

GUILD OF PROFESSIONAL TEACHERS OF DANCE, MOVEMENT TO MUSIC & DRAMATIC ARTS

RULES

Part 1 – Constitution

- 1.1 The body shall be named “The Guild of Professional Teachers of Dance, Movement to Music and Dramatic Arts”, hereinafter called “The Guild”.
- 1.2 The Guild shall be made up of:
 - a) Professionally Qualified Teachers of Dance as defined in Part 3.1
 - b) Qualified Teachers of Organisations in Movement and Dance as defined in Part 3.3
 - c) Qualified Teachers in Dramatic Arts as defined in Part 3.1
- 1.3 There shall be a management body of the Guild called the ‘Executive Council’.
- 1.4 The ‘Executive Council’ shall consist of:
 - a. The President Ref. 4.1
 - b. Senior Vice-President Ref. 4.2
 - c. Junior Vice-President Ref. 4.3
 - d. Treasurer Ref. 4.5
 - e. Minute Secretary Ref. 4.6
 - f. Eight other General Officers Ref. 4.7
 - g. General Secretary Ref. 9.2

Part 2 – Objects of the Guild

- 2.1 The unification of those qualified persons whose profession, whether full-time or part-time, is the teaching of dancing and/or movement to music and/or dramatic arts.
- 2.2 To maintain, promote and safeguard the interests of its Members.
- 2.3 To protect and promote the interests of its members generally and to provide for its members.
- 2.4 To render legal advice and assistance in professional matters to members of the Guild in accordance with these rules.
- 2.5 At the discretion of the Executive Council, to provide benefits for its members and to arrange insurance facilities for its members.
- 2.6 To endeavour to obtain recognition from Central Government and Local Government Authorities and other bodies employing teachers of dancing and/or movement to music and/or dramatic arts to ensure that only qualified teachers of these activities are engaged in the teaching of these subjects for gain.

- 2.7 To afford Central and Local Government Authorities and other bodies having an interest in the teaching of dancing and/or movement to music and/or dramatic arts, the advice and experience of the Guild and its members.
- 2.8 To endeavour to ensure the representation of Guild members' interests on public and private bodies concerned with education in dance and/or movement to music and/or dramatic arts, or related matters.

Part 3 – Rules Governing Members and Membership

- 3.1 All professionally qualified teachers of dancing, movement to music and dramatic arts holding qualifications granted by examining bodies recognised by the Guild are eligible for full Membership of the Guild. The right to admit to Membership of the Guild shall be vested in the Executive Council of the Guild.
- 3.2
 - a) A Full Member shall be:
A teacher of dancing and/or movement to music and/or dramatic arts and allied activities shall be eligible for full membership of the Guild pursuant to conditions in Part 3.1
 - b) A Retired Member shall be:
A Guild member who has ceased to be gainfully or otherwise employed as a teacher of dancing and/or movement to music and/or dramatic arts. Benefits shall carry NO voting rights or insurance cover. The subscription fee to be decided upon and reviewed annually by the Executive Council.
- 3.3 Recognised Organisations in Dance, Movement to Music and Dramatic Arts may be granted affiliation to the Guild under the following conditions:
 - a) that the Guild is presented with particulars of the Structure, Training and Examination Syllabus of such organisation
 - b) that such particulars are acceptable to the Executive Council of the Guild
 - c) that the annual affiliation fee be paid to the Guild by the organisation. Such fee to be reviewed annually by the Executive Council of the Guild.
- 3.4 A Student Member shall be:
An indentured student who has a signed contract with, and is receiving instruction, from a recognised qualified teacher of dancing and/or movement to music and/or dramatic arts.
- 3.5 All members of the Guild, whether Full or Student, are entitled to enjoy the benefits of the Guild for the time being under the Rules and are bound by the Rules of the Guild.
- 3.6 Annual subscriptions of Full, Retired and Student members shall be determined annually by the Executive Council of the Guild and shall be payable on 1st January each year.
- 3.7 A Registration Fee on a person being admitted to membership of the Guild shall be payable, the fee to be set annually by the Executive Council.
- 3.8 New members joining the Guild in January, February, March, April, May or June shall be required to pay the full annual subscription; new members joining in July, August, September or October shall be required to pay a proportion, as determined by the Executive Council, of the full subscription. New members joining in November and December shall be required to pay the full annual subscription which shall be credited to the following year.

