POLICY

Life Member Policy

DanceSport Australia Ltd.

ACN 085 929 835

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This Policy sets out how DanceSport Australia recognises outstanding, longstanding service to DanceSport through Life Membership: the criteria, how nominations are made and assessed, and how Life Members are elected, presented and recognised.

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1. PURPOSE

Life Membership is the highest honour that DanceSport Australia Ltd (**DSA**) can bestow. It recognises longstanding and valued service to DanceSport in Australia (Constitution clause 5.3(a)).

This Policy sets out the criteria for Life Membership, how nominations are made, reviewed and assessed, how Life Members are elected, and how they are presented and recognised. Its aim is a fair, transparent and consistent process in which every nomination is tested against the same published criteria.

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2. SCOPE AND APPLICATION

This Policy applies to:

(a) all Members, including Members who nominate or endorse a person for Life Membership;

(b) Life Members;

(c) State Committees and State Committee Members;

(d) the Directors and the CEO; and

(e) any person nominated for Life Membership.

This Policy applies to nominations made after it takes effect. Clause 5.11 explains how it applies to existing Life Members.

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3. AUTHORITY

This Policy is made by the Directors under clauses 5.3(e) and 20.1 of the Constitution and is binding on all Members under clause 20.2.

This Policy is subject to the Constitution and must be read with it. If there is any inconsistency between this Policy and the Constitution, the Constitution prevails.

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4. DEFINITIONS

Words defined in clause 1.1 of the Constitution have the same meaning in this Policy. In addition:

Assessment Checklist — the checklist in Schedule 2.

CID — a Member's unique identification number in DSA's membership records, shown in the Member's Member Account.

Endorsing Members — the two Individual Members who endorse a nomination under clause 6.2(c), by confirming it in their Member Accounts.

Home State — the State in which the Nominee gave the majority of their service to DanceSport or, for a National Nomination, the State in which the Nominee lives, as determined by the Board if there is any doubt.

Home State Committee — the State Committee for the Nominee's Home State.

Member Account — a Member's personal login account on the DSA website.

Merit Criteria — the criteria in clause 5.4.

National Nomination — a nomination made under clause 6.5.

Nomination Form — the online nomination form on the DSA website, described in Schedule 1, as amended by the Board from time to time.

Nominator — the Member who makes a nomination.

Nominee — the person nominated for Life Membership.

Roll of Life Members — the record kept under clause 6.10.

Threshold Criteria — the criteria in clause 5.3.

Voluntary Service — service for which the person was not paid, other than reimbursement of reasonable out-of-pocket expenses.

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5. POLICY STATEMENT

5.1 Principles

(a) Life Membership is DSA's highest honour and should be conferred accordingly.

(b) Life Membership recognises service to DanceSport. It is primarily a recognition of the volunteers who carry out most of the work of DanceSport in Australia.

(c) Every nomination is tested against the same published criteria, through a fair, transparent and confidential process.

(d) There is one category of Life Membership: **Life Member** (Constitution clause 5.3(e)(i)). The Board may create further categories by amending this Policy.

(e) Life Membership is conferred for the lifetime of the person. It is personal and cannot be transferred (Constitution clause 5.7(c)).

(f) Life Membership is not a competition. Each nomination is considered on its own merits, and there is no obligation to confer Life Membership in any year.

5.2 Criteria for Life Membership

For the purposes of clause 5.3(e)(ii) of the Constitution, a Nominee must:

(a) meet **all** of the Threshold Criteria in clause 5.3; and

(b) demonstrate **at least three** of the Merit Criteria in clause 5.4.

5.3 Threshold Criteria

The Nominee must:

(a) **Length of service** – have given at least ten years of service to DanceSport in Australia. The service need not be continuous, but it must be substantial and sustained. Only Voluntary Service counts, unless clause 5.6 applies. The Board may vary the ten-year minimum for a posthumous nomination (clause 5.10) or in other exceptional circumstances, where the Nominee's contribution has been outstanding over a shorter period. The Board will record its reasons for any variation. A Nominator seeking a variation must say so in the nomination and explain the exceptional circumstances. The Home State Committee (or, for a National Nomination, the CEO) forwards the nomination to the Board with its comments, and the Board decides whether to vary the minimum;

(b) **Level of contribution** – have made a significant contribution to DanceSport at State level, national level, or both;

(c) **Good standing** – be of good character and standing within DanceSport and the wider community, and have acted consistently with the Constitution, the Policies, the Statutes and Regulations and DSA's values; and

(d) **Eligibility** – not be ineligible under clause 5.8.

