



VICTORIAN SQUARE DANCING ASSOCIATION INC REG A0005828F  
ABN 83 174 149 517 OPERATIONAL BY-LAWS

## VICTORIAN SQUARE DANCING ASSOCIATION INC.

REG A0005828F ABN 83 174 149 517



## VSDA Operational By-Laws



1. These Operational By-laws are intended to cover procedures and functions run by the VSDA. If there is any conflict or apparent conflict between these Operational By-laws and the Rules then the provision of the Rules are to be followed.
2. **DEFINITIONS:**  
In these Operational By-laws, unless the contrary intention appears:
  - (a) Anything that is defined in the Rules and is referred to in these Operational By-Laws has the same meaning as defined in the Rules.
  - (b) Dance Forms means any of the following:
    - (i) Square Dancing is a form of formation dancing in which the couples form squares and execute the steps as directed by the Caller.
    - (ii) Round Dancing is a form of couple dancing in circular formation using choreographed routines to definite arrangements of music, with all couples doing the same steps at the same time.
    - (iii) Clogging is a form of heritage dancing with a tapping rhythm, with all dancers doing the same steps at the same time.
    - (iv) Contra Dancing is a form of dancing based on the Square Dancing where the couples form lines, or double circles, and generally dance with their partner opposite them instead of beside them.
    - (v) Line Dancing is a form of solo dancing with all dancers doing the same steps at the same time.
  - (c) "Identified Clubs" are those who advise the Association in writing of their existence and at that time advise of their contact person and address. The club is responsible for updating such information with the Association.
  - (d) Ex-officio Committee appointments are members of the association who have been appointed to one or more of the following positions to perform the associated duties. These persons may be members of the Association who are not elected to the committee, in this case the position has no voting rights at committee meetings:
    - (i) **Membership Officer:** - to maintain the membership database and distribute to the Secretary with each new member.
    - (ii) **Promotions Officer:** - to promote the image and activities of the Association to maintain existing and attract new membership.
    - (iii) **Friendship Officer:** - to be in contact with members who are not well.
    - (iv) **Youth Delegate:** - to encourage, promote and foster the development of the modern Square Dancing, especially amongst the younger generation.
    - (v) There shall be two Editors positions –
      1. one responsible for the Official Journal of the Association and
      2. the other as State editor for the National Journal of the National Square Dance Society.One person may hold both positions concurrently
  - (e) Squares Around Victoria is the Official Journal of the Victorian Square Dancing Association
  - (f) Squares Around Victoria Editor a member of the association who has been appointed to produce and distribute the Official Journal of the Association
  - (g) The Executive shall consist of the elected Officers, President, Vice President, Secretary and Treasurer.
  - (h) Any 2 Committee members form a Financial Review Committee at the conclusion of the financial year and sign off on a certificate verifying that the financial records give a true and fair view of the financial position and performance of the association during and at the end of its last financial year.
  3. **DRESS CODE.**  
For all functions run by the Association, the dress code shall be as per the Australian National Conventions Committee dress code.  
The most up to date dress code will be posted on the VSDA website.
  4. **GENERAL COMMITTEE MEETINGS.**
    - (a) Any member may attend committee meetings.
    - (b) The President may request any person (whether a member or not) to attend a meeting over which they preside.



- (c) A representative from each Association or Body engaged in a dance form or activity recognised by this Association as being a related activity shall be entitled to attend all Committee meetings. These positions shall be honorary, with no voting rights.
- (d) Attendance at Special and Annual General Meetings shall be "open".

#### 5. DISCLOSURE OF INTERESTS

- (a) A member of a Sub-Committee, who is a member of another body of a related dance form or activity, is or becomes aware of a conflict of interest between the intention, decisions or direction of the Association and the other body of related dance form or activity must declare such conflict.
- (b) Such members (in sub-clause 4(a) above) shall not vote on any matter which pertains to the conflict declared in sub-clause 4(a)
- (c) Such members (in sub-clause 4(a) above) may be requested not to be present during discussions on any matter or conflict.

