

Constitution for the Operation of Australian National Square Dance Conventions

1.0 DEFINITIONS

- 1.01 This document is the Constitution for the operation of Australian National Square Dance Conventions.
- 1.02 The Authority overseeing the operation of Australian National Square Dance Conventions is the Australian National Square Dance Convention Board, hereafter referred to as "The Board".
- 1.03 The Board Executive is that group of Board members elected by the Board to carry out the day to day duties of the Australian National Square Dance Convention Board.
- 1.04 The Convention Committee is the Committee that operates the various National Square Dance Conventions.
- 1.05 Conventions are defined as past, present or future.
- 1.06 The present Convention Committee is that committee for the next immediate Convention.
- 1.07 The tenure of the immediate (or present) Convention Committee is defined as for the next convention up to and including the closing ceremony when it will become the "immediate past" Convention Committee.
- 1.08 The National Square Dance Convention Annual General Meeting shall be referred to as the "National Convention AGM".

2.0 AIMS AND OBJECTS

- 2.01 The name of the Convention shall be the Australian National Square Dance Convention.
- 2.02 The aims and objects of the Convention include the following:
 - 2.021 To provide an enjoyable dancing experience
 - 2.022 To provide a program of quality dancing and entertainment for the enjoyment of all delegates.
 - 2.023 To provide a means of developing good fellowship amongst dancers.
 - 2.024 To impart and exchange knowledge and ideas concerning square dancing, round dancing, clogging, contra and other forms of folk and/or country type dancing.
 - 2.025 To provide a forum for the discussion and debating of ideas and developments.
 - 2.026 To refine concepts, standards of dancing, uniformity and the like throughout the whole of Australia.
 - 2.027 To provide a catalyst for the gathering of various experts, committees and organisations relating to these forms of dancing.
 - 2.028 To facilitate and encourage relevant debates, seminars, demonstrations and the like.

2.029 To provide a means of advertising activities to the media and the public as a whole and in particular in the convention area to further develop and encourage participation in the movement.

3.0 BOARD

3.01 Australian National Square Dance Conventions shall be guided by the Board who shall select the successful applicant and subsequently oversee the preparation and operation of a Convention by a Convention Committee as outlined herein.

3.02 The Board shall comprise of one member of each Convention committee, Life Patrons and office bearers as outlined herein.

A member from each convention committee (preferably the Convenor) must be nominated in writing by the Convention committee as its representative for membership to the Board.

The Chairman of the Annual General Meeting shall also be requested to attend the board meeting prior to the relevant Convention's AGM.

A requirement of continued membership shall be that the person is an active square or round dancer and has attended three out of the last four Annual Board Meetings, (except for extenuating circumstances as approved by the Board)

3.03 Where a member ceases to qualify or resigns, the vacancy may be filled by a former member of that committee as the case may be. In the absence thereof the Square Dance body of that area shall be requested to nominate a person in writing who has attended at least five Conventions, and/or was a member of a previous Convention Committee, as the representative of that area.

3.04 An Executive Committee will be elected by the Board and may consist of members or persons considered eminently suited for the task for which they are elected.

3.05 The Board will elect an Executive Committee which will consist of Office Bearers namely:-

Chairman
Deputy Chairman
Secretary
Treasurer
Document Manager
Archival Secretary

along with a number of Executive members as selected by the Board.

- b) Each position will have a term of THREE (3) years.
- c) The Office Bearers will be elected on rotation over a three year period to maintain continuity.
- d) The election of the Executive members will be determined by the Board
- e) All elections will take place at the post convention Meeting of the Board, to be held at the Australian National Square Dance Convention.

