Imperial Society of
Teachers of Dancing

Rules and Standing Orders

Policy and Governance literature **July 2025**

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1 GENERAL

1.1 The Imperial Society of Teachers of Dancing (the "Society"), a registered charity (charity number 250397), is incorporated under the Companies Act as a company limited by guarantee.

1.2 The Society's charitable objects are expressed in full in the Society's Articles of Association.

1.3 These Rules and Standing Orders are made by the Council of the Society under powers set out in the Articles of Association. The aim is to regulate and promote the smooth and efficient conduct of the activities of the Society.

1.4 The Council may at any time add to, alter or modify these Rules and Standing Orders in accordance with Article 49.8.

1.5 For the avoidance of doubt, the terms of the Articles shall prevail in the event of any conflict or ambiguity with any of the terms of these Rules and Standing Orders.

1.6 The words and expressions used in these Rules and Standing Orders shall bear the same meanings as are assigned to them in the Articles, but in addition in these Rules and Standing Orders, unless the context requires otherwise:

"AGM" means the annual general meeting of the Society held in accordance with the Articles and with the Companies Act;

"the Articles" means the Articles of Association of the Society for the time being in force;

"Chair" means, unless the context indicates otherwise, the Chair of the Society for the time being in office;

"Code of Professional Conduct" means the Member Agreement/ Professional Code of Conduct set out in Appendix Two;

"Companies Act" means the Companies Act 2006 and any statutory modifications or re-enactments for the time being in force;

"Chief Executive" means the Chief Executive of the Society for the time being;

"the Council" means the board of Trustees of the Society constituted under the Articles;

"Examiner" means a person appointed by the Council in accordance with Rule 9 to conduct examinations;

"Examiner Agreement" means the agreement signed by all Examiners, setting out the terms of their appointment as an Examiner of the Society

"Faculty" means an administrative division of the Society concerned with a particular dance discipline or disciplines, as set out in Rule 11;

"Qualification Development team" means the department led by the Head of Qualification Development established to support, coordinate, assist and lead the Faculties;

"Head of Qualification Development" means the member of the extended leadership team reporting to the Director of Education who is responsible for the artistic work of the Society and part of their role is to supervise and facilitate the work of the Faculties;

"Faculty Committee" means the Committees which were established to promote the development of dance teaching and learning in the particular disciplines, genres, and styles embraced by the Faculty;

"Office" means the position held by the Chief Executive, Director of Education, Chair, Trustee, Faculty Committee member or Examiner;

"Members" means all statutory members of the Society, being either Full, Life or Honorary Members and "Membership" shall be construed accordingly;

"Register of Members" means the statutory register of the Members of the Society required to be kept and maintained under the Companies Act;

"the Rules" means these Rules and any addition thereto or alteration or modification thereof for the time being in force;

"syllabus", **"syllabi"** and **"examination"** refer to the technical and creative material made and used by the Society in pursuit of its objects all of which is subject to the management and approval of the Council;

"Trustees" - means people who are directors of the Society for the purposes of the Companies Act and who are charity trustees of the Society for the purposes of the Charities Act 2011 and make up the Council;

"Writing", "written", sent and any cognate expression, includes a reference to any communication effected by telex, facsimile transmission-mail or other electronic or similar means;

Where appropriate a reference to the singular includes the plural and vice versa.

2 MEMBERSHIP AND RESTRICTIONS UPON MEMBERSHIP

2.1 All Members shall adhere to the Member Agreement/Professional Code of Conduct.

2.2 The Society has three classes of membership as set out in the Articles and three classes of non-voting membership.

2.3 Membership classes are as follows:

2.3.1 Full Membership:

(a) Full Members are Members of the Society for the purpose of company law and are entered in the Register of Members.

(b) Full Members have the rights and responsibilities set out in the Articles and under company law and as such are entitled to attend and vote at general meetings.

(c) Any person who:

(i) has passed the examination required from time to time by the Society (Associate or Associate Diploma or Certificate in Dance Education, Diploma in Dance Education, Licentiate, Diploma in Dance Pedagogy, or Fellowship), set out in the appropriate syllabus, or has been exempted under the provision of Rule 8 hereof; and

(ii) has fulfilled any additional requirements as laid down by the Council from time to time is eligible for Full Membership on application to the Society.

(iii) Is over 18 years old and holds one of the following: DDE, Certificate in Dance Education (CDE), the Associate Diploma or above. Teachers who are trained with approved organisations

and have appropriate Ofqual qualifications from CDMT regulated awarding bodies / or equivalent international training.

