

## STATUTES

### British Rock 'n' Roll DanceSport Federation (BRRF)

#### § 1 NAME AND REGISTERED OFFICE

- 1) The Federation shall bear the name "British Rock 'n' Roll DanceSport Federation", abbreviated as "BRRF".
- 2) The residence of the president shall be the business address of the BRRF.

#### § 2 PURPOSE AND AIMS

- 1) The BRRF is the umbrella organization for Rock 'n' Roll dancing in the UK (England, Scotland, Wales and Northern Ireland).
  - a. The style of Rock 'n' Roll dancing which comes under this organization is described in the statutes of the World Rock 'n' Roll Confederation (WRRF) and will simply be referred to as "Rock 'n' Roll dancing" in all BRRF documents.
- 2) The BRRF aims to promote the sport of Rock 'n' Roll dancing in the UK, and to promote the physical training of its members by means of sporting activities in the form of:
  - a. Rock 'n' Roll dance competitions, including the acrobatic variations.
  - b. Rock 'n' Roll dance workshops.
- 3) The means of achieving the aims of the BRRF shall include, but not be limited to:
  - a. Registering existing UK-based Rock 'n' Roll dancers and clubs.
  - b. Promoting the establishment of Rock 'n' Roll Dance Clubs.
  - c. Helping dancers find suitable specialists for training/coaching.
  - d. Organizing national Rock 'n' Roll dance competitions and championships.
  - e. Organizing Rock 'n' Roll dance workshops.
  - f. Organizing Rock 'n' Roll dance social gatherings.
  - g. Organizing training sessions to develop coaching and judging skills related to Rock 'n' Roll dancing.
  - h. Publishing resources which aid in achieving the aims of the BRRF.
- 4) The BRRF shall be a non-profit-making organization.

- 5) Exact regulations for all matters relating to the BRRF, including rules of BRRF-approved Rock 'n' Roll dance competitions, shall be governed by the BRRF Statutes, the BRRF Competition Rules, the BRRF Dance Style Regulations, and any further specific regulations approved by the executive committee or at general meetings.

### § 3 FINANCES

- 1) The financial year shall begin on 1st January and end on 31st December.
- 2) The aims of the BRRF shall be achieved financially by means of:
  - a. Membership Fees.
  - b. Competition Fees.
  - c. Surplus from workshops and social gatherings.
  - d. Proceeds from media rights and sponsoring rights.
  - e. Other proceeds such as donations and legacies.
- 3) Amounts for fees shall be reviewed, determined and approved at the AGM.

### § 4 MEMBERS

- 1) Benefits of membership of the BRRF for individuals include:
  - a. Reduced entry fee for BRRF-run competitions and workshops.
  - b. The right to be considered for selection to represent the UK at international competitions and a subsidised entry fee for such competitions.
  - c. Assistance in finding dance coaches and dance training camps.
  - d. Access to areas of the BRRF website restricted to BRRF members only
- 2) Membership of the BRRF can be obtained only through individual membership:
  - a. Ordinary members
    - i. Dancers must individually subscribe to the BRRF for an annual fee agreed upon at the annual general meeting.
  - b. Honorary members
    - i. Persons demonstrating significant merit and commitment in relation to promoting the interests of the BRRF as regards Rock 'n' Roll dancing may be nominated as honorary members and honorary officials.
- 3) Club registration

- a. UK-based Rock 'n' Roll dance clubs which are committed to promoting and furthering Rock 'n' Roll dancing that complies with BRRF Dance Style Regulations may register with the BRRF.
- b. Club registration alone does not grant membership to the BRRF, which must be applied for individually.

### **§ 5 ADMISSION**

- 1) Application for admission to the BRRF may be made in writing, by email, or online application using the BRRF website. To complete any application, the applicant must return a completed and signed copy of the BRRF Membership Form declaring their agreement to abide by the BRRF statutes.
- 2) The BRRF Executive Committee shall be responsible for decisions on admission and shall vote by simple majority. Reasoning behind rejected applications will be documented and available as feedback for the applicant. Rejected applications may be reviewed at the following general meeting for a definitive decision.
- 3) Any appointment of honorary members and honorary officials shall be made at the AGM.