#### 6. SUB-COMMITTEES

- (a) Current financial members can be elected to any Sub-Committee. The Committee may, from time to time, appoint such Sub-Committees as it may deem necessary and may delegate such Sub-Committees such powers as it deems fit.
- (b) Any Sub-Committee appointed shall during its existence, report to the Committee at each monthly business meeting, or at such times as requested by the Committee.
- (c) Any Sub-Committee shall meet as they think fit in order to complete the Sub-Committees duties within a reasonable time frame. The Sub-Committee shall make its own arrangements for the recording of minutes and is to supply a copy of the minutes to the Secretary within 7 days.
- (d) At least one Office holder of the committee shall be appointed to each Sub-Committee. Such person shall be the mentor of the Sub-Committee. In the event of no such person being available, the Committee may appoint a suitably experienced person to take such position. The mentor shall have voting rights on the sub-committee.
- (e) At all Sub-Committee meetings, all members of the Sub-Committee shall have one vote.
- (f) Quorums for Sub-Committees shall be at least 50% plus 1 of its membership.
- (g) The President of the Association shall have the right to attend any Sub-Committee meeting (without voting rights) at any time.
- (h) All Sub-Committees must inform the President of all meetings dates, times and locations.
- (i) Any member may request to attend a Sub-committee meeting. Approval to be given by the Chairperson of the Sub-committee.
- (j) The Chairperson may request any person (whether a member or not) to attend a meeting over which they preside.
- (k) At Sub-Committee meetings a motion must be won by a 50% plus 1 majority or it is considered lost.

#### 7. MINUTES

- (a) A full copy of the minutes of any meeting shall be made available to any financial member of the Association upon written request to the Secretary, provided such request includes the payment of the fee set by the Committee to defray costs of copying and posting of such requested minutes.

#### 8. OFFICIAL JOURNAL

- (a) The Association will have an Official Journal to keep members informed of news and activities.
- (b) Members shall be entitled to purchase copies of the Official Journal on an annual subscription basis. The cost of the subscription is in addition to membership costs, but entitles the member to have the journal sent to their registered address.
- (c) The subscription for the journal shall be available on a one year and three year basis and they shall be set in the same manner as membership subscriptions.
- (d) Non-members of the Association who do not reside in Victoria, may subscribe to the Official Journal without becoming members of the Association. The Committee may set a small surcharge on such subscriptions to cover higher postage costs if the Association incurs any such costs in supplying the Official Journal to such subscribers.

#### 9. EDITOR

- (a) The editors are expected to attend all Committee meetings, but unless actually holding a position on the Committee, they may only vote on issues directly relating to the publication they edit.
- (b) The Editor of the Official Journal will also be chairperson of the Sub-Committee responsible for production and distribution of same.
- (c) Either Editor, may, with the Committees approval appoint an assistant editor.

#### 10. MISUSE OF ADVERTISING



- (a) No person, Caller, Cuer or Club shall use any advertising or publicity carried out by the Association for his/her/their own material gain, except as approved by the Committee.
- (b) The resources of the Association will not be used to publicise or otherwise assist, any nonfinancial member, except where such would be in the interest of the Association.
- (c) Any Club may run, a function under the Association's name, only after receiving the Committees written permission to use the Associations name.

11. FUNCTIONS

- (a) The Association shall not run any function that conflict with a club activity unless the identified clubs have been advised in writing at least thirty days prior to the function.
- (b) Should a Club close, in order to support such function as in sub-clause 11.(a), consideration shall be given to the compensation to that Club for expenses lost on that night, such as hall rent. Any such claims shall be made within thirty days of notification of the function and shall be in writing including copies of all relevant documentation. The Committee shall be responsible for making decision on such payments. The only avenue of appeal on such matters shall be to the general membership at a Special General Meeting called for the purpose of hearing the appeal. The decision of such Special General Meeting shall be final.
- (c) The Association may, if it wishes, start beginner's classes. Such classes shall be run in such a manner that they do not interfere with existing classes or proposed classes that have been publicised in the Official Journal.
- (d) Any function run by the Association, shall be programmed as per formal agreement with other Victorian based Associations/Bodies that represent dance teachers in the recognised related dance forms.

12. GENERAL

- (a) Copies of the Operational By-Laws of the Association are available upon request, and upon payment of a nominal fee set by the Committee to defray any costs in providing the copy.

13. AMENDMENT TO OPERATIONAL BY-LAWS

- (a) In September of each year a notice will be placed in the Official Journal requesting financial members of the Association to provide proposals to change the Operational By-Laws.
- (b) If there are any proposed changes to the Operational By-Law then:
  - (i) In October a sub-committee will be formed to
    1. collate proposed changes and to prepare notices of motion to be submitted to the Annual General Meeting
    2. Ensure that the notices of proposed change are promulgated in the February edition of the Official
    3. A vote for the proposed changes to the Operational By-Laws will be held at the Annual General Meeting
- (c) The vote in favour of an amendment to the Operational By-Laws must be equal to at least 75% of the members present for the motion to be passed. In all other cases the motion is considered lost.

