



Bye-Laws of the Dublin Argentine Tango Society

General

- i. The Constitution shall mean *the Constitution of the Dublin Argentine Tango Society 2014*
- ii. The *bye-laws* shall mean the *bye-laws of the Dublin Argentine Tango Society*, i.e. this document.
- iii. These bye-laws are subject to the Constitution and in any case of conflict the Constitution shall take precedence over these bye-laws.
- iv. These bye-laws may be amended freely, but any such amendments will only come into force when the revised bye-laws have been adopted by a motion passed at a general meeting by a simple majority of those members attending and entitled to vote.

The Running of General Meetings

1. Members are as defined in the Constitution.
2. At meetings, all members are equal in their membership of the Society and their rights in the Society are equal.
3. These rights are:
 - i. to attend meetings
 - ii. To make motions and speak in debate
 - iii. To nominate for office
 - iv. To vote on motions
 - v. To vote in elections for office
 - vi. To hold office.
4. A quorum, as laid down in the Constitution, must be present for a general meeting to take place.
5. The meeting shall abide by majority decision.
6. The majority required to carry any resolution or motion shall be as laid down in the Constitution.

7. A two-thirds majority, is a number of votes equal to two thirds of the valid votes cast, rounded up to the nearest integer.
8. A simple majority is 50% of the votes cast, plus 1, where the number of votes cast is an even number, or the higher number of votes where the number of votes cast is an uneven number (Example - 100 votes cast: 51 votes constitutes the minimum for a majority – 99 votes cast: 50 votes constitutes the minimum for a majority).
9. Silence is consent – those who do not vote, agree – by their silence – to accept the decision of the voting majority, except where otherwise laid down, in these bye-laws or in the constitution.

Notification

10. Notification of a general meeting shall be in accordance with the provisions of the Constitution and these bye-laws.
11. Notification shall be made primarily by email and the date and time of the issue of the email shall constitute the relevant date and time in terms of complying with notification time requirements. Relevant notices shall also be displayed at events of the Society immediately preceding the deadlines for notification.
12. Notification of an Annual General Meeting (AGM) shall be made to the members 21 clear days before the date of the AGM.
13. This 21 day notification shall indicate the location, date and time of the AGM.
14. The 21 day notification shall invite members to submit resolutions for the amendment of the Constitution, if they so desire. The deadline for such submissions shall be clearly stated in the invitation. In the case of constitutional change, only resolutions, correctly submitted in writing, shall be considered at a general meeting.
15. Members may also formally submit written resolutions on other matters which they wish to have considered at the AGM.
16. All resolutions shall have a proposer and seconder, who shall be members of the Society.
17. Such resolutions and motions shall reach the Honorary Secretary not less than 14 clear days before the date of the AGM.
18. The 21 day notification shall also invite members to submit nominations for the Committee, if they so desire, and the deadline for such nominations shall be clearly stated in the invitation.

19. Any two members, with a minimum of 12 full month's membership, may nominate and second a candidate to serve on the Committee of the Society.
20. Any member, so nominated, must have a minimum of twelve full month's membership of the Society and be willing to stand for office.
21. Nominations may be submitted by interested members and they shall reach the Honorary Secretary not less than 14 clear days before the date of the AGM.
22. The members shall be notified, in writing, of the full text of all resolutions, concerning proposed amendments to the Constitution and all nominations for the Committee, which have been received by the due date. If the Committee require amendments to the bye-laws, details of these changes and the text of a motion requesting their adoption shall also be notified to the members at this time. These notifications should reach the members a clear 7 days before the date of the general meeting.

The Chairperson

23. The chairperson shall be unbiased and impartial in running the meeting.
24. The chairperson of general meetings shall normally be the President/Chairperson of the Society.
25. The chairperson has the authority to assign the right to speak to members requesting that right from the floor.
26. Once the chairperson has assigned speaking rights, that speaker may not be interrupted by other members from the floor, except in circumstances as set out hereafter.
27. The chairperson shall not, within reason, cut short the debate on a motion until everyone who wishes to speak on the motion has had an opportunity to do so. Any member present shall have the right to move a motion of appeal, if it is felt that the chairperson is unreasonable in his decision on this matter.
28. Where voting procedure has not been set out in either the Constitution or these bye-laws, the chairperson may decide the method of voting which he/she considers appropriate.
29. In all cases, members may appeal the chairperson's ruling on voting and a challenge by one member will require that the ballot be retaken using a more exact form of vote. A member may challenge more than once if, in the opinion of the member, a sufficiently rigorous form of voting has not been selected.
30. The chairperson has a normal vote as a member but does not have a casting vote.

Agenda

31. The agenda for the meeting shall be in written form and shall be presented, by the chairperson, before the start of the meeting.
32. The agenda for an annual general meeting shall broadly conform to the following sequence:
 - i. Call to order
 - ii. Welcome
 - iii. Minutes of the previous AGM
 - iv. Honorary Secretary's report on behalf of the Committee
 - v. Discussion and questions on the Honorary Secretary's report and motion for acceptance
 - vi. Honorary Treasurer's report and auditor's report.
 - vii. Discussion and questions on the Honorary Treasurer's Report and motion for acceptance.
 - viii. Reports of any committees or sub-committees.
 - ix. Unfinished business (business postponed from the previous AGM)
 - x. New business.
 - Formally notified written resolutions for proposed changes to the constitution.
 - Formally notified written motions to adopt revised Bye-Laws.
 - Formally notified written motions on other matters.
 - xi. Election of Committee members.
 - xii. Appointment of Auditors.
 - xiii. Any other business including motions introduced from the floor.
 - xiv. Announcements
 - xv. Adjournment

Resolutions and Motions

33. Resolutions designed to bring about changes in the constitution must conform to the provisions of the Constitution and shall require written notice as set out in these bye-laws. They also require a two thirds majority of the votes cast at a general meeting to be carried.
34. When discussing resolutions whose intention is to append clauses to the constitution, or amend or delete such clauses, debate shall be allowed to continue until all discussion has run its course. It is at the chairperson's discretion to decide when discussion has been exhausted, but his ruling shall be subject to appeal from the floor. Debate may be postponed to a future meeting if limitations of time and venue demand, but the follow-on meeting must be held within a timescale of not more than 3 weeks and debate on the resolution shall continue from the point where it was postponed.

35. Motions to adopt revised bye-laws shall be subject to the same requirements as those for resolutions to amend the Constitution, as set out in the previous clause, except that bye-law clauses need not be introduced and voted on separately. Instead the revised bye-laws may be introduced as a whole and a single motion moved to adopt the revision. Motions to adopt revised bye-laws require only a simple majority to be carried.
36. Voting on the above resolutions or motions shall be by a rising vote; those in favour of the motion and those against the motion standing in succession and being counted by at least two tellers. In the event of the vote ending in irreconcilable dispute the vote shall be taken by written ballot.
37. Other motions may be moved by members from the floor of the meeting. Such motions shall only be considered after formally notified written motions on Constitution and bye-laws, and other formally notified motions have been dealt with.

Point of Order

38. A point of order may be raised during a meeting when any member present is of the view that the Chairperson is not following correct procedure. The chairperson may accept the point of order and act on it, or may rule against the point of order.
39. A point of order may be made at any point during a meeting, interrupting either the chairperson or a speaker.

Motion of Appeal

40. A motion of Appeal may be moved and seconded if it is felt that the chairperson's ruling on a point of order is incorrect or unfair. The chairperson must submit his ruling to a vote of the members, without debate, if a motion of appeal is moved directly after his ruling. A motion of appeal may be made by interruption, if necessary. The members may support the ruling of the chairperson, in which case the ruling is upheld. If the members vote against the ruling of the Chairperson then the point of order is upheld.
41. A motion of appeal may also be made against other rulings (other than a point of order) of the chairperson. In this case debate may take place on the motion of appeal.

Voting on Motions

42. Motions, except for resolutions proposing amendments to the Constitution, or any specific circumstances outlined in the Constitution or in these bye-laws, where a two-thirds majority is required, shall be carried by a simple majority.

Election of Committee Members

43. Where the number of formally nominated candidates does not exceed the number of committee members allowed by the Constitution, those candidates may be deemed elected by acclamation, provided their election is not opposed from the floor. This opposition, if it occurs, must be proposed and seconded.
44. If any candidate, or candidates, are objected to, the election of any such candidate or candidates, but solely those candidates objected to, must be voted on and the candidate(s) must achieve a majority of the votes cast to be elected. In this case the vote shall be taken by secret written ballot.
45. Where insufficient candidates are formally nominated to provide the minimum number of committee members required by the constitution, then further candidates may be nominated and seconded from the floor of the meeting.
46. If the number of nominations exceed the maximum number of committee members allowed by the constitution, then the election of the committee shall be carried out by written secret ballot. The ballot paper shall allow votes to be cast for candidates up to the number of committee places allowed by the constitution, i.e. in a ballot for 10 places with 15 candidates, any 10 candidates may be indicated. If the number of candidates selected on any ballot paper exceeds the allowed number and no indication of preference is given, then that ballot paper shall be considered void. The 10 candidates with the highest scores will be deemed elected.
47. Where procedural issues arise which are not covered by these bye-laws or by the Constitution of the Society, or where further clarification of procedure is required, *Robert's Rules of Order, Newly Revised, 10th Edition, 2000*, shall be referred to for a ruling, but any contrary rule in *Robert's Rules* shall **not** take precedence over matters laid down in these bye-laws or in the Constitution of the Society.

The Conduct of Committee Meetings of DATS

48. The committee shall operate strictly in accordance with the provisions of the Constitution and bye-laws.
49. The bye-laws are the responsibility of the committee and the committee may propose additions, amendments or deletions, to facilitate the good management of the Society. Such changes shall not come into effect until adopted by motion, carried by the members at a general meeting.

50. The committee should meet once a month or thereabouts. The committee meetings should be as brief as possible, only dealing with necessary business, and dispatching matters as expeditiously as possible.
51. An agenda shall be prepared by the Hon. Secretary or Chairperson and shall be circulated by email before each meeting. The agenda should follow the standard pattern – Welcome, attendance, apologies, quorum, minutes of last meeting, matters arising, new business, AOB, date and time of next meeting.
52. The committee meetings shall be chaired by the Chairperson, or in his/her absence an committee member chosen by those present.
53. Minutes shall be recorded.
54. Minutes shall only record details of decisions and responsibilities for actions. The details of discussions or arguments shall not be minuted. The minutes should be taken by the Honorary Secretary or by a committee member deputised by the Chairperson to do so.
55. Minutes shall be circulated by email, as soon as possible after the committee meeting and shall be ratified at the next committee meeting. The signed off minutes shall be filed for future reference.
56. Discussion at committee meetings shall be confidential. This is to ensure that committee members can speak freely without being concerned that what they say may be quoted in public. Out of courtesy, members of the committee should refrain from breaking information regarding decisions of the committee until such information is made public in an agreed manner.
57. The quorum for a committee meeting is 5 members. If a quorum cannot be achieved on the occasion of a committee meeting, the meeting may proceed provided absent named members of the committee, to the number required to provide a quorum, are contacted by phone, text or email, as soon as possible after the meeting and their agreement given regarding minuted decisions taken.
58. The cooperation of all committee members is required to ensure that, other than in exceptional circumstances, a meeting can take place with a quorum. If due to resignations from the Committee, the membership falls below the minimum quorum of 5, the Committee may co-opt members of the Society to serve on the Committee, sufficient to bring the Committee membership to 5 members.

Decision making

59. Certain secretarial and other administrative functions of the committee may be designated as the responsibility of co-opted members. These co-opted members will be permitted to attend committee meetings and engage in discussion for administrative convenience and, but if a

decision becomes subject to a vote of the committee, these co-opted members shall not be entitled to vote.

Administration

60. The Hon. Secretary shall maintain the following files:

- i. A core reference file containing a copy of the constitution, a copy of the bye-laws, insurance policies, requirements for the Mansion House ball, domain name contracts and other such key documents.
- ii. An AGM file containing the notifications, agendas, lists of motions and minutes of all AGMs.
- iii. A committee meeting file containing the agendas and minutes of all committee meetings.
- iv. A file containing all correspondence with teachers, with regard to contractual arrangements.
- v. Other letters and correspondence.

Rules for the Management of DATS Finances and Accounts

62. The Honorary Treasury shall be responsible for all DATS finances and accounting.
63. DATS shall maintain a current bank account with one of the main clearing banks in Ireland.
64. Cheques drawn on this account shall be used for all payments except where subsequently set out to the contrary.
65. Cheques shall require two authorising signatures.
66. A debit card on this account shall be held by the Honorary Treasurer and may be used for cash withdrawals from the Society's bank account.
67. Lodgement slips and withdrawal slips for all such transactions on this account shall be carefully retained and filed.
68. All financial transactions shall be receipted and the receipts kept on record in the prescribed manner, as subsequently set out.
69. The financial year shall run from the 1st of January to the 31st of December.
70. The Honorary Treasurer shall have the accounts of the Society audited by a certified professional accountant after the end of the financial.
71. The Honorary Treasurer shall submit a full financial statement to the AGM. This statement shall contain a profit and loss account, and balance sheet, if appropriate.
72. The Honorary Treasurer shall submit a copy of the auditor's certificate to the AGM and/or a copy of the auditor's statement outlining any irregularities which the auditor may have found.
73. The Honorary Treasurer shall also submit a written statement outlining any issues of note affecting the accounts during the previous year and any matters that might affect the finances of the Society in the coming year.
74. The Honorary Treasurer shall answer all reasonable questions from the floor regarding the finances of the Society.
75. No event may take place unless the budgeted expenditure required for the event is available in full in the Society's bank account or as cash in hand, prior to the event.
76. No contractual arrangements for an event shall be made unless the funds required to meet such arrangements are available to the Society at the time of making such contractual

arrangements. Sufficient funds, required to meet outstanding liabilities in connection with the event, must be maintained until all liabilities in connection with the event have been cleared.

77. The Society may not seek or obtain credit in any form. At all times the Society must remain solvent and maintain sufficient reserves, within reason, to meet unforeseeable eventualities.
78. All DATS events shall be accounted for individually in the following manner:
 - i. The prescribed income and expenditure sheets shall be completed for all events and activities (Weekly income Sheets, Special Event Income Sheets, Membership Subscriptions, Large Expenditure, Petty Cash)
 - ii. These income sheets shall itemise all income from the event for separate categories (various classes, milongas, workshops, etc.)
79. Payment of teachers, room rental and any miscellaneous costs associated with an event shall be taken from the income for the event and paid in cash.
 - i. All such payments shall be duly receipted and the receipts stapled to the relevant Income Sheet.
 - ii. Any surplus shall be lodged to the bank account as soon as possible and the lodgement slip attached to the Income Sheet.
 - iii. If there is a deficit on any event, the Honorary Treasurer or other Committee member responsible at the event shall deal with the matter and be reimbursed by a withdrawal from the bank account for the amount of the deficit. The withdrawal slip shall be attached to the income Sheet for the event.
 - iv. An entry should be made in the Society's Income and Expenditure spreadsheets for each event, recording the surplus or deficit on the event as an income or expenditure respectively.
80. For any expenditure over €250 the authorisation of the Committee shall be obtained in advance.
81. For visiting teachers, an individual account sheet shall be maintained and all expenditure **not** associated with a particular event shall be recorded on this sheet (flights, taxis, accommodation, airport parking, airport transfers, hospitality, etc.). The receipts associated with this expenditure shall be retained in an envelope attached to this Teacher Expenditure Sheet.
82. All major expenditure (not petty cash) shall be recorded on the relevant sheet and on the relevant spreadsheet.

83. The Honorary Treasurer shall maintain a separate Petty Cash account. This account shall be used for all minor purchases not specifically related to events or teachers (for instance, candles, talc, taxis or public transport, sound system miscellanea, printing, photocopying, SIM cards, phone charges and other similar expenses). The petty cash fund shall be maintained by withdrawals from the bank account to keep it at a reasonable level and also may be added to by oddments of cash income in coin which cannot be included with bank lodgements.
84. The Honorary Treasurer shall arrange with the Membership Secretary that a record of membership subscriptions be maintained. This record shall be a duplicate receipt book in which the members' names and contact details are recorded and the subscription amount receipted; a copy being given to the member by way of receipt.
85. Membership subscriptions shall be recorded on the Income Sheet for the event at which they were received but shall not form part of the total recorded surplus or deficit for the event. Membership subscriptions may be lodged to the bank account as part of the surplus for an event at which they were received.