5.4 Merit Criteria

The Nominee must demonstrate, with specific evidence, an outstanding contribution in at least three of the following areas:

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(a) **Leadership and governance** – sustained leadership on the DSA Board, a State Committee, a DSA committee or working group, or an Affiliate Member, that has strengthened how DanceSport is governed or run;

(b) **Officiating and technical service** – significant service as an adjudicator, chairperson of adjudicators, scrutineer or other technical official, including mentoring and developing other officials;

(c) **Competitions and events** – significant contribution to organising and delivering DanceSport competitions, championships or events at State, national or international level;

(d) **Growth and participation** – a measurable contribution to increasing participation, developing pathways for athletes, coaches or officials, or extending DanceSport into new communities, schools or regions;

(e) **Education and development** – significant contribution to coaching, education, accreditation or athlete development programs;

(f) **Profile and reputation** – advancing the profile, reputation and public standing of DanceSport in Australia, or Australia's standing in international DanceSport;

(g) **Integrity and culture** – a sustained contribution to integrity, safeguarding, inclusion and ethical conduct, and to a safe and welcoming culture in DanceSport;

(h) **Innovation** – introducing new practices, systems or initiatives that have had a lasting benefit for DSA or DanceSport; and

(i) **Other outstanding service** – any other outstanding contribution to DanceSport in Australia not covered by paragraphs (a) to (h).

5.5 Service, not sporting achievement

Life Membership recognises service to DanceSport. The following do not, on their own, satisfy the criteria, although they may be described in a nomination as background:

(a) competitive achievements, titles or results as an athlete. The Board may establish a separate form of recognition, such as a Hall of Fame, for sporting achievement; and

(b) holding an office or position for a period of time, without a demonstrated contribution while in that office or position.

5.6 Paid service

Service given in a paid capacity (for example as an employee, contractor, paid coach or paid official) does not count towards the criteria, except in exceptional circumstances. The Board may, by a resolution of at least two-thirds of the Directors, decide that paid service counts where it is satisfied that the Nominee's contribution:

(a) has been sustained over many years;

(b) has gone well beyond what the paid role required; and

(c) has been of exceptional and lasting significance to DanceSport in Australia.

A nomination that relies on paid service must explain why exceptional circumstances apply.

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5.7 No guarantee

Meeting the criteria does not guarantee that a Nominee will be nominated by the Board or elected by the Members.

5.8 Ineligibility

A person is not eligible to be nominated for Life Membership while they:

(a) are a Director;

(b) have ceased to be a Director within the previous two years;

(c) are an employee or contractor of DSA;

(d) are the subject of a complaint, investigation, disciplinary proceeding or current sanction under clause 7 of the Constitution or any Policy, including where a complaint or allegation has been made but not yet conveyed to them; or

(e) have been found, within the previous five years, to have breached the Constitution, a Policy, the Statutes and Regulations or the rules of a State or national sporting tribunal, unless the Board determines that the breach was minor and does not affect the person's good standing.

A person who was unsuccessfully nominated may not be nominated again until clause 6.7(d) permits.

5.9 Privileges and benefits

For the purposes of clause 5.3(e)(iii) of the Constitution:

(a) **Constitutional rights** – a Life Member has the right to receive notice of, attend, be heard at and vote at General Meetings (Constitution clause 5.1(a));

(b) **Fees** – Life Members pay no membership fees or annual subscriptions. Under clause 8.3 of the Constitution, the Board reduces those amounts for Life Members to zero and, for the purposes of that clause, specifies that Life Members **retain their full rights to attend and vote at General Meetings**;

(c) **Role-specific requirements** – Life Membership does not exempt a Life Member from any fee, registration, accreditation or clearance (such as a Working with Children Check) that applies to a particular role, for example as a competitor, coach or official;

(d) **Recognition** – each Life Member elected under this Policy will receive a Life Member certificate; listing on the Roll of Life Members and the DSA website; an invitation to each AGM and to official DSA functions; complimentary spectator entry to DSA Registered Competitions; and any other benefits the Board determines from time to time; and

(e) **Obligations** – Life Members remain bound by the Constitution and the Policies (Constitution clause 5.6).

