

JANUARY 2023



BY-LAWS



Version control for Perth Tango PTC (PTC) By-laws

Date	Comments
November 2021	By-laws adopted by Committee (Committee) in line with the Perth Tango PTC Constitution (Constitution).
January 2023	Added a fee for a copy of the Member Register

Table of Contents

Table of Contents	1
1. Nomination of Committee members	2
2. Guests and visitors	2
3. Financial matters	3
4. Conduct	3

1. Nomination of Committee members

- 1.1 Nominees must provide a brief resume to support their nomination with an overview of experience, skills, qualifications, and attributes that support suitability to nominate for the Committee position.
- 1.2 If more than one member has been nominated for a position, the members at the Annual General Meeting (AGM) must vote by secret ballot, and the person or persons with the greatest number of votes will be elected to the position.
- 1.3 All nominations for Committee positions, either written or from the floor at an AGM, must have a seconder and a statement by a member of the PTC (member) other than the nominee in support of the nomination.

2. Guests and visitors

- 2.1 Guest(s)
 - (a) are non-members who do not dance at PTC social events (e.g. a member's parent or friend);
 - (b) are required to sign in at the door with a member; and
 - (c) gain entry free-of-charge, for up to two persons only, unless there is a specific stated guest entry fee set by the Committee from time to time.
- 2.2 Visitor(s)
 - (a) are non-members who dance at PTC social events;
 - (b) are required to sign in at the door; and
 - (c) pay the non-member entrance fee.
- 2.3 Special visitor(s)
 - (a) are visitors invited by the Committee from time to time to undertake some service for the PTC members consistent with the objectives of the PTC (services include, but not limited to, teaching, workshops, and private lessons),
 - (b) gain free entrance to club events,
 - (c) may be paid for their services.
- 2.4 The door person, or a Committee member, has discretionary powers with regards to allowing guest(s) or visitors entry to PTC events.
- 2.5 In the situation where a transgression of a PTC code of conduct occurs, a guest or visitor may be banned for a period, or permanently, from attending PTC events by a decision of the Committee.

3. Financial matters

- 3.1 The PTC membership fee is \$35.
- 3.2 Entry fees for PTC events:
 - (a) Practicas - \$5 for members and visitors
 - (b) Milongas - \$5 for members and \$10 for non-members
 - (c) Special milonga – fees are set by the Committee from time to time.
NB A gala milonga is a special milonga.
- 3.3 An annual budget will be prepared and approved by the Committee in the last quarter of the financial year for the new financial year.
- 3.4 All purchases for the PTC must have prior approval of the Committee except for day-to-day purchases necessary for the running of the PTC, and any emergency expenditure.
- 3.5 The PTC will not acquire or make any transactions via a credit, debit or other card, to avoid the possibility of undocumented or unauthorised use of PTC finances.
- 3.6 The Committee must ensure that visiting professional dance teachers have the appropriate documentation allowing them to legally work in Australia before receiving payment.
- 3.7 Any Australian permanent resident contracted by the PTC to do a paid job of work must have an ABN number and will be reimbursed within fourteen (14) days of them submitting a tax invoice.
- 3.8 The fee for PTC providing a copy of the Register to a member is \$100, payable into the PTC bank account in advance.

4. Conduct

- 4.1 Members are required to conform to the PTC Code of Conduct.
- 4.2 Members are required to conduct themselves in a manner that reflects the good standing of the PTC, including when attending other tango events.
- 4.3 A Committee member has the power to approach a member, guest, or visitor whose conduct or behaviour is unsatisfactory and to take whatever ameliorating or mitigating action they may feel is appropriate. A report of the incident, outlining the unsatisfactory conduct and any actions taken, must be submitted to the Complaints Officer, President and/or Secretary within 48 hours of the event.
- 4.4 A member's complaint concerning bullying, harassment, or discrimination, or other disrespectful actions must be presented to the Complaints Officer or a Committee member within three (3) months of an incident.

- 4.5 It is a breach of the PTC By-laws for any member, guest, or visitor, to have been found to have
- (a) transgress the Code of Conduct;
 - (b) brought the PTC into disrepute;
 - (c) bullied, discriminated against, or harassed any person;
 - (d) victimised another person for making a complaint;
 - (e) disclosed to any unauthorised person or organisation any PTC information that is of a private, confidential or privileged nature;
 - (f) indulged in behaviour that physically, sexually, or verbally abuses, slanders, or makes libellous statements concerning any PTC member, guest, visitor, volunteer or contractor.