14. PROCEDURES RELATING TO SPEAKING FOR OR AGAINST A MOTION

- (a) No, mover of a motion shall speak for more than five minutes and other speakers no more than three minutes. Provided that the majority agrees, the time shall be extended as thought fit by the Chairman. At least two speakers shall be invited to speak for and two speakers against any motion before a vote may be taken. Each speaker may speak to the motion only once, except the mover may reserve the right of reply prior to the vote, being taken, such reply being limited to three (3) minutes.



15. **SCHEDULES**

- (a) A 01 Awards Criteria & Rotation Panel
- (b) A 02 Awards list
- (c) B 01 Appointment of Proxy
- (d) C 01 Club Identification Form
- (e) D 01 Expense Claim Form
- (f) E 01 Fees & Charges
- (g) F 01 Lost Property
- (h) G 01 Membership Application Form
- (i) H 01 Refund Policy



## SCHEDULE A 01

Version No: 01. 2021

### Awards Criteria

#### 1. OVERVIEW:

The Association may at times recognize the efforts of members by way of Awards.

These awards are to be earned and not to be as of right.

There is therefore a need to maintain the importance of these awards, the Association must also set out strict guidelines for each to recognize members for the special short term work and/or long term holding of office.

#### 2. CATEGORIES:

The awards are in two categories being: -

- a. Life Membership
- b. Member Service Awards

#### 3. LIFE MEMBER AWARD:

- a. This award is and should be the top award for a member of the Association Inc. to be awarded and should not be given too lightly.
- b. This award shall be given to a member for meritorious service to the Association.
- c. A member would need to have served on the Association General Committee for a period of not less than Ten (10) years, with Five (5) of these being in a position of President, Vice President, Secretary or Treasurer, or in special circumstances a member who has not held a position of President, Vice President, Secretary or Treasurer may also be considered.
- d. This person would need to have served on the Association General Committee and to have undertaken a considerable amount of work outside of meetings and functions over a period of not less than Ten (10) years.
- e. This award shall be limited to One (1) Member per year.
- f. Benefits  
A Life Member shall not have any constitutional benefits, other than: -
  - i. Free Membership and subscription to Squares Around Victoria.
  - ii. Free entry to Annual General Meeting Dance.
  - iii. Free entry to annual Dinner Dance (Dancer portion only).
  - iv. The right to participate in the selection of future Life Member & Service Award recipients.

#### 4. SERVICE AWARD:

- a. A Member to receive this award may be considered after assisting the Association in a number of ways during a period of time of not less than Ten (10) years. This assistance would be for the State Conventions, Dinner Dance, Annual General Meetings or other Association events.
- b. Be limited to a maximum of One (1) Service Award per year.

#### 5. PROCEDURE:

- a. Life Membership & Service Award Procedure
  - i. Nominations of members for these awards must be in writing to a panel consisting of Five (5) Association Life Members.
  - ii. Such a nomination shall contain relevant information to support the nomination.
  - iii. Each nomination shall be supported by at least five (5) signatures from current Association Members.
  - iv. The nomination must be lodged no later than three (3) months prior to the next Victorian State Convention.
- b. All nominations must be sent to: -

Life Membership Panel  
PO Box 3164  
Frankston East Vic 3199



## 6. Panel Rotation Schedule

The Rotation Occurs automatically at the conclusion of each Victorian State Convention The Panel as at 24<sup>th</sup> August 2020.

