

Constitution of the Middle Eastern Dance Association Of New Zealand

Registered with the Ministry of Commerce in June 1999.

1. THE NAME OF THE SOCIETY IS:

Middle Eastern Dance Association of New Zealand (Incorporated)

2. CONSTITUTION:

The society shall consist of a number of persons being not less than 15, comprising duly financial members who shall have the right to vote at meetings or take part in the management of the society.

3. THE REGISTERED OFFICE:

The registered office of the Association will be such a place that the Executive Committee from time to time decide.

4. THE PURPOSE STATEMENT OF THE ASSOCIATION IS:

"We are a group of dance enthusiasts committed to supporting each other in a spirit of friendship. We believe in sharing information to educate both dancers and the general public about Middle Eastern Dance."

5. AIMS AND OBJECTIVES OF THE ASSOCIATION:

- 5.1. To provide a supportive environment and network for people interested in Middle Eastern Dance
- 5.2. To foster and encourage interest and understanding of the art of Middle Eastern Dance
- 5.3. To promote and provide effective sharing of information to members of the Association, and non-members on request. To create and maintain an information and reference system that members can use e.g.:
 - Resource and Reference Library
 - Register of Middle Eastern Dancer's names
 - Register of Choreography
 - Register of Performing Individuals and Groups
 - Information on where to purchase music, books, costumes, videos and other dance accessories
- 5.4. To promote and develop ethical standards and behaviour for both dancers and their employers
- 5.5. To provide guidelines regarding minimum payment fee for paid performances
- 5.6. To educate dancers about the Association and its objectives and to provide a forum for the discussion of significant issues applying to the Association
- 5.7. To facilitate conferences, theatre performances, and workshops incorporating any element of Middle Eastern Dance. To provide performance opportunities for all levels of non-professional dancers

6. COMMITTEE AND EXECUTIVES:

- 6.1. The Committee shall consist of a minimum of five and a maximum of eight members from which the Executive will be drawn, except where the membership is less than 50 members where the Executive may be deemed to be sufficient to manage the Association.

- 6.2. The Executive shall consist of President, Vice President, Secretary, and Treasurer, and shall not be less than three persons.
- 6.3. A quorum shall be four members including any one of the Executive officers except where the Committee consists solely of the Executive where a quorum shall be three members.

7. APPOINTMENT OF OFFICERS OF THE ASSOCIATION:

- 7.1. The President, Vice President, Secretary, Treasurer, and other Committee members shall be elected at the Annual General Meeting.
- 7.2. The Committee shall hold office until the Annual General Meeting following their election unless removed by a Special General Meeting (refer Section 11.).
- 7.3. Any full financial member may be nominated for the position of Committee member provided that no member may be a member of the Committee for more than four consecutive years.
- 7.4. The President is elected for a term of one year and may be elected for one further term of one year. The only members eligible for nomination to the office of President are members who have already served on the Committee for at least one year.
- 7.5. Nominations and the written consent of the nominee must be received by the Secretary no less than fourteen days before the meeting, except where nominations are taken from the floor (refer .7.9.). Nominations may be received via post, fax, or email, as available.
- 7.6. Nominations must include the name of a proposer and seconder. Nominees, proposers, and seconds must be full and financial members.
- 7.7. If more members are nominated for any position on the Committee than are necessary to fill such positions, the election shall be by ballot. A vote shall be carried on the assent of more than 50% of the members voting. In the event of a split vote for any Executive nomination with less than the required majority, further ballots shall be held until a clear winner can be declared.
- 7.8. Where a ballot will be required, a list of nominees will be advised to financial members no less than five days before the meeting.
- 7.9. Only where insufficient nominations are received for a position will nominations for that position will be accepted from the meeting.

8. RESPONSIBILITIES OF THE COMMITTEE:

- 8.1. The Committee shall be responsible for conducting the affairs of the Association.
- 8.2. Any member of the Committee absenting themselves without leave for three consecutive meetings shall there by vacate their position.
- 8.3. If Committee members resign or are removed, the next most successful candidate may automatically take up the vacated position. Should the Committee strength fall below the minimum outlined in 6.1.a Special General Meeting should be called to elect new Committee members (refer to Section 11.)
- 8.4. The Committee may be removed by a resolution of a Special General Meeting (refer to Section 11.).
- 8.5. The Committee has the power to form sub-committees and co-opt members onto these sub-committees.
- 8.6. Every sub-committee must have at least one Committee member.
- 8.7. Sub-committees have the power to advise and organize as requested by the Committee but do not have independent financial authority or the power to change policy.

9. CONTROL OF FUNDS:

- 9.1. All moneys received by or on behalf of the Association shall forthwith be paid to the credit of the Association in an account with the ASB Bank at the Queen St branch or other Bank or Branch from time to time to be fixed by the Association.
- 9.2. All cheques or withdrawal slips shall be signed by any two Executive members.
- 9.3. The Society may from time to time invest and reinvest in such investments as are authorized Investments under the Trustees Act 1956, or any other Act passed in substitution therefore and otherwise upon such terms as it shall think fit, the whole or any part of its funds which shall not be required for the immediate business of the Society.

10. ANNUAL GENERAL MEETING:

- 10.1. An AGM shall be called each year during the month of April for the election of officers for the Committee and the Executive. All members will be advised in writing at least one month in advance of the scheduled date.
- 10.2. The notice of meeting for the AGM shall include the cut off date for nominations for the appointment of the Committee and information on voting for the Committee and Executive.
- 10.3. An AGM may be attended by members only; guests may not attend an AGM.

11. SPECIAL GENERAL MEETING:

- 11.1. At the written request of not less than ten members (such request to state the business to be brought forward), the Secretary shall convene a Special General Meeting to consider only the business stated. Such a meeting shall be held within fourteen days from the time of receiving such a request.
- 11.2. A special General Meeting shall be deemed to have been called if members are advised, in writing by the Secretary seven clear days in advance, of the meeting date and the nature of the proposed business.
- 11.3. In addition to Section 12, voting at any SGM shall be in the first instance by an indication of agreement or dissent but any five members participating may, on the declaration of the result, demand a secret ballot.
- 11.4. A SGM may be attended by members only; guests may not attend a SGM.

12. VOTING:

- 12.1. Only full financial members of the Association are entitled to vote.
- 12.2. Any member of the Association who is entitled to vote may lodge a vote with the secretary not later than the relevant deadline as included in the notification of the meeting. This may be by post, fax, or email as available.
- 12.3. Any member of the Association who is entitled to vote may appoint a proxy to act in their place. A proxy must be a full financial member of the Association. The investment appointing a proxy must be lodged with the Association's Secretary not later than the time appointed for the meeting.
- 12.4. Any member of the Association who is entitled to vote may participate and/or vote electronically where practical. This would include, but is not limited to: telephone, fax, videophone, or computer links (including email) as available. Reasonable steps should be taken to allow all members access to meetings.
- 12.5. For non-constitutional matters, a vote shall be carried on the assent of more than 50% of persons voting in the meeting.
- 12.6. For constitutional matters, a vote shall be carried on the assent of more than 75% of persons voting in the meeting.

13. **MEETING QUORUM:**

13.1. At any General Meeting there shall not be less than ten full financial members participating for the purposes of conducting any business or making any decisions. This may include participation by any means outlined in Section 12.

14. **FUNDS:**

14.1. The funds and property of the Association shall be devoted to the aims and objectives specified in the constitution. No pecuniary gain shall be derived by any member.

14.2. If upon the winding up or dissolution of the organization there remains after the satisfaction of all its debts and liabilities any property whatsoever the same shall not be paid to or distributed among the members of the organization but shall be given or transferred to some other organization or body having objects similar the objects of the first organization, or to some other charitable organization or purpose within New Zealand.

15. **MEMBERSHIP:**

15.1. Any person wishing to become a member shall contact any Committee member and upon completing registration details and payment of an annual subscription fee shall be deemed a member of MEDANZ.

15.2. There shall be four classes of membership: Full, Introductory (optional), Family and Lifetime.

Full Membership shall be open to any person who supports the aims and objectives of the Association. Full Membership members shall: have full voting rights; be eligible for election to the Committee; be eligible for full subsidies at specified events; receive regular newsletters.

Introductory Membership (optional) shall be open to any person who wishes to learn more about the aims and objectives of the association, and who has not previously been a MEDANZ member. Introductory membership shall be limited to 12 months from the date of initial acceptance of the membership fee. After which time, if the member wishes to continue membership, they must rejoin as a full or family member. Introductory members shall: have no voting rights, be ineligible for election to the Committee, be eligible for partial subsidies at specified events, and receive regular newsletters

Family Membership shall be open to any people related by blood, legal or de facto marriage living at the same address. At least one member of the family must be a full member of MEDANZ. Each person shall have the rights of a full member but the household will receive only one newsletter. Each family member is entitled to receive their own copy of information about MEDANZ AGMs, SGMs and Festivals. Family members will be required to provide documentary proof of their relationship if requested by the committee.

Lifetime Membership will be awarded by nomination of committee and by agreement of MEDANZ membership at AGM. Criteria for lifetime membership includes fifteen years or longer membership to MEDANZ, served on committee for at least four years, served at least two years on Committee Executive, has contributed significantly in own time to MEDANZ growth and development. Lifetime membership will have the same entitlements as a full member but will not be required to pay yearly membership subs. No more than a maximum of 5% of the total membership can hold lifetime membership at time of nomination.

15.3. Membership is valid for 12 months. The Membership Fee shall become due on 1 July in each year and if unpaid by 31 July shall deem to be in arrears and privileges shall cease. Non-financial members may regain these privileges by the payment of the membership fee by 30 September. Non-financial members at that date shall be removed from the roll without further notice. In case of hardship, the Committee is authorized to use its discretion

15.4. If any person deemed to be working against the spirit of the group or deemed to be guilty of misconduct inappropriate to the Association's aims and objectives, the Committee reserves the right to censure or review that person's membership eligibility. Complaints of misconduct must be lodged in writing to the Committee. The member has the right to see the complaint and to respond to it within four weeks. If the Committee still feel that the complaint is justified, a sub-committee will be formed to examine the issue in more detail. The member is entitled to have representation on this sub-committee. If the sub-committee feel the complaint is justified they may advise the Committee censure, temporarily suspend or permanently expel the member, or decline to accept their renewal of membership.

15.5. The membership list belongs to the Association and shall be confidential to members.

15.6. MEMBERS WILL/MAY CEASE TO BE MEMBERS BY:

- a: Resigning their membership by writing or phoning the Secretary of the Association.
- b: non-payment of membership fees three months from the due date. A reminder notice will be sent when fees are one month overdue. A final reminder notice will be sent when fees are two months overdue. Membership will terminate when fees are three months overdue.
- c: The Committee declining to accept renewal of membership or expel a member should a member prove to be unacceptable in accordance with the Association's aims and objectives, subject to the complaints procedure outlined in 15.4.

16. **ADDITIONS TO AMENDMENTS OR RESCINDMENT OF THE CONSTITUTION:**

16.1. Changes to the constitution may only be made at an AGM or SGM with the assent of more than 75% of the members voting. Any changes shall not affect the non profit aims, personal benefit or winding up clauses.