

Annexure A: Association Rules

Swing and Blues Dancing in Adelaide

Prepared By: Vedrana Budimir

Of: 17 Swan Avenue Klemzig

SA 5087

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This is the annexure marked 'A' referred to in the statutory declaration of _____
made on the ____ day of _____
before me (justice of the peace signature)_____

1. Name

The name of the incorporated association is Swing and Blues Dancing in Adelaide, referred to herein as 'the Association'.

2. Definitions

- 'Committee' means the committee of management of the Association
- 'Executive' means the executive of the Committee
- 'general meeting' means a general meeting of members of the Association convened in accordance with these rules
- 'member' means a member of the Association
- 'the Act' means the Associations Incorporation Act 1985
- 'special resolution' means a special resolution defined in the Act
- 'month' shall mean a calendar month.
- 'swing dance' means all styles and sub-genres of dance related to the swing era such as, but not limited to Lindy Hop, Balboa, Blues, Charleston, Vernacular Jazz and Collegiate Shag.

3. Objects or purposes of the Association

To collaborate with community members and organisations to build and sustain a thriving swing dance scene in Adelaide.

4. Powers of the Association

The Association shall have all the powers conferred by section 25 of the Act.

5. Membership

5.1 Types

Any person who supports the objects of the Association and agrees to be bound by its rules and who applies for membership of the Association shall be endorsed by an existing member.

The application for membership may be made in writing or electronically, with the applicant submitting a short expression of interest for endorsement by a current member of the association. Upon the acceptance of the application by the Committee and upon payment of the first annual subscription, the applicant shall be a member of the Association.

5.2 Subscriptions

- a) The subscription fees for membership shall be such sum (if any) as the members shall determine from time to time in general meeting.

- b) The subscription fees shall be payable annually on 1 July or at a time that the Committee determines.
- c) Any member whose subscription is outstanding for more than three months after the due date for payment shall cease to be a member of the Association, provided always that the Committee may reinstate such a person's membership on such terms as it thinks fit.

5.3 Resignations

A member may resign from membership of the Association by giving written notice to the secretary or public officer of the Association. Any resigning member shall be liable for any outstanding subscriptions which may be recovered as a debt due to the Association.

5.4 Expulsion of a member

- a) Subject to giving a member an opportunity to be heard or to make a written submission, the Committee may resolve to expel a member upon a charge of misconduct detrimental to the interests of the Association.
- b) Particulars of the charge shall be communicated to the member at least 14 calendar days before the meeting of the Committee at which the matter will be determined.
- c) The determination of the Committee shall be communicated to the member, and in the event of an adverse determination the member shall, (subject to 5.4d below), cease to be a member 14 days after the Committee has communicated its determination to the member.
- d) It shall be open to a member to appeal the expulsion to the Association at a Committee meeting or general meeting at the member's request. Alternatively, the member may opt to issue a statement to be reviewed by the Committee. The intention to appeal shall be communicated to the secretary or public officer of the Association within 14 days after the determination of the Committee has been communicated to the member.
- e) In the event of an appeal under 5.4d above, the appellant's membership of the Association shall not be terminated unless the determination of the Committee to expel the member is upheld by the members of the Association in general meeting after the appellant has been heard by the members of the Association, and in such event membership will be terminated at the date of the general meeting at which the determination of the Committee is upheld.

5.5 Register of members

A register of members must be kept and contain:

- a) the name and contact information of each member
- b) the date on which each member was admitted to the Association, and
- c) if applicable, the date of and reason(s) for termination of membership.

6. The Committee

6.1 Powers and duties

- a) The affairs of the Association shall be managed and controlled by a Committee which, in addition to any powers and authorities conferred by these rules, may exercise all such powers and do all such things as are within the objects of the Association, and are not by the Act or by these rules required to be done by the Association in general meeting.
- b) The Committee has the management and control of the funds and other property of the Association.
- c) The Committee shall have authority to interpret the meaning of these rules and any other matter relating to the affairs of the Association on which these rules are silent.
- d) The Committee shall appoint a member of the Executive as a public officer as required by the Act.

Notice of appointment and any change in the identity or address of the public officer are to be lodged within one month after the change (Form 10) with:

Consumer and Business Services (CBS),
Chesser House, 91-97 Grenfell Street, Adelaide 5000;
postal address: GPO Box 1719, Adelaide 5001.

6.2 Appointment

- a) The Committee shall be comprised of a chairperson, secretary, treasurer and five Committee members.
- b) The Executive of the Committee shall consist of:
 - i) The chairperson
 - ii) The secretary
 - iii) The treasurer.
- c) A Committee member shall be a natural person.
- d) The first Committee of the Association shall be appointed from the promoters of the Association, or be comprised of such persons as hold office prior to incorporation. The first Committee shall hold office until the first annual general meeting after incorporation. At this time, one half of the members of the Committee, who shall be chosen by ballot, shall retire from the Committee. All committee positions shall be subject to re-election at each AGM.
- e) A retiring Committee member shall be eligible to stand for re-election without nomination. Members may self-nominate or otherwise may be nominated by a member of the Association at least 14 calendar days before the meeting. The nomination will be delivered to the Secretary of the Association and may be done via email or written nomination.
- f) Notice of all persons seeking election to the Committee shall be given to all members of the Association with the notice calling the meeting at which the election is to take place.

