

**New Zealand  
Federation of  
Dance Teachers**  
INCORPORATED

**Rules and  
Standing  
Orders**

UPDATED 31 October 2020

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# Rules

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## 1. Name

The Association shall be known under the name and style of  
THE NEW ZEALAND FEDERATION OF DANCE TEACHERS INC.

To be known as the Association throughout this Constitution.

Unless consistent with the context, words in this Constitution imparting the masculine gender shall implicitly include the feminine gender

## 2. Objectives

The elevation and advancement of the Art of Ballroom Dancing and the preservation of its prestige and dignity.

The fraternal co-operation of properly qualified Teachers of Dancing in New Zealand and overseas.

The adoption of a comparatively uniform system of instruction, based upon the universally recognised technicalities of the art, and a faithful adherence to its orthodox principles.

The granting of Certificates of Qualification which shall be recognised by the profession and accepted by the public as a guarantee of ability.

The holding of an annual Congress for the purpose of affording teachers' opportunities for meeting one another, and for the discussion of projects for the advancement of the art, and other subjects of professional interest.

The delivering of lectures, and the reading and discussion of papers on dancing and allied subjects.

The publication and distribution to Members of a Report of the proceedings of the proceedings of the Association, the Annual Report of the Executive and the Rules and Standing Orders.

## 3. Branches

The Association shall be divided into four Branches, styled respectively –

Ballroom Branch, Latin American Branch, New Vogue Branch and Classical Sequence Branch.

There shall also be a Social Section

## 4. Membership

- a) Degrees – The Degrees of qualification shall be Associate, Licentiate and Fellow.
- b) All Members who have paid their Annual Subscriptions and supported the Association for 21 years shall be styled Life Members. If no contact between life member and Society for 5 years, the member will no longer qualify for life membership.
- c) Candidates for admission to all degrees must be of good character. The Executive reserves the right not to accept a candidate considered unsatisfactory.
- d) Licentiate – The minimum age of admission is 19 years. In addition to the years of training they must have occupied responsible positions in the actual teaching of dancing for a period of two years as an Associate of that particular branch.
- e) Candidates for Membership possessing the above qualifications must pass an examination approved by the particular Branch to which they seek admission.
- f) Fellows – Candidates for Fellowship shall be teachers who have occupied responsible positions in the actual teaching of dancing for a period of five years, and shall pass an advanced examination approved by the particular Branch to which they seek admission, and must have held a Licentiate Certificate of that particular Branch for three years.
- g) Associates – Candidates who are 17 years and over may be admitted as Associates by passing an Associate examination approved for the particular Branch to which they seek admission.
- h) Honorary Members – Distinguished persons connected with the art of dancing who, by their teaching, writings, compositions, or creations, have earned the gratitude and admiration of the profession, may be appointed by the Executive as Honorary Members of the Association or any particular Branch of the Association.
- i) Life Executive Members – The Executive may appoint to Life Executive Membership any member of at least 10 years continuous service on the Executive who in their opinion has given meritorious service to the Association in an official capacity, and the appointees be accorded all rights and privileges of Executive membership during their lifetime, or until voluntary retirement. At no time shall such Life Executive Members exceed three in number.

## 5. Affiliate Members

- a) The society will recognize individuals who on payment of an annual subscription and agreeing to follow society rules are styled as affiliate members
- b) Affiliate members have no voting rights at AGM's or Special General Meetings
- c) Affiliate members do not need to be professional or hold any particular qualification to be eligible.
- d) Affiliate Members may sit student examinations as a professional or as an Amateur.
- e) Student examinations are only recognised while the candidate remains as an Affiliate member of the Society.
- f) Application to become an affiliate member must be made on the official form.
- g) The Executive reserve exclusive right to accept or decline applications for affiliate membership. Shall an application not be accepted, then a full refund of the subscription fee will be made to the applicant.
- h) Affiliate membership will expire at the end of the financial year, unless renewed.
- i) The Executive may revoke the affiliate status of any individual at any time, where it has reasonable belief that the values or rules of the society are not been adhered to, Notice will be in writing to any impacted individual. The process used in this situation remains the discretion of the Executive, but the decision must be agreed by a simple majority of the Executive,

## 6. Election

- a) Application – to join the Association shall be made on the prescribed form, which may be obtained from the General Secretary, when, duly filled in, it should be returned to the General Secretary, at least twenty-one days prior to date of examination.
- b) Mode of Election - All applications for admission and election shall be made to the General Secretary on the approved form.
- c) Misrepresentation – If, after election or transfer, it should transpire that any misrepresentation has been made in the form of Application and, in the opinion of the Executive such misrepresentation is material and willful, the election of such candidate shall be void.

