

The Ballroom Dancers' Federation Ltd



General Rules – November 2023

(Revised AGM 2023 – all previous Rule Books rescinded)

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Name

- 1.** The Name of the Body shall be the "Ballroom Dancers' Federation Ltd", hereinafter referred to as the Ballroom Dancers' Federation.
- 2.** As membership of the Federation does not constitute a teaching qualification, the title Ballroom Dancers' Federation must not be abbreviated to the letters BDF to be used in connection with an individual's name.

Objects

- 3.** The Objects of the Federation will be:
 - (a)** To foster the spirit of good fellowship and sportsmanship and to protect the interests of competitors, demonstrators, adjudicators, teachers and coaches.
 - (b)** To further the goodwill and co-operation between the Federation, the British Dance Council and international governing bodies/associations/organisations.
- 4.** The Federation shall be non-profit making.

Membership

- 5.** The B.D.F. is a British Federation and as such Full/Student members must fulfil the following criteria to be eligible for membership:
 1. Be a British Citizen or be eligible to hold a UK Passport or be resident in Great Britain. (For the purposes of these rules, Great Britain includes Northern Ireland, as is the case with the British Dance Council).
AND
 2. Meet one or more of the criteria listed in Rule 6.

6. Membership shall consist of the following categories:

CATEGORY	CRITERIA
Honorary Life	Please refer to Rule 22
Full	Amateur and Professional Dancers/Competitors, Adjudicators, Teachers and Individuals with a professional interest in Competitive Dancing
Student	Competitors under 16 years of age
Affiliate	Associations/Organisations, Companies etc.

Rights of Members:

Full Members (and Honorary Life Members) shall be entitled to attend all General Meetings of the Federation and shall be entitled to one vote, providing their application for membership has been accepted a minimum of one month preceding the meeting in accordance with Rule 7

With the exception of Amateur and Professional Competitors, Full Members are eligible for nomination for the election onto the Executive Committee, subject to meeting the minimum period of membership set out in Rule 14.

7. Every candidate for membership shall provide their full name and postal address at the time of application. These details will be presented to the Executive Committee for ratification at the next available meeting of the Executive Committee. One month must elapse from acceptance before new members are entitled to vote.

Affiliate Membership

8(a) The members of Affiliated Associations/Organisations, Companies etc. will not be members of the Ballroom Dancers' Federation. One representative of an Affiliated Member is entitled to attend all General Meetings of the Federation and shall be entitled to one vote.

8(b) Applications for Affiliate Membership must be submitted in writing to the Honorary Secretary to include a description of the activities of the association. The Executive Committee reserves the right to accept or decline all applications for Affiliate Membership.

Subscriptions

9. Every member shall pay on being admitted to the Federation the current annual subscription as indicated on the membership form which will become due on the first day of March each year. Each member's annual subscription shall be deemed to be a debt due to the Honorary Treasurer of the Federation for the time being. Any members more than three months in arrears with their subscription will not be allowed to participate in any of the benefits arranged for members.

Student Members and Honorary Life Members shall not be required to pay a membership subscription.

Affiliate members shall pay an annual membership subscription to be decided by the Executive Committee.

Honorary President(s)

19(a) Upon the recommendation of the Executive Committee, the Federation may elect at its Annual General Meeting one or more Honorary President(s) either for life or for such lesser period as may be determined by election.

19(b) The Executive Committee may recommend for election as Honorary President only those members who are considered to have rendered outstanding service to the Federation whilst serving on the Executive Committee.

19(c) The Honorary President shall by virtue of his or her office be an Honorary Life Member of the Federation and a member of the Executive Committee and all sub-Committees. The spouse/partner of the Honorary President shall also be an Honorary Life Member of the Federation.

19(d) Any Honorary President shall be entitled to voting rights at Executive Committee meetings and all General Meetings of the Federation.

Honorary Vice-President(s)

20(a) Upon the recommendation of the Executive Committee, the Federation may at its Annual General Meeting elect one or more Honorary Vice-President(s) either for life or for such lesser period as may be determined by election.

20(b) The Executive Committee may recommend for election as an Honorary Vice President only those members who are considered to have rendered outstanding service to the Federation whilst serving on the Executive Committee.

20(c) Any Honorary Vice-President shall by virtue of his or her office be an Honorary Life Member of the Federation and a member of the Executive Committee and all sub-Committees. The spouse/partner of any Honorary Vice-President shall also be an Honorary Life Member of the Federation.

20(d) Any Honorary Vice-President shall be entitled to voting rights at Executive Committee meetings and all General Meetings of the Federation

Powers of the Executive Committee

21. The Executive Committee shall have the power to alter, delete, or make additions to these rules or to the Constitution of the Federation as a temporary or emergency measure. Any alteration must be confirmed by a resolution carried by at least two-thirds of the members present and voting at the following Annual General Meeting, notice of which shall have contained particulars of the proposed alteration or addition.

