





PD Management Board

# PD ANNUAL GENERAL MEETING 2014 BUCHAREST, JUNE 14, 2014

PD Management Board's Motions on PD Supplementary Rules

**Re: WDSF PD ADMINISTRATIVE RULES** 

**WHEREAS** the WDSF Presidium has been given the mandate to establish a working group (comprised of an equal number of representatives from the PD and WDSF Presidium) with the task of establishing Supplementary PD Rules (to replace the relevant existing PD rules) in time for the 2014 WDSF General Meeting and PD Meeting,

and WHEREAS the PD Supplementary Rules consist of:

- a) WDSF PD Administrative Rules
- b) WDSF PD Financial Regulations
- c) WDSF PD Supplementary Competition Rules,

and **WHEREAS** the prepared draft of the WDSF PD Administrative Rules have been reviewed and amended according to the proposed Motion of the WDSF Presidium to amend Article 17 of the WDSF Statutes by the Chair of the WDSF Legal Commission,

**MOVED** that the WDSF PD Administrative Rules be adopted as set out below.







# WDSF PROFESSIONAL DIVISION ADMINISTRATIVE RULES

# The purpose of these **Administrative Rules** is:

- 1. to ensure that the affairs of the WDSF Professional Division ("WDSF PD" or "PD") are based on clear, sound principles and a strict democratic process, and not on other factors;
- to ensure fairness, openness and principles in the conduct of the WDSF PD's affairs;
- to assure the free and effective participation of Delegates in WDSF PD Meetings;
- 4. to ensure accountability by the WDSF PD Management Board and WDSF PD Director and any WDSF PD Commissions to the WDSF PD Management Board and PD General Meetings;
- 5. to ensure the improvement and popularization of WDSF Professional DanceSport;
- 6. to ensure a sound legal basis and modern principles of business administration in the WDSF PD's affairs;







- 7. to ensure the clear and effective operation and management of the WDSF PD and any WDSF PD Commissions between WDSF PD Meetings; and
- 8. to ensure the financial success of the WDSF PD.

# Management principles

- 1. The WDSF Professional Division and any Commission appointed by it may establish and collect fees to pay for the administration of the PD and to promote professional DanceSport.
- 2. The WDSF PD's books and accounts shall be managed according to good commercial procedures.
- 3. The WDSF Professional Division Director shall present a financial report to every WDSF Professional Division General Meeting.
- 4. The financial year of the WDSF PD shall be the calendar year.
- 5. The official language of the WDSF Professional Division is English and it and its representatives shall transact all its business in English. In any question of interpretation of any of the WDSF Professional Division Rules and of its Operating Policies and Regulations, the English version shall be binding.

#### Article 2

# WDSF PD Supplementary Rules

- 1. The PD shall comply with the **WDSF Statutes** and other WDSF Rules and Regulations, Codes and Operating policies unless otherwise stated by the Division's Supplementary Rules consisting of:
  - d) These WDSF PD Administrative Rules
  - e) WDSF PD Financial Regulations
  - f) WDSF PD Supplementary Competition Rules
  - g) Other WDSF PD Supplementary Rules and Regulations if required.







- 2. These Administrative Rules and all other WDSF PD Supplementary Rules were adopted by the PD General Meeting subject to the confirmation by the WDSF Presidium. The WDSF Presidium may refuse to confirm any WDSF PD Supplementary Rules or amendments following the PD General Meeting that adopted the Rules in question, provided that the PD Management Board may appeal that decision to the WDSF AGM, whose decision shall be final.
- 3. Within the limits provided in the **WDSF Statutes** and these **Administrative Rules**, the WDSF Management Board may adopt its own PD Operating Policies and PD Regulations in order to ensure the more democratic, collegiate and efficient conduct of the WDSF Professional Division's affairs.