(d) Full Members who meet the criteria listed in 12.3 (i) are entitled to stand for, or vote in Faculty Committee elections.

(e) Full Members are entitled to enter candidates for any examination conducted by the Society. Examination results are monitored and continued unsatisfactory results may lead to Membership being reviewed and revoked in accordance with the Articles.

2.3.2 Honorary Membership and Honorary Fellowship:

(a) Honorary Members and Honorary Fellows are members of the Society for the purpose of company law and are entered in the Register of Members.

(b) Honorary Members and Honorary Fellows have the rights and responsibilities set out in the Articles and under company law and as such are entitled to attend and vote at general meetings.

(c) The Council may upon the recommendation of a Faculty Committee admit to "Honorary Membership" with attachment to that Faculty, any person who has gained distinction by teaching, writing, composition, or creative art in the work of that Faculty. As such, Honorary Membership is a mark of the admiration and gratitude of the Society.

(d) Any person appointed as a Trustee who is not already a Member of the Society shall automatically become an Honorary Member for the duration of their term in office as set out in the Articles.

(e) Honorary Members are not eligible to participate or vote in Faculty Committee affairs and are not entitled to enter candidates for examinations.

(f) Honorary Members are exempt from liability to pay any further annual subscription in respect of Membership of the Society.

(g) The Council may confer the title of "Honorary Fellow" of the Society upon any person who is rendering or has rendered exceptionally meritorious services to the art of dancing. Honorary Fellowship will, when conferred upon a person not a member or Honorary Member, also confer Honorary Membership;

(h) The maximum number of Honorary Fellows of the Society at any one time shall be 15. A register of Honorary Fellows is maintained.

(i) Honorary Fellowship of the Society is the highest mark of honour which the Society confers and, as great discernment will be exercised in conferring it, will record the highest esteem of the Society.

2.3.3 Life Membership:

(a) Life Members are Members of the Society for the purpose of company law and are entered in the Register of Members.

(b) Life Members have the rights and responsibilities set out in the Articles and under company law and as such are entitled to attend and vote at general meetings.

(c) No new members will be admitted to Life Membership from April 2021.

(d) Subject to Rule 2.3.3 (e) (ii) below, A Life Member has all the rights and obligations of a Full Member including the right to stand for or vote in Faculty Committee elections and to enter candidates for any examination conducted by the Society.

(e) A Member classified as a Life Member will:

(i) be exempt from liability to pay any further annual subscription in respect of Membership of the Society but shall pay a subscription in respect of the magazine should they want it; and

(ii) be entitled to describe themselves as a "Life Member".

2.4 Non-voting membership classes are determined by the Council who are not Members of the Society for the purpose of company law and are not entitled to attend or vote at general meetings of the Society, but may be invited to attend (but not vote) at the discretion of the Council.

The following classes of members are non-voting members of the Society:

2.4.1 Provisional Membership:

(a) Provisional membership is mandatory for learners taking DDE/Associate qualifications. To be eligible for Provisional membership either of (i) – (iii) must apply:

(i) Any person aged 16 or over who holds an ISTD qualification Intermediate, Advanced 1, Advanced 2 (Theatre or Dancesport), or the student teacher qualification in Dancesport.

(ii) Provisional Members in the UK and EU (Theatre) must be working towards their Level 4 Diploma in Dance Education (DDE). Dancesport provisional members and International (Theatre) provisional members must be working towards gaining their Associate qualification.

(iii) A person who has no teaching qualifications but has applied and been approved by submitting a CV and covering letter to the Dance Directorate, and must be working towards an ISTD qualification.

(b) Provisional Membership is a step towards Full Membership and Full Membership must be achieved within five years of first attaining Provisional membership. Provisional membership carries no rights of designation and Provisional members are not generally entitled to enter candidates for examinations.

(c) Provisional members are not entitled to stand for or vote in Faculty Committee elections.

(d) Provisional members are not entitled to attend and vote at a general meeting of the Society.

2.4.2 Affiliate Membership:

(a) Affiliate membership is available to any non-ISTD qualified teachers who are actively teaching dance.

(b) Affiliate members carry no rights of designation.

(c) Affiliate members are not entitled to stand for or vote in Faculty Committee elections.

(d) Affiliate members are not entitled to attend and vote at a general meeting of the Society.

