STATE COMMITTEE CHARTER

DanceSport Australia Ltd ACN 085 929 835

Policy Title	State Committee Charter
Policy Number	DSA-POL-039
Category	Governance
Version	2026-12
Status	Final
Approved by	Board
Approval Date	3 June 2026; clause 10.3 amended 9 December 2026
Effective Date	3 June 2026; amended clause 10.3 from 9 December 2026
Next Review Date	3 June 2027
Policy Owner	President/Chair
Authority	Constitution 26.2
Supersedes	Previous Constitution
Distribution	Board and State Committees
Confidentiality	Public
Related Documents	By Laws

DANCESPORT AUSTRALIA LIMITED

STATE COMMITTEE CHARTER

1.Introduction

Dancesport Australia's mission is to unite, grow, and champion DanceSport across Australia, creating pathways from grassroots participation to world-class performance, while making DanceSport accessible for all Australians.

DanceSport Australia Ltd ACN 085 929 835 (DSA) is recognised by the Australian Sports Commission (ASC) as a National Sporting Organisation and the governing body for DanceSport in Australia.

This State Committee Charter is a formal document which sets out the role, responsibilities, composition and procedural requirements of State Committees. The State Committee Charter should be read in conjunction with the DSA Constitution, Board Charter and Board Code of Conduct.

2.Purpose

State Committees exist to promote, develop and support the effective local administration of DanceSport within their State or Territory, under the direction of the National Board. The State Committees serve as the primary point of contact for local DanceSport communities and members, representing DSA's interests and implementing National Board policies at the State, Territory or regional level.

3.Establishment and Dissolution

The National Board may establish or dissolve a State Committee in any State, Territory or Dependency of the Commonwealth, or any combination of these. Only the Board may establish or dissolve a State Committee.

The National Board may attach members to a State Committee where no existing State Committee provides coverage, or where a State Committee has been closed.

4. Relationship with the National Board

A State Committee must not act independently of, or in conflict with, any National Board decision, direction or policy.

State Committee Members must act in good faith and in accordance with the Constitution, this State Committee Charter, all applicable by-laws and National Board Policies. State Committee Members may not make claims or decisions on behalf of DSA without express authorisation from the Board.

The National Board may intervene in a State Committee's affairs and take over its administration (or place it under the administration of another State Committee, the CEO or a Board sub-committee) in any of these circumstances:

(a) At the request of the State Committee.

(b) The State Committee is not operating or cannot achieve a quorum.

(c) There is significant division within the State Committee's membership, demonstrated by a petition from the lesser of 30 members or 15% of voting members in the State.

(d) The State Committee does not comply with a Board decision, direction, the Constitution or any by-laws.

(e) A State General Meeting has not been called at a reasonable time or venue, or members were not given reasonable notice.

(f) No State General Meeting has been held in the last 24 months, or the State Committee cannot get a quorum for such a meeting.

(g) A State Committee election has been conducted in manifest breach of procedures or the Constitution, such that the Board considers the outcome unsafe.

(h) The State Committee cannot maintain its part of the DSA registration/membership system as required by the CEO.

(i) To ensure compliance with a Board-endorsed agreement with a third party.

(j) To ensure compliance with the Corporations Act or other applicable legislation.

5. Role and Powers

5.1 General Role

The State Committee manages the affairs of its State or Territory, subject to the Constitution and any National Board directions. It must consider matters of interest or benefit to its members and communicate these through publications, forums and meetings.

A State Committee may refer any matter of broader interest to the Board, the CEO or other State Committees.

5.2 Specific Duties

Each State Committee must:

(a) Promote, protect and advance DanceSport in the State or Territory.

(b) Manage State and Territory competitions, events and championships.

(c) Any matters requiring disciplinary action must be lodged in the first instance with the DSA Complaints Portal DSA Complaints Portal.

(d) Communicate DSA policies and decisions to members within the State or Territory.

(e) Provide timely feedback to the Board on proposals, policies and local issues.