- 3.9 The Guild will arrange insurance cover only for those members who have paid the current year's Annual Subscription in full. It is the responsibility of the individual member to ensure the level of cover is adequate for their circumstances and is commensurate with their personal and/or business activity.
- 3.10 Any member who has not renewed his or her subscription before 1st June in any year may be suspended by the Guild from inclusion of any benefits of the Guild and from the right to be present and to vote at any meeting of the Guild until payment of the subscription and any arrears.
- 3.11 The Executive Council shall have the power, in its absolute discretion, to terminate the membership of any member through non-payment of annual subscription over a period of one year.
- 3.12 Any member may terminate his or her membership by giving notice to the General Secretary in writing, but where such notice is given before the 31st December in any year, the full subscription for the year shall be payable or forfeited.
- 3.13 A past member of the Guild may be re-admitted to membership at the discretion and subject to the conditions laid down from time to time by the Executive Council.
- 3.14 The Executive Council shall have the power in its absolute discretion to terminate the membership of a student member who has held such membership for a period of three years and who, at the termination of that period, has failed to pass a qualifying examination set by a recognised examining body, but before exercising such power, the Executive Council shall afford such a person the opportunity of showing cause why his or her membership shall not be terminated.
- 3.15 Legal assistance shall be granted to any member of the Guild, subject to approval of the Executive Council in respect of any matter connected with or arising out of the member's duty or employment as a professional teacher of dancing and/or movement to music and/or dramatic arts.
- 3.16 The Executive Council shall have the power in its absolute discretion to confer the title of Honorary Life Member of the Guild on any person they consider worthy of holding such a title.
- 3.17 The Executive may expel any member of the Guild for persistent breach of the rules, or for conduct liable to bring the Guild into disrepute, provided that no member shall be expelled unless he, or she, has been served with notice in writing specifying the charge or charges against him or her and has been given the opportunity either to reply to the charge or charges in writing, or to request an oral hearing before the Executive Council at which he or she shall have the opportunity to call and cross-examine witnesses to present evidence and, at absolute discretion of the Executive, to be represented.
- 3.18 No member employing another member to assist in their school by teaching dancing and/or movement to music and/or dramatic arts shall hold office in the Guild or vote on any policy matter.

Part 4 – Standing Orders - Executive Council

- 4.1 All members of the Executive Council shall be elected to serve a term of four years to coincide with each other. At the end of the term of office, the incumbent shall be eligible for re-election and in the event of no candidate being nominated to stand

against him or her, shall automatically be deemed to be re-elected provided the incumbent seeks re-election.

- a) The President shall take the chair at the Annual General Meeting, at the Executive Council Meetings, also at any Extraordinary General Meeting or other special meetings convened which concerns the whole membership of the Guild. Upon the President not being present, the Senior Vice-President shall take over as the Chairperson.
- b) The President or acting Chairperson shall always have a casting vote in the event of equality of votes.
- 4.2 The Senior Vice-President shall take over the duties of the President in the event of the President being absent from any meeting.
- 4.3 The Junior Vice-President shall take over the duties of the Senior Vice-President in the event of the Senior Vice-President being absent from any meeting.
- 4.4 In the absence from the Annual General Meeting of the President, Senior Vice-President and Junior Vice-President, a Chairperson will be appointed from the officers of the Executive Council present.
- 4.5 The Treasurer shall cause proper accounts to be kept and, as and when required by Statutory Law, these will be audited annually by the Auditors before being laid before members at the Annual General Meeting.
- 4.6 The Minute Secretary shall be responsible for the Minutes recorded at any meeting presided over by the President.
- 4.7 There shall be eight other members of the Executive Council who shall act in the capacity of General Officers. General Officers shall be eligible for re-election at the end of their term of office provided each General Officer seeks re-election.
- 4.8 Subject to the decisions of the Annual General Meeting, the Executive shall have the following powers:
- a) To make regulations for the management of the Guild not incorporated within the rules as may seem desirable and to decide any questions which may arise as to the construction of any Rule, Byelaw or Regulation.
- b) To enter into contract with such corporations, bodies or individuals as may be deemed necessary for the efficient running of the Guild.
- c) To appoint such Committees with such powers and duties as they may from time to time deem necessary.
- d) To invest so much of the assets of the Guild and the incomes arising there from as shall be required by the administrative or other purposes of the Guild in accordance with the powers vested in it by these Rules, provided that the Executive Council shall not be responsible for the defaults of agents whom it may employ for this purpose.
- e) Officers and Members of the Executive shall be indemnified out of the funds of the Guild in respect of (i) expenses properly incurred by them in the performance and discharge of their duties as such officers and members of the Executive, and (ii) in respect of all demands, claims, actions, proceedings and damages and costs and expenses thereof made, brought or obtained against them whilst discharging Executive Council duties.
- 4.9 a) Rulings on the organisation, management and administration of the Branches will be vested in the Executive for the time being pursuant to Standing Order 8.
- b) The Executive shall have the power to define Branch areas according to geographical distribution of members.