2.4.3 Student Membership:

(a) Student membership is available to all learners aged 16 and above.

(b) Student membership carries no rights of designation or entitlement to enter candidates for examination.

(c) Student members are not entitled to stand for or vote in Faculty Committee elections.

(d) Student members are not entitled to attend and vote at a general meeting of the Society.

3 MISREPRESENTATION

Should it transpire that a wilful misrepresentation has been made in an application form for admission to membership or transfer from any class of Membership or non-voting membership to another, the Council may direct that the person concerned shall be expelled from the Society and be ineligible for re-admission for such period as the Council shall specify.

4 DESIGNATION

4.1 Every Full Member may while holding such status describe themselves in any prospectus, circular, professional card or advertisement as an Associate, CDE, DDE, Licentiate including Level 6 Diploma in Dance Pedagogy, or Fellow of the Society, as the case may be. The description shall be stated in full viz Associate of the Imperial Society of Teachers of Dancing or by the abbreviation AISTD. Members holding the Certificate in Dance Education or Diploma in Dance Education may advertise their initials as AISTD (CDE) or AISTD (DDE). Similarly, the status of Associate Diploma, Licentiate, and Fellow may be abbreviated as AISTD (Dip), LlSTD, or FISTD as appropriate. Members holding the Diploma in Dance Pedagogy may advertise their initials as LISTD (DDP).

4.2 A Member need not specify the Faculty or Faculties to which they are attached in the above designation, but if the names of the Faculty or Faculties is or are added then these names shall be stated either in full or by the abbreviations set out in Rule 11.

FEES AND SUBSCRIPTIONS:

5 MEMBERSHIP ENROLMENT FEES

Every applicant for membership shall pay an enrolment fee in respect of their application, except that no further enrolment fee shall be payable in respect of a member's application for attachment to an additional Faculty or Faculties.

6 ANNUAL SUBSCRIPTIONS

6.1 All members (with the exemption of Honorary and Life Members) shall pay an annual subscription to the Society of such amount as shall from time to time be specified by the Council and notified to the members.

6.2 Payment of Subscriptions:

(i) Annual subscriptions shall be payable in advance by 1 April in each year.

6.3 Subscriptions in arrears:

6.3.1 Unless the Council shall in any case otherwise direct, any member who has not paid his/her subscription for a calendar year by the 1 July in that calendar year shall from that date cease to be a member of the Society and shall no longer be entitled to any of the benefits or rights of membership in their membership class. If the annual subscription is paid after the 1 July but in the same calendar year the member will be re-instated as such but only from the date of payment of the subscription. If the subscription is received after the end of that calendar year the member will be treated as re-applying for membership and will only be re-instated on payment of the annual subscription together with the re-admission fee set for the time being.

6.3.2 All fees and subscriptions to be paid by members or applicants under these rules shall:

(i) be payable to the Society;

(ii) be applied to the general funds of the Society.

6.4 Concessionary rates:

(a) Are available to members who are not actively teaching dance, or entering candidates into exams.

(b) This category is intended for those who wish to maintain their membership status but may need to take time off from teaching, e.g. for maternity leave or anyone taking a sabbatical from active teaching.

(c) Concessionary rates are requested and applied by the Membership Team and reviewed annually.

7 EXAMINATIONS

7.1 Examinations shall be conducted in such manner as the Society may direct. However, ordinarily, examinations will be conducted as in Rules 7.1.1 to 7.1.3 below.

7.1.1 Examinations in the artistic work of the Society will be conducted in accordance with such arrangements made in each Faculty as the Examinations Directorate shall determine and shall be conducted by examiners in the appropriate Faculty appointed under the Rules.

7.1.2 Every examination shall consist of such oral and/or written examination and/or practical demonstration and/or teaching demonstration as set out in the syllabus published by the Society or through an agreed programme of accreditation of prior experience and learning. The entry requirements of candidates for examinations shall be prescribed by the Faculty concerned and after approval of the Director of Examinations.

7.1.3 All examination fees must normally be paid before the candidate attends for examination and no candidate will be examined who has not paid the appropriate fee unless the Council has agreed to the deferment or waiver of such payment.

8 EXEMPTION FROM EXAMINATIONS

If a candidate holds equivalent qualifications with another awarding body, they can apply through the ISTD`s Accreditation of Prior Learning (APL) process to be granted an exemption from an examination.