4.0 BOARD DUTIES

4.01 The duties of the Board are as follows:

4.011 Act as a general overseeing body for the holding of Australian National Square Dance Conventions

- 4.012 Receive applications for future Conventions and after due analysis and consideration determine the most suitable applicant.
- 4.013 Declare and announce the successful applicant of the future National Square Dance Convention to be held three years hence during the closing ceremony of the current Convention.
- 4.014 Enter into an agreement with any Convention Committee subsequently elected after an area has been chosen, the public meeting is held and the office bearers are notified.
- 4.015 Assist and advise each Convention Committee as considered necessary or requested.
- 4.016 Ensure that each elected Convention Committee complies with this Constitution and the accompanying Manual, unless otherwise approved.
- 4.017 Conduct annual reviews of approved future Convention Committee planning and programming so as to make recommendations thought necessary to guarantee the continued high standard and integrity of Australian National Square Dance Conventions are maintained.
- 4.018 Acquaint the Convention Committee of the permits, approvals, insurances and the like necessary to indemnify the Board, the Convention Committee and the delegates from any liabilities and/or actions including all those mentioned in the Manual.
- 4.019 Encourage the holding of Australian National Square Dance Conventions in new areas so as to foster the wider development of Square Dancing in general.
- 4.020 Where in the opinion of the Board an elected Convention Committee is encountering difficulties that may prejudice the success of a Convention, or is acting contrary to the guidelines stated in this document or the Manual, the Board may take whatever action it considers necessary to ensure the success of that Convention.

5.0 BOARD MEETINGS

5.01 The Board shall hold two-part Annual General Meetings at each National Convention as follows:

5.011 Immediately prior to the National Square Dance Convention known as the Pre-Convention Annual Board Meeting to discuss:-

- a. Minutes of AGM Last meeting
- b. Business arising.
- c. Conferring with elected future Convention representatives, 1 and 2 years hence.
- d. Consider applicants for the future as yet determined convention 3 years hence.
- e. Selecting the successful provision applicant for the Convention 3 years hence.
- f. General business.

5.012 Immediately after the National Square Dance Convention known as the Post-Convention Annual Board Meeting to discuss:-

- a. Analysis of the Convention just held to determine any refinements that may be required for future conventions.
- b. Welcome to new members of the Board

- c. Election and confirmation of the Executive for the forthcoming period.
 - d Complete any general business arising or matters that may have been held over from the pre-Convention meeting.
- 5.02 Any member of the Board, or a confirmed or prospective Convenor, may request an Extraordinary General Meeting of the Board. Such a request shall be dealt with by the Executive of the Board who shall consider the circumstances and determine how and if a meeting is required or if the matter can be dealt with by electronic means or similar.
- 5.03 At General Meetings of the Board all current members of the Board are entitled to a vote on all matters.
- 5.04 Convenors of Conventions between the present Convention and their Convention shall attend as non-voting participants.
- 5.05 The Board shall present a report on their activities to the National Square Dance Convention Annual General Meeting.
- 5.06 The Board shall take into consideration any outcomes of the National Square Dance Convention Annual General Meeting as recommendations and take appropriate action or make an appropriate report or recommendations to subsequent meetings.

6.0 BOARD FINANCES

- 6.01 The operating expenses of the Board, including but not confined to the cost of maintaining and storage of the records mentioned under clause 17.04 along with the cost of notices advertised in the South Pacific Square Dance Review, shall be included in the cost of the Convention.
- 6.02 The Board shall provide details to the Convention Committee of this amount based on a per delegate basis at the time of the agreement being approved. Such cost shall allow for estimated inflation from that time until the date of the Convention if considered necessary.
- 6.03 The Board shall receive and administer monies which may be collected for or given to the Board for promotional and other purposes relating to the holding of Australian National Square Dance Conventions and to account for such monies and/or expenditure at each post convention Board Meeting.
- 6.04 The Board may provide a loan to the Committees of future Conventions under the following guidelines:
 - 6.041 Following the receipt of an application and after appropriate investigation and consideration an application for a loan may be granted, the amount being agreed between the Board Executive, and the future Convention Committee. If the convention committee is a sub-committee of a State body, the State body should also be included in the negotiations.
 - 6.042 A letter of agreement in duplicate shall be sent to the respective future Convention Committee for signing. Payment will be made on receipt of the returned agreement signed by the convention Committee Convenor, Treasurer and State Executive (where applicable).
 - 6.043 Settlement of the loan, to the satisfaction of the Board, shall be made three months prior to the commencement of their subsequent Convention unless special dispensation has been granted by the Board's executive
- 6.05 The Executive Committee along with members residing within the State/Territory of the Treasurer are authorised to manage a bank account with any two to sign