- 4.10 Each Executive Council Member will have the right of one vote on decisions taken at Executive Council Meetings. In the event of a tied vote, the Chairman shall have the casting vote.
- 4.11 The Executive shall have, by majority vote, the power to invite any person or persons to attend Executive Council Meetings for any specific reason if the need arises.
- 4.12 The Executive shall meet a minimum of four times from one Annual General Meeting to the next.
- 4.13 The number of officers present at any Executive Council Meeting to constitute a Quorum shall be 40% of the total number of Executive Officers.
- 4.14 Any officer who is absent from three consecutive Executive Council Meetings forfeits his or her place on the Executive Council unless there are sufficient reasonable grounds.
- 4.15 Any funds, assets and other property belonging to, or held upon trust by the Guild may, with the consent of the Executive, be invested in any such security as the Executive shall in its absolute discretion think fit and the Executive shall have the power to apply the income from such investments, in the interests of the Guild, in such a manner as they in their absolute discretion think fit.

Part 5 – Standing Orders – General

- 5.1 The Registered Office of the Guild shall be at:
43 Telfer Road, Radford, Coventry. CV6 3DG
- 5.2 A recognised firm of bankers shall be appointed annually by the Annual General Meeting. The Bank as Bankers to the Guild be and are hereby authorised to honour all cheques or other orders for payment drawn on behalf of the Guild including Bills and Promissory Notes accepted on behalf of the Guild and payable at the Bank notwithstanding that any such payment may cause any Account or Accounts of the Guild to be overdrawn or increase any existing overdraft provided such documents are signed by any two officers authorised by bank mandate which must be approved by the Executive Council.
- 5.3 A recognised firm of Solicitors shall be appointed annually by the Annual General Meeting to act on behalf of the Guild as instructed by the Executive.
- 5.4 If required by Statutory Law, a recognised firm of Chartered Accountants and Registered Auditors shall be appointed annually by the Annual General Meeting to examine and audit the accounts of the Guild. The appointed Auditors may be removed only in accordance with Statutory Legislation current at the time.
- 5.5 No alteration or addition to the Rules of the Guild may be made except where such alterations are approved by the Annual General Meeting, or special meeting for that purpose.
- 5.6 Every member shall be entitled to inspect the books and list of members provided 14 days notice is given to the Registered Office.
- 5.7 An Extraordinary General Meeting can be convened at any time by the Executive Council or at the request in writing of twenty-five full members of the Guild to the General Secretary stating the purpose for which the meeting is required. Notice

convening such Extraordinary General Meeting shall be sent out within fourteen days of the receipt of requisition, giving twenty-one days notice of the meeting.

