

Memorandum of Understanding

As amended by Joint Executive Meeting 03rd August 2013

Hereafter referred to as the agreement

Version 14.03

01. PARTIES:

This agreement covers arrangements between the following parties:

- Victorian Square Dancing Association Inc. A0005828 (*herein after referred to as VSDA*).
- Victorian Callers Association Inc. A0008257D (*herein after referred to as VCA*).
- Round Dance Association of Victoria Inc. A0039659Y (*herein after referred to as RDAV*).

02. TERM:

This agreement is effective from the first of January 2013 and is binding on all Associations named for a period of two years, but will be reviewed annually.

03. REVIEW:

Any amendments to it are to be signed by two elected representatives of each of the Associations. Regardless of such reviews the agreement and its amendments remain in place and is binding on all Associations regardless of changes in office bearers of any Association.

04. CORRESPONDENCE:

All written notifications shall be sent to the Secretary of the relevant Association, via normal postal services or may be by fax, e-mail or in person.

The sending Association shall determine the communication method used and shall bear all costs of such communication.

05. ADDRESSES:

It is the responsibility of each Association to notify the other Associations of any change of Secretary or secretarial address details as soon as practicable after such change.

06. ELIGIBLE CALLERS & CUERS:

The VCA and the RDAV to provide the VSDA with a list of eligible caller/cuers.

07. AGREED FUNCTIONS:

This agreement covers the three functions organised by the VSDA on an annual basis.

1. The State Convention which is a weekend function normally held on the March labour day.
In years in which the National Convention is held in Victoria, the State Convention may be held on another weekend.
2. VSDA Special Dance for VSDA Members.
This is usually held In August every year.
3. Christmas Dinner Dance usually held on the third Friday in November each year.

08. ADDITIONAL FUNCTIONS:

1. If the VSDA wishes to run any dance functions other than the agreed functions, then the VSDA must give written notification to the VCA and the RDAV of its intentions and must offer these bodies the opportunity to provide program managers for such extra functions before making any offers to other persons, groups or Associations.
2. The VCA and RDAV shall respond in writing within 28 days of receipt of notification with Program Managers for the function.
3. Each Association shall clearly indicate in writing their acceptance or non acceptance to provide Program Managers for the function.

09. NOTIFICATION OF PROGRAM MANAGERS:

1. The VCA and/or RDAV will notify the VSDA of their appointed Program Managers and assistants within 28 days of notification of the approval of the venue.
2. The VCA and/or RDAV will nominate one of the appointed Program Managers as the primary contact.

10. ALTERNATIVE PROGRAM MANAGERS:

1. If the VCA declines to provide Program Managers for an agreed or additional function, then the VSDA may appoint any persons it sees fit to provide it with such programming duties.

2. If the RDAV decline to provide Program Managers for the round dance portion of an agreed or additional function, the VSDA shall invite the VCA, in writing, to program such round dance portion.
3. The VCA shall respond within 28 days of receipt of such correspondence.
4. In the event that the VCA decline to program the round dance portion, then the VSDA may appoint any persons to carry out these duties.

11. CHANGE OF FUNCTION DATE OR VENUE:

1. Once the VCA and/or RDAV have agreed to provide Program Managers for a function, any changes to the date or venue shall only be made in joint consultation with the parties providing program managers for the function.
2. If the VCA or the RDAV do not agree to such changes, they may withdraw their program managers without recourse.

12. NOTIFICATION OF UPCOMING EVENTS:

In addition to the above agreements regarding the three VSDA events, each association should notify the other two associations of the proposed dates and venues of any major event organized by that association. This notification should be to the relevant secretaries, at the time of initial planning, to allow consideration of any major difficulties.

13. MEETINGS:

1. A meeting between the named Associations shall be held in February of each year.
2. A meeting between the named Associations may be called at any time to discuss issues of interest or concern to the named Associations.
Such a meeting will be organised by those calling the meeting to be at a mutually agreed time and place
3. A Quorum for meeting shall be 3 representatives of each association

14. APPENDICES:

A	Financial Arrangements	D	State Convention Guidelines
B	VCA Caller Selection Criteria	E	Dinner Dance Guidelines
C	RDAV Crier Selection Criteria	F	AGM Dance Guidelines

This Memorandum of Understanding is signed by the following office bearers.

VSDA President

Name
(Print)

Signature

Date / /

VSDA Vice President

Name.....
(Print)

Signature.....

Date / /

VCA President Name

Name
(Print)

Signature

Date / /

VCA Vice President

Name.....
(Print)

Signature.....

Date / /

RDAV President

Name
(Print)

Signature

Date / /

Vice President

Name.....
(Print)

Signature.....

Date / /

APPENDIX A

FINANCIAL ARRANGEMENTS

- 01.** Everybody pays including programmed caller, Cuers and Committee members.
1. State Convention :-
 - a. An amount of \$500.00 be paid into the pool for up to 300 registered Dancers or Spectators, and an amount of \$6.00 per additional dancer/spectator in excess of 300.
 - b. The pool is to be distributed, 70% to VCA and 30% to RDAV and is payable by the VSDA to both bodies.
 2. Christmas Dinner Dance :-
 - a. The amount of \$2.00 per registered Dancer or Spectator be paid into the pool.
 - b. The pool is to be distributed, 70% to VCA and 30% to RDAV and is payable by the VSDA to both bodies.
 3. Annual General Meeting -
 - a. That neither the VCA nor the RDAV receive payments for this event if the VSDA does not charge an entry fee.
 - b. In the event that the VSDA does charge members an entry fee. the sum of \$2 00 per paying dancer or spectator shall be paid into the pool.
 - c. The pool is to be distributed, 70% to VCA and 30% to RDAV and is payable by the VSDA to both bodies.
- 02.** The VSDA may allow free entry to whomever they choose but the applicable amount shall be paid into the pool.
- 03.** For events where no charge is made, all financial members of the VCA and RDAV will be granted temporary membership of the VSDA for that event.
- 04.** Funds owing to the VCA or RDAV will be paid in December each year

END