5.10 Posthumous Life Membership

A person may be posthumously recognised as a Life Member (Constitution clause 5.3(f)). The criteria and procedures in this Policy apply, except that:

(a) the Nominee's consent under clause 6.7(e) is replaced by the consent of the Nominee's next of kin, where reasonably practicable, and the Life Member application is completed on the person's behalf by the Home State Committee or, for a National Nomination, by the CEO;

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(b) the Board may vary the minimum of ten years' service in clause 5.3(a), although the Nominee must still meet the other Threshold Criteria and demonstrate at least three Merit Criteria; and

(c) clauses 5.8(a) to (d) do not apply.

A person recognised under this clause is a Life Member awarded posthumously, and will be recorded as such on the Roll of Life Members and the website. The honour will be presented to the person's family under clause 6.9.

5.11 Existing Life Members

The persons listed in Schedule 1 of the Constitution, and any other person who was a Life Member when this Policy took effect, remain Life Members. This Policy does not require any change to their existing records or website listing. Clauses 5.9(a), (b), (c) and (e) and clause 6.11 apply to all Life Members.

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6. PROCEDURES

6.1 Annual nomination window

Nominations are called once a year, in line with the AGM cycle, at the same time as nominations for Elected Directors. The CEO will open the nomination window by inviting nominations from Members and State Committees, and the window will close in accordance with the timeline in Schedule 3.

6.2 Making a nomination

Any Member may nominate a person for Life Membership (Constitution clause 5.3(b)). Nominations are made online and go first to the Home State Committee, except National Nominations, which are made under clause 6.5. A person may not nominate themselves. A nomination must:

(a) be made on the Nomination Form by the Nominator, logged in to their Member Account, giving the CID of the Nominee and of each Endorsing Member (Schedule 1);

(b) include in the Nomination Form a written report of no more than 1,000 words outlining the Nominee's history of service and commenting on their suitability for the honour (Constitution clause 5.3(d)), together with a short citation of no more than 100 words. The report must address each Threshold Criterion and at least three Merit Criteria, giving specific evidence such as roles held, dates and outcomes;

(c) be endorsed by two Individual Members from the Nominee's Home State, other than the Nominator, each of whom has been an Individual Member for at least 12 months and is financial and in good standing, and each of whom confirms the nomination and makes the declaration in Schedule 1 in their own Member Account. A nomination is not complete until both Endorsing Members have confirmed it. Clause 6.3 sets out who may not act as a Nominator or Endorsing Member;

(d) be endorsed by a resolution of the Home State Committee under clause 6.4, except a National Nomination;

(e) not be disclosed to the Nominee. The Nominee's consent, declaration and Life Member application are sought only after the Board decides to nominate them (clause 6.7(e)); and

(f) be lodged within the timeframes in Schedule 3.

6.3 Who may nominate and endorse

(a) **All nominations** – the Nominator and Endorsing Members must not be an immediate family member or partner of the Nominee, a person who lives in the same household as the Nominee, or the Nominee's business partner, employer or employee.

(b) **State nominations** – the Nominator may be a State Committee Member, but must not be a Director. The two Endorsing Members must come from outside the State Committee: neither may be a State Committee Member. Neither may be a Director.

(c) **National Nominations** – the Nominator may be a Director. A Director who is the Nominator must declare that interest and must not take part in the Board's assessment of, or vote on, that nomination. The two Endorsing Members must come from outside the Board: neither may be a Director. State Committee Members may be Endorsing Members for a National Nomination.

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(d) **Declaring conflicts** – a State Committee Member who is the Nominator, or who has a relationship described in clause 6.3(a) or any other conflict of interest, must declare it and must not take part in the State Committee's vote on the nomination.

6.4 State Committee review and endorsement

(a) The Home State Committee will consider each nomination against the criteria using the Assessment Checklist and decide by resolution whether to endorse it. The State Committee may consider nominations as they are received during the nomination window, and does not need to wait until the window closes.

(b) The State Committee will forward each endorsed nomination, with a copy of its resolution and completed Assessment Checklist, to the CEO. If the State Committee does not endorse a nomination, it will inform the Nominator.

(c) If a nomination that is not a National Nomination is forwarded directly to the Directors, the Board will refer it to the Home State Committee for review under this clause, in the same way as any other nomination. The CEO will let the Nominator know that this has been done.