Part 6 – Standing Orders – Annual General Meeting and Election of Officers

- 6.1 The Guild shall hold an Annual General Meeting at a date to be fixed by the Executive Council and called the 'A.G.M.'
- 6.2 Each member shall receive fifty days notice of the A.G.M.
- 6.3 Each member attending the A.G.M. shall produce their membership card and sign the attendance register.
- 6.4 No visitor shall be allowed in the meeting.
- 6.5
 - a) An abstract of the balance sheet shall be supplied to all members
 - b) A copy of the accounts shall be available for inspection by any member attending the A.G.M.
- 6.6 Election of Officers
 - a) The election of voting members of the National Executive Council of the Guild shall comply with Statutory Legislation current at the time.
 - b) Nominations for the Executive Council shall be made on the prescribed form and be accompanied by a form of acceptance of a nomination signed by the nominee.
 - c) Only full members are eligible to be nominated and elected to the Executive Council. No member can be nominated or elected to the Executive Council unless he or she has been a paid up member of the Guild for a minimum of one year.
 - d) Only full members of the Guild whose subscriptions are up to date shall be entitled to vote and be present at the Annual General Meeting.
 - e) Each General Officer of the Guild elected to serve on the Executive Council shall do so for a period of four years commencing with the closing date of the A.G.M. at which elected and ending on the date of the A.G.M. four years hence.
 - f) In the event that an Officer relinquishes their position, it shall be at the discretion of the Executive Council as to whether or not the vacancy shall be filled prior to the four-year term elections. The filling of such a vacancy shall involve the election process at Standing Orders 6.6. The period of office of the newly elected officer shall be restricted to the balance of the term of office of the previous incumbent.
 - g) In the event of an Officer of the Guild ceasing to be a member of the Guild during his or her term of office, then that person shall cease to be a member of the Executive Council.
 - h) Balloting arrangements shall meet the requirements of Statutory Legislation current at the time.
 - i) Groups NOT given the right to vote:
 - 1. members who are in arrears with their membership dues.
 - 2. members who are student members.
 - 3. members who are retired.
 - 4. new members to the Guild, that is, any membership applications received within ninety days prior to the closing date for voting; that new member will not be permitted to vote on matters concerning the election of officers in that year.
 - j) The Guild shall not require candidates, either directly or indirectly, to belong to a political party.

6.7 Order of Business

- a) To appoint a person acting Chairperson for the meeting if the President, Senior Vice-President and Junior Vice-President are absent.
- b) Apologies for absence
- c) To approve as a correct record and sign the Minutes of the last A.G.M.
- d) To receive each communication as the Chairperson may desire to lay before the Guild.
- e) Chairperson's announcements.
- f) Memorials, petitions and questions pursuant to Standing Order 6.8
- g) To receive and consider reports of the Officers of the Executive Council.
- h) To consider motions in the order in which notice has been received. Ref:6.9
- i) To elect officers to the Executive Council pursuant to Standing Order 6.6
- j) Any other matters of interest, not on the Agenda.
- k) To consider the date, time and place of the next meeting.

6.8 Part A - Questions with notice

- a) A member may ask any officer of the Executive Council a question pursuant to the affairs of the Guild providing that seven clear days notice have been given in writing.
- b) Every question shall be put and answered without discussion.
- c) An answer may be a direct oral answer or, where a reply cannot conveniently be given orally, a written answer must be given as soon as possible to the member.
- d) One supplementary question may be put forthwith to elucidate the answer which was given.

Part B – Questions and Observation without notice

- a) A member may ask any officer of the Executive Council without notice a question or make an observation on a report that such officer has just put before the A.G.M.
- b) A member speaking under Standing Order 6.8 Part B a) shall speak once on any report and such speech shall be limited to three minutes.

6.9 Notice of Motion – Motions pursuant to Standing Order 6.7 (h)

- a) Except as provided for in Standing Order 7, every notice shall be in writing, signed by the member or members giving notice and delivered 60 clear days before the A.G.M. to the General Secretary by whom it shall be dated and numbered in the order in which it is received and entered in a book open to inspection by any member.
- b) Every motion shall be relevant to the affairs of the Guild.
- c) The General Secretary shall set out in the summons for the A.G.M. all motions which have been received in the order he/she received them.
- d) If a motion is not moved, or does not find a seconder, the motion shall be treated as withdrawn.
- e) If the subject matter of any motion comes within the province of a committee or sub-committee, it shall stand referred without discussion.

Part 7 – Standing Orders for Debate, Voting and Motions without notice

- 7.1 Standing Orders Part 7 shall apply to every meeting of the Guild. Those parts which relate to standing and speaking more than once do not apply to Executive Committee, Sub-Committee and Ordinary Branch meetings.

- 7.2 Voting shall be by a show of hands, except in the case of the election of officers, where a Ballot shall be held. For the purpose of the Ballot itself, two Scrutineers or Tellers shall be appointed by the A.G.M.

- 7.3 Debate. A motion or Amendment shall not be discussed unless it has been proposed and seconded.

- 7.4 The proposer shall limit their speech to five minutes when introducing the Motion, and also when replying at the end of the debate.