(f) Keep up-to-date accounts, records, minutes and books, and make them available for inspection by the Board, its nominee, or DSA's auditors, as required by the Corporations Act, any Board-endorsed sponsorship agreement, or any government authority.

(g) All matters relating to financial management and accounting for State Committees will be subject to the State Financial Management Policy.

5.3 Discretionary Powers

Subject to its obligations to the Board, a State Committee may:

(a) Fill or decline to fill casual vacancies, provided there are at least five (5) members on the State Committee.

(b) Appoint any of its members as assistant to the State Executive Officer.

(c) Appoint a returning officer for State elections.

(d) Appoint sub-committees, project managers or working groups as needed.

(e) Delegate powers to a sub-group of State Committee Members for a limited period or between meetings.

(f) Appoint representatives to attend meetings of state sport organisations, dancing organisations, or other relevant bodies.

6. Composition

6.1 Size and Status

A State Committee consists of up to nine (9) DSA members from that State. Members of a State Committee are called State Committee Members. They are not directors of DSA under the Corporations Act.

State Committees must aim for all members to be active even if the Committee is smaller (eg 5-6) rather than aiming for a maximum number of nine (9) members where not all members are active.

6.2 Eligibility

A person may not serve on a State Committee unless they:

(i) Are a financial member or a life member of DSA

(ii) Have not been expelled or suspended from membership of DSA.

(iii) Are not in breach of any DSA by-laws, policies or codes of conduct.

(iv) Have provided a signed consent to act in the form prescribed by the Board confirming that they have read, understood and agree to be bound by the Constitution, this State Committee Charter, DSA Policies and the Director Code of Conduct

(v) Have stepped down from the Committee for two years following ten (10) years consecutive tenure on the Committee

6.3 Term of Office

State Committee Members hold office for two (2) years until the next State General Meeting called for elections, or until they resign or cease to qualify for DSA membership.

An elected Member must not serve for more than five (5) consecutive terms or a maximum of ten (10) consecutive years as a State Committee Member. A State Committee Member who has served the maximum consecutive term shall not be eligible to be a State Committee Member for two (2) years following the completion of their maximum term.

6.4 Staggered Tenure

In order to ensure continuity and renewal 50% for an even numbered Committee or 60% for an uneven numbered Committee of State Committee Members will step down each year. State Committee Members who have been on the Committee for two (2) years will step down and 50% for an even numbered Committee or 60% for an uneven numbered Committee of State Committee Members will be newly elected each year. Where applying this percentage to the Committee's size does not produce a whole number, the number of positions is rounded to the nearest whole number (a result ending in .5 is rounded up).

In 2026 all State Committee Members will stand down. After nominations are called and elections take place 50% for an even numbered Committee or 60% for an uneven numbered

State Committee will be elected for two years and 50% for even numbered Committee or 40% for an uneven numbered Committee will be elected for one year. Where applying this percentage to the Committee's size does not produce a whole number, the number of positions is rounded to the nearest whole number (a result ending in .5 is rounded up).

The tenure for each Member in 2026 will be determined by any of:

(i) the number of votes received
(ii) drawing names out of a hat
(iii) coin toss
(iv) Committee ballot

From 2027 the steady state (as per first paragraph above) will be established and the pattern will apply annually.

6.5 Gender Balance

State Committees should aim, where possible, for gender balance in their membership. When filling a casual vacancy under clause 5.3(a) or appointing members to complete the Committee under clause 9.6, the State Committee should have regard to the current gender composition of the Committee and use such appointments as an opportunity to improve gender balance where practicable.

7. Officer Roles

The State Committee must elect from its members a Chair, Executive Officer and Treasurer. These roles should be determined by a Committee ballot for those who have nominated themselves for the three roles where there is more than one nominee for each role. The Executive Officer and Treasurer are elected at the start of the State Committee's two (2) year term. The Chair is elected annually – see Clause 7.1.

In the case of a tied vote for any of the Officer Roles the vote can be determined using one of the following methods:

(i) drawing names out of a hat
(ii) coin toss

If any of these Officer roles becomes vacant, the State Committee must appoint someone to fill this casual vacancy subject to Clauses 6.2 and 6.5 until the next Election.