(d) Where a Nominee has served in more than one State, the Home State Committee endorses the nomination. Supporting letters from other State Committees may be included.

(e) If a nomination seeks a variation of the ten-year minimum under clause 5.3(a), the Home State Committee must not decline to endorse it only because the Nominee has fewer than ten years' service. It will forward the nomination to the CEO with its comments on the request, and the Board will decide whether to vary the minimum.

6.5 National nominations

(a) A nomination may be made as a National Nomination where the Nominee's service has been given mainly at national level, for example as a Director, as CEO, as a national official, on national committees or programs, or across several States.

(b) A National Nomination is made on the Nomination Form as a National Nomination and goes to the CEO for consideration by the Board, rather than to a State Committee. It does not require State Committee endorsement.

(c) Clause 6.2 otherwise applies, except that the two Endorsing Members may be Individual Members from any State.

(d) The Board may seek comments from any State Committee on a National Nomination.

(e) If there is doubt about whether a nomination should be treated as a National Nomination, the Board will decide. If the Board decides it is not, the Board will refer it to the Home State Committee under clause 6.4.

6.6 Confidentiality

Nominations are confidential. The Nominator, Endorsing Members, State Committee Members and the Board must not disclose a nomination or its outcome to anyone, including the Nominee, until the Board has decided whether to nominate the person to the AGM. The Nominee is not told of a nomination, and the online system sends the Nominee no notice of it, unless and until the CEO seeks their consent under clause 6.7(e). A Nominee's name is made public only when the notice of the AGM is issued.

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6.7 Board assessment and decision

(a) The Board will review each nomination endorsed by a State Committee and each National Nomination. For each one, the Board will check that the nomination is complete and that the Nominee is not ineligible under clause 5.8, including by checking DSA's records; assess the nomination against the criteria using the Assessment Checklist; and, if needed, seek further information from the Nominator, the Endorsing Members, the Home State Committee or any other appropriate source.

(b) The Board will decide, by majority vote under clause 16.2 of the Constitution, whether to nominate the Nominee for election as a Life Member at the AGM (Constitution clause 5.3(c)). Where a nomination relies on paid service, clause 5.6 applies. Directors must declare any interest in accordance with clause 16.10 of the Constitution.

(c) The CEO will inform the Nominator and, for a nomination endorsed by a State Committee, the Home State Committee of the Board's decision. The Board is not required to give reasons for declining a nomination.

(d) A nomination that is not supported by the Board, or not passed at the AGM, may not be resubmitted for at least two years, and must then include new information.

(e) If the Board decides to nominate the Nominee, the CEO will contact the Nominee confidentially and ask them to give, in their Member Account, their consent to the nomination, the Nominee's declaration in Schedule 1 and their completed Life Member application (Constitution clauses 5.2 and 5.3(c)), except as provided in clause 5.10. The Nominee must keep the nomination confidential until the notice of the AGM is issued. A Nominee who does not consent, or who is ineligible under clause 5.8, will not be put to the AGM.

6.8 Election at the AGM

This clause sets out the requirements of the Constitution for electing a Life Member:

(a) **Nomination by the Directors** – a person may only be elected as a Life Member on the nomination of the Directors (Constitution clause 5.3(c));

(b) **At an AGM** – a Life Member may only be elected at an Annual General Meeting (Constitution clause 5.3(c));

(c) **By Special Resolution** – a Life Member is elected by Special Resolution, which requires at least 75% of the votes cast by Voting Members entitled to vote on the resolution (Constitution clause 5.3(c)). A separate resolution will be put for each Nominee;

(d) **Notice** – at least 21 days' notice of the AGM must be given, and the notice must state the intention to propose each Special Resolution and set out its terms (Constitution clause 9.3(b)). The Board will include a short citation for each Nominee; and

(e) **Application** – election is subject to the Nominee completing a Life Member application in accordance with clause 5.2 of the Constitution, except as provided in clause 5.10.

Life Membership begins when the Special Resolution is passed, and the CEO will record the Life Member in the register of Members and on the Roll of Life Members. If a Special Resolution is not passed, the CEO will inform the Nominee and the Nominator privately.

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6.9 Presentation

(a) The honour of Life Membership will be presented at the next State Open DanceSport Championships held in the Life Member's Home State after the AGM at which they were elected.

(b) The presentation will be made by the Chair (DSA President) if present or, if not, by the CEO or the organiser of that State Open DanceSport Championships. The Life Member's citation will be read at the presentation.