- g) The Committee may appoint a person to fill a casual vacancy, and such a Committee member shall hold office until the next annual general meeting of the Association and shall be eligible for election to the Committee without nomination.

6.3 Proceedings of Committee

- a) The Committee shall meet at least four times per year, and as often as the business of the Association may require.
- b) Questions arising at any meeting of the Committee shall be decided by a majority of votes, and in the event of equality of votes the chairperson shall have a casting vote in addition to a deliberative vote.
- c) A quorum for a meeting of the Committee shall be one half of the members of the Committee.
- d) A member of the Committee having a direct or indirect pecuniary interest in a contract or proposed contract with the Association must disclose the nature and extent of that interest to the Committee as required by the Act, and shall not vote with respect to that contract or proposed contract. The member of the Committee must disclose the nature and extent of his or her interest in the contract at the next annual general meeting of the Association.

6.4 Disqualification of Committee members

The office of a Committee member shall become vacant if a Committee member is:

- Disqualified from being a Committee member by the Act
- Expelled as a member under these rules
- Permanently incapacitated by ill health
- Absent without apology from more than four meetings in a financial year
- No longer the duly appointed representative of a corporate member.

6.5 Sub-committees

- a) The Association may form sub-committees to manage events and other activities of the Association.
- b) A sub-committee must include at least two members of the Association's Committee, one of which must be a member of the Executive. A sub-committee may include other persons as it thinks fit.
- c) Any sub-committee so formed shall be constituted in accordance with, and shall conform to, these Association rules and any other regulations that may be imposed on it by the Committee.
- d) Powers and authorities of the Committee may be delegated to a sub-committee at a meeting of the Committee. The subcommittee may make resolutions using the powers and authorities delegated to it by the Committee, provided these resolutions are supported by a majority of members of the sub-committee and a majority of members of the Committee serving on the sub-committee.

7. The seal

The Association shall not have a common seal.

8. General meetings

8.1 Annual general meetings

- a) The Committee shall call an annual general meeting in accordance with the Act and these rules.
- b) The first annual general meeting shall be held within 18 months after the incorporation of the Association, and thereafter within five months after the end of its financial year. The order of the business at the meeting shall be:
 - i) the confirmation of the minutes of the previous annual general meeting and of any special general meeting held since that meeting
 - ii) the consideration of the accounts and reports of the Committee and the auditor's report (if auditor's report is required)
 - iii) the election of Committee members
 - iv) the appointment of auditors (if required - see rule 11.5)
 - v) any other business requiring consideration by the Association in general meeting.

8.2 Special general meeting

- a) The Committee may call a special general meeting of the Association at any time.
- b) Upon a requisition in writing or via email from not less than 5% of the total number of members, or not less than 5 members of the association (whichever is greater), the Committee shall, within one month of the receipt of the requisition, convene a special general meeting for the purpose specified in the requisition.
- c) Every requisition for a special general meeting shall be signed by the relevant members and shall state the purpose of the meeting.
- d) If a special general meeting is not convened within month, as required by 8.2b above, the requisitionists, or at least 50% of their number, may convene a special general meeting. Such a meeting shall be convened in the same manner as nearly as practical as a meeting convened by the Committee, and for this purpose the Committee shall ensure that the requisitionists are supplied free of charge with particulars of the members entitled to receive a notice of meeting. The reasonable expenses of convening and conducting such a meeting shall be borne by the Association.

8.3 Notice of general meetings

- a) Subject to 8.3b, at least 14 days' notice of any general meeting shall be given to members. The notice shall set out where and when the meeting will be held, and particulars of the nature and order of the business to be transacted at the meeting.
- b) Notice of a meeting at which a special resolution is to be proposed shall be given at least 21 days prior to the date of the meeting.

- c) A notice may be given by the Association to any member by serving the member with the notice personally, by sending it by post to the address appearing in the register of members, or by sending it via electronic mail to an email address nominated by the member in the register of members. (See rule 5.5.)
- d) Where a notice is sent by post:
 - i) the service is effected by properly addressing, prepaying and posting a letter or packet containing the notice, and
 - ii) unless the contrary is proved, service will be taken to have been effected at the time at which the letter or packet would be delivered in the ordinary course of post.
- e) When notice is sent by electronic mail:
 - i) the service is effected by sending an email containing the text of the notice
 - ii) unless the contrary is proved, service will be taken to have been effected on the business day after it is sent.

8.4 Proceedings at general meetings

- a) Ten members (a lesser or greater number may be appropriate depending upon the size of the membership) present personally or by proxy shall constitute a quorum for the transaction of business at any general meeting.
- b) If within 30 minutes after the time appointed for the meeting a quorum of members is not present, a meeting convened upon the requisition of members shall lapse. In any other case (i.e. where a meeting was not convened by the requisition of members), the meeting shall stand adjourned at earliest convenience and if at such adjourned meeting a quorum is not present within 30 minutes of the time appointed for the meeting the members present shall form a quorum.
- c) Subject to 8.4d, the chairperson shall preside as chairperson at a general meeting of the Association.
- d) If the chairperson is not present within fifteen minutes after the time appointed for holding the meeting, or he or she is present but declines to take or retires from the chair, the members may choose a Committee member or one of their own number to be the chairperson of that meeting.

8.5 Voting at general meetings

- a) Subject to these rules, every member of the Association has only one vote at a meeting of the Association.
- b) Subject to these rules, a question for decision at a general meeting, other than a special resolution, must be determined by a majority of members who vote in person or, where proxies are allowed, by proxy, at that meeting.
- c) Unless a silent ballot is demanded by at least five members, a question for decision at a general meeting must be determined by a show of hands.
- d) A member being a body corporate shall be entitled to appoint one person, who shall not be a member of the Association, to represent it at a particular general meeting or at all general meetings of the Association. That person shall be appointed by the corporate member by a resolution of its board, which may be authenticated under its

seal. Such a person shall be deemed to be a member of the Association for all purposes until the authority to represent the corporate member is revoked.

8.6 Poll at general meetings

- a) If a poll is demanded by at least five members, it must be conducted in a manner specified by the person presiding and the result of the poll is the resolution of the meeting on that question.
- b) A poll demanded for the election of a person presiding or on a question of adjournment must be taken immediately, but any other poll may be conducted at any time before the close of the meeting.

8.7 Special and ordinary resolutions

- a) A special resolution as defined in the Act.
- b) An ordinary resolution is a resolution passed by a simple majority at a general meeting.

8.8 Proxies

A member shall be entitled to appoint in writing a natural person who is also a member of the Association to be their proxy, and attend and vote at any general meeting of the Association.

9. Minutes

- a) Proper minutes of all proceedings of general meetings of the Association and of meetings of the Committee, shall be entered within one month after the relevant meeting in minute books kept for the purpose.
- b) The minutes kept pursuant to this rule must be confirmed by the members of the Association or the members of the Committee (as relevant) at a subsequent meeting.
- c) The minutes kept pursuant to this rule shall be signed by the chairperson of the meeting at which the proceedings took place or by the chairperson of the next succeeding meeting at which the minutes are confirmed.
- d) Where minutes are entered and signed they shall, until the contrary is proved, be evidence that the meeting was convened and duly held, that all proceedings held at the meeting shall be deemed to have been duly held, and that all appointments made at a meeting shall be deemed to be valid.
- e) The association must give a member access to a copy of minutes of general meetings upon request.

10. Dispute resolution

- a) The dispute resolution procedure set out in this rule applies to disputes under these Rules between:
 - i) a member and another member
 - ii) a member and the Association

- b) The parties to the dispute must meet and discuss the matter in dispute and, if possible, resolve the dispute within 14 days after the dispute comes to the attention of all of the parties.
- c) If the parties are unable to resolve the dispute at the meeting the parties may choose to meet and discuss the dispute before an independent third person agreed to by the parties.
- d) In this rule 'member' includes any person who was a member not more than six months before the dispute occurred.

11. Financial reporting

11.1 Financial year

The first financial year of the Association shall be the period ending on the next 30 June following incorporation, and thereafter a period of 12 months commencing on 1 July and ending on 30 June of each year.

11.2 Accounts to be kept

The Association shall keep and retain such accounting records as are necessary to correctly record and explain the financial transactions and financial position of the Association in accordance with the Act. Refer to regulation 8 of the Associations Regulations.

11.3 Accounts and reports to be laid before members

Not Applicable

11.4 Annual returns

Not Applicable

11.5 Appointment of auditor

Not Applicable

12. Prohibition against securing profits for members

The income and capital of the Association shall be applied exclusively to the promotion of its objects and no portion shall be paid or distributed directly or indirectly to members or their associates except as bona fide remuneration of a member for services rendered or expenses incurred on behalf of the Association.

Section 55 of the Act provides a prohibition against securing profits for members.

13. Winding up

The Association may be wound up in the manner provided for in the Act.

14. Application of surplus assets

- a) If after the winding up of the Association there remains 'surplus assets' as defined in the Act, such surplus assets shall be distributed to any organisation which has similar objects and has rules which prohibit the distribution of its assets and income to its members. The Association may determine to distribute surplus assets to nominated charities.
- b) Such organisation or organisations shall be identified and determined by a resolution of members in general meeting. Section 43 of the Act prohibits the distribution of surplus assets at the completion of a winding up to members or former members, or associates of those persons.

15. Rules

These rules may be altered (including an alteration to the Association's name) by special resolution of the members of the Association. This includes revision or replacement by substitute rules. The alteration shall be registered with CBS, Corporate Affairs Commission, as required by the Act.

The registered rules shall bind the Association and every member to the same extent as if they have respectively signed and sealed them, and agreed to be bound by all of the provisions thereof.