7.1 Chair

The Chair presides over all State Committee meetings, ensures adherence to the State Committee Charter Director Code of Conduct and DSA policies, and serves as the primary spokesperson for the State Committee.

The Chair role will be elected each year by the State Committee following the election.

The election of a Chair should be determined by a Committee ballot for those who have nominated themselves for the Chair role where there is more than one nominee for this role.

In the case of a tied vote for the Chair role the vote can be determined using one of the following methods:

(i) drawing names out of a hat
(ii) coin toss

7.2 Executive Officer

The Executive Officer implements decisions made by the State Committee, acts as liaison with the DSA National Office and CEO and oversees day-to-day operations and administrative functions.

7.3 Treasurer

The Treasurer manages the financial records and accounts of the State Committee, prepares financial reports for State Committee meetings, liaises with the CFO, and ensures compliance with financial audit requirements. In some State Committees the Treasurer may not be a voting member of the Committee.

8. State General Meetings

A State General Meeting is not a general meeting of the company under the Corporations Act.

8.1 Calling Meetings

A State General Meeting may be called at any time by the State Committee or the National Board. One must be held each calendar year, at a time and place reasonably determined by the State Committee and within any period set by the Board.

The Board will nominate a period in each year for a State General Meeting to be held for the purpose of State Committee elections.

8.2 Eligibility

Only financial ordinary members of the State may attend and vote at a State General Meeting. The Board may send representatives to attend and speak.

8.3 Notice and Agenda

The State Executive Officer must give at least 14 days' written notice of any State General Meeting at which an election is to be held, or a special resolution is to be considered. The notice must specify the place, date, time and general nature of the business.

An agenda must be issued at least 7 days before the meeting, including the text of all notices of motion received. It must be provided to any member who requests it and be freely available at the venue at least 30 minutes before the meeting.

8.4 Business of the State General Meeting

The business of the State General Meeting includes:

(i) Receiving and considering the DSA Annual Report and State Committee reports.

(ii) Presentation of the State Treasurer's Report and Financial Statements.

(iii) Other business appropriate for a State General Meeting.

(iv) Election of State Committee Members.

8.5 Quorum

The quorum for a State General Meeting is one-tenth of State members or 5 members, whichever is the lesser.

If a quorum is not present within 30 minutes of the scheduled start, a meeting called on member requisition is dissolved. Otherwise, it stands adjourned to the same day the following week at the same time and place (or another time and place within one month). At the adjourned meeting, the members present form a quorum, provided there are at least three.

9. Elections

9.1 Elected Positions

Elections for State Committee Members will take place each year for 50% of even numbered Committees and 60% of uneven numbered Committees ie the Members who have already been on the Committee for two (2) years. Where applying this percentage to the Committee's size does not produce a whole number, the number of positions is rounded to the nearest whole number (a result ending in .5 is rounded up).

9.2 Voting and Eligibility

Voting is in person or by proxy. Voting rights are determined by entry in the national membership register, subject to:

(i) Only State members may vote.

(ii) All financial members and life members may nominate and vote for members for State Committees.

9.3 Nominations

Nominations must be submitted in the form and within the timeframe set by the National Board. They are submitted to the person appointed by the State Committee to receive nominations (subject to National Board override). Nominations may be submitted by the nominee and do not need to be seconded.

9.4 Procedure

Candidates are listed alphabetically by surname.

Voting is by secret ballot on a first past-the-post basis (no preferential voting). In the case of a tied vote the vote can be determined using one of the following methods:

(i) drawing names out of a hat
(ii) coin toss
(iii) Committee ballot

9.5 Returning Officer

The returning officer is appointed by the State Committee, subject to National Board override. The returning officer must be impartial and must not be a candidate, nor associated with a candidate, for election.

9.6 Insufficient Nominations

If nominations are fewer than vacancies, those candidates are automatically elected (subject to their acceptance). Remaining positions may be filled at the State Committee's discretion subject to Clause 6.

