the Association (see section 11c).
- 8b An Open General Meeting shall take place in the month of June each year (or such other time as the Association agrees). Every Class 2 (and above) member whose subscription is not in arrears is entitled to be present and vote at an Open General Meeting to be held in conjunction with the New Zealand NZ Open One Dance Championship, time and venue to be set by the national secretary.
- 8c The quorum to be present for the Open General Meeting shall be 10 or more of all Class 2 (and above) members present in person. If the quorum is not present within 30 minutes of the time appointed the meeting shall be adjourned.
- 8d The National Secretary shall not less than 6 weeks before the date of the Open General Meeting forward to all members of the Association a written notice advising the date, time and place of the meeting.

- 8e A mode of voting at an Open General Meeting or Executive meeting shall be a show of hands or if needed by a secret ballot.
- 8f An Examiners only meeting shall take place in the month of June each year (or such other time as the Association agrees).
- 8g The Association's financial year shall be from the 1st of April to the 31st of March of the following year.
- 8h The General Meetings will be chaired by the current Chairperson of the Executive Committee. In the absence of the Chairperson the meeting will be chaired by the President.
- 8i Special General Meetings may be called by the Executive Committee or by a written request made by at least five members and delivered to the National Secretary. Where the meeting has been called on the written request of five members it will be called within thirty days of the delivery of that request to the National Secretary. A Special General Meeting will only consider business related to the reason for which it is called, as notified to the members. Only one delegate from each Centre is required to attend a Special Meeting.
- 8j Each Centre referred to in clause 3m shall hold an annual general meeting of its committee and carry out the following business:
- Receive the minutes of the previous annual general meeting and of any other General Meeting held since the last annual general meeting.
 - Receive the Centre's report on the activities of the Centre over the last year and the proposed priorities and directions for the Centre in the current year.
 - Receive the balance sheet and statement of income and expenditure for the past year and the estimate of income and expenditure for the current year.
 - Elect the Centre's representative on the Executive and the office bearers set out in clause 10.

9. VOTING

- 9a Every Class 2 (and above) member and an accredited member which is level 2 or 3, shall have one vote.
- 9b Only a Class 2, 3 and 4 member/s or an accredited member/s which is level 2 or 3 duly registered who shall have paid every subscription and any other sum (if any) which shall be due and payable to the Association in request of their membership shall be entitled to vote on any question in person at any Open General Meeting.
- 9c The votes may be given by:
- 1 Show of hands
 - 2 By proxy
 - 3 By secret ballot

- 4 The instrument appointing a proxy shall be in writing under the hand of the appointee or their attorney duly authorised in writing and must be handed to the national secretary before the start of any open general meeting at which such a proxy is to be used. Such a proxy is only valid for that open general meeting.
- 9d Proxy votes cannot be used at centre committee meetings of the Association.
- 9e Student members have no vote.
- 9f On the Executive, each member shall have one vote unless they are exercising a proxy vote.
- 9g In the event of a tie in voting either at any Annual General Meeting or at any Executive Meeting the President shall have a casting vote.
- 9h In the event of a tie in voting at any Centre meeting, the chairperson of the Centre shall have the casting vote.

10. OFFICE BEARERS

- 10a The President of the New Zealand Federal Association of Teachers of Dancing Inc., shall be an A Grade Examiner, and elected bi-annually by majority vote of the Executive.
- 10b The Chairperson must be elected bi-annually by the majority vote of the Executive. In the event of a tied vote, the President will have the casting vote.
- 10c Each Centre shall have its centre chairperson, secretary and treasurer as the centre sees fit.
- 10d Where a Centre does not have sufficient class 2 members to form a Centre committee, then a person without Federal qualifications may be used for secretarial duties.

11. EXECUTIVE

- 11a The general management of the affairs of the Association shall be vested in the New Zealand Federal Association of Teachers of Dancing Inc. Executive, which shall be composed of as follows:
- Two representatives from each Centre committee one of which is to be an A Grade Examiner elected by them. Where necessary the Centre A Grade Examiner selection may be supplied by the Examiners Board.; and
 - 2 A Grade Examiners selected by the Examiners Board, to be elected bi-annually.