- 7.5 When seconding a Motion or Amendment a Member may if declaring their intention, reserve their right to speak later in the debate.

- 7.6 A member when speaking shall stand and address the Chairperson. If two or more Members rise, the Chairperson shall request one to speak, the other or others shall then sit. Whilst a Member is speaking the other Members shall remain seated, unless rising to a point of Order or in personal explanation.

- 7.7 A Member shall confine their speech to the matter under discussion or to a personal explanation or to a point of Order. No speech shall exceed three minutes except:
 - a) By consent of the Meeting
 - b) When speaking under Standing Order 7.4

- 7.8 A Member who has spoken on any Motion shall not speak again whilst it is the subject of debate, except:
 - a) To speak once on any Amendment moved by another Member.
 - b) If the Motion has been amended since they last spoke, to move a further Amendment.
 - c) If their first speech was an Amendment moved by another Member, to speak on the main issue, whether or not the Amendment they spoke was carried.
 - d) In exercise of a right to reply given by paragraph 12 or 14 of this Standing Order.
 - e) On a point of order.
 - f) By way of personal explanation.

7.9 *Amendments to Motions*

- a) An Amendment shall be relevant to the Motion and shall be either:
 - i) To refer a subject of debate to a Committee for consideration or re-consideration
 - ii) To leave out words
 - iii) To leave out words and insert or add others
 - iv) To insert or add words; but such omission, insertion or addition of words shall not have the effect of negating the Motion
- b) Only one Motion or Amendment may be moved and discussed at a time and no further Amendment shall be moved until the Amendment under discussion has been disposed of.
- c) If any Amendment be lost, other Amendments may be moved on the original Motion. If an Amendment be carried, the Motion as amended shall become a substantive Motion in place of the original Motion upon which any further Amendment may be moved.

- 7.10 *Alteration of Motion.* A Member with the consent of the meeting signified without discussion:

- a) Alter a Motion of which they have given notice

- b) With the further consent of their Secunder, alter a Motion which they have moved, if in a) or b) , the alteration is one which could be made as an Amendment thereto.
- 7.11 *Withdrawal of a Motion.* A Motion or Amendment may be withdrawn by the mover with the consent of their Secunder and of the Meeting, which shall be signified without discussion, and no Member may speak upon it after the mover has asked permission for its withdrawal, unless such permission shall have been refused.
- 7.12 *Right of Reply.* The mover of an original Motion shall have the right to reply at the close of the debate on the Motion, immediately before it is put to the vote. If an Amendment is moved, the mover of the original Motion shall also have the right to reply at the close of the debate upon the Amendment, and shall not otherwise speak on the Amendment. A reply under this paragraph shall be confined to matters raised during the debate on the Motion or Amendment as the case may be. The mover of an Amendment shall have the right to reply at the close of the debate immediately before the proposer of the original Motion.
- 7.13 *Motions which may be moved during debate.* When a Motion is under debate no other Motion shall be moved except the following:
- a) To amend or withdraw the Motion.
 - b) To adjourn the Meeting.
 - c) To adjourn the debate.
 - d) To proceed to the next business.
 - e) That the question now be put.
 - f) Standing Order 7.18 a)
 - g) Standing Order 7.18 b)
- 7.14 *Closure Motions.* A Member who has not spoken on the question before the Meeting may move without comment at the conclusion of the speech of another Member:
- “That the Meeting proceed to the next business”
 - “That the question be now put”
 - “That the debate be now adjourned”
 - “That the Meeting be now adjourned”
- On the seconding of which the Chairperson shall proceed as follows:
- a) On a Motion to proceed to the next business, the Chairperson shall give the mover of an Amendment before the Meeting and the mover of the original Motion (in that order) a right of reply and then put to the vote the Motion to proceed to the next business.
 - b) On a Motion that the question be now put, the Chairperson shall first put to the vote the Motion that the question be now put and, if it is passed, then give the mover of any Amendment before the meeting and the mover of the original Motion his/her right of reply under paragraph 7.12 of this Standing Order before putting his/her Motion to the vote.
 - c) On a Motion to adjourn the debate or the Meeting, the Chairperson shall put the adjournment Motion to the vote after giving the mover of any Amendment and the mover of the original Motion their rights of reply on that occasion.
- 7.15 A Member may rise on a point of order or in personal explanation, and shall be entitled to be heard forthwith. A point of order shall relate only to an alleged breach of Standing Order and the Member shall specify the Standing Order and the way in which he/she considers it has been contravened.
- 7.16 The ruling of the Chairperson on a point of order, or the admissibility of a personal explanation shall not be open to discussion.