10. State Committee Meetings

10.1 Frequency

The State Committee meets as it determines, or at the request of any member made to the State Executive Officer. No more than four months may pass between meetings.

10.2 Notice

At least 3 days' notice must be given of any State Committee meeting. For in-person meetings, at least 7 days' notice with a copy of the agenda should be provided where practicable.

10.3 Meeting Methods

Meetings may be held by teleconference, video conference, or in person. Decisions made by teleconference or electronic means have the same effect as those made in person.

The State Committee may pass a resolution without a meeting if notice of the resolution is given to all State Committee Members through the approved DSA meeting system, and a majority of the State Committee Members entitled to vote – not being less than the quorum in clause 10.4 – vote in favour within the voting period set in the notice. The resolution must be recorded in the minutes of the next State Committee meeting.

10.4 Quorum and Voting

The quorum is a majority of members or three members personally present, whichever is greater. Each member has one vote. The Chair does not have a casting vote. If votes are equal, the matter is decided in the negative.

10.5 Chair

The State Committee Chair presides at meetings.

If the Chair is not present or unwilling to act, the members present may elect a chair for that meeting. The election of a chair in this situation should be determined by a Committee ballot of those who have nominated themselves for the chair role where there is more than one nominee for this role.

In the case of a tied vote for the Chair role in this situation the vote can be determined using one of the following methods:

(i) drawing names out of a hat
(ii) coin toss

11. Removal from Office

The State Committee, by a three-quarters majority of its members, may remove any State representative from office (other than a National Board member).

The State Committee, by a simple majority of members present and entitled to vote, may remove a State Committee Member who:

(i) Has been absent without consent from at least three (3) consecutive meetings.
(ii) Has been prohibited from being a director of a corporation under the Corporations Act.
(iii) Has committed a substantial breach of DSA rules, by-laws, policies or procedures.
(iv) Has been found guilty of gross misbehaviour or gross neglect of duty.
(v) Has misappropriated DSA funds.

(vi) Has failed to perform duties, is considered by the majority of the Committee to be under-performing or has failed to follow reasonable requests of the State Committee.

(vii) Becomes of unsound mind or subject to mental health legislation and a formal legal determination in this regard has been sought and provided

A State Committee Member may be removed from office by the National Board if the State Committee does not remove a State Committee Member for any of the above reasons.

The member must be given 14 days' notice of the motion and is entitled to be heard in their defence, or to have the matter heard by the Ethics Committee, before the motion is acted upon.

12. Finances and Records

12.1 Minutes

The State Committee must keep minutes in the approved DSA meeting system of

(i) all appointments of office bearers and committee members
(ii) names of members present at all State General Meetings and State Committee meeting
(iii) all resolutions and proceedings at State General Meetings; and all resolutions and business at State Committee meetings.

12.2 Financial Statements

The State Committee must prepare statements of receipts and expenditure for its financial affairs for such periods as required by the National Board and in line with the State Financial Management Policy.

12.3 Funds

All moneys received must be deposited intact at the earliest opportunity to DSA's bank account. Receipts must be issued for all moneys received. All accounts for payment must be approved by the State Committee, with details recorded in the minutes. All such activity will be in line with the State Financial Management Policy.

13. Communications

The State Committee through the Executive Officer must provide contact details for each State Committee Member to the DSA General Secretary.

State Committee Members must promptly advise any change of address (including email) to the DSA General Secretary.

The State Committee Member's address (including email address) in the national membership register is the mailing address for service of notices. State Committee Members must agree to provide email addresses and receive all notices via email.

All official correspondence must be sent and received through the following DSA email addresses:

State Committee Chair	chair.(state)@dancesport.org.au
State Executive Officer	exec.(state)@dancesport.org.au
Treasurer	treasurer.(state)@dancesport.org.au

State Committees may submit views to National Board members on any matter to be decided by the National Board.