## 7. Examinations

- a) Examination - Candidates shall attend before an Examiner, at the time and place fixed for holding the examination. They shall be required to prove the extent of their technical knowledge both by oral explanation and by practical demonstration. They may further be required to demonstrate their ability to teach.
- b) If, in the opinion of a majority of the Executive, the experience and professional reputation of a Candidate renders an examination unnecessary the usual examination may be dispensed with provided they hold at least an associate qualification, or equivalent, in that branch.
- c) Certificates of Qualification – These shall be issued to each successful candidate according to the grade of examination passed. All Certificates shall be signed by the President and the General Secretary.
- d) For all Medal Tests and Professional Examinations conducted by the Society, marks shall be out of a total of 100 per dance allocated with the following levels – Pass 60; Commended 75; Highly Commended 85; Honours 95.

## 8. Fees and Subscriptions

- a) Examination Fees – Candidates for Examination for admission to the Association as Associates, Licentiate and Fellows, shall pay such fees according to the scale in force at the time of the application.  
Examiner's Fee – The fees paid to Examiners shall be in accordance with the scale in force at the time of examination.
- b) Annual Subscription – The annual subscription shall be as laid down by the Annual General Meeting from time to time. Honorary Members, Honorary Fellows. Life Members and Life Executive Members pay no subscription.
- c) Financial Year – The Association's financial year shall be from the 1st January to the 31st December in each year.
- d) Date of Payment – Annual subscriptions are payable in advance, and shall become due on the 1st day of January each year. The first annual subscription shall date from the 1st January of the year of election.  
In the case of election after the 31st October in any year, the entrant, upon paying a year's subscription, shall be financial for the following year.
- e) Arrears – No Member whose subscription is in arrears shall be entitled to attend the Annual General Meeting and any General Meeting of the Association, or take part in any proceedings or festivities associated therewith.
- f) Members who are six months in arrears with their subscriptions shall be suspended from the benefits of the Association.
- (i) Should the dues remain unpaid on the 1st January of the following year, they shall cease to be members, and may not advertise Association qualifications.
- (ii) The Executive shall be empowered however to grant a reasonable delay in the payment of arrears which have been occasioned by misfortune, illness or other sufficient cause.
- g) All money received shall be paid into the General Fund of the Association, and shall be under the control of the Executive.

## 9. Executive

- a) Executive - The general management of the affairs of the Association shall be vested in the "Executive" which shall be composed as follows; -  
Examiners and three chosen members from the Member body. They will be chosen as follows, and from this group there will be an elected President and Vice President.

### 3 Representative Executive Members

3 Representative Executive Members will be selected. One from each of the Branches and he/she will sit on the Executive for two years.

The chairperson or suitable individual will represent the Branch. There will be one Executive Member representing each of the areas of Auckland, Wellington and Christchurch.

The President and Vice President should have been members of the Executive for at least 3 years. The General Secretary is appointed by the Executive and unless he is an Examiner, he shall not have voting rights at any executive meeting.