### **§ 6 MEMBERS' RIGHTS**

- 1) All members are entitled to:
  - a. A seat at all general meetings;
  - b. The right to hold BRRF-approved Rock' n Roll dance competitions in compliance with the provisions of the BRRF Competition Rules and BRRF Dance Style Regulations;
  - c. Benefits of BRRF membership detailed in **§ 4** article 1.
- 2) Members of age 16 or over are entitled to vote at all general meetings.

### **§ 7 MEMBERS' DUTIES**

- 1) Members shall at all times safeguard the reputation, esteem and interests of the BRRF, and shall observe the Statutes, the BRRF Competition Rules and the BRRF Dance Style Regulations and shall pay their fees and suchlike on time.

- 2) Members who organize competitions that are not in compliance with the provisions of the BRRF Competition Rules or BRRF Dance Style Regulations may not affiliate that competition to the BRRF.
- 3) Members representing a group of dancers shall take appropriate steps to ensure that their active dancers and officials are informed of the BRRF statutes, BRRF Competition Rules and BRRF Dance Style Regulations.

### **§ 8 LOSS OF MEMBERSHIP**

- 1) Membership is forfeited upon death, dissolution, resignation, expulsion or annulment of the member. In such case all membership rights shall be forfeited. Resignation, expulsion or annulment shall not exonerate such member from duties regarding payment of fees and suchlike which may be outstanding. There shall be no reimbursement of payments already made.
- 2) All members are free to hand in their resignation. The resigning members' financial obligations for the current fiscal year shall in no way be affected by the resignation.
- 3) Members who have been found guilty of dishonourable acts or gross misconduct, who have damaged or jeopardised the reputation, esteem or the interests of the BRRF or who have infringed the BRRF Statutes, the BRRF Competition Rules, the BRRF Dance Style Regulations or the binding decisions of the BRRF Executive Committee or General Committee may be expelled from the BRRF by majority vote of the Executive Committee. Notification of expulsions pronounced by the BRRF Executive Committee shall be made with reasons given in the form of a registered letter to the expelled member. Appeals against such may be made within one month. Expulsions will be reviewed at the following general meeting and a definitive decision made; a suspension of membership remains in force until such time.
- 4) Annulment of membership may occur if a member is in arrears with payment of dues and suchlike despite two reminders for payment having been given. The Executive Committee is responsible for such decisions. An appeal may be made at the following general meeting and a suspension of membership remains in force until such time.

### **§ 9 ORGANISATIONAL STRUCTURE OF THE BRRF**

- 1) The supreme body of the BRRF is the general committee, which is composed of all the ordinary and honorary members of the BRRF.
- 2) The Executive Committee is a sub-committee whose members have duties as laid out in §12 article 6.

## § 10 THE ANNUAL GENERAL MEETING

- 1) The Annual General Meeting (AGM) of the BRRF occurs once every year and is a meeting of the general committee of the BRRF. The Executive Committee must attend the AGM, unless there are unforeseen circumstances preventing this.
  - a. Each member of age 16 or over of the General Committee has one vote.
  - b. Members may deliver their votes in person only, unless otherwise agreed by the Executive Committee.
- 2) Convening the Annual General Meeting:
  - a. The AGM takes place once every year on a date agreed by the Executive Committee. The AGM must take place between 11 and 13 months after the previous AGM;
  - b. The President is responsible for convening the AGM. Notification of the place and time of the AGM shall be given to all members either in writing or by email at least four weeks prior to such meeting;
  - c. Questions, points of contention or any other business for the AGM which are to be placed on the agenda shall be presented together with a brief explanation to the President at least two weeks prior to the AGM;
  - d. The President shall compile the agenda and all members shall be informed of such at least one week prior to the AGM.
- 3) Voting decisions:
  - a. A quorum is reached at the AGM if at least one third of the committee are present.
  - b. Majority vote shall suffice as a rule for decisions to be passed.
  - c. A two-thirds majority vote is necessary in the case of decisions concerning changes to the BRRF Statutes and dissolution of the BRRF.
- 4) Elections:
  - a. A simple majority is required for an election to be valid.