The representative from each Centre must hold a minimum of a Licentiate degree and have had at least two consecutive years on that Centre committee.

- 11b A new Centre when formed by the Executive will increase the number of the Executive committee.

- 11c The officers of the Executive who shall be nominated from the members of rule (11), by the members under rule (11) shall be President and/or Chairperson, Vice – President, National Secretary, and Treasurer, who will each hold office for 2yrs until the next election of officers. The position of Secretary and Treasurer may be held by one person.
- 11d The Secretary may be elected from the members or appointed from an independent source.
- 11e In the case of an officer resigning, dying, ceasing to be a member or being unwilling for any cause to continue to act during their term of office, then the members may appoint a replacement officer from the Executive who will serve until the next annual general meeting.
- 11f The replacement of any member of the Executive who is a Centre representative who may cease to be a Member for any reason will remain the sole decision right of the centre board for whom the Member was representing.
- 11g All officers of the Executive will serve without any remuneration what so ever, but the Executive may by majority vote authorise payment out of the funds of the Association of reasonable expenses incurred.
- 11h Any Member of the Executive who hold office on the Executive including that of President and Secretary upon ceasing to be a Member of the Executive also ceases to be in office.

12. STANDING ORDERS FOR THE EXECUTIVE

- 12a The business of the Executive meetings will not commence until a quorum is present, and such business shall be conducted according to recognised rules and procedures of conducting a meeting, and shall be conducted in accordance with the written agenda circulated to members of the Executive at least 3 days prior to the meeting called.
- 12b The quorum at a meeting shall be not less than the attendance of one or more representatives from at least 2/3 of the Centres, but these shall include the president or Vice – president who in the absence of the Chairperson will act as the Chairperson for that meeting.
- 12c The Executive and Examiners Board meeting will be held in the month of October of each year. An Executive meeting with one delegate from each centre may be held whenever necessary, time and venues to be organised by the General Secretary.
- 12d As much business as possible will be conducted by correspondence, but all correspondence must be tabled at the next meeting of the Executive which may be called as occasion demands.
- 12e Any action or omission on the part of a Member or Members affecting the prestige or reputation of the Association must be referred to the Executive, which is authorised to

make such decisions on such action or omission as it deems necessary in accordance with these roles.

- 12f Members of the Executive who attend any official meeting of the Executive shall be entitled to claim a reasonable allowance in respect of travelling expenses.
- 12g Notice of Executive meetings. Where possible 14 calendar days' notice shall be given of every meeting of the Executive. Such notice shall set forth briefly the business to be transacted by the Executive.
- 12h No member elected to the Executive of the Association, or serving on a Centre Committee, or Board of Examiners, shall act on the committee of or represent any other organisation of Teachers of dancing, without the express sanction of the Executive.
- 12i. The right of appointment or request to resign of any member to or from the Executive will remain only with the centre or board the said member is representing including president or national secretary.

13. DUTIES:

The duties of the following Executive roles are:

13a CHAIRPERSON

- To chair the Annual General Meeting.

13b PRESIDENT

- To administer the rules aims and objects of the Association to the satisfaction of the members of the Association and to see to it that the wishes of the majority are served; and
- To conduct all business meetings according to the normal recognised rules and procedures.

13c NATIONAL SECRETARY

- To carry out all duties pertaining to the secretariat, to the satisfaction of the members of the Association.
- To ensure that a full and open liaison between the members of the Association and the Executive be maintained, and to follow the wishes of the majority of the Association in accordance with the rules and under direction of the Executive and shall refer to the President any matter or difficulty of importance requiring immediate attention.

13d TREASURER

- To carry out all duties pertaining to the treasury, to administer the funds of the Association to maintain books of accounts of all moneys or payment transacted by the Executive.

- To ensure the presentation of the accounts to the Executive for acceptance and be responsible for organising the annual balance sheet report for the Annual General Meeting each year.
- To issue receipts for all moneys received and deposited all moneys in an area trustee saving bank or investment account as directed by the Executive.

13e EXECUTIVE MEMBERS:

Each member of the Executive is required to represent the members of his or her Centre or board and to ensure that the majority are served in accordance with the rules of the Association.