- b) Disqualification of members of the Executive – The office of Members of the Executive, or any Area Branch Committee shall be vacated;-
- (i) If a Receiving Order is made against him or he is declared bankrupt.
  - (ii) If he is found lunatic, or becomes of unsound mind.
  - (iii) If he ceases to be a Member of the Association.
  - (iv) If by notice in writing to the Association, he resigns his office.
  - (v) A Member of the Executive may be given leave of absence for a given period of time if through indisposition, domestic commitments and/or personal difficulties, he is unable to carry out the duties of office.
- c) No Member holding office in or elected to the Executive, or serving on an Area Committee shall hold office or represent any other organisation of Teachers of Dancing without the express sanction of the Executive.
- d) Area Committees – Where the Executive considers that there are sufficient Members so as to warrant, it will approve the setting up in that area of an Area Committee. The purpose of an Area Committee is to organise Dance Functions to advertise the Association and the Art of Dancing. Funds derived from the holding of Functions (although the property of the Association) shall remain in the hands of the Area Committee, who shall be responsible for all expenses incurred in the organisation of such Functions.
- e) Nominations for President and Vice-President – A list of all Executive Members who have made themselves available for nomination, should be distributed to the NZFDT inc Membership no less than eight (8) weeks prior to the AGM . Nominations shall be in the hands the General Secretary six clear weeks before the date of the Annual General Meeting. Such nominations should bear the signature of the Nominator and the Secunder.
- f) Ballot Lists – The Ballot Lists shall be forwarded to each Member entitled to receive them at least 14 days before the Annual General Meeting and must be returned, under cover, to the general Secretary, not later than seven clear days prior to the Annual general meeting. Lists should be opened only in the presence of the Executive.
- g) The Executive may regulate its own procedure, and delegate any of its powers and discretions to any one or more of its body, and may determine its own quorum. If no other number be subscribed four Members shall form a quorum.
- h) Powers – The Executive shall manage the property, proceedings and affairs of the Association, and transact any other business that may arise which is not provided for in the Rules.
- i) Prestige – Action on the part of a Member or Members affecting the prestige of the Association must be referred to the Executive.
- j) Executive Meetings – Meetings of the Executive shall be held as occasion demands.
- k) Notice of Executive Meetings – Seven clear 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.
- l) Attendance at Executive Meetings – Should a Member of the Executive be consistently absent from Meetings without sufficient cause, he should be requested to resign.
- m) Examiners will only be appointed from Fellowship holders who have not been Examiners in any other dancing organisations within New Zealand within the last five years.

- n) Members who hold the necessary qualifications may be appointed probationary examiners by the Executive, for a period of two years. The first twelve months to be spent in studying examining technique by sitting in with an appointed examiner at the probationer's expense. With the sanction of the Executive, some examining may be allocated and the results and comments monitored, in the second twelve months. At the conclusion of the two year probationary period the Executive may ratify the appointment to full examining status or request a further training period to be determined by a majority vote.

## 10. General Secretary

- a) The General Secretary shall be appointed by the Executive and hold office at their pleasure, and receive a yearly honorarium payable quarterly, which shall be fixed by the Executive.
- b) It shall be his duty under the direction of the Executive to:
  - (i) Conduct the correspondence of the Association, to attend Meetings of the Association.
  - (ii) Take the Minutes of the proceedings of the General and all Executive Meetings.
  - (iii) Read the Minutes of the preceding meeting and all communications he may be desired to read.
  - (iv) Superintend the publication of all papers as the Executive may direct.
  - (v) Sign all Certificates of Qualification, as may be issued under the authority of the Executive,
  - (vi) Have charge of the property of the Association.
  - (vii) Collect the fees and subscriptions and forthwith deposit them with Bank Account of the Association.
  - (viii) Keep a record showing the expenditure of the funds and to present all accounts to the Executive for inspection and approval.
  - (ix) Conduct the ordinary business of the Association in accordance with the Rules of the Association under the direction of the Executive, and shall refer to the Chairman any matter of difficulty or importance requiring immediate attention.
- c) The Executive has at its discretion, the power to subdivide the duties of the General Secretary into Secretarial, Financial and Medals and if it deems it necessary to appoint separate persons to fill each position designated.

## 11. Finance

- a) The Bank Books shall be kept at the address of the Financial Secretary. The signatories for payments drawn on the General Funds of the Association shall be the Executive members and Financial Secretary as follows:
  - (i) On any paper based instrument - the Financial Secretary together with anyone of the other authorised signatories (the Executive Members); and
  - (ii) For electronic transactions - solely the Financial Secretary, and that an Executive member be appointed as a checker of all electronic banking transactions (the Executive Members to review and confirm this discretion at the first annual executive meeting each calendar year); and
  - (iii) In addition, for the Championship Account, the Championship Organiser may alternate for the Financial Secretary or an Executive Member, the Executive Members to confirm by minute the Organiser's authority upon appointment to the position.

## 12. Common Seal

There shall be Common Seal which shall be held in the custody of the General Secretary. The Common Seal shall be affixed to any document only on the authority of the Executive and shall be affixed in the presence of the President and General Secretary.