- b. In the event that more than one candidate has been nominated for a position, the single transferable vote system shall be used.
- 5) Duties of the General Committee at the AGM:
- a. Decision on approval of the minutes from previous general meetings.
  - b. Acceptance of the annual reports of the officers of the BRRF.
  - c. Decisions with respect to the end-of-year balance sheet and on the budget.
  - d. Election of the Executive Committee;
  - e. Appointment of honorary members and honorary officials.
  - f. Determination of amounts for fees and other financial obligations of members.
  - g. Decisions on applications for admission which have been rejected by the Executive Committee.
  - h. Decisions on expulsions of members as enforced by the Executive Committee against which an appeal has been made.
  - i. Decisions in the event of disqualification of a couple (from a BRRF sanctioned competition) by the Executive Committee if the party concerned made an appeal.
  - j. Decisions on all agenda items.
  - k. Decisions on alterations to the BRRF Statutes (2/3 majority).
  - l. Decisions on the dissolution of the BRRF (2/3 majority).

### **§11 THE EXTRAORDINARY GENERAL MEETING**

1. An extraordinary general meeting (EGM) shall be convened if the Executive Committee should decide that such is necessary or if such is requested by at least a third of the general committee.
2. Notice of the EGM shall be given to members of the General Committee in writing or via email at least two weeks prior to the meeting.
3. Proposals for the agenda shall be delivered to the President in writing or via email together with a brief explanation at least one week prior to the EGM.
4. The agenda shall be sent to the members by the President at least five days prior to the EGM.
5. Members are entitled to the same rights at an EGM as at the AGM.

**§12 THE EXECUTIVE COMMITTEE**

1. The Executive Committee of the BRRF shall be elected by the General Committee at the AGM for a period of two years. Re-election shall be possible. The Executive Committee members must be age 16 or over.
2. The Executive Committee consists of the following officers:
  - a. President
  - b. Treasurer;
  - c. Events Officer;
  - d. Competitions Officer;
  - e. Publicity Officer;
  - f. Secretary.
3. The headquarters of the Executive Committee is the President's place of residence.
4. Meetings of the Executive Committee shall be convened by the President at his/her discretion or if at least half of the members of the Executive Committee request such a meeting. Notification of the meeting shall be given in writing or via email to the members of Executive Committee at least two weeks prior to such meeting. The agenda shall be sent to the members of the Executive Committee at least one week before the meeting. The Executive Committee must hold at least two meetings a year.
5. In exceptional circumstances where a meeting of the Executive Committee is required without delay, the President may organize a meeting at any notice, overruling the conditions stipulated in article 4 above.
6. The duties of the Executive Committee are to fulfil the aims of the BRRF as set out in **§2** article 3. This includes:
  - a. Admission/rejection of membership.
  - b. Official selection of a UK team to compete in international Rock 'n' Roll dance competitions.
  - c. Convening of the AGM and EGMs.
  - d. Providing annual year-end business reports, submitting proposals, as well as presenting the budget suggestion to the General Committee at the AGM.
  - e. Establishing and promoting mutual sports relations with other sports federations and dance teaching organisations.
  - f. Assigning BRRF-approved Rock 'n' Roll dance championships.

- g. Providing BRRF-Observers for British Rock 'n' Roll dance championships.
  - h. Taking disciplinary measures against couples taking part in the competitions and against officials and members as detailed in **§ 14**.
  - i. Approving exceptions to the rules in force.
  - j. Implementing all matters not expressly reserved for the General Committee.
  - k. If an Executive Committee member retires during the period of his/her office, the Executive Committee shall appoint a substitute for the remaining period of his/her office;
7. Agendas of the officials of the Executive Committee:
- a. The President:
    - i. The President shall direct the BRRF as a whole and shall be responsible for representing it to other organizations.
    - ii. The President shall be responsible for convening the meetings of the Executive Committee, as well as the Annual and Extraordinary General Meetings. He/she shall preside over these meetings. He/she shall draw up the agenda and send it out.
    - iii. The President shall be responsible for directing the officers of the BRRF and ensuring that tasks for the Executive Committee are appropriately delegated to its officers.
    - iv. The President may work with other officers of the BRRF to complete certain tasks.
  - b. The Treasurer:
    - i. The treasurer shall ensure that all fees, including membership fees, are received on time.
    - ii. The treasurer shall administrate funds according to the instructions of the Executive Committee and shall keep an exact calculation of all proceeds and expenditures.
    - iii. The treasurer shall keep the Executive Committee informed of the respective balance on hand and shall inform the Executive Committee of any delays in payment.
    - iv. The treasurer shall present the previous year's balance sheet to the AGM.
    - v. The treasurer shall present proposals for the budget for the following year to the AGM, including proposals for fee regulations.