Candidates with significant dance teaching experience can apply for an exemption from an examination in order to proceed to a higher-level qualification through the ISTD Accreditation of Prior Experiential Learning (APEL) process.

Additionally, Council may approve exemption from any examination for candidates who can demonstrate that they have the experience and professional reputation such as to render examination unnecessary.

9 EXAMINERS

9.1 Appointment of Examiners:

9.1.1 Examiners will be appointed by the Director of Examinations in respect of each Faculty according to procedures and criteria agreed by Council and upon the nomination of the Faculty Committee as follows:

(a) Applicants who have gained a Licentiate or Fellowship qualification shall be eligible for appointment as Examiners (except for Examiners defined in paragraph (c) of this Rule). Priority will be given to those qualified at Fellowship level and, if appointed at Licentiate, will be eligible to examine up to Intermediate only.

(b) Members of Faculty Committees or of the Council shall not by reason of such office be ineligible for the office of Examiner nor shall previous office as Examiner be a bar.

(c) The Director of Examinations may appoint additional Examiners for units of the teaching qualifications which are not dance discipline specific.

(d) Examiners will be paid fees for conducting examinations at the rates from time to time prescribed by the Council.

(e) The allocation of Examiners to conduct specific examinations shall be under the control of the examinations department (UK & International).

(f) The office of Examiner may be terminated, by either party, at three months' notice or earlier by agreement or force majeure.

(g) Any material breach of contract by an Examiner entitles the Society to terminate that Examiner's appointment without notice.

10 STRUCTURE AND ORGANISATION

10.1 The Council has full powers, including that of delegation, to manage and organise the affairs of the Society as the Council sees fit, including the power to alter, supplement or delete these Rules and Standing Orders, acting always in such manner as to enable the Society to achieve its Objects (as defined in the Articles) in the best way possible.

10.2 The Chief Executive and the Director of Finance and Resources may at the

request of Council attend Council meetings to report and advise and are accountable to the Council but are not Trustees nor are they entitled to vote at Council meetings.

10.3 The artistic work of the Society is supervised and controlled through a number of committees ("Faculty Committees"), each concerned with a particular discipline or disciplines in the art of dancing. Each Faculty Committee reports to the Qualification Development Team, which is led by the Head of Qualification Development who, in turn, reports to the Director of Education. The Chief Executive and the Head of Qualification Development are entitled to be present at all meetings of the Faculty Committees.

11 THE FACULTIES

11.1 The Faculty Committees reporting to the Dance Education and Training Directorate are as follows:

11.1.1 Dancesport

(a) Disco/Freestyle/Rock and Roll Faculty ('DFR')

(b) Ballroom, Latin and Sequence ('BLS')

11.1.2 Theatre

(a) Cecchetti Society Classical Ballet Faculty ('Cecchetti Ballet')

(b) Imperial Classical Ballet Faculty ('Imperial Ballet')

(c) Classical Greek Dance Faculty ('Classical Greek')

(d) Modern Theatre Dance Faculty ('Modern Theatre')

(e) National Dance Faculty ('National')

(f) Classical Indian Dance Faculty ('Classical Indian')

(g) Tap Dance Faculty ('Tap')

11.2 The Terms of Reference of the Faculty Committees are attached hereto in Appendix Three.

11.3 Every Faculty Committee shall propose:

11.3.1 the professional skill to be required in each of the Society's examinations in the disciplines for which that Faculty promotes through syllabus creation and development; and

11.3.2 Every Faculty Committee shall promote instruction and/or education for members (and applicants) in the disciplines of dance represented by that Faculty.

11.4 No Faculty Committee shall have any power over the funds of the Society and shall report to the Chief Executive through the Head of Qualification Development.

12 ELECTION OF FACULTY COMMITTEES

12.1 The number of elected members of each of the Faculty Committees shall be no more than seven and no less than four or as otherwise determined by the Council. The Chief Executive and the Head of Qualification Development are a full member of each Faculty Committee.

12.2 Each Faculty Committee shall remain in office until 30 November of the year, which is three years after the date of election, at which point the whole of the Faculty Committee shall retire but shall (if otherwise eligible) remain eligible to stand for re-election.