# PD General Meetings

- 1. Each WDSF Member Body may appoint two (2) Delegates to any PD General Meeting or to participate in any PD postal ballot, by written power of attorney which constitutes the authority to vote. Any such appointment of a Delegate is valid for any PD General Meeting or postal ballot after the date of the appointment, subject to the payment of a Registration fee and an annual renewal of that fee, and any other reasonable administrative and registration requirements established by the PD General Meeting or the PD Management Board. Any such appointment may be revoked but revocation is not valid and effective until it is delivered in writing to the PD. No refund or partial refund of a Registration fee or Registration renewal fee is payable upon such revocation.
- 2. A Delegate must be a member or registered affiliate of the body he or she represents as a Delegate, and must be at least 18 years of age and legally capable of managing all of his or her personal and business affairs, and may not be:
  - (a) a corporation;
  - (b) an undischarged bankrupt;
  - (c) someone convicted anywhere of an offence in connection with the promotion, formation or management of a corporation, or WDSF PD Office · Calle Oriente 78-84, Floor 1, Office 14 · 08172 Sant Cugat · SPAIN







involving fraud, or whose registration to trade in the stock of corporations has been revoked, within five (5) years of the date of the PD General Meeting at which he or she proposes to serve as a Delegate.

3. Assignment of votes by proxy is permitted, but only in the following written form:

(beginning of form)

#### WORLD DANCESPORT FEDERATION PROFESSIONAL DIVISION

FORM OF PROXY
FOR THE GENERAL MEETING OF THE DELEGATES TO THE
WDSF PROFESSIONAL DIVISION
SCHEDULED TO BE HELD ON (DATE OF MEETING)
AT (PLACE OF MEETING).

The undersigned signatory of (NAME OF THE WDSF MEMBER BODY) hereby appoints (PROXY HOLDER'S NAME), or in his absence (ALTERNATE PROXY HOLDER'S NAME) as the proxy holder for and on behalf of (NAME OF THE WDSF MEMBER BODY) to attend, act and vote for and on behalf of (NAME OF THE WDSF MEMBER BODY) at the above meeting and at any adjournments thereof, to the same extent and with the same powers as if the authorized Delegate of (NAME OF THE WDSF MEMBER BODY) were present at the said meeting, or any adjournment thereof.

(Please print)	
	Signature of Authorized Signatory
	Printed Name
	Address
	 Date







# (end of form)

Proxies are not valid and may not be used unless they are assigned to a duly authorized Delegate to the PD General Meeting, completed and signed in this form, and delivered to the WDSF Secretary General or to the other person appointed by the PD Director or by the PD Management Board using the fax number or email or postal address permitted by the WDSF PD at least twelve (12) hours before the scheduled time of the Meeting, provided always that if the PD Director is not satisfied with any submitted form of proxy then the Secretary General shall submit the proxy for the approval of the Meeting as the first order of business of the Meeting after ascertainment of Members present, and the decision of the Meeting on the question shall be final.

- 4. No Delegate may represent more than two further WDSF Member bodies by proxy at a PD General Meeting in addition to his or her own.
- 5. A PD General Meeting must be held in person at least once in every financial year. The PD Director shall convene each such meeting by notice of the date, venue and proposed agenda of the meeting in writing to all WDSF Member bodies and to all PD Management Board members and WDSF Presidium Members by email at least four (4) months before the scheduled date of that meeting.
- 6. Motions for the agenda must be submitted to the Director or the PD General Secretary in writing by mail, facsimile transmission ("fax") or electronic mail ("e-mail") not later than three (3) months before the meeting and accompanied by a brief background statement by the proposer explaining the reason for the proposed intended effect of the Motion.
- 7. The PD Director or the PD General Secretary shall communicate the final agenda and motions on notice for the meeting in writing by mail, fax transmission or e-mail at least two (2) months before the meeting to all WDS Member bodies.