14. Amendment and Effective Date

This Charter may be amended by resolution of the Board at any time to reflect changing circumstances or operational requirements. Any matters not specifically addressed in this Charter are governed by the Constitution and by-laws.

15. State Committee Charter Review

The State Committee Charter should be reviewed at least annually by the National Board.

VALUES OF DANCESPORT AUSTRALIA

1. EXCELLENCE
We strive for the highest standards in athletic performance, artistic expression, education and organisational governance.
2. INCLUSIVITY
We welcome dancers of all ages, backgrounds, abilities, and aspirations.
3. INTEGRITY
We uphold fairness, transparency and ethical conduct in competition, governance, and community.
4. SAFETY
Promoting physical and mental wellbeing and adopting world best safeguarding standards.
5. INNOVATION
We embrace creativity and progress while honouring tradition in all aspects of the sport.
6. OPPORTUNITY
We continually seek opportunities to grow participation, expand reach, and build a sustainable future for Australian DanceSport.
7. PARTNERSHIP
We value strong and mutually beneficial relationships with studios, coaches, teachers and the broader dance community.

SAFEGUARDING CHILDREN AND YOUNG PEOPLE

DanceSport has a zero-tolerance policy to harm, abuse and/or neglect of a Child/Young Person in any form.

All Children/Young People have the right to feel safe and protected from all forms of abuse, harm, and neglect. Children/Young People have the right to take part in sport in a safe, positive, and enjoyable environment. DanceSport Australia is committed to safeguarding and promoting the welfare of Children/Young People in DanceSport by providing a safe and inclusive environment and by ensuring that everyone involved in DanceSport is aware of their rights and responsibilities in relation to Children/Young People.

This Charter takes effect from the date of its approval by the Board of DanceSport Australia Limited.

DANCESPORT AUSTRALIA LIMITED

STATE COMMITTEE MEMBER

CONSENT TO ACT AND CODE OF CONDUCT ACKNOWLEDGEMENT

Provided under Clause 6.2(iv) of the State Committee Charter

1. Personal and Position Details

Full name	
DSA membership number	
State / Territory	
Date elected or appointed	
Term (2 years, unless casual vacancy)	

Position (tick one):

☐ Member

☐ Chair

☐ Executive Officer

☐ Treasurer

2. Eligibility Declaration

I confirm that, as at the date of this declaration:

☐ I am a financial member or a life member of DSA.

☐ I have not been expelled or suspended from membership of DSA.

☐ I am not in breach of any DSA by-laws, policies or codes of conduct.

☐ I have not been prohibited from acting as a director of a corporation under the Corporations Act 2001 (Ch).

3. Consent to Act and Acknowledgement

I consent to act as a State Committee Member (or Officer, as applicable) for the State/Territory noted above, and I confirm that I have read, understood, and agree to be bound by:

☐ The DSA Constitution;

☐ The State Committee Charter;

☐ All applicable DSA Policies, including the State Financial Management Policy;

☐ The Board Code of Conduct; and

☐ Any applicable by-laws of DSA.

4. Undertakings

I further undertake that I will:

☐ Act in good faith and in the best interests of DSA and my State or Territory at all times;

☐ Not act independently of, or in conflict with, any National Board decision, direction or policy;

☐ Not make claims or decisions on behalf of DSA without express authorisation from the Board; and

☐ Comply with all lawful directions of the National Board.

I understand that a substantial breach of the Constitution, the State Committee Charter, DSA by-laws, DSA Policies or the Board Code of Conduct may result in my removal from office under Clause 11 of the State Committee Charter.

5. Declaration of Interests

Do you have any actual, potential or perceived conflicts of interest relevant to your position on the State Committee (e.g. commercial interests in DanceSport, close personal relationships with other Committee Members or DSA staff, or other roles within DanceSport)?

☐ No

☐ Yes — details:

I undertake to notify the State Executive Officer promptly if my circumstances change and a new conflict of interest arises during my term.

6. Signature

Signature	
Print name	
Date	

Office use only: This form must be provided to the DSA General Secretary and retained on the Member's file for the duration of their term.