Victorian Square Dancing Association Inc -- Life Member & Service Award Panel			
On Panel:	Name:	Contact No:	Off Panel
State Convention 2007	Ian Williamson	07 3264 4909	State Convention 2012
State Convention 2008	Kevin Thomas	03 9017 6609	State Convention 2013
State Convention 2009	Gary Brown	03 9432 2614	State Convention 2014
State Convention 2010	Roger Maddison	03 9801 7284	State Convention 2015
State Convention 2011	Barbara Treharne	03 9776 5959	State Convention 2016
State Convention 2012	Alan Brown	03 8734 2305	State Convention 2017
State Convention 2013	Margaret Butcher	03 9763 3436	State Convention 2018
State Convention 2014	Ray Lilly	03 9728 2034	State Convention 2019
State Convention 2015	Maureen Venn	03 9735 1176	State Convention 2020
State Convention 2016	Pat Saunder	03 9706 1104	State Convention 2021
State Convention 2017	Phyl Moulding	03 9459 9793	State Convention 2022
State Convention 2018	Kevin Thomas	0418 340 002	State Convention 2023
State Convention 2019	Roger Maddison	03 9801 7824	State Convention 2024
State Convention 2020	Barbara Treharne	0419 100 816	State Convention 2025
State Convention 2021	Alan Brown	03 8734 2005	State Convention 2026
State Convention 2022	Mary Beerens	0418 404 308	State Convention 2027
State Convention 2023	Carmel Sinclair	0437 095 288	State Convention 2028
State Convention 2024	Maureen Venn	03 9735 1176	State Convention 2029

Current Nominations are to be received no later than 09<sup>th</sup> December 2021.

## 1. Amendments

Date:	Motion No:	Amendment
8.3.2020	2020-04 AGM	<p><b>Old:</b> A member would need to have served on the Association General Committee for a period of not less than Ten (10) years, with five of these being in an Executive position, or in special circumstances a member who has not held an Executive position may also be considered.</p> <p><b>New:</b> A member would need to have served on the Association General Committee for a period of not less than Ten (10) years, with Five (5) of these being in a position of President, Vice President, Secretary or Treasurer, or in special circumstances a member who has not held a position of President, Vice President, Secretary or Treasurer may also be considered.</p>



## SCHEDULE A02

*Version 01. 2021*

### Awards List

**01**

#### LIFE MEMBERS

Patricia SAUNDER (1971)	Ray LILLY † (1981)
Ray SAUNDER (1971)	Gary BROWN (1981)
George MILLER (1973)	Phil MOULDING (1992)
Don HEAD (1973)	Roger MADDISON (1995)
Harry AYLING (1973)	Beverley BECKER † (1995)
Warwick BUTCHER (1974)	Ian WILLIAMSON (1995)
Margaret BUTCHER (1978)	Kevin THOMAS (2006)
Alma MATHES † (1978)	Barbara TREHARNE (2007)
Marion BROWN † (1978)	Alan BROWN (2008)
Marge HEAD (1979)	Maureen VENN (2010)
Jim DANIEL † (1980)	<b>Maria (Mary) BEERANS (2018)</b>
	<b>Carmel Sinclair (2019)</b>

**02**

#### SERVICE AWARDS

Ron MENNIE (1984)	Phillip VENN † (2010)
Eric CLARK † (1984)	Alan & Janette TEMPLE (2012)
Ray LILLY † (1989)	<b>Ian BECKER (2014)</b>
Roger MADDISON (1989)	<b>Robyn HODDER (2015)</b>
David HOOPER † (1999)	<b>Maria (Mary) DENVER (2016)</b>
Kaye HEEPS † (2007)	<b>Greig WIGHT (2020)</b>
Aileen COLLINS (2008)	

**03**

#### AUSTRALIAN NATIONAL CONVENTIONS BOARD

Victorian Members

Ron WHYTE †	Marion BROWN †
Ella WHYTE <small>Retired</small>	<b>Gary BROWN †</b>
Barbara TREHARNE	Howard COCKBURN
Kevin THOMAS	Tony HOOPER
<b>Mike DAVEY</b>	



## SCHEDULE B01

Version 01.00

*This form is to be used for Annual General Meeting and Special General Meetings Only*

### FORM OF APPOINTMENT OF PROXY

I

Name: ..... Surname: .....

Street: .....

Suburb: ..... State: ..... Code: .....

Membership No: ..... being a member of the Victorian Square Dancing Association Inc, and entitled to vote under these rules.

Appoint

Name: ..... Surname: .....

Street: .....

Suburb: ..... State: ..... Code: .....

Membership No: ..... being a member of the Victorian Square Dancing Association Inc, as my proxy to vote on my behalf at the Annual / Special General Meeting of the Association to be held on—

Date: ..... and at any adjournment of that meeting.

I authorise my proxy to vote on my behalf \*in favour of/\*against the following resolution:

*[insert details of resolution]*

.....  
.....  
.....  
.....  
.....

Signed: .....

Date: .....