7.0 PUBLIC ADVICE

- 7.01 .For information purposes the names and contact information of the members of the Board (subject to each members agreement) shall be listed on the national web site (if available), noted of it's availability in the Review (once every year), made available for publication to each state magazines or any other web site and made available upon a request to the Secretary of the Board.

8.0 APPLICATION FOR THE HOLDING OF CONVENTIONS

- 8.01 Any area in Australia may make application for the privilege of holding a Convention. "Area" is defined as a city, or territory which in the opinion of the Board is capable of forming a committee and successfully operating an Australian National Square Dance Convention of the standard expected.
- 8.02 The application should include sufficient information about the various items listed in the Manual including hall sizes and capabilities, sound, financial estimates and projections plus a wide range of information including nearby amenities, features of the area, transport and accommodations sufficient for a detailed comparison and assessment to be made. The application should state that the bid is without the assistance of outside sources, or identify such sources.
- 8.03 The application must be presented to the Board meeting three (3) years prior to the year in which it is intended to hold the Convention. To facilitate this it should be received by the Board no later than four (4) calendar months prior to the commencement date of that Convention.
- 8.04 Upon receipt of the application the Board Secretary shall arrange for notification of it to be advertised in the South Pacific Square Dance Review and web site and the notification of it's availability for publication to all State magazines at least one month prior to the forthcoming Convention inviting written comment from any interested dancer.
- 8.05 All applications shall be supported by a presentation to the Board by a spokesperson(s) for the area. The spokesperson(s) shall be given sufficient time (approx. ten minutes) to explain the submission and shall subsequently answer any questions sufficiently to enable the Board to make a decision.
- 8.06 Upon an area being granted the right to hold a Convention, the spokesperson(s) or the subsequent elected Convenor for that area is then charged with the duty of preparing additional information for consideration in accordance with the application followed by a progress/confirmation report at each subsequent Convention up until the holding of their Convention.
- 8.07 Nothing contained herein shall prevent a group of dancers applying for the right to hold a Convention in an area outside their normal place of influence or residence or from forming a new group in an area under their sponsorship, provided they have the support of any State body concerned.
- 8.08 When an application, Confirmation or Progress Report is made it should be submitted, together with any dispensation requests, to the Board Secretary so that it can be distributed, with the agenda for the next Board meeting, at least one month prior to that meeting. The Secretary should also forward copies to the Australian Callers Federation, Australian Round Dance Association, or any similar organisation. The Secretary should also advertise it's availability in the review, website (if available) and state magazines (subject to publications dates)

8.09 Nothing contained herein shall be interpreted as giving any area a given right to book a future Convention for any year ahead but areas with particular reasons may at any time advise of their intentions. All applications shall be dealt with on merit.

9.0 TIME OF HOLDING CONVENTIONS

9.01 The Board shall make every endeavor to ensure that a convention is held every year

9.02 The Convention shall be held between the Easter weekend and the last weekend in June inclusive each year unless otherwise approved in the application.

9.03 It is the responsibility of the Area selected to nominate the time and duration of the Convention. Account should be taken to the need to provide a time that will maximize delegate attendance.

10.0 ELECTION OF CONVENTION COMMITTEE

10.01 If the bid is successful the Board will approve of the applicants as the Provisional Convention Committee.

10.02 Within a period of 6 months from the acceptance of the bid, the Provisional Convention Committee Chairman shall cause to be advertised and held a public meeting of all interested Dancers within the bidding area for the purpose of electing a Convention Committee.

10.03 This Convention Committee should preferably consist of callers and/or dancers.

10.04 It shall be made up of as many members and sub-committees as desired, but shall include as a minimum the following 5 persons:-

- a) Convention Convenor
- b) Convention Secretary.
- c) Convention Treasurer/Registrar.
- d) Publicity Manager.
- e) Programme Manager

10.05 It is considered appropriate and advisable the majority of members elected to a Convention Committee should consist of those who initiated the original application to ensure consistency with the approved bid.

10.06 For legal requirements members of the Convention Committee must be sixteen (16) years of age or over.

10.07 The Board will appoint a Liaison Officer to deal directly with the Convention Committee to assist with the organisation of the convention in accordance with the Constitution and Manual

11.0 DUTIES OF CONVENTION COMMITTEE MEMBERS

11.01 The duties of the committee members are as follows:

11.02 Convention Chairperson (Convenor):

11.021 Shall organise, generally preside and take responsibility for all facets of the Convention.

11.03 Convention Secretary:

- 11.031 Shall handle all correspondence pertaining to the Convention and ensure that all committee members and the Board Liaison Officer receive notice of meetings, agendas and minutes.
- 11.032 Within a period of six months after the Convention the Secretary shall present to the Archives Secretary a complete set of records of the convention, including the minutes of all meetings that were held.
- 11.033 The Secretary shall present to the Documents Manager a set of all meeting minutes, in particular those affecting the Constitution or Manual, within a period of six months.

11.04 Convention Treasurer:

- 11.041 Shall handle all financial matters and maintain thorough and accurate records of income and expenditure so as to facilitate audit and within 6 Months after completion of the Convention present a properly audited financial statement.
- 11.042 The financial statement shall explain how funds were raised and distributed or otherwise dealt with.
- 11.043 Receipts shall be issued or obtained for all monies received and paid.

11.05 Publicity Manager:

- 11.051 Shall arrange for the Convention to be publicised effectively both within Australia and worldwide.

11.06 Program Manager

- 11.061 Shall arrange and prepare a program suitable for a National Square Dance Convention for the committee and the Board Liaison Officer to evaluate and approve.
- 11.062 Shall liaise with all bodies (e.g. Australian Callers Federation, Australian Round Dance Association, etc.) to ensure that all programmed caller/cuer programming will meet the expected requirements for National Square Dance Conventions.
- 11.063 Shall ensure that venues for Annual General Meetings, conferences and the like are set out in the Convention Program in such a manner that any conflict of times between related interests is minimised.
- 11.064 Shall appoint a person having expertise in electronics to ensure the sound meets the requirements of all groups including recordings at meetings.

12.0 REPORT AND AUDITED BALANCE SHEET

- 12.01 Within the period of six (6) months after the completion of the Convention the Convenor shall cause to be held a public meeting of Square Dancers in that area at which a complete report on the Convention, together with a financial statement and any recommendations deemed necessary shall be submitted.
- 12.03 This report along with an audited balance sheet shall be presented to the Board Executive no later than 2 months prior to the forthcoming convention for tabling and presented to the General Meeting of the convention.

- 13.01 Should the Convention be run at a surplus, the funds so raised may be expended in any of the following ways:-
- 13.011 General promotion of Square and Round Dancing in that Area.
 - 13.012 General improvement of Square and Round Dancing in that Area.
 - 13.013 Allocated in part or whole as capital for the next Convention to be held in that area, with the details lodged with the Treasurer of the Board for safe keeping.
 - 13.014 Allocated to recognised National Square Dance and/or Round Dance Organisations or related bodies in appreciation of their support of the convention.
 - 13.015 Allocated to a trust fund managed by the Board for future Square Dance Conventions.
- 13.02 The funds shall not be used for the gain of any individual or organisation, except where Square Dancing and Round Dancing as a whole benefits, without prior approval of the Board Executive.
- 13.03 Funds shall not be given to any individual or organisation, not connected with Square Dancing, without prior approval of the Board Executive.

14.0 REGISTRATION

- 14.01 The Committee shall register the name of every delegate to the Convention in a Convention Register and shall issue a ribbon or similar identification to everyone registered indicating their State, Area or Country of residence.
- 14.02 Each State, Area or Country shall be recognised by a different colour as follows. The colour codes quoted on the right are references to the Australian Standards Association of Australia Code AS 2700 and may be quoted when placing orders for specific colours

State	Official name	AS No	AS name
a) Queensland	Maroon	R54	Raspberry
b) New South Wales	Blue	B23	Bright Blue
c) Australian Capital Territory	Turquoise	T15	Turquoise
d) Victoria	Red	R13	Signal Red
e) South Australia	Purple	P23	Lilac
f) Tasmania	Green	G13	Emerald
g) Western Australia	Yellow	Y13	Vivid Yellow
h) Northern Territory	Orange	X15	Orange
i) Hunter Valley NSW	Olive	G35	Lime Green
j) New Zealand	Black	N61	Black
k) Overseas	Silver Grey	N24	Silver Grey

15.01 The program for the Convention shall be left to the discretion of the organising Committee who shall liaise with the various caller, cuer and dancer groups to satisfy their requirements. The Committee shall always include the following:-

15.011 Pre and Post Board general meetings.

15.012 Square dance sessions.

15.013 A time allocated for the presentation of new Callers from each Area. In this regard, the Australian Callers Federation shall approve the quality of the Caller before they are permitted to be included on the programme.

15.014 Round dance sessions and segments including a showcase time.

15.015 A National Callers meeting

15.016 A National round dance meeting

15.017 A meeting of the State Editors and Co-ordinating Editor of the South Pacific Square Dance Review.

15.018 Meetings of the various Square Dance Societies and organisations throughout Australia as outlined in the Manual.

15.019 The Australian National Square Dance Convention Annual General Meeting. The quorum for the Annual General Meeting shall be 20 dancers. The business of the Annual General Meeting shall be as follows:

- a) Welcome by either the Chairman of the Board, the Convention Convenor, or the meeting Chairman.
- b) Minutes of the previous Annual General Meeting.
- c) Report from the immediate past Convention Convenor and presentation of Financial Statement.
- d) Reports from each State, Area or Country from which delegates are present.
- e) Reports from each Organisation (i.e. Australian Callers Federation, Australian Round Dance Association, etc.),
- f) Report from the Board.
- g) Statements on the progress of arrangements for the Convention to be held 2 years hence.
- h) Confirmation of the Convention to be held one (1) year hence.
- i) Any Special Business, (which notice has been given)
- j) General Business.

15.020 a) When in the opinion of the Board Executive, there is a subject(s) or topic(s) to be dealt with at the Australian National Square Dance Convention Annual General Meeting that would preclude the normal business being conducted within the set time, an Extraordinary General Meeting shall be held at an advertised time prior to the commencement of the Convention with the nominated subject(s) or topic(s) as the only business.

b) Should an Extraordinary General Meeting be held notice of the meeting shall be prominently advertised in the Square Dance Review and made available for publication in State magazines at least four weeks prior to the Convention. (time permitting)

c) The results of such an Extraordinary General Meeting shall be announced at the Annual General Meeting and shall be incorporated therein without need for further discussion.

15.021 Additional Program Events. The following additional events should be

- a) Time may be allocated for the demonstration of new ideas, spectacular dance demonstrations or other entertainment during dance intervals.
- b) Seminars for Callers and Round Dance and Clogging Cuers and Instructors.
- c) A series of lectures, debates or talks, discussion panels or workshops on aspects affecting the operation of Square Dancing and/or allied activities.