14. COMMON SEAL

There shall be a common seal which shall be held in the custody of the National Secretary. The common seal shall be affixed to any deed or document only on the authority and shall be affixed in the presence of the New Zealand president and the national secretary.

15. FINANCE

The bank book (passbook, paying in book, and cheque book) shall be kept at the address of the treasurer. All cheques drawn on the general funds of the Association shall be signed by any one of the three signatories of the executive who are nominated.

Any income, benefit or advantage will be applied to the objects of the Association.

No Member of the Association or any person associated with a Member shall participate in or materially influence any decision made by the Association in respect of any payment to or on behalf of that member or associated person of any income, benefit or advantage whatsoever.

Any such income paid shall be reasonable and relative to that which would be paid in an arm's length transaction (being the open market value).

The provision and effect of this clause shall not be removed from this constitution and shall be implied into any document replacing this constitution.

16. POWER OF EXECUTIVE

16a The Executive shall have complete and entire management of the affairs, concerns and business of the Association and may exercise all such powers of the Association as are not by the act or these rules, required to be exercised by the Association in general meetings, subject never the less to these rules, to the provisions of the act and to such regulations not being inconsistent with such regulations and provisions as may from time to time be prescribed by the Association in general meetings, provided that no regulation made of the Association in general meetings shall invalidate any prior act of the Executive which would have been valid if that regulation has not been subsequently made.

- 16b Without prejudice to the generality of the powers conferred by the preceding sub-clause, the Executive shall have the following powers:
- 16b(i) To control, invest and manage the funds and property of the Association but subject to any special directions of the Association in annual general meetings, and to incur such Liabilities as may be necessary in connection there with.
 - 16b(ii) To acquire, dispose of, lease, hire, borrow, lend, mortgage or in any other way to deal with or in any real and personal property in pursuance of all or any of the objects of the Association.
 - 16b(iii) To borrow or raise money from time to time with or without security and upon such terms as to priority or otherwise as the Executive thinks fit
 - 16b(iv) To appoint from its own Members or otherwise such committee or sub-committee as it may deem necessary from time to time, to assist it in carrying out its duties and to dissolve any such sub-committees or from time to time to change the personnel there of by revoking the appointment there to of any member with or without appointing a substitute.
 - 16b(v) To appoint such other honorary officers as it may think fit.
 - 16b(vi) To impose upon any member whose subscription shall not have been paid within 1 month of the annual general meeting in any year a fine or penalty not exceeding 10per cent of the amount of such arrears.
 - 16b(vii) To hire, purchase, lease or build suitable premises and to provide all necessary training equipment and furnishings there for the use of the Association.
 - 16b(viii) To determine regulate and control the use by members of the Association's premises, training facilities and social rooms and to control the social activities of the Association.
 - 16b(ix) To hold enquiries into all matters, questions and disputes affecting the welfare of the Association, and its members and to conduct such enquiries in such manner as it may deem proper or expedient. The decision of the Executive in all such matters questions and disputes shall be final and conclusive.
 - 16b(x) To determine all questions or disputes as to the construction or interpretation of these rules or any regulations or by – law made here under or of any expression there in, and to make decisions on any matters relating to the affairs of the Association which are not or in the opinion of the Executive are not, provided for by these rules or by any regulations or by-laws made here under and it may if it deems fit so to do report the matter with its decision to a General Meeting of the Association for the record.

16b(xi) To institute conduct, defend, compromise or abandon any legal proceedings by or against the Association or its officers or otherwise concerning the affairs of the Association.

16b(xii) To claim, sue for and recover in the name of the Association or otherwise all or any of the subscriptions or other moneys due to the Association by any member or other person.

16b(xiii) From time to time to make regulations and by-laws not inconsistent with these rules as it may think necessary or expedient for the purpose of carrying out these rules for the wellbeing of the Association.

16b(xiv) To carry on any business and to do all things as may from time to time be necessary or desirable to give effect to and attain the objects of the Association.

17. INDEMNITY

The Executive and the officers and each and every one of them respectively shall be fully indemnified by, and out of the funds of the Association against and any loss, damage, expense, or liability incurred by reason of or in connection with any legal proceedings instituted against them or any of them for any act properly done, omitted or suffered in relation to the performance or professed performance of any of their official duties.

18. HARASSMENT FREE POLICY

NZFATD Inc support the Harassment Free Policy stipulated by NZ law and Sports Association.

19. WINDING UP

The Association may be wound up voluntarily provided that a general meeting of its members passes by a bare majority a resolution requiring the Association to be wound up at a general meeting called together for that purpose and held not earlier than 30 days after the date of the notice calling such meeting. Upon the Association being wound up, all surplus assets after the payment of all costs, debts, and liabilities shall be transferred to some other institution with similar objects to the Association, or to a recognised charitable institution as determined by the Association members at the general meeting. Personal gain shall be prohibited.

20. POWER TO DELEGATE

20.1 The Executive Committee may from time to time appoint any committee and may delegate any of its powers and duties to any such committee or to any person. The committee or person may without confirmation by the Executive Committee exercise or perform the delegated powers or duties in the same way and with the same effect as the Executive Committee could itself have done.

20.2 Any committee or person to whom the Society has delegated powers or duties will be bound by the terms of the Association and any terms or conditions of the delegation set by the Executive Committee.

- 20.3 The Association will be able to revoke such delegation at will, and no such delegation will prevent the exercise of any power or the performance of any duty by the Executive Committee.
- 20.4 It will not be necessary for any person who is appointed to be a member of any such committee, or to whom such delegation is made, to be a member of the Association.

21. MEDIATION

- 21.1 Any dispute arising out of or relating to this Constitution or Association may be referred to mediation. Mediation may be initiated by either party writing to the other party and identifying the dispute which is being suggested for mediation. The parties will agree on a suitable person to act as mediator or will ask the Arbitrators' and Mediators' Institute of New Zealand Inc. to appoint a mediator. The mediation will be in accordance with the Mediation Protocol of the Arbitrators' and Mediators' institute of New Zealand Inc.
- 21.2 The mediation shall be terminated by:
- 21.2.1 The signing of a settlement agreement by the parties; or
 - 21.2.2 Notice to the parties by the mediator, after consultation with the parties, to the effect that further efforts at mediation are no longer justified; or
 - 21.2.3 Notice by one or more of the parties to the mediation to the effect that further efforts at mediation are no longer justified; or
 - 21.2.4 The expiry of sixty (60) working days from the mediator's appointment, unless the parties expressly consent to an extension of this period.
- 21.3 If the mediation should be terminated as provided in 21.2.2, 21.2.3, 21.2.4 any dispute or difference arising out of or in connection with this constitution, including any question regarding its existence, validity or termination, may be referred to and finally resolved by litigation in a court of New Zealand unless agreed otherwise by the parties.

22. DEFINITIONS

Affiliate Member has the meanings set out in clause 4.

Annual General Meeting has the meaning set out in clause 8a

Associate Member has the meaning set out in clause 4.

Association means the Incorporated Society is the New Zealand Federal Association of Teachers of Dancing Incorporated

Centre means one of the regional committees that make up the Association

Chairperson has the meaning set out in clause 13a

Dancesport means the competitive form of dance

Examiner has the meaning set out in clause 4

Examiner's Board means all elected A and /or B grade examiners to NZFATD

Executive or Executive Committee means the elected representatives responsible for governing the Association.

Fellow Member has the meaning set out in clause 4.

General Meeting has the meaning set out in clause 8

Honorary Member has the meaning set out in clause 4

Licentiate Member has the meaning set out in clause 4.

Life Member has the meaning set out in clause 4

National Secretary has the meaning set out in clause 13c

NZFATD Accreditation Programme means the Accreditation Programme as set up by NZFATD (refer separate document)

Open General Meeting has the meaning set out in clause 8b

President has the meaning set out in clause 13b.

Rules and Regulations means this document, the Syllabus document, the Accreditation Programme document and the NZ Open One Dance Championship document.

Special General Meeting has the meaning set out in clause 8h

Student Member has the meaning set out in clause 4

Treasurer has the meaning set out in clause 13d

These are the rules, marked 'B' which are referred to in the annexed declaration of

_____ made on the _____ day of _____

Signed: _____ **President**

Signed: _____ **National Secretary**