



Constitution of the Otago Dance Association Incorporated

FiName of the Association

- 1.1 The name of the club shall be the OUSA 'Otago Dance Association Incorporated'.

Article 2. Definition and Interpretation

- 2.1 'ODA' refers to the Otago Dance Association Incorporated.
- 2.2 Ordinary Resolution refers to a motion requiring a majority positive vote to pass.
- 2.3 Special Resolution refers to a motion requiring a two-thirds majority positive vote to pass.
- 2.4 The ODA Committee shall be the sole authority for the interpretation of these rules. The decisions of the ODA Committee shall be binding.

Article 3. Objectives

- 3.1 The objectives of the ODA shall be:
- 3.1.1. To promote dance within the University of Otago and Otago Polytechnic campuses and the wider Dunedin community.
 - 3.1.2. To provide members with the opportunity to develop and showcase their dance abilities.
 - 3.1.3. To introduce those who have had little access to or experience in dance to a range of different dance styles.
 - 3.1.4. To foster a community of creative and active individuals through a shared passion for dance.
 - 3.1.5. To represent the interests of the members of ODA.
 - 3.1.6. Any other objectives outlined by the ODA Committee if not inconsistent with objectives 3.2.1 – 3.2.6.

Article 4. Liabilities Incurred by ODA

- 4.1 ODA shall not enter into any loan agreement of a value greater than NZ\$1000 without notifying the OUSA Executive.
- 4.2 OUSA shall not be responsible for any liabilities or debts incurred by ODA.

Article 5. Membership

- 5.1 ODA shall in normal circumstances have no less than ten members.
- 5.2 Any eligible person shall become a member of ODA upon:
- 5.2.1. Payment to the ODA Committee of the appropriate membership fee; and
 - 5.2.2. Acknowledgement of registration by the ODA Committee.



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- 5.3 Membership shall be deemed to continue until a resignation is received by ODA Committee.
- 5.4 A club member may not be suspended or expelled unless the ODA Committee resolves to do so by special resolution.
 - 5.4.1. The suspended member will be relieved of any powers and responsibilities and is not permitted to attend club activities.
 - 5.4.2. A special general meeting must be called within three months to expel the member or the suspension lapses.
- 5.5 The following procedure must be used to expel a club member:
 - 5.5.1. Written notice of any meeting regarding the expulsion and of the basic allegations and charges against the member must be received in person 30 days prior to the meeting taking place.
 - 5.5.2. A special general meeting must be called which the member to be expelled may attend in person to provide, or submit in written form, grounds for his or her defence.
 - 5.5.3. The motion to expel a club member must be passed by special resolution.
 - 5.5.4. The member is informed in writing of the decision of the meeting and the length of his or her expulsion.
- 5.6 Life members may be appointed by the society at an SGM or AGM.
 - 5.6.1. Life members shall be entitled to all the benefits of membership but are exempted from membership fees.

Article 6. **Membership Fees**

- 6.1 ODA shall only levy upon its members such fees or subscriptions as have been set by special resolution of the ODA Committee.
- 6.2 Any member of ODA who does not pay any required subscription may be barred from exercising the privileges of membership by the ODA Committee until the subscription is paid.
- 6.3 The ODA Committee retains discretion to waive membership fees by special resolution in exceptional circumstances.

Article 7. **Annual General Meeting**

- 7.1 The Annual General Meeting (AGM) of ODA shall be held during the month of October at such time and place as the ODA Committee shall decide.
- 7.2 The AGM shall be held for the following purposes:
 - 7.2.1. To receive, from the ODA Committee, a report of the proceedings of the previous year and a statement of ODA accounts;



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- 7.2.2. To elect the officers of the ODA Committee for the following year; and
- 7.2.3. To conduct any general business.
- 7.3 The President shall act as chair for the reports and general business elements of the AGM.
- 7.4 The returning officer shall act as chair for the elections.
 - 7.4.1. The President shall act as returning officer for the elections.
 - 7.4.2. Where the President intends to be a candidate in any election, a returning officer, who is not a candidate in any election shall be appointed by the ODA Committee.
- 7.5 Every motion shall be moved by one ODA member and seconded by another.
- 7.6 Every member present shall be entitled to one vote in each matter.
- 7.7 Motions may be passed by acclaim, by show of hands or by secret ballot, at the discretion of the AGM.
- 7.8 The quorum shall be 10 percent of ODA's total members or 10 members, whichever is greater.
- 7.9 The newly elected committee shall take effect immediately upon the conclusion of the AGM.
- 7.10 At least 14 days notice of the AGM shall be given to all members, by posting a notice on the ODA website (www.otagodance.wixsite.com/otagodance) and in the ODA Facebook Group (www.facebook.com/groups/otagodance).
 - 7.10.1. The notice shall include an agenda of business to be conducted at the AGM.

Article 8. Officers

- 8.1 The management and control of ODA shall be deputed to the Officers of ODA who represent the ODA Committee.
- 8.2 The ODA Committee shall consist of a maximum of 15 people, being the President, Vice-President, Treasurer, Secretary, ODAPT Director, ODAPT Hip Hop Manager, ODAPT Jazz and Contemporary Manager, Events Coordinator, Deputy Events Officer, Production Officer, Marketing Manager, Social Media Manager, Merchandise Officer, Sponsorship Officer, and a ODAM, all of whom shall be elected at the Annual General Meeting.
 - 8.2.1. The President shall maintain oversight of and responsibility for ODA, including:
 - (a) Leading strategic planning in accordance with the objectives outlined in this document;
 - (b) Chairing committee meetings;
 - (c) Setting meeting timetables and agendas;



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- (d) Managing relationships with other organisations and being the spokesperson for ODA; and
 - (e) Ensuring risks to the organisation are managed.
- 8.2.2. The Vice-President shall provide general support to the President, as well as being responsible for the administration of classes, including:
 - (a) Organising and communicating with the team of choreographers and teachers;
 - (b) Organising class schedules; and
 - (c) Publicising classes and schedules to the members.
- 8.2.3. The Secretary shall provide administrative assistance, including:
 - (a) Keeping a true record and account of the proceedings and meetings of ODA and the ODA Committee;
 - (b) Booking rooms;
 - (c) Dealing with correspondence;
 - (d) Applying for Blues and Golds and Club of the Year awards;
 - (e) Printing membership cards; and
 - (f) Keeping a correct and up to date register of club membership.
- 8.2.4. The Treasurer is responsible for providing financial transparency and accountability to the ODA Committee, ensuring that processes and reporting requirements are met openly, and providing an assurance of the ongoing financial viability of ODA, including:
 - (a) Keeping a true record and account of all receipts and payments of ODA including bank statements;
 - (b) Preparing the statement of accounts and balance sheet for the financial year;
 - (c) Making recommendations to the ODA Committee about income and expenditure, investments and debts;
 - (d) Providing regular financial statements to the committee and providing explanations where required;
 - (e) Drawing up the annual budget in consultation with the ODA Committee;
 - (f) Making payments, invoicing and reimbursements; and
 - (g) Keeping ODA's asset register up to date.
- 8.2.5. The Otago Dance Association Performance Troupe (ODAPT) Director shall be responsible for the management and artistic direction of ODAPT, including:



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- (a) Having final discretion over the audition process and dancers selected for ODAPT;
 - (b) Actively seeking performance opportunities for ODAPT;
 - (c) Working alongside the ODA Treasurer to develop the ODAPT budget and manage the ODAPT account; and
 - (d) Managing all other aspects of ODAPT.
- 8.2.6. The ODAPT Hip Hop Manager shall be responsible for overseeing the ODAPT Hip Hop crew, including:
- (a) Working alongside the ODAPT director;
 - (b) Actively seeking performance opportunities for the Hip Hop crew;
 - (c) Holding regular rehearsals for training and performance preparation for the Hip Hop crew or finding guest teachers to take the class.
 - (d) Responsible for the distribution, re-collection and maintenance of Hip Hop ODAPT costumes
- 8.2.7. The ODAPT Jazz and Contemporary Manager shall be responsible for overseeing the ODAPT Jazz and Contemporary troupe, including:
- (a) Working alongside the ODAPT director;
 - (b) Actively seeking performance opportunities for the Jazz and Contemporary troupe;
 - (c) Holding regular rehearsals for training and performance preparation for Jazz and Contemporary troupe or finding guest teachers to take the class.
 - (d) Responsible for the distribution, re-collection and maintenance of Jazz and Contemporary ODAPT costumes
- 8.2.8. The Events Coordinator shall facilitate the organisation of events throughout the year, including:
- (a) Organising and communicating with performers, choreographers, judges and guests;
 - (b) Maintaining oversight of the technical requirements of the event, including sourcing and/or working with technicians and equipment; and
 - (c) Organising any other requirements of the events in conjunction with the Deputy Events, Publicity and Sponsorship Officers.
- 8.2.9. The Deputy Events Coordinator shall work with the Events Coordinator to facilitate the organisation of events throughout the year.
- 8.2.10. The Production Officer shall be responsible for the production of the videos, including