16.0 AMENDMENTS TO THE CONSTITUTION

16.01 This Constitution may be amended as follows:

16.011

16.0111 Any Dancer may at any time submit a suggestion to amend the Constitution to the Board,

16.0112 The Board may instigate amendments for the Constitution in its normal course of operations at any time

The Board will then publish it in the South Pacific Square Dance Review* and make it available to State magazines*. Any comment should be made in writing to the Board one month prior to the next Convention.

If the amendments are not advertised due to any reasonable reason, the Board may still deal with them in the normal course and detail it fully when advertising any approved amendments in the Review.

16.012 The Board shall acknowledge receipt of any suggestions and advise the person in writing of the result. If the suggestion is not accepted the Board shall advise the dancer of the reason.

16.013 An amendment shall only be considered as being passed when approved by a 75% majority vote of the Board.

16.014 The Board shall announce any alterations made to the Annual General Meeting and amend the constitution as required.

16.015 Any amendment to the constitution will be subsequently published in the South Pacific Review, the website (if available) and made available for publication to State magazines and take effect from the convention at which it was made, however, if it is to the disadvantage of any future convention currently approved then an exemption is to be considered by the board.

16.016 Nothing contained herein shall prevent an Annual General Meeting from passing a motion setting aside a particular requirement for one Convention where it is in the best interests of that Convention, provided that the motion is passed by a 75% majority of those present.

* Depending on timing of submission and publication dates of the South Pacific Square Dance Review and State magazines.

17.0 ARCHIVAL SECRETARY AND DOCUMENTS MANAGER

17.01 The Archival Secretary shall receive, keep and maintain a full set of records of every Convention. A selection of the records are to be on display for perusal at every Convention and stored in a safe place for future display.

- 17.02 A Documents Manager shall maintain and report to the Board on all matters pertaining to the keeping of current copies of the Constitution and Manual. The duties shall include receiving and reporting on proposed amendments to these documents and providing to the Board members current sets of documents immediately prior to each convention or when necessary.
- 17.03 The cost of maintaining and storage of the records of the Convention and amendments to the Documents shall be borne by the Board.

18.0 CONCLUSION OF CONVENTIONS

- 18.01 At the conclusion of a Convention, the Chairman of the Board shall officially close the Convention and introduce the Convenor for the next Convention. The Chairman of the Board will also represent all delegates in thanking the Convenor for the Convention just closed.
- 18.02 During this period the Chairperson of the Board shall also announce to delegates the successful bidder for the Convention to be held in three years time.

19.0 SPONSORSHIP

- 19.01 The Convention in part or whole, may be sponsored by a business, government or group of interested parties on the following terms and conditions.
- 19.011 Any product advertised should not be related to or be part of:
- a) Smoking
 - b) Drugs
- 19.02 The product advertised and the manner in which it is advertised shall not be against the best interests of Square Dancing and must receive prior approved by the Board executive.
- 19.03 The manner in which the advertising is carried out shall not interfere with or denigrate the standard of the Convention.
- 19.04 All remunerations, payments and rights received shall be paid into the Convention funds and noted in the final Audited Financial Statement.

20.0 OPERATIONS MANUAL

- 20.01 The Operations Manual for the operation of Australian National Square Dance Conventions shall be attached to and read in conjunction with this Constitution.
- 20.02 The Operations Manual shall be for the purpose of advising future Convention Committees.
- 20.03 The Operations Manual contains most of the technical and operational matters considered to be necessary for the success of future Conventions.
- 20.04 The Operations Manual specifically defines whether an item is obligatory or a recommendation only. Matters are only made obligatory when they are considered necessary for the welfare of Square or Round Dancing as a whole or the Convention in particular.
- 20.05 Any Dancer or the Board may at any time submit a proposed amendment(s) to the Operations Manual to the Board. The Board will evaluate the suggested amendment(s), make any appropriate alterations and advise of such changes to the dancer and advise of such amendment(s) at the Annual General Meeting.

20.06 If an amendment is passed altering the Constitution so that it is at variance with a statement in the Manual, then that statement shall be immediately altered, as the Constitution overrides the Manual.