### 13. General Meeting

- a) Annual General Meeting – This shall take place each year at the same centre and in conjunction with the New Zealand Amateur and Professional Championships.
- b) Every member whose subscription is not in arrears (see Rule 7(f)) is entitled to be present and to vote at the Annual General Meeting and other General Meetings.
- c) The President shall have a second or casting vote.
- d) It shall be necessary for a quorum of 10% of eligible members to be present at an Annual or General Meeting.
- e) The General Secretary shall forward to all Financial Members of the Association a notice, six clear weeks before the date of the Annual General Meeting, advising the date, time and place of the Annual General Meeting.
- f) The mode of voting at the Annual General Meeting and General Meetings shall be by a show of hands.
- g) Should the necessity arise the President may convene an Extraordinary General Meeting.

### 14. Amendment

These Rules may be added to, repealed or amended by resolution at any Annual or Special General Meeting provided that no such resolution shall be deemed to have been passed unless the notice calling such Meeting shall specify in general terms, the proposed resolution and unless it is carried by a majority of at least two-thirds of those present entitled to vote.

No addition to or alteration shall be approved if it affects the Objects, Personal benefit clause of the Winding up clause. The provisions and effect of this clause shall not be removed from this document and shall be included and implied into any document replacing this document.

### 15. Code of Professional Conduct

- a) Solicitation – No Member of the Association shall directly or indirectly personally or by deputy, verbally or by correspondence, solicit engagements where another Member of the Association is known to be already appointed to teach. The reprehensible practice of attempting to obtain, by persuasion or undue influence, the transfer of another Member's pupils is also strictly prohibited. Such examples of unfair competition being diametrically opposed to the best interests of the Association and the welfare of its Members. Offenders shall be reprimanded by the Executive for the first disregard of this rule, and, if the offence be repeated, shall be subject to expulsion from the Association.
- b) Designation – Members shall be permitted to state on their prospectuses circulars, professional cards or in advertisements, that they are "Associates", "Licentiates", "Fellows", or "Examiners" of the Association, showing in brackets the Branch or Branches to which they are attached, and in the case of Members of the Executive, their respective rank may be indicated in a similar manner. Members infringing any part or parts of this rule shall be reprimanded by the Executive, and if the offence is repeated the delinquent shall be expelled from the Association.
- c) Misrepresentation of Professional Qualifications - No Member acquiring an established school or connection may make use for the purpose of advertisement or display the certificates of qualifications gained by the former owner or owners. Members infringing any part or parts of this Rule shall be reprimanded by the Executive and, should the offence be repeated, the delinquent shall be expelled from the Association.
- d) Expulsion – Members convicted of criminal offences entailing dishonour, loss of civil rights etc., shall forfeit all privileges of Membership, and their names shall be erased from the Roll of the Association.
- e) When a member has violated any Rule which entails expulsion, the Member shall be required to attend the next Meeting of the Executive, when the circumstances that may be adduced in extenuation will be considered by the Executive before enforcing the Rule. If the Member concerned fails to attend, the decision of the Executive shall take immediately.
- f) Loyalty – The loyalty of all Members of the Association is implicitly relied upon for the maintenance and support of the honour and dignity of the Art of Dancing.
- g) No Member by his conduct shall bring the Association or the Art of Dancing into disrepute. Members infringing any part or parts of this Rule shall be reprimanded by the Executive and, should the offence be repeated, the delinquent shall be expelled from the Association.



h) Where members are teaching or in regular contact with vulnerable persons, they are expected to meet the guidelines as adopted by the Vulnerable Children Acts 2014. This extends to their businesses and business practice Members infringing any part or parts of this rule shall be reprimanded by the Executive, and if the offence is repeated the delinquent shall be expelled from the Association.

## **16. Board of Enquiry**

a) Constitution – The Executive shall, when occasion arises, appoint a Board of Enquiry to investigate and report upon such complaints as may arise under Rule 14.

b) Procedure – Before any case can be heard a detailed statement of the matters in dispute must be forwarded by the complainant to the General Secretary, who shall then cause a copy of the statements to be sent to the accused Member with a request for a reply within fourteen days. The Board may, if necessary be assisted by the presence of a legal adviser.

## **17. Winding Up**

The New Zealand Federation of Dance Teachers 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 disposed of in such a manner as shall be decided by the Association in General Meeting.