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- (a) Organising the filming and editing of classes and events; and
 - (b) Managing the ODA YouTube channel.
- 8.2.11. The Marketing Manager shall be responsible for the creation of advertising and promotional material, including:
 - (a) Fliers, posters and other promotional material when required; and
 - (b) Assisting in the Production Officer's duties where required.
- 8.2.12. The Social Media Manager shall be responsible for the ODA social media accounts, including
 - (a) Updating the ODA Facebook group, instagram account, website, and any other social media channels regularly; and
 - (b) Assisting in the Production Officer's duties where required.
- 8.2.13. The Merchandise Officer shall be responsible for ODA merchandise, including:
 - (a) Designing all merchandise;
 - (b) Sourcing material and printing locations; and
 - (c) Organising orders from all ODA members.
- 8.2.14. The Sponsorship Officer shall be responsible for ODA sponsorship and merchandise, including:
 - (a) Prizes for competitions and events;
 - (b) Sponsorship deals for ODA members, ODAPT and ODA generally; and
 - (c) Assisting the Treasurer in applying for grants.
- 8.2.15. The ODAM shall be responsible for providing guidance to the new ODA President and other executive roles throughout the year with situations and decisions that require extensive previous experience with ODA, including:
 - (a) Attending committee meetings;
 - (b) Give advice around upcoming events and challenges within the club and/or with members;
 - (c) Ensure the OUSA constitution is followed.
- 8.3 Individuals may hold only one position at a time. In the event that an AGM or SGM fails to fill a position, the responsibilities of the vacant position shall be distributed amongst the remaining officers at the discretion of the ODA Committee.
- 8.3.1. The position of ODAM does not always need to be filled and must be held by an individual that has been on the ODA Committee for at least the past two years
- 8.4 ODA officers shall hold office for one year following their appointment or until an Officer resigns.



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8.4.1. If a vacancy on the ODA Committee occurs during the year, providing that a quorum remains, the ODA Committee may appoint any member to fill such a vacancy, unless it has occurred due to a no confidence vote.

8.4.2. If a vacancy occurs due to a no confidence vote then article 10 of this constitution applies.

Article 9. **Election Procedure**

9.1 Every candidate for office shall be nominated at the meeting by one member of ODA and seconded by another.

9.2 The election of members of the ODA Committee shall take place by secret ballot at the AGM or SGM.

9.3 The current ODA Committee may, at the AGM or SGM, allow members to cast a vote in absentia if requested by the member.

9.4 Votes considered valid shall be those which vote in favour of a named candidate in the particular election they were cast in. Votes for candidates not seeking election shall be considered invalid votes and shall be discarded by the returning officer.

9.5 Where the votes obtained by any candidate exceed 50% of the total votes cast for the position, they shall be elected to that position.

9.6 In elections involving more than two candidates, if no candidate obtains 50% of the vote, the candidate with the fewest votes shall be eliminated. A second round of voting shall then occur between the remaining candidates. The process shall continue until a candidate obtains 50% of the vote.

9.7 In the case of an equality of votes, a second round of voting shall occur. If the result of this round is an equality of votes the President shall have a second or casting vote.