- 8. Each PD General Meeting shall be chaired by the PD Director or alternatively by the PD Secretary General or by a Delegate elected by the meeting for the whole or any part of the meeting.
- 9. The PD General Meeting is duly constituted if at least one quarter (1/4) of duly appointed Delegates attend in person or by proxy.
- 10. In order to ensure a fair and democratic process and the efficient conduct of business, the proceedings of the PD General Meeting shall be governed by the following Rules of Order:
  - (a) motions may be made by any Delegate;
  - (b) the following take precedence over all other matters before the Meeting, in the following order: Points of Order (i.e. questions or objections regarding the proper order to be followed in the Meeting, including motions to close debate on any question), Points of Privilege (i.e. questions or objections touching on the privileges of a Delegate), and Points of Information (i.e. questions seeking further and better information and explanation of any matter before the Meeting);
  - (c) the PD Director, other PD Management Board Members, and every Delegate may speak at the meeting, and in the event of a dispute, the following is the order of precedence for speaking and proposing motions:
    - (i) the Chairman;
    - (ii) the PD Management Board Members;
    - (iii) Delegates;
    - (iv) WDSF Presidium Members;
    - (v) guests
  - (d) the Chair shall recognize Delegates in order of their request to speak;
  - (e) subject to the vote of the Meeting, the Chair may impose time limits on debate and on proposers making and speaking to motions, and may impose equal time limits on any speaker wishing to speak to any matter;
  - (f) motions may only be tabled, amended, withdrawn or otherwise disposed of by vote of the Meeting as required in these Administrative Rues, called by asking "who is in favour of this motion?";
  - (g) debate may only be closed by majority vote of the meeting on a Point of Order; and







- (h) other Rules of Order adopted by the meeting on Points of Order, provided always that in the event of a dispute over any Rule of Order, the meeting may submit the dispute to the ruling of the Chairman, whose decision shall be final.
- 11. The PD General Meeting passes its resolutions by simple majority of votes of the voting Delegates, including proxy holders. Voting is by a show of hands, unless one-third of the Delegates present request a secret ballot.
- 12. Minutes must be taken in writing at every PD General Meeting and verified by two (2) Delegates forthwith after any adjournment thereof. They must be transcribed within one (1) month and signed by the WDSF-PD Director. A copy shall be sent to all Delegates, the PD Management Board Members and the WDSF Presidium Members by email without delay and in any event within two (2) months of the end of the Meeting.
- 13. Notwithstanding any other provision to the contrary in these **Administrative Rules**, the PD Director may submit urgent motions to the PD General Meeting without prior notice, with the approval of a two-thirds (2/3) majority vote.
- 14. A PD General Meeting may be convened by a decision of the WDSF Presidium and must be convened if at least one-third (1/3) of the Delegates entitled to vote requests such a meeting in writing, stating their reasons, and any such meeting shall be convened immediately according to this Article. Any such WDSF General Meeting is subject to the same requirements as an Annual PD General Meeting.
- 15. The PD Director may conduct votes on motions by post or fax, provided always that Delegates shall be allowed a minimum of two (2) months to vote, failure to reply shall constitute abstention, and if there is equality of votes, the motion fails. This procedure is called a "postal ballot". A postal ballot is valid provided that 50% of the Delegates have voted at the end of the period which the PD Director orders for voting.
- 16. The PD General Meeting shall elect PD Management Board.







17. The PD Director, every Delegate to the PD General Meeting, every member of PD Management Board, and every PD Commission member owes PD and WDSF the duties of Good Faith and Competence.

#### Article 4

# PD Management Board

- 1. The PD Management Board is the secondary political organ of the PD and is subordinate to the PD General Meeting.
- 2. Subject to the will of the PD General Meeting, the PD Management Board is empowered to govern the WDSF PD's affairs between PD General Meetings and to represent the PD, in the best interests of DanceSport.
- 3. Anyone who is legally capable of managing all of his or her personal and business affairs, and is not:
  - (a) a corporation;
  - (b) an undischarged bankrupt; or
  - (c) someone convicted anywhere of an offence in connection with the promotion, formation or management of a corporation, or involving fraud, or whose registration to trade in the stock of corporations has been revoked within five (5) years of the date of the PD General Meeting at which she or he is nominated for election to the PD Management Board,

may be elected to the PD Management Board or appointed by an Associate Member to be its representative on the PD Management Board, whether or not he or she is a Delegate to the PD General Meeting or PD Management Board Member, provided always that no one may be elected to the PD Management Board unless she or he is present at the General Meeting where such elections are held or unless she or he has previously consented in writing to election to the PD Management Board.

