

The Rules of Folk Dance New Zealand

1. Name

The name of the society is Folk Dance New Zealand [Incorporated] (referred to in these rules as “the Society”).

2. Objects

The objects of the Society are as follows:

- (a) to facilitate the networking of folk dancers and folk dance groups:
- (b) to raise the profile and enhance the image of folk dancing:
- (c) to encourage folk dancing in New Zealand:
- (d) to provide a national voice to promote the interests of folk dancers:
- (e) to provide and accredit folk dance teacher training:
- (f) to provide, or support the provision of, folk dance classes, workshops, seminars, performances, and courses:
- (g) to provide resources, or information on resources, that relate to folk dancing:
- (h) to support and cooperate with the folk dance and related folk music activities of ethnic groups:
- (i) to encourage and support the playing of live music for folk dancing.

3. Membership

- 3.1 There are two types of membership of the Society: individual membership and group membership.
- 3.2 All members have equal voting rights.
- 3.3 The Society may prescribe different annual subscriptions for the two types of membership.
- 3.4 A person or group becomes a member of the Society when the application, and the annual subscription, has been received by the Secretary and the person or group is entered on the membership list.
- 3.5 A person or group ceases to be a member—
 - (a) when the member gives notice of resignation to the committee; or
 - (b) when the annual subscription due from the member is more than 6 months overdue; or
 - (c) upon a resolution by a General Meeting of the Society.
- 3.6 The Society may, by resolution passed at a General Meeting, waive the current annual subscription due from any member.
- 3.7 The Society may, by resolution passed at a General Meeting, appoint any person as a Life Member, which means the person is a member of the Society but does not have to pay the annual subscription.

4. The Committee

- 4.1 The Committee must have between 5 and 9 members, and must include the following officers—
 - (a) the President:
 - (b) the Secretary:

- (c) the Treasurer:
- (d) the Editor.
- 4.2 The members of the Committee must each be individual members of the Society, and must either be elected to the Committee at a General Meeting, or be co-opted by the Committee. Every member holds office until the end of the Annual General Meeting following their appointment.
- 4.3 The general business of the Society must be carried out by the Committee.
- 4.4 A quorum for a committee meeting is half the current members of the Committee.
- 4.5 Every expenditure of the funds of the Society, other than petty cash, must be approved by resolution of the Committee.
- 4.6 The Committee may regulate its own procedure, subject to these rules and any regulations made by the Society.

5. Subcommittees

- 5.1 The Committee may appoint such subcommittees (including a subcommittee of one) as it considers necessary. Subcommittees are fully accountable to the Committee.
- 5.2 The President may not chair any subcommittee relating to the training or accreditation of folk dance teachers.
- 5.3 Any individual member may serve on a subcommittee.
- 5.4 The President may participate in any subcommittee ex-officio.
- 5.5 The Committee may delegate to a subcommittee any of its powers except the power to approve expenditure of funds other than the funds allocated to that subcommittee.
- 5.6 A subcommittee may regulate its own procedure, subject to these rules, any regulations made by the Society, and the direction of the Committee.

6. Officers

President

- 6.1 The President has the following minimum responsibilities:
 - (a) ensuring that the Society operates in accordance with these rules:
 - (b) calling and chairing meetings of the Society and the Committee, and ensuring that the agenda for meetings is compiled and circulated in the time specified in these rules:
 - (c) promoting the objects of the Society:
 - (d) co-ordinating the activities of the Society and the activities of any subcommittees:
 - (e) preparing the annual report.
- 6.2 In the case of an equality of votes at a Committee or General meeting, the President has a second or casting vote.
- 6.3 The President of the Society may not serve more than four consecutive terms, where a term is the period between Annual General Meetings.

Secretary

- 6.4 The Secretary has the following minimum responsibilities:
 - (a) keeping minutes of General Meetings, records of resolutions of the Committee, and any other records required to be kept under regulations made by the Society:
 - (b) maintaining the membership list, which must include the name, address, and occupation of each member, and the date on which each became a member:
 - (c) keeping records of all correspondence.

- (d) notifying the Registrar of Incorporated Societies of changes in the registered office of the Society.

Treasurer

- 6.5 The Treasurer has the following minimum responsibilities:
 - (a) keeping records of all income and expenditure of the Society:
 - (b) opening and maintaining such bank accounts as the Committee authorises:
 - (c) preparing accounts as required by the President for presentation at Committee meetings or for other purposes:
 - (d) preparing the annual financial statements and accounts.

Editor

- 6.6 The Editor has the following minimum responsibilities:
 - (a) producing a newsletter or journal regularly:
 - (b) ensuring that editorial policy and point of view reflects the Objects of the Society, seeking clarification from the Committee if required.

7. Meetings of the Society

All General Meetings

- 7.1 Notice of General Meetings must be given in time for members to receive it at least two weeks before the date of the meeting, and must include the agenda for the meeting.
- 7.2 A quorum for a General Meeting is the lesser of 12 members or 40% of the membership.
- 7.3 In the absence of the President, the meeting must elect any other member (whether an individual member or a representative of a group member) to chair the meeting.
- 7.4 Voting is by acclamation unless the chairperson determines that voting must be by another method.
- 7.5 Voting may be by proxy.
- 7.6 Resolutions, other than resolutions altering the rules, are passed by a majority vote.
- 7.7 Distance participation and voting by post, telephone, or electronic means, are allowed if—
 - (a) suitable arrangements are approved by the chairperson; and
 - (b) the chairperson advises those present at the meeting of the arrangements, and the meeting approves them.
- 7.8 The Society may, at a General Meeting, pass regulations not inconsistent with these rules for any purpose contemplated by these rules or otherwise necessary or desirable to regulate the affairs of the Society.

Annual General Meetings

- 7.9 An Annual General Meeting must be held in each calendar year.
- 7.10 The business at an Annual General Meeting must include the following:
 - (a) receipt of the minutes of the previous Annual General Meeting and any intervening General Meetings, and discussion of matters arising:
 - (b) receipt of the annual reports and financial statements:
 - (c) election of the office holders and the Committee:
 - (d) fixing the annual subscriptions for the following calendar year.

Special General Meetings

- 7.11 The President must call a Special General Meeting if—
 - (a) he or she receives a request for a Special General Meeting signed by eight members of the Society; or
 - (b) the Committee resolves to seek a Special General Meeting; or
 - (c) the President determines that a Special General Meeting is needed.

8. Finances

The financial year

8.1 The financial year is a calendar year.

Annual subscriptions

8.2 Annual subscriptions cover a calendar year.

Funds of the Society

8.4 The Society may open and operate bank accounts at any bank.

8.5 The Society may borrow and arrange overdraft facilities for any amount, but—

- (a) the total amount able to be borrowed must not exceed the value of the Society's assets; and
- (b) the Committee may not borrow, or arrange overdraft facilities for, more than \$250 without agreement by a General Meeting; and any such agreement lapses at the next General Meeting.

8.6 The Society may invest its funds.

8.7 No more than \$100 may be held by the Committee as petty cash.

8.8 Society funds may only be used to further the objects of the Society, and may not be used for the private pecuniary gain of any member.

8.9 Members may be reimbursed for costs incurred in attending meetings and carrying out the functions of the Society.

Audit

8.10 Auditing may be carried out by either—

- (a) a registered accountant who is not a member of the Committee; or
- (b) two people, neither of them Committee members, nominated by the Committee, at least one of whom is a member of the Society.

8.11 If any three or more members give notice in writing to the President requesting an audit of the Society's accounts, the President must immediately arrange for the audit. Half the cost of the audit must be paid by the members requesting the audit, and the other half must be paid by the Society.

Liquidation

8.12 Upon liquidation, anything in the possession of the Society that is on loan must be returned to the donor or, if the donor is not available, to any other person on behalf of the donor.

8.13 Any funds remaining after all debts of the Society have been paid must be paid to a group or society in New Zealand that—

- (a) has objects similar to, or compatible with, the objects of the Society; and
- (b) is treated as charitable for tax purposes.

9. Alteration of the rules

9.1 The rules of the Society may be amended at any General Meeting of the Society, provided that notice has been given to each member at least two weeks in advance of the meeting of—

- (a) the rules which it is proposed should be amended; and
- (b) the reason for the proposed amendment; and
- (c) the proposed wording of the amendment

9.2 A decision to amend the rules must be agreed by a 75% majority of the members voting on the amendment.

9.3 If the objects of the Society or any of clauses 8.8 to 8.13 are amended, the Secretary must immediately send a copy of the amended rules to the body that determines whether or not the Society is charitable for tax purposes.

10. Common seal

- 10.1 The common seal of the Society must be used on—
- (a) those documents required by law to be affixed with the common seal; and
 - (b) any other documents, such as Certificates of Attainment, that the Committee authorises.
- 10.2 The seal must not be affixed to any document except in pursuance of a resolution of the Committee or a General Meeting.
- 10.3 The President must retain custody of the seal.

11. Interpretation

If a question arises about the interpretation of these rules, the Committee may resolve the question. The Committee's decision is binding unless or until it is changed or rescinded by a General Meeting of the Society.

12. Registered Office

The registered office of the Society is at the address of the current Secretary, or at such other place as the Committee may determine from time to time.