12.3 Thereafter, on 30 November at intervals of three years, the process shall be repeated:

(i) subject to any direction of the Council to meet any special case or circumstance, only individuals holding a Licentiate or Fellow status in the Faculty concerned shall be eligible for election to membership of that Faculty Committee. The nomination of any candidate who is not a UK resident requires the approval of the Chief Executive; and

(ii) in order to encourage cross-over and coherence and subject to Rule 12.3(i) above a Full Member may stand for election for more than one Faculty Committee at a time but may not stand at all if they are already serving on another Faculty Committee in which the term of office can continue beyond the date on which they would take office if elected. In the event of their being successful in more than one election they must immediately decide on which appointment to take and any appointment not taken will immediately pass to the person receiving the next lower number of votes in the relevant election; and

(iii) subject to any direction of the Council, a Full Member standing for election to a Faculty Committee must be a teacher of dancing which, for the purpose of this Rule shall mean holding a responsible position in the dancing teaching profession.

(iv) If for any reason the Council deems it impracticable for an election to be held when normally due (at the end of a three-year term), the Council may, at its own discretion, postpone the election of that Faculty Committee and extend the term of office of its members by increments of no more than one year at a time.

(v) If any or all members of a Faculty Committee where the election has been postponed elects to resign and not complete their extended term of office, any resultant vacancy will be deemed to be a casual vacancy and Rule 14 will apply.

12.4 Candidates for election to membership of a Faculty Committee shall be proposed by written nomination as specified below. Each such nomination must reach the Chief Executive not later than the third Monday in September in the year of election.

12.5 Every such written nomination must:

12.5.1 be signed by a proposer and a seconder;

12.5.2 accompanied by the signed loyalty declaration; and

12.5.3 contain a statement confirming the nominee is a Licentiate or Fellow of the relevant Faculty and holds a responsible position in the dance teaching profession.

Only Full and Life Members shall be qualified to act as proposer, or seconder for the purposes of nomination under this sub-rule.

12.6 Under the direction of the Chief Executive an administrative officer of the Society shall by such Monday in October as is determined by the Council) send to each Full, Life and Honorary Member whose current subscription has been paid (if applicable) at 30 September of that year at such electronic or postal address as shall appear in the records of the Society, a voting paper or voting papers enabling such Member to take part in the ballot to elect or re-elect the Faculty Committee of each Faculty to which they are attached.

12.7 Every such voting paper shall set out in alphabetical order the names of the candidates for election, shall state the number of individuals to be elected to

the relevant Faculty Committee and shall, subject thereto, be in such form as the Council shall prescribe.

12.8 Every Full Member entitled to vote may vote for as many candidates as there are Faculty Committee vacancies and no more. Any ballot paper on which more votes are recorded than vacancies will be excluded.

12.9 Only such voting papers duly cast and correctly submitted by 16:00 GMT on the date which is two days before the date of the Society's AGM in the year of election (or such other date as is determined by the Council) will be counted.

12.10 Each ballot shall be counted subsequent to the closing date of the election and prior to the AGM. or such other date as the Council shall prescribe.

12.11 The candidates who receive the most votes shall be elected to fill the vacancies and in the case of an equality of votes the Faculty Committee member shall be elected by lot.

12.12 The outcome of each ballot shall be announced at the AGM and published in the magazine of the Society and on its website and candidates elected to a Faculty Committee shall take office from the later of the date of the ballot count in the year of election and 1 December, or such other date as Council shall prescribe.

13 TERMINATION OF MEMBERSHIP OF A FACULTY COMMITTEE

13.1 Any member of a Faculty Committee may resign such office at any time on tendering written notice of resignation to the Chief Executive.

13.2 A Faculty Committee may at any time by resolution remove from office any elected Faculty Committee member who has been absent from three consecutive Faculty Committee meetings or has failed to attend two-thirds (to the nearest whole number) of the Faculty Committee meetings in any year without consent.

13.3 A member of a Faculty Committee who ceases for any reason to be a Member will be deemed to have vacated such office.

13.4 The Council may remove individual Faculty Committee members from office at the Council's discretion (and in accordance with the terms of any letters of appointment). If the Council exercises its powers to do this, a casual vacancy in the Faculty Committee will be deemed to have arisen and shall be filled under Rule 14.

14 CASUAL VACANCIES ON FACULTY COMMITTEES

14.1 A casual vacancy shall be deemed to have arisen in a Faculty Committee when an elected member resigns from or is deemed to have vacated or is removed from office.