(c) If the Life Member is unable to attend, the presentation will be held over to the next State Open DanceSport Championships in the Home State or, if the Life Member prefers, made virtually.

(d) The CEO will coordinate the presentation with the Home State Committee and the event organiser.

6.10 Roll of Life Members and website

(a) The CEO will keep a Roll of Life Members. For each Life Member elected under this Policy, the Roll will record their name, Home State, year of election, citation and, where applicable, that Life Membership was awarded posthumously.

(b) The names of all Life Members will be displayed on the DSA website. For each Life Member elected under this Policy, the website will also show their Home State, year of election and short citation, with the Life Member's consent.

(c) When DSA is informed of the death of a Life Member, the CEO will update the Roll and website, and the Chair will arrange an appropriate acknowledgement on behalf of DSA.

6.11 Resignation and termination

(a) A Life Member may resign in accordance with clause 6.2 of the Constitution.

(b) Life Members are subject to the disciplinary jurisdiction of DSA under clause 7 of the Constitution and the Policies.

(c) If, following a process under clause 7 of the Constitution and the relevant Policy, a Life Member is found to have engaged in serious misconduct or to have brought DSA or DanceSport into disrepute, the Board may terminate their Life Membership under clause 6.1(c) of the Constitution by a resolution of at least two-thirds of the Directors.

(d) Before making that decision, the Board will give the Life Member written notice of the proposed termination and the reasons for it, and at least 14 days to respond.

(e) If Life Membership is terminated, the person's name will be removed from the Roll of Life Members and the website.

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7. ROLES AND RESPONSIBILITIES

7.1 Board of Directors

The Board approves this Policy; reviews and assesses endorsed nominations and National Nominations; decides which Nominees to put to the AGM; makes the determinations reserved to it under clauses 5.6, 5.8(e) and 6.11; and reviews this Policy.

7.2 Chief Executive Officer

The CEO administers this Policy, including opening the annual nomination window, receiving endorsed nominations and National Nominations, supporting the Board's assessment, seeking each Nominee's consent under clause 6.7(e), preparing AGM materials, keeping the Roll of Life Members, updating the website and coordinating presentations.

7.3 Members

Members who nominate or endorse a person must provide accurate information, confirm or decline a nomination in their Member Account when asked, declare any conflict of interest and keep the nomination confidential, including from the Nominee.

7.4 State Committees

State Committees receive and review nominations from their State, decide by resolution whether to endorse them, manage conflicts of interest among their members, complete applications for posthumous nominations and assist with presentations at their State Open DanceSport Championships.

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8. BREACH AND NON-COMPLIANCE

A breach of this Policy, including a false declaration in a nomination or a breach of confidentiality, may be referred under clause 7.2 of the Constitution and the relevant Policy and may result in disciplinary action.

If a nomination contains information that is materially false or misleading, the Board may withdraw the nomination. If Life Membership was conferred on the basis of such information, the Board may act under clause 6.11.

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9. RELATED DOCUMENTS

- DanceSport Australia Constitution — clauses 5.1, 5.2, 5.3, 5.6, 6, 7, 8.3, 9.3, 16.10, 20 and Schedule 1
- DSA State Committee Charter
- DSA Member Protection Policy and disciplinary Policies made under clause 7.2 of the Constitution
- DSA Life Member application (completed online in the Nominee's Member Account, in the form approved by the Board)
- Corporations Act 2001 (Cth) — Special Resolutions

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10. REVIEW AND AMENDMENT

This Policy will be reviewed every three years, or earlier if required by changes to the Constitution, applicable law or operational need. The Directors may amend this Policy at any time. This Policy, and any amended Policy, takes effect 7 days after service on Members in accordance with clause 20.1(b) of the Constitution.

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11. VERSION HISTORY

Version	Date	Approved by	Summary of changes
1.0	11 November 2026	Board	Initial Policy adopted.
1.1	[date] November 2026	Board	Amended by Circular Resolution: the Board may vary the ten-year minimum for posthumous nominations or in exceptional circumstances, on request by the Nominator (clauses 5.3(a), 5.10 and 6.4(e), Schedules 1 and 2).
2026-11	[date] November 2026	Board	Amended by Circular Resolution: the embedded paper Nomination Form is replaced by the online nomination process, using CIDs and confirmation in Member Accounts with no signatures; the Nominee is not told of a nomination and gives consent only after the Board decides to nominate them (clauses 4, 5.10, 6.2, 6.5, 6.6, 6.7(e), 7.2, 7.3, 9 and Schedules 1 to 3).

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SCHEDULE 1

Online Nomination Process

Nominations are made online, through the Nomination Form on the DSA website. There is no paper form and no signature is needed: each person confirms their part in their own Member Account, and DSA records each confirmation. Please read this Policy before starting a nomination. All nominations are confidential.

1. Lodging a nomination

The Nominator logs in to their Member Account, opens the Nomination Form and enters:

(a) the type of nomination: State or National (clause 6.5);

(b) the CID of the Nominee, and the Nominee's Home State. The Nominee's name and other details are taken from DSA's records;

(c) the CID of each of the two Endorsing Members;

(d) the Nominee's service history: each role, the organisation or State, the years served, and whether the service was voluntary or paid;

(e) specific evidence for each Threshold Criterion and for at least three Merit Criteria and, where relevant, why exceptional circumstances apply to paid service (clause 5.6) or to a variation of the ten-year minimum (clause 5.3(a));

(f) the written report of no more than 1,000 words and the short citation of no more than 100 words (clause 6.2(b)), typed into the form or uploaded as a document; and

(g) any supporting letters from other State Committees (optional).

Before submitting, the Nominator makes the Nominator's declaration in paragraph 3 on screen.

2. Confirmation by the Endorsing Members

(a) When the nomination is submitted, DSA sends each Endorsing Member a notice asking them to log in to their Member Account. The notice does not name the Nominee; the details are shown only in the Member Account.

(b) In their Member Account, each Endorsing Member reads the nomination and either confirms it and makes the Endorsing Member's declaration in paragraph 3, or declines it.

(c) A nomination is complete only when both Endorsing Members have confirmed it. If an Endorsing Member declines, or has not confirmed by the close of nominations, the Nominator is told and may name another eligible Endorsing Member before nominations close.

(d) A completed nomination goes to the Home State Committee or, for a National Nomination, to the CEO.

3. Declarations

The Nominator and each Endorsing Member declares that they are a financial Member in good standing; that they are not an immediate family member or partner of the Nominee, do not live in the same household as the Nominee, and are not the Nominee's business partner, employer or employee; that the information in the nomination is true and correct to the best of their knowledge; and that they will keep the nomination confidential, including from the Nominee (clause 6.6). The Nominator also declares

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that they are not a Director (unless this is a National Nomination). Endorsing Members also declare that they are not Directors and, for a State nomination, are not State Committee Members; and that they have been Individual Members for at least 12 months and, for a State nomination, live in the Nominee's Home State.

Where DSA's records allow, the website checks these matters when a CID is entered, but each person remains responsible for the accuracy of their own declaration.

4. How confirmations are recorded

Each confirmation and declaration is recorded against the person's CID, with the decision (confirmed or declined), the date and time, the IP address, and the operating system and device used. These records are kept in the same way as the other declarations Members make in their Member Accounts, such as accepting the DSA Rules, and are the evidence of each person's agreement. No uploaded or handwritten signature is needed.

5. The Nominee

(a) The Nominee is not told of the nomination. While a nomination is being considered, the website sends the Nominee no notice and nothing about the nomination appears in the Nominee's Member Account.

(b) If the Board decides to nominate the Nominee (clause 6.7(e)), the CEO contacts the Nominee confidentially and asks them to log in to their Member Account to give their consent, make the declaration in paragraph 5(c) and complete their Life Member application. These are recorded as set out in paragraph 4.

(c) Nominee's declaration: "I consent to this nomination. I declare that I am not ineligible under clause 5.8 of the Life Member Policy, and I have disclosed any complaint, investigation, disciplinary proceeding, sanction or finding that may be relevant. If elected, I consent to my name, Home State, year of election and citation being published on the DSA website."

(d) If the Nominee does not consent, the nomination does not proceed and is not put to the AGM.

(e) If the Nominee has no Member Account, the CEO will arrange another secure way for them to give their consent and declaration and complete the application. For a posthumous nomination, clause 5.10 applies.

6. Review and access

(a) The Home State Committee forwards each endorsed nomination, with its resolution and completed Assessment Checklist, to the CEO (clause 6.4(b)); where the DSA website provides for it, this is done online.