*\* Delete One*





## SCHEDULE D 01

Version No: 01. 2021

### **EXPENSE RE-IMBURSEMENT CLAIM FORM**

#### **CLAIMANT DETAILS:**

Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Email: \_\_\_\_\_

#### **FUNCTION EXPENSE: (ONLY 1 FUNCTION ALLOWED PER FORM)**

General Committee	\$ _____ : _____
State Convention	\$ _____ : _____
August Dance	\$ _____ : _____
November Dance	\$ _____ : _____
Annual General Meeting	\$ _____ : _____
Squares Around Victoria (SAV)	\$ _____ : _____
Other	\$ _____ : _____

**Total: \$ \_\_\_\_\_ : \_\_\_\_\_**

Details of the expense (please attach receipts and / or accounts)

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Account Details if EFT payment is required;

BSB: \_\_\_\_\_ - \_\_\_\_\_

ACCOUNT: \_\_\_\_\_

Account Name: \_\_\_\_\_

**Signature of claimant:** \_\_\_\_\_

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#### **OFFICE USE ONLY**

Approved for payment by:

Payment Details:

Date paid: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

V.S.D.A. Committee

Cheque

V.S.D.A. Sub Committee

EFT

Date Approved: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Treasurer: \_\_\_\_\_



## SCHEDULE E 01

Version No: 01. 2021

### FEES AND CHARGES

To be reviewed annually at the first meeting of the new committee

#### 1. Minutes

Should any member require a copy of the minutes of any Meeting then the following charges are to be applied

a. By Email	No Fees will apply
b. By Post	\$5.00 (Post & Print cost)
c. By Collection	\$2.00 (Print cost)

#### 2. Rules

Should any member require a copy of the Rules then the following charges are to be applied

a. By Email	No Fees will apply
b. By Post	\$5.00 (Post & Print cost)
c. By Collection	\$3.00 (Print cost)

#### 3. By-Laws

Should any member require a copy of the By-Laws then the following charges are to be applied

a. By Email	No Fees will apply
b. By Post	\$5.00 (Post & Print cost)
c. By Collection	\$3.00 (Print cost)

#### 4. Rules & By-Laws

Should any member require a copy of the Rules & By-Laws then the following charges are to be applied

a. By Email	No Fees will apply
b. By Post	\$7.50 (Post & Print cost)
c. By Collection	\$5.00 (Print cost)

#### 5. Function Refund Administration Fees

a. November Dance	\$10.00 per ticket
b. State Convention	\$10.00 per ticket
c. National Conventions (VIC)	\$10.00 per ticket
d. Other Functions	\$10.00 per ticket

#### 6. Badges and Year Bars

a. Year Bars	\$1.50 each
b. Vic Map	\$9.00 each
c. Postage	\$5.00

#### 7. National Badges

These are supplied on indent and sold on behalf of the National Society, any funds to be remitted to the National Society on an annual basis in March of each year.

a. Koala	\$8.50 each	(ANSDA \$6.50)
b. Kangaroo	\$8.50 each	(ANSDA \$6.50)
c. Platypus	\$8.50 each	(ANSDA \$6.50)
d. Lapel Pin	\$4.50 each	(ANSDA \$3.50)
e. Postage (Vic)	\$5.50	
f. Postage (Interstate)	\$9.00	

Note:

6(a) and 6(b) Purchased from Efcee Services



Advertising - Squares Around Victoria **ADVERTISING RATES**

				<u>3<sup>rd</sup> and any additional Issue</u>
<b>Inside Pages -</b>	<b><u>1st Issue</u></b>	<b><u>2nd Issue</u></b>		
		(less 25%)		(less 50%)
Full Page - A5	\$ 53.00	\$ 39.75	\$ 26.50	
Half Page - A5	\$ 32.00	\$ 24.00	\$ 16.00	
<b>Inside Back Cover -</b>	<b><u>Yearly</u></b>			
1/3 Page - A5	\$ 150.00	(\$12.50 per issue - 12 issues per year)		

**\*\* Please Note -**

**Discounts only apply to multiple issues of the same Advertisement.**



## SCHEDULE F 01

Version No: 01.00

### Lost Property Policy

01. Any items that have been left behind after a function organised by the Association shall be handed to the Property Officer of the Association.
02. Such Items will be advertised (with a generic description) in the following two (2) editions of Squares Around Victoria.
03. If a claimant satisfies the Property Officer that the item is theirs then this should be handed over to the claimant.
04. Should the claimant require such item to be posted. The cost of packing and posted must be made Before the item is sent
05. Should the item come from a National Convention, an additional advertisement should be made in the Australian Square Dance Review
06. Any advertising costs for this are to be paid for by the General Committee.
07. Unclaimed items.  
If after 90 days from the first advertisement, the item remains unclaimed. Then the Property Officer may either;  
(a) donate the item to Charity or  
(b) dispose of it in such a manner that they see fit.
08. All such transactions must be recorded and reported to the General Committee
09. Amendments

Date:	Motion No:	Amendment



**SCHEDULE G 01**

Version No: 01. 2021



# Victorian Square Dancing Association Inc.

REG A0005828F ABN 83 174 149 517  
Ann Dugdale – Memberships, 14 Grayling Cres, Croydon, VIC 3136

## 2021 Application for Membership or Renewal & Subscription to Squares Around Victoria Magazine (S.A.V.)

Complete this Application (one person per form) and forward with remittance to the Membership Officer.

**PLEASE PRINT CLEARLY**

Name: ..... Surname: .....

Street: .....

Suburb: ..... State: ..... Post Code: .....

Phone: ..... Mobile: .....

Email: .....

Tick this box if you do not wish to receive email promotional material from the V.S.D.A.

I agree to abide by the rules of the  
Victorian Square Dancing Association Inc. Signed: .....

**For Renewals Only:** Your current Membership Number (if known):

**For New Memberships Only:** (If you are unsure of who to ask to Nominate & Second, contact the Membership Officer)

Nominated by Member No: ..... Signed: .....

Seconded by Member No: ..... Signed: .....

**2021 MEMBERSHIP FEES** - If an email address is provided, Members will receive an emailed pdf copy of the S.A.V.

Membership Only – Please Tick 1 or 3 years (Printed S.A.V. not included)

1 Year Membership @ \$22:00  \$ .....

3 Year Membership @ \$60:00  \$ .....

**2021 SUBSCRIPTION TO THE S.A.V. Magazine** - available to Members & Non-Members

Print Copy of the S.A.V. – Please Tick 1 or 3 years (Includes magazine & postage)

1 Year Subscription @ \$36:00  \$ .....

3 Year Subscription @ \$108:00  \$ .....

PDF copy of the S.A.V. via email – For Non-Members (Members receive the PDF version for free)

1 Year Subscription @ \$ 5:00  \$ .....

3 Year Subscription @ \$15:00  \$ .....

**Total Amount being Paid: \$ .....**

Cheques are to be made payable to: "Victorian Square Dancing Association Inc"

Direct Banking Details: National Australia Bank - BSB 083004 - A/c 515541981 - Ref: Memb # (or "NEW")

Credit Card Payment:  VISA  MasterCard  American Express

Card Number: ..... Exp. Date: \_\_\_\_/\_\_\_\_ CCV \_\_\_\_\_

CCV number can be found near the top right of the Signature box on the reverse of card.

**OFFICE USE ONLY**

Date Received: ..... Date Banked: .....

Reference Number: ..... Amount Paid: .....

Method of Payment: Cash Cheque Direct Deposit Credit Card

**To contact the Membership Officer - Phone: 03 9870 0453**

Membership Form - 2021 Jan 21

Email: membership@vsda.org.au

Web: www.vsda.asn.au



## SCHEDULE H 01

Version No: 01. 2021

## Refund Policy

## 01. V.S.D.A. Function Refund Policy:

01. Full refund until 7 days prior to the function after that No Refund
02. The refund is conditional on a refund being requested in writing to the "Convenor" and the ticket being returned prior to the commencement of the function.
03. In all cases an administration fee set out in Schedule 21 will apply.

## 02. State Convention Refund Policy:

01. Refunds will only be considered up to 30 days prior to the Convention after that, no refund will be considered.
02. Any refund must be requested in writing to the "Registrations Officer".
03. The Convention Pack is to be returned intact prior to the commencement of the Convention.
04. In all cases an administration fee set out in Schedule 21 will apply.

### 03. Refund Timeline:

In all cases, Refunds will not be distributed until after the completion of the function.

## 04. Exceptions:

In exceptional circumstances, the General Committee may consider refund applications outside of these guidelines.

## 05. Amendments:

### Alterations:

These Guidelines were approved by the VSDA in 2021.