- 7.17 Whenever the Chairperson rises during a debate, a Member then standing shall resume his seat and the meeting shall be silent.
- 7.18 *Disorderly Conduct*
- a) If at a meeting any Member of the Guild, in the opinion of the Chairperson, misconducts themselves by persistently disregarding the ruling of the Chair, or by behaving irregularly, improperly or offensively, the Chairperson or any other Member may move “That the Member named be not further heard”, and the motion, if seconded, shall be put and determined without discussion.
 - b) If the Member named continues the misconduct after a motion under the foregoing paragraph has been carried, the Chairperson shall either move “That the Member named do leave the meeting” (in which case the motion shall be put and determined without secondment or discussion), or adjourn the meeting for such period as he/she in their discretion shall consider expedient.
 - c) In the event of general disturbance which in the opinion of the Chairperson render the due and orderly dispatch of business impossible, the Chairperson in addition to any other power vested in him/her may, without question put, adjourn the meeting for such period, as he/she at their discretion shall consider expedient.

Part 8 – Standing Orders for Branch Meetings

- 8.1 Branch Committees shall meet as required in each year.
- 8.2 Business shall not be transacted at any meeting of any Committee or Sub-Committee unless half of the whole number of the Committee or Sub-Committee is present.
- 8.3 Branch Members meetings shall be held as required in each year.
- 8.4 Any Member of the Guild may attend any Branch Members’ meeting.
- 8.5 A member attending a meeting under Standing Order where such meeting is not in his/her area shall:
- a) not be entitled to vote
 - b) not be entitled to propose or second any motion or amendment.
 - c) have his/her presence announced from the Chair at the beginning of the meeting.
- 8.6 The President, Vice-President, General Secretary and Treasurer shall be ex-officio members of all Committees of the Guild, and shall be notified of, and may attend any meeting.
- 8.7 Standing Order 8.6 shall apply to Branch Members’ meetings.
- 8.8 Each Branch shall hold an Annual Meeting to elect Officers to Branch Committees. Standing Order Part 7 shall apply to any such Annual General Meeting and Standing Order Part 6 shall apply where appropriate.

Part 9 – General Secretary and Appointments

- 9.1 a) The General Secretary is appointed by majority vote of Guild members and is also an elected member of the Executive Council to serve a term of four years. At the end of

the term of office, the General Secretary shall be eligible for re-election and in the event of no candidate being nominated to stand for the office, the General Secretary shall automatically be deemed as re-elected.

- b) The General Secretary shall be responsible for the general administration of the Guild and shall be entitled to make such regulations or give directions as may seem proper for the day to day management of the affairs of the Guild.
- c) The General Secretary shall work within the terms of reference as agreed with the Executive Council

9.2 The Executive Council shall make such other appointments as it shall deem necessary for the efficient functioning of the Guild.

9.3 The level of honorarium for officials and appointments shall be determined by the Executive Council.

9.4 Any appointee of the Guild shall work within the rules and Standing Orders of the Guild.

Part 10 – Declaration of Interests

10.1 If a member has any pecuniary interest, direct or indirect, in any contract, proposed contract or other matter and is present at a meeting at which the contract or other matter is the subject of consideration, he/she shall at the meeting as soon as practicable after its commencement disclose the fact and shall not take part in the consideration or discussion of the contract or other matter or vote on any question with respect to it.

Part 11 – Rules and Standing Orders to be given to members

11.1 A printed copy of the Rules and Standing Orders of the Guild shall be given to each member on election to the Guild. Such Rules and Standing Orders shall remain the property of the Guild.

Part 12 – Interpretation

12.1 The ruling of the Chairperson as to the construction or application of any of these Rules or Standing Orders shall not be challenged at any meeting of the Guild.

Part 13 – Procedure

13.1 Any inquiry, grievance or claim shall be made to the Branch Secretary who will, where necessary refer such communications to the relevant Officer. In exceptional circumstances such communication may be directed to the General secretary.