9.8 If the President is absent, the casting vote shall be held by the highest ranked executive member present at the meeting, according to the following list:

9.8.1. Vice-President

9.8.2. Secretary

9.8.3. Treasurer

9.8.4. ODAPT Director

9.8.5. ODAPT Jazz and Contemporary Manager

9.8.6. ODAPT Hip Hop Manager

9.8.7. Events Coordinator

9.8.8. Deputy Events Officer



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9.8.9. Production Officer

9.8.10. Marketing Manager

9.8.11. Social Media Manager

9.8.12. Merchandise Officer

9.8.13. Sponsorship Officer

9.8.14. ODAM

Article 10. Special General Meetings and No Confidence Votes

- 10.1 The ODA Committee on their own behalf or on the request of a quorum of members may at any time call a Special General Meeting (SGM).
 - 10.1.1. If the ODA Committee does not call a meeting within 14 days of receiving such a request, the requestors may themselves call a SGM.
 - 10.1.2. Notice of an SGM shall be given in the manner described in article 7.10 for an AGM.
- 10.2 The conduct, voting procedures and quorum of a Special General Meeting shall be the same as those prescribed for the AGM in article 7.
- 10.3 At any SGM a motion of no confidence in the ODA Committee, or any member thereof, may be passed by special resolution provided that notice of such intention has been given 14 days in advance.
 - 10.3.1. On the passing of such motion, the ODA Committee member shall be deemed to have resigned and the meeting shall then have the power to, and may proceed to elect a new Committee member to the vacant position(s).
 - 10.3.2. Such new members shall hold office until the next AGM.

Article 11. ODA Committee

- 11.1 The ODA Committee shall have full power at its meetings to deal with all matters relating to the objectives of ODA, including any matters relating to the interpretation of these rules, except where power is vested in ODA at a general meeting.
- 11.2 All decisions shall be valid and binding on the members, only so far as they do not conflict with these rules.
- 11.3 The ODA Committee shall meet at such times as it deems fit.
- 11.4 The President shall, in the case of an equality of votes, have a second or casting vote at all ODA Committee meetings.
- 11.5 If the President is absent, the casting vote shall be held by the highest ranked executive member present at the meeting, according to the list contained in article 9.8.



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11.6 The quorum for ODA Committee meetings shall be at least 4 ODA Committee members.

11.7 Active committee members shall be exempt from payment of the regular membership fee.

Article 12. Resignations from the ODA Committee

12.1 The resignation of any member of the ODA Committee shall be instituted by a letter of resignation to the President of ODA. In the case of the resignation of the President, resignation may be instituted by a letter of resignation to the Vice-President.

12.1.1. Such resignation shall be effective immediately upon receipt in writing by the committee.

Article 13. Finance, Property and Records

13.1 Financial decisions shall be the responsibility of the ODA Committee as a whole, not the individual signatories of the bank account.

13.2 The finances of ODA shall be managed by the President, Treasurer and Secretary.

13.3 No member of the ODA Committee shall receive remuneration from ODA, or use their office for personal financial gain.

13.4 The ODA Committee is entitled to use ODA funds for the purposes of ODA.

13.5 The ODA Committee is entitled to reimburse members who have purchased goods or services on behalf of ODA.

13.6 The ODA Committee shall not have power to borrow money for any purposes.

Article 14. Common Seal

14.1 The ODA Committee shall provide a common seal for ODA and may replace it with a new one from time to time.

14.2 The Secretary shall have custody of the common seal, which shall only be used by the authority of the ODA Committee.

14.3 Every document to which the common seal is affixed shall be signed by the President and countersigned by the Secretary or a member of the ODA Committee.

Article 15. Amendment of this Constitution

15.1 These rules can only be added to, repealed or amended by special resolution at an Annual or Special General Meeting of ODA.

15.2 14 days notice of the proposal for amendment shall be given to members of ODA in the ODA Facebook group.



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Article 16. Dissolution of ODA

16.1 Upon dissolution of ODA:

16.1.1. ODA's debts, costs and liabilities shall be paid.

16.1.2. Surplus money and other assets shall be disposed of by resolution at an AGM or SGM.

16.1.3. All funds and assets remaining after debts have been cleared will be distributed to a body with similar objectives.

16.1.4. No distribution may be made to any member.