4. The Professional Division General Meeting shall elect its Management Board as follows at least every four (4) years:

Professional Division Director







Professional Division Vice Director
Professional Division Sports Director
Professional Division Vice Sports Director
Professional Division Treasurer
Professional Division General Secretary, and
Two (2) Professional Division Management Board Members
and may do so more frequently according to its discretion.

- 5. If any of the elected PD Management Board members ceases to be a member for any reason, the PD Management Board may appoint a successor for the office that had been held by such a member. It is at the discretion of the PD Management Board whether it will propose to the next PD General Meeting to elect the replacement member for the balance of the four-year term or will continue to work with decreased number of members until the next regular elections of the complete Board.
- 6. The PD Management Board may constitute and appoint members to Commissions to assist it in its work and these Commissions shall be responsible to and report to the PD Management Board.

#### Article 5

# Powers of the PD Management Board

- 1. When the PD General Meeting is not in session, the PD Management Board possesses all of the powers which are not specifically reserved to the PD General Meeting by law, the WDSF Statutes, or these Administrative Rules, and is empowered to make any decision which is not specifically reserved to other bodies under the WDSF Statutes or these Rules, including taking action against PD athletes or other persons who violate or may violate these Rules or the WDSF PD Supplementary Competition Rules, or harm or may harm WDSF. In such cases the PD Management Board may take any action within its powers, including but not limited to:
  - prohibit the organizing or production of international PD competitions of the participation of some or all of a WDSF PD Member's athletes in any competition,
  - reprimand a PD Athlete,







- suspend some or all of the privileges of any PD General Meeting Delegate,
- enforce any appropriate sanctions against PD Athletes.
- 2. An appeal against a decision by the PD Management Board under paragraph 1 of this Article may be brought by the WDSF PD Member or other person affected by such decision to the WDSF Disciplinary Council, the decision of which shall be final.

# Work of the PD Management Board

- The work of the PD Management Board shall be conducted by correspondence by mail, fax and e-mail. Meetings of the PD Management Board shall only be convened if more than half the elected members can attend. Travelling expenses for such meetings will be paid as far as possible from PD funds.
- 2. Decisions of the PD Management Board require a simple majority. Except for the representatives appointed by the Associate Members, each Member of the PD Management Board has one vote. Each representative of an Associate Member has a vote only on those matters which directly affect that Associate Member's activities related to the PD; in the event of a dispute about the right of such a representative of an Associate Member to vote with respect to a specific motion, all elected Members of the PD Management Board may vote to allow or deny such representative a vote on that specific motion, and the decision of the elected Members of the PD Management Board in that regard shall be final. The PD Director shall have a casting vote in any tied vote of the PD Management Board. The result of any vote must be made known to all members of the PD Management Board without delay.

#### Article 7

# Management and Representation







- 1. The PD Management Board has the duty and the authority to manage and conduct the PD's affairs according to modern Sports Principles and modern Management Principles.
- 2. The PD Director is the chief political representative of the PD and has the duty and authority to lead and to try to build consensus within the PD.
- 3. The PD Secretary General is in charge of the PD's office and, subject to the PD Management Board's directions, acts according to the PD Director's instructions.
- 4. The PD Treasurer is the Chief Financial Officer of the PD and has the duty and full authority to manage the day-to-day financial and accounting affairs of the PD according to the modern Management Principles. The PD Treasurer has the duty to report to the PD General Meeting and to the PD Management Board regarding WDSF PD's accounts and financial affairs.
- 5. The PD Sports Director is the Chief Sports Officer of the WDSF PD and has the duty and full authority to manage the day-to-day sports affairs of the WDSF PD according to Modern Sports Principles and modern Management Principles. The PD Sports Director has the duty to report to the PD General Meeting and the PD Management Board regarding WDSF PD's sports affairs.

## Issues not covered by these Rules

Regarding any other issue not covered by these **Administrative Rules** the appropriate regulations of the **WDSF Statutes** and other WDSF Rules and regulations shall be used.