14.2 Council may direct that such vacancies shall be filled by a ballot to be held at a time other than the year of election for the Faculty under Rule 12.2 and a Full Member elected to a Faculty Committee in such a ballot shall hold office as if they had been elected in the year when that Committee was last elected in full under Rule 12.2

14.3 Alternatively, casual vacancies on a Faculty Committee may be filled by the Head of Qualification Development appointing, from among the Full and Life Members eligible for election to fill such vacancies. Every Member so appointed shall hold office until the year when that Committee is next due to be elected in full under Rule 12.2

14.4 All members of Faculty Committees whether elected or appointed by the Head of Qualification Development have full powers of committee membership, including all voting rights.

15 FACULTY COMMITTEES: MEETINGS AND RESTRICTIONS ON TERMS OF OFFICE

15.1 The Chief Executive and/or the Head of Qualification Development is entitled to attend all meetings of the Faculty Committees.

15.2 The meetings of every Faculty Committee shall be conducted according to the principles set out in Parts I and III of Appendix One to these Rules.

15.3 Faculty Committee meetings shall be chaired by a member of ISTD staff who holds an executive post remunerated by the Society.

15.4 The meetings of the Faculty Committees will be electronically recorded. All actions and decisions will additionally be noted and recorded in written form.

15.5 The quorum necessary for the conduct of business at a Faculty Committee meeting shall be a majority of the members of the Faculty Committee.

15.6 In accordance with Rule 12.2 and subject to Rule 14.2, the term of office for any member of a Faculty Committee is three years. Each individual is then eligible for reappointment for a further two terms of three years. In exceptional circumstances a Full Member or Life Member may be eligible to

stand for a further term(s), subject to the agreement of the Council.

16 FACULTY MEETINGS

Every Faculty Committee shall convene a meeting of all Faculty Members in accordance with Appendix Three.

17 PROFESSIONAL STANDARDS

The Council expects all members to conform to the rules of The Code of Professional Standards and Practice as set out in Appendix Two of this document.

18 MALPRACTICE AND STANDARDS BOARD

18.1 Any person may bring to the attention of the Society any alleged conduct prejudicial to the prestige of the Society by a member for the purpose of having the matter complained of investigated by the Society, following the detailed published procedures.

18.1.1 Every such complaint shall be made in writing and signed by the complainant.

18.1.2 The Council delegates authority for investigating such complaints to the Conduct and Complaints Committee consisting of three Trustees, two Members and two external advisors. This Committee shall determine whether or not the complaint is trivial or vexatious and, at its discretion, refer such complaint and any other matter concerning the conduct of a member to its Member Agreement/Professional Code of Conduct and procedures.

18.1.3 The CEO has authority to suspend a Member of the Society whilst investigation is on-going.

18.1.4 The Conduct and Complaints Committee may refer the case to a Standards Board of three persons drawn from the Conduct and Complaints Committee consisting of one Trustee, one Member and one external advisor, one of whom shall be a practising solicitor or barrister. The Standards Board shall meet at such time and place as the Council shall direct.

18.1.5 When a complaint or other matter is referred to a Standards Board the Chief Executive shall:

(a) send to the member who is the subject of the complaint, within 10 working days after the complaint or other matter has been made or referred:

(b) a copy of the written complaint or (where a matter has been referred at the instigation of the Council) details in full of the matter signed by the Chair of the Council;

(c) not less than 30 days' notice of the time and place at which the Standards Board will meet stating prominently in such notice that the member or to whom it is addressed may send to the Standards Board a signed statement in writing to be considered at the meeting of the Standards Board and may (as well as or instead of sending such a statement) attend such meeting for the purpose of answering such allegations as have been made against them, and may if they so desire be legally represented at such meeting;

18.1.6 Unless the Council shall otherwise determine a Standards Board shall adopt such procedure at its meetings as the chair thereof shall determine.

18.1.7 The findings of a Standards Board shall be reported in writing to the Council, and if any allegation against the member concerned is found to be proved to the satisfaction of the board the Council may reprimand that member or may direct that they be suspended or expelled from the Society.

19 RESIGNATION

19.1 Any member may resign from the Society by tendering written notice of resignation to the Chief Executive.

19.2 If any member:

19.2.1 Is expelled from the Society under Rules 3 or 18 hereof; or

19.2.2 Fails to pay the annual subscription by the 1 July in any calendar year,

they shall cease to be a member of the Society, subject in the case of Members to any contrary provision in the Articles of the Society.