Management of the Federation

- 10.** The management of the Federation shall be entrusted to an Executive Committee.
- 11.** The Executive Committee shall consist of the Honorary President, Honorary Vice President(s), President, Vice-President, Honorary Secretary, Honorary Treasurer, Liaison Officer, Public Relations Officer, Membership Organiser and not more than 12 committee members. With the exception of the Honorary President and Honorary Vice President(s), the Executive Committee shall be elected annually.
- 12.** The Officers of the Federation shall consist of the President, the Vice-President, the Honorary Secretary, the Honorary Treasurer and the Liaison Officer.
- 13.** At all meetings of the Executive Committee five shall form a quorum.

Election of the Executive Committee:

- 14.** All nominees to the Executive Committee must be members at the time of the election and must have been members for the previous two years.
- 15(a)** Unopposed Officers offering themselves for re-election shall be elected automatically (see Rule 12). If the automatic re-election of any officer is opposed, a vote shall be taken. That position shall be filled by the candidate receiving the highest number of votes cast by members present and voting (but see Rules 17 and 18).
- 15(b)** If the number of retiring Committee Members offering themselves for re-election, together with any additional nominees for election totals 12 or less, these candidates shall be elected automatically. If the number is 13 or more, a vote shall be taken. The 12 vacant Committee Member positions shall be filled by the candidates receiving the highest number of votes cast by members present and voting (but see Rule 14). The number of votes cast for each candidate shall be read out to the meeting.
- 16.** No member shall be eligible for the Office of President, Vice-President, Honorary Secretary, Honorary Treasurer or Liaison Officer, who has not previously served on the Executive Committee in the previous two years prior to the election.
- 17.** Any Officer standing for re-election or E.C. Committee Member nominated to fill the position of an Officer of the Federation who is not elected shall automatically go forward for inclusion in the nominations for Committee Members.
- 18.** Unfilled positions shall remain vacant until the next A.G.M. elections unless the Executive Committee consider it necessary to fill them in accordance with Rule 23.

- 22.** The Executive Committee may recommend for election as Hon. Life Member any person who in the opinion of the Executive Committee has rendered services to the Federation. Any such recommendation to take effect shall be approved by a 75% majority of members present and voting at the Annual General Meeting.
- 23.** The Executive Committee is empowered to fill any vacancy in the Offices of the Federation, following the A.G.M. or arising at a later date through resignation or retirement, from the Members of the Executive Committee, such Officers to remain in Office until the next A.G.M. elections
- 24.** The Executive Committee is empowered to co-opt members on to the Committee. All such co-opted members shall not have the power of vote at Executive Committee meetings.
- 25.** The Executive Committee shall have the power to suspend any member who shall offend against the rules of the Federation or whose conduct shall in the opinion of the Federation render him/her unfit for membership of the Federation. Before any such member is suspended the Honorary Secretary shall give him/her 60 days' written notice to attend a meeting of the Executive Committee, which notice shall contain particulars of the complaints made against him/her. No member shall be suspended without first having an opportunity of appearing before the Executive Committee and answering the complaints against him/her, but the member shall only have the right to appear before and be heard by the Executive Committee, if he/she gives notice of his/her desire to do so within 14 days from the date of being notified. Such suspension shall be confirmed at the next Annual General Meeting, or General or Extraordinary General Meeting following the suspension.
- 26.** If any circumstances affecting any member be brought under the notice of the Executive Committee, which, in their considered opinion, shall be likely to endanger the welfare, interests or good order of the Ballroom Dancers' Federation, the Executive Committee shall have power to remove the name of the alleged offender from the List of Members. Subject to rules 25, 32 and 33.

Meetings

- 27.** An Annual General Meeting will be held when the following business shall be conducted:
- (a) The presentation of the President's Report.
 - (b) To receive and, if approved, adopt a Statement of the Federation's Accounts to the end of the preceding financial year, ending February 28th.
 - (c) The Election of Officers and Executive Committee.
 - (d) Such other business as shall have been communicated to the Honorary Secretary and included in the Notice of the Meeting sent to members.
- 28.** Any proposition from members for consideration at the A.G.M. must be submitted in writing to the Honorary Secretary at least 28 days prior to the A.G.M.
- 29.** An Extraordinary General Meeting may be convened at any time by the Executive Committee or shall be convened within 28 days on the requisition of 25% of the members in writing to the Honorary Secretary stating the purpose for which the meeting is required.

30. The Honorary Secretary shall at least 14 days before the Annual and General or Extraordinary General Meeting send to every member at his postal or email address in the Federation's books a notice of the meeting stating the date when, and the place where it will be held, and the business to be conducted.

31. The business at a General Meeting shall be limited to that provided by these rules and those further matters specified in the Notice convening the Meeting. The quorum at any General Meeting shall be 11, with a minimum of six Executive Committee Members, at least three of whom must be Officers of the Federation.

Expulsion of members

32. The Federation may expel any member at the Annual General Meeting, General or any Extraordinary General Meeting.

33. Any member who in the opinion of the Federation offends against the rules of the Federation, or who acts in such a manner as to bring the profession into disrepute, will be required to resign from the Federation forthwith.

Grants

34. The Ballroom Dancers' Federation will, when considered appropriate, give a grant for professional competitors, who are current, paid up members of the B.D.F., to represent Great Britain at major international events. Applicants must have held membership of the B.D.F. for six months prior to being nominated by the British Dance Council to represent Great Britain. Application for consideration of a grant must be made in writing prior to the event.