(b) Access to a nomination on the DSA website is limited to the Nominator, the Endorsing Members asked to confirm it, the Home State Committee for that nomination, the CEO and the Board.

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SCHEDULE 2

Assessment Checklist

To be completed by the Home State Committee when deciding whether to endorse a nomination, and by the Board when assessing endorsed nominations and National Nominations.

Detail	
Nominee	
Completed by (State Committee / Board)	
Type of nomination	☐ State ☐ National

Section 1 – Completeness

Requirement	Yes	No
Nomination Form complete	☐	☐
Written report and short citation attached (clause 6.2(b))	☐	☐
Two eligible Endorsing Members, each of whom has confirmed in their Member Account: neither a Director, and for a State nomination neither a State Committee Member and both from the Home State (clauses 6.2(c) and 6.3)	☐	☐
Home State Committee resolution (clause 6.2(d)) – State nominations, Board only	☐	☐
Nominee consent, declaration and Life Member application (clause 6.7(e)) – Board only, after deciding to nominate and before the Notice of AGM	☐	☐
No conflict of interest for Nominator or Endorsing Members (clause 6.3)	☐	☐
If paid service is relied on, exceptional circumstances explained (clause 5.6)	☐	☐
Lodged within the timeframes in Schedule 3	☐	☐

Section 2 – Ineligibility (clause 5.8)

If any answer is "Yes", the nomination cannot proceed.

Is the Nominee:	Yes	No
(a) a Director?	☐	☐
(b) a former Director who left the Board within the previous two years?	☐	☐
(c) an employee or contractor of DSA?	☐	☐
(d) subject to a complaint, investigation, disciplinary proceeding or current sanction?	☐	☐
(e) the subject of a breach finding within the previous five years (unless determined minor by the Board)?	☐	☐

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Is the Nominee:	Yes	No
Is this a resubmission within two years of an unsuccessful nomination (clause 6.7(d))?	☐	☐

Section 3 – Threshold Criteria (all must be met)

Criterion (clause 5.3)	Met	Not met	Comment
(a) At least ten years' service (may be varied by the Board if posthumous or in exceptional circumstances)	☐	☐	
(b) Significant contribution at State and/or national level	☐	☐	
(c) Good standing	☐	☐	

Section 4 – Merit Criteria (at least three must be met)

Criterion (clause 5.4)	Met	Not met	Comment
(a) Leadership and governance	☐	☐	
(b) Officiating and technical service	☐	☐	
(c) Competitions and events	☐	☐	
(d) Growth and participation	☐	☐	
(e) Education and development	☐	☐	
(f) Profile and reputation	☐	☐	
(g) Integrity and culture	☐	☐	
(h) Innovation	☐	☐	
(i) Other outstanding service	☐	☐	
Total Merit Criteria met			

Section 5 – Recommendation

Detail	
Recommendation	☐ Endorse / recommend ☐ Do not endorse / do not recommend
Reasons	

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Detail	
Names and signatures	
Date	

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SCHEDULE 3

Nomination Timeline

Each year's timeline is aligned with the timetable the Board sets for the election of Elected Directors, so that Life Member and Elected Director nominations open and close together. The 21-day notice period is set by the Constitution (clause 9.3(b)). The other timeframes are set by this Policy, and the Board may adjust them in a particular year under clause 14.3 of the Constitution.

Step	Timing
CEO opens the nomination window by inviting nominations from Members and State Committees	On the same day as nominations for Elected Directors open
Nominator lodges a State nomination online; it goes to the Home State Committee	By the close of nominations for Elected Directors
Nominator lodges a National Nomination online; it goes to the CEO	By the close of nominations for Elected Directors
Endorsing Members confirm the nomination in their Member Accounts	By the close of nominations for Elected Directors
Home State Committee forwards endorsed nominations to the CEO	Within two business days after nominations close
Board decides whether to nominate each Nominee	Before the Notice of AGM is signed off
CEO seeks the Nominee's consent, declaration and Life Member application (clause 6.7(e))	After the Board decides and before the Notice of AGM is signed off
Notice of AGM issued, including each proposed Special Resolution and short citation (Constitution clause 9.3(b))	At least 21 days before the AGM
Members vote at the AGM	AGM
Roll of Life Members and website updated	Within 30 days after the AGM
Presentation	Next State Open DanceSport Championships in the Home State

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