21.0 LIFE PATRONS

21.01 The title of Life Patron may be conferred upon a person who has contributed outstanding service to the Square and/or Round Dance Movement in general and Australian National Square Dance Conventions in particular.

21.02 The title may be conferred after the following:-

21.021 A nomination to confer Life Patronage must contain a minimum of 25 signatures from two or more States/Territories and be submitted to the Board six months prior to the Convention together with supporting documentation.

21.022 Such Nomination must be passed by a 75 % majority of the Board.

21.022 If the Board approves of the nomination, it shall advise the Annual General Meeting and publicise it within each state for confirmation at the subsequent Annual General Meeting by a simple majority

21.023 If subsequently approved by the Convention AGM the Board Chairman shall confer Life Patronage during the closing night of the Convention.

21.03 The title is an honorary one and does not imply any rights or privileges other than those contained within this constitution.

22.0 WINDING UP OR DISSOLUTION

22.01 If upon winding up or dissolution of any Australian National Square Dance Convention or the Board, there remains after satisfaction of all its debts and liabilities, any property whatsoever, the same shall be given or transferred to a Square Dance Society, or other organisation having objects similar to those of the National Square Dance Conventions of Australia, and which shall prohibit the distribution of its or their income and property amongst its or their members and which is a fund, authority or institution as determined by section 23 of the Income Assessment Act 1936 (as amended).

Adopted at the Special General meeting of the 48th Australian National Square Dance Convention, Adelaide 2007

END OF CONSTITUTION

Memorandum of Understanding

**BETWEEN THE AUSTRALIAN NATIONAL
SQUARE DANCE CONVENTION BOARD
AND THE
..... AUSTRALIAN NATIONAL SQUARE DANCE CONVENTION
COMMITTEE**

This is an agreement between the Australian National Square Dance Convention Board, referred to as the Board, and theth Australian National Square Dance Convention Committee concerning the granting of a right to conduct and operate a forthcoming Convention.

The conditions under which this agreement is granted are :-

1. This agreement incorporates certified attachments of :-
 - a. The latest edition of the Constitution for the operation of Australian National Conventions,
 - b. The latest edition of the Manual for the Operation of Australian National Conventions, and,
 - c. A copy of the submission to hold a National Convention approved by the Board.
2. Two copies of this agreement must be signed by each party, one for the Board and one for the Convention Committee.
3. The agreement includes a statement from the Convention Committee that they shall conform to the best intent of the above documents, unless special concessions have been granted, in which case these shall be set out in a letter of approval by the Board attached thereto.

4. Details of the Convention governing by this agreement are :-

Theth Australian National Square Dance Convention

State or area.....,,.....

Date.....

Venue.....

5. Insurance

Attention is drawn to the need to take out Public Risk Insurance for a minimum amount required by the venue or the current legislation. (e.g. \$ 5 - 20 million). A copy of this policy should be forwarded to the Board prior to the Convention.

6. Board Expenses.

Allowances have been made for inclusion of Board Expenses to be paid to the Board prior to the finalisation of the Balance sheet.

These expenses shall include the amounts allowed for Board administration as noted in the Constitution.

The expenses are as follows:-

South Pacific Square Dance Review

Maintenance of records.....

Storage of records.....

7. Liaison

The Manual requires for Liaison with the Australian Callers Federation, the Australian National Square Dance Society and the Australian Round Dance Association to ensure the programs meet with the satisfaction of these organisations and the dancers in general. The signing of this agreement is acknowledgement of acceptance of this requirement.

SIGNATORIES FOR THE BOARD

Chairman.....

Secretary.....

Treasurer.....

SIGNATORIES FOR THE AUSTRALIAN NATIONAL SQUARE DANCE CONVENTION COMMITTEE

Convenor.....

Secretary.....

Treasurer.....

Dated this.....day of.....20.....

SIGNATORIES FOR THE STATE EXECUTIVE. (where applicable)

President.....

Secretary.....

Treasurer.....