20 DISQUALIFICATION

20.1 Any member may be disqualified from the Society:

20.1.1 Under Rule 3 or Rule 18 hereof (subject in the case of Members to any contrary provision in the Articles of the Society); or

20.1.2 If convicted of an indictable offence in regard to fraud or safeguarding of children and vulnerable adults.

20.2 If material factors change in any particular case the Society may consider an application to re-admit a member on its merits.

21 REPRESENTATIVE APPOINTMENTS

21.1 All appointments of representatives to other organisation(s) in whatever capacity and whether the Society is a member, associate, affiliate or howsoever connected to the other organisation(s) require the authorisation of the Chair and subsequent ratification by the Council. All contacts from such organisations must be referred to the Chief Executive, together with any proposals or nominations. The Chief Executive will then make recommendations for the Chair's consideration.

21.2 The Grand Council of the Society is comprised of luminaries of the dance education and artistic world who have kindly accepted an invitation from the Society to join the said Grand Council. The role of the Grand Council is set out in the Articles.

22 DISTRIBUTION OF RULES

Every member of the Society shall be supplied with a copy of the Rules at their request. The Rules are also available from the Members' area of the website.

Appendix One
Standing orders relating to meetings

PART I - PROCEDURE AT MEETINGS:

The meeting shall be opened by the chair of the meeting (“**the chair**”).

After the meeting has been opened the chair shall seek approval of the minutes of the last meeting and if they are agreed the chair shall confirm such minutes with her/his signature. All persons attending the meeting will then make a declaration in accordance with the Society’s policy on potential or actual conflicts of interest, which declarations shall be minuted. The business of the meeting shall then be proceeded with in the order in which it appears in the agenda.

PART II - MOTIONS AT GENERAL MEETINGS:

The provisions concerning proposing motions and resolutions at general meetings of the Society are to be found in the Articles, a copy of which can be obtained from the Chief Executive.

PART III - CONDUCT OF MEETINGS AND RULES OF DEBATE:

(1) The chair of a meeting shall have full power to conduct the meeting as he/she believes most appropriate for the efficient conduct of business, and shall be empowered to make such orders and decisions as to order of business, time allowed for speaking, procedures on resolutions, motions and other matters as he/she thinks fit. The chair’s decision shall be final.

(2) The chair may at any time during the course of a meeting move that a member present whose conduct at the meeting is in his/her opinion irregular or improper be not further heard or be required to withdraw from the meeting and any such motion shall forthwith be put to the vote. If such a motion be carried the member concerned shall be bound by the decision of the meeting.

(3) The chair may in case of disorder declare a meeting adjourned to a date time and place indicated by him/her and then quit the chair and no business thereafter purporting to be transacted at such meeting shall be valid.

PART IV – VOTING:

(1) At any Faculty Committee meeting all those attending and entitled to vote shall have one vote each.

(2) Voting shall be by show of hands/written ballot where appropriate.

(3) The chair will agree with the minute taker or another suitable person present to count the votes. The final decision will be stated by the chair.

Appendix Two

Member Agreement/ Professional Code of Conduct

Our Member Agreement applies to all members worldwide. The Agreement sets out the standards and professional conduct and practice expected by individual members of the Imperial Society of Teachers of Dancing (the Society) to sustain our charitable mission and protect the reputation of the organisation.

Members agree to abide to terms of membership which include definition of membership classes, fees and subscriptions, voting rights and elections to office, as set out in the Rules and Standing Orders.

Members are required to conduct their business in line with our organisational values:

- Integrity,
- Passion,
- Quality,
- Inclusion, and
- Innovation.

Professional Competence, Ethical Standards and Integrity

Working with dedication, determination and personal responsibility to deliver excellence in all we do, members must:

a) At all times act with integrity; being clear of purpose and accountable for their actions to maintain and improve the reputation of the profession.

b) Prevent conflicts of interest and avoid any actions or situations that are inconsistent with their professional obligations.

c) Be honest and ethical.

d) Not engage in the private or public criticism of other members as to either their personal or professional attributes.

e) Advocate for excellence in dance teaching, training and qualifications.

f) Self assess and critically reflect on their abilities on a regular basis and only carry out work for which they are skilled and qualified to do so.

g) Regularly take part and update their CPD and teaching qualifications as required.

h) Commit to equity, inclusion and diversity – making sure that everyone is welcome and respected, and challenging inappropriate behaviour.

i) Promote and publicise their services in any way they see fit provided it does not contravene the brand guidelines of the Society or damage the reputation of the profession or that of any professional colleague or, in any event, contain any uncomplimentary references or comