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*Royal Academy of Dance Mission Statement*

*The Royal Academy of Dance promotes knowledge, understanding and practice of dance internationally. We seek to accomplish our mission through promoting dance, educating and training students and teachers, and providing examinations to reward achievement.*

**TERMS OF REFERENCE FOR**

**REGIONAL ADVISORY PANELS IN AUSTRALIA**

# Administrative Areas

1.1 The Royal Academy of Dance has established the following regional areas in Australia.

1. Queensland
2. New South Wales
3. Australian Capital Territory / Riverina
4. Victoria / Tasmania
5. South Australia
6. Western Australia

1.2 Each of these Areas will be administered by a Regional Manager (authorised representative).

# Regional Structure

2.1 The regional structure shall conform to the Areas set out in paragraph 1.1.

2.2 There shall be one Regional Advisory Panel (hereinafter RAP) for each Area.

2.3 The Regional Advisory Panel shall take the name of the Academy’s Areas:

1. Regional Advisory Panel for Queensland
2. Regional Advisory Panel for New South Wales
3. Regional Advisory Panel for Australian Capital Territory / Riverina
4. Regional Advisory Panel for Victoria / Tasmania
5. Regional Advisory Panel for South Australia
6. Regional Advisory Panel for Western Australia

2.4 The terms of reference and accountability of the RAPs shall be set by the National Director Australia.

# Aims and Objectives

The RAP shall report to the National Director Australia through the Regional Manager and support the aims and objectives of the Royal Academy of Dance by:

## Providing a link between the membership and management of the Royal Academy of Dance at the regional and national levels

## Promoting the work, including programmes, courses and membership, of the Royal Academy of Dance

## Raising funds to support the work of the Royal Academy of Dance at both regional and national levels

# Regional Representation

The RAP shall have the following membership:

## Elected Members

### There shall be up to 9 elected members on each RAP. Members should be Full members of the Academy. There is provision for 25% non-Full members to sit on the panel, if required.

### They shall be elected by RAD Full members resident in the Area, and must themselves be resident in the Area and representative of the work of the Academy within the guidelines set down in paragraphs 5-9 (i.e. Nominations/Meetings Quorum).

### The election of Chairperson, and Vice-chairperson (optional), shall be on the vote of a majority of members of the RAP.

### The election of the Chairperson and Vice-chairperson shall be confirmed when the National Director of the Royal Academy of Dance has approved the appointment.

## Appointed Members

### The Regional Manager shall be an appointed ex-officio member of the RAP and shall hold the office of Secretary and Treasurer.

### The panel in AGM may elect a Patron of their region. This appointment is honorary and shall be confirmed when the National Director of the Royal Academy of Dance has approved the appointment.

# 5 Nominations for Members

5.1 Nominations for the election of Full members to serve on the RAP shall be made in writing. All nominations must be proposed and seconded by at least two Full members, neither of whom is the person nominated and returned to the Regional Manager 42 days prior to the Annual General Meeting of the RAP.

* 1. Nominations received shall be circulated to members 28 days prior to the meeting (with Notice of the Annual General Meeting).
  2. Members eligible to vote may cast their vote by post, electronically or in person at the Annual General Meeting.
  3. Elected members retiring in rotation are required to be re-nominated when they come up for re-election.
  4. Nominations for the elected members for each RAP will be entered into a ballot, in the event that there are more nominations than vacancies.
  5. If not enough members are nominated, nominations may be taken from the floor at the Annual General Meeting.

# 6 Meetings and Quorum

**6.1 Ordinary Meetings**

6.1.1Each RAP shall normally meet a minimum of three times a year in addition to the AGM. Elected members of the RAP are expected to attend 75% ofmeetings per year.

* + 1. The quorum required for ordinary meetings shall be the Chairperson, Regional Manager and at least two elected members of the RAP, or Chairperson and at least three elected members of the RAP.
  1. **Annual General Meetings**
     1. An Annual General Meeting of each RAP shall be held in each calendar year for the transaction of the ordinary annual business of the RAP.
     2. The quorum required for an Annual General Meeting of the RAP shall be the Chairperson, Regional Manager, two elected members of the RAP – or Chairperson, three elected members of the RAP – and at least seven members of the Area, who are neither the Chairperson, Regional Manager nor an elected member. If the meeting is not quorate within half an hour after the start time, notification of the resolutions passed at such meeting must be circulated and shall have written approval of ten Royal Academy of Dance Full members resident in the area before such resolutions are effective.
     3. The business of an Annual General Meeting shall always include:
        1. Election of members of the RAP
        2. Reception and adoption of the Chairperson’s Review of the RAP’s activities for the year and Statement of Accounts

6.2.4 Notice of the Annual General Meeting shall be forwarded to all members of the Academy resident in that Area specifying the place, the day and the hour of the meeting together with a copy of the Chairperson’s Review at least 28 clear days before the meeting.

# 7 Voting

All elections shall be conducted by secret ballot. Every eligible member of the RAD in the Area shall have one vote. Votes can be cast by post and electronically to the Regional Manager, or in person at the meeting. In the event of a tie of votes, the Chairperson shall have a second or casting vote. Eligible members must be 18 years of age and over, current members of the Royal Academy of Dance, and resident in the area.

# 8 Eligibility for Re-election

Each RAP shall be empowered to co-opt any person resident in the Area to fill a temporary vacancy occurring by resignation, retirement or death of a member of the RAP, but they must be formally nominated at the next Annual General Meeting to be elected as a panel member.

A minimum of 75% of the panel should be Full RAD members.

# 9 Term of Office

# 9.1 The office of Chairperson, and Vice-chairperson (optional), shall be voted on annually by elected members of the RAP.

# 9.2 One third of the elected members of the RAP shall retire in rotation each year. They shall be eligible for re-election for a further period of three years and should be proposed and seconded for nomination in the usual way. All RAP members (including the Chairperson and Vice-chairperson) must step down after six years and cannot be re-elected until twelve months has elapsed after the end of the end of their six year term.

# Minutes

Each RAP shall keep Minutes of every meeting held for the purpose of all resolutions and proceedings of meetings of the Area. The Chairperson at the following meeting shall sign every Minute as conclusive evidence of the facts therein stated. The Regional Manager, or agreed Minute Secretary, shall take the Minutes.

# Accountability of Offices

11.1 The RAP shall be accountable to the National Director Australia through the Regional Manager.

* 1. Copies of all Minutes, Notices and Annual Reports shall be forwarded to the National Director Australia for his/her information within 21 days of their signing by the Chairperson, or issue whichever is earlier.

1. **Finance**
   1. Members of the RAP will be entitledto claim travel expenses in accordance with the Academy’s guidelines to attend ordinary meetings and Annual General Meetings of the RAP.
   2. Expense claims should be submitted to the Regional Manager for authorisation and payment.
   3. All income and expenditure raised and spent by the RAP will be recorded and banked in accordance with the guidelines laid down by the Royal Academy of Dance.
   4. All restricted funds for scholarships and bursaries shall be managed and administered by the Regional Manager in accordance with the guidelines laid down by the Royal Academy of Dance.

# 13 Variations and Dissolution

The National Director Australia in conjunction with the Chief Executive of the Royal Academy of Dance shall at all times and in their absolute discretion have the power to vary these arrangements in any respect including the power to dissolve the RAPs and to nullify any appointments or decisions made by the RAPs.

Approved by:

National Director Australia

Royal Academy of Dance

18 October 2018