However in any such winding up no surplus assets will be paid in either cash or kind to any individual member of the Association.

## **18. Personal Benefit**

Any income, benefit or advantage shall be applied to the objectives of the organisation. No member of the organisation or any person associated with a member shall participate in or materially influence any decision made by the organization in respect of the payment to or on behalf of that member or associated person of any income, benefit, of advantage whatsoever. Any such income shall be reasonable and relative to that which would be paid in an arms length transactions (being market value).

# Standing Orders

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## Standing Orders Section 1 - Procedure at Meetings

- a) Chairman – The Meeting shall be opened by the Chairman of the Executive.
- b) Agenda – The Order of the Day for each General meeting shall be arranged by the Executive, and a copy of the Agenda Paper, together with particulars of all motions etc to be brought forward at the General Meeting shall be published prior to the General Meeting.
- c) Order of Business – After the opening address, the General Secretary shall read the Minutes of the previous Meeting, and the same shall be confirmed by the signature of the Chairman or his deputy. The business will then be proceeded with in the order set out in the Agenda.
- d) 10% of eligible Members shall constitute a quorum for the purpose of a Meeting.

## Standing Orders Section 2 - Motions

- a) Notice – Notice must be given to the General Secretary at least twenty-eight days before the Ordinary General Meeting, of all Motions to be submitted for discussion. Motions of urgency, however, may be submitted without previous notice, subject to the consent of the Chairman.
- b) Duration – The proposer of a Motion shall be allowed to speak for five minutes when introducing it, and a like period of time shall be allowed for his or her reply, but the speeches of other Members must not exceed three minutes duration.
- c) Proxy – In the event of a proposer not being able to be present at the Meeting, he may relegate the Motion to another Member.
- d) Reply – The proposer of a Motion shall have the right of reply before the Proposition or Amendment is put.
- e) Voting – All resolutions shall be read aloud before being put to the vote which may be decided by a show of hands. Should the result be doubtful, according to the Tellers, a second full count may be taken.
- f) Amendments – Amendments to Motions must be put to the vote first, and, if carried again put as the substantive Motion. If the Amendment is lost, then the Motion must be put in its original form. Should a rider be proposed and seconded it must be voted upon before the Amendment or Motion.
- g) Decorum – The Chairman shall enforce order and decorum at all Meetings over which he may preside, and decide questions of order without debate (subject to appeal).
- h) Deference – The utmost deference must be paid to the Chairman's ruling and authority and when he rises to speak, all Members shall remain seated.

## Standing Orders Section 3 - Rules of Debate

- a) Speakers – Members desiring to speak on any Motion under discussion must rise in their places and address themselves to the Chairman, and shall not be interrupted except upon a point of order.
- b) Precedence – When two or more Members simultaneously rise to speak, the Chairman shall call upon the one, who on rising in his or her place shall be first observed, and this Rule must be strictly adhered to for the maintenance of good order.
- c) Misunderstandings – With the exception of the proposer of a Motion, who is allowed to reply, no Member may speak twice on the same Motion, but to clear up a misunderstanding in regard to some material part of his or her speech, a Member who has already spoken may be heard again. No Member will, however, be permitted to introduce extraneous matter, nor to interrupt another Member who is speaking.
- d) Digression – Members digressing from the subject before the Meeting, interrupting other speakers, or attempting to speak without authority, shall be called to order by the Chairman, and should his ruling be ignored, the so disobeying shall be precluded from taking part in the discussion. Persistent and flagrant violation of the Rule shall exclude an offending Member from the sitting.
- e) Questions of Order – Upon a question of order suddenly arising, Members may speak immediately by announcing that they "rise to order", and the Member who is at the moment addressing the Meeting must at once be seated, as must also the Member who "rose to order" when the appeal to the Chair is concluded.
- f) Closure – Any debate may be closed by the resolution "That the matter be now put" being moved, seconded and carried, such resolution being put to the Meeting without debate, but no speech shall be interrupted for the

purpose of proposing such a resolution.

- g) Disorder – Should any disorder arise, the Chairman, acting on his discretion as a matter of right, can quit the Chair, and declare the Meeting adjourned, and no business subsequently transacted shall be valid.
- h) Interpolations – Personal interpolations of any kind, unless previously sanctioned by the Chairman, shall not be permitted.