- c. The Events Officer:
    - i. The events officer shall be responsible for organising training/coaching workshops.
    - ii. The events officer shall be responsible for organising social events.
  - d. The Competitions Officer:
    - i. The competitions officer shall be responsible for organizing / assigning / regulating BRRF-approved Rock 'n' Roll Dance competitions in the UK.
    - ii. The competitions officer shall be responsible for assisting with the entry of UK-selected dance couples into international competitions.
  - e. The Publicity Officer:
    - i. The publicity officer shall be responsible for promoting entry into BRRF-approved Rock 'n' Roll Dance competitions, workshops and social events.
    - ii. The publicity officer shall be responsible for ensuring the BRRF website is kept up to date, relevant and attractive to users. He/she may take on the role as webmaster or delegate this to another member of the BRRF.
  - f. The Secretary:
    - i. The secretary shall be responsible for taking minutes at BRRF meetings, including AGMs, EGMs and meetings for the executive committee and then providing these in typed form.
    - ii. The secretary shall be responsible for organising venues for BRRF meetings.
    - iii. The secretary shall be responsible for taking apologies from BRRF members who cannot make meetings.
7. The Executive Committee shall make decisions by simple majority vote if all members have been invited and at least three members are present. Decisions may also be in writing, by telephone or email in urgent cases and in the event that members of the Executive Committee cannot arrange a mutually convenient time to meet.
8. With the exception of accounts, the President shall sign documents and publications relating to the BRRF alone. In important cases, in particular regarding binding documents for the BRRF, the President shall sign documents together with

another member of the Executive Committee. The treasurer together with another member of the Executive Committee shall sign all BRRF accounts documents.

9. Meetings of the Executive Committee shall be chaired by the President. If this is not possible, another member of the Executive Committee may be temporarily elected as chairperson.

### **§13 MINUTES**

1. Minutes shall be taken at each general meeting and meeting of the Executive Committee and shall be signed by the President and the Secretary. Where private matters are discussed in executive committee meetings, such matters will be documented in closed minutes.
2. All members shall receive access to a copy of the minutes, excluding closed-minutes, within the three weeks following the general meeting or the meeting of the Executive Committee.

### **§ 14 SANCTIONS**

- 1) Penalties may be imposed on members of the BRRF, including active dancers, who have been found guilty of dishonourable acts or gross misconduct, who have damaged or jeopardised the reputation, esteem or the interests of the BRRF or who have infringed the Statutes, the BRRF Competition Rules, the BRRF Dance Style Regulations or the binding decisions of the BRRF Executive Committee or General Committee.
- 2) Penalties may be approved by majority vote of the Executive Committee.
- 3) Penalties shall be:
  - a. Warnings or reprimands.
  - b. Rejection of any agreed reimbursement of expenses.
  - c. Ban on participation in BRRF-run competitions or events for a set period of time.
  - d. Expulsion (as per **§ 8**).
- 5) Notification of a penalty shall be given in writing by registered letter. In urgent cases such written notification may be preceded by notification via telephone, email or in person. The penalised party has the right to appeal against penalties imposed by

the Executive Committee within a period of one month running from delivery of notification of the penalty. Such appeal is made to the General Committee. The appeal must be presented in writing to the Executive Committee. In the case of appeal, the penalty remains in force until a decision on the appeal is voted, unless agreed otherwise by the Executive Committee.

- 6) The Executive Committee may, on the basis of § 8 article 4 of these Statutes, annul members who are in arrears.
- 7) Decisions on penalties taken by the General Committee shall not be challenged.

## **§ 15 DISSOLUTION**

The dissolution of the BRRF may only be decided upon by a two-thirds majority of the General Meeting. The entire patrimony of the BRRF, after deduction of any debts, shall be employed for charitable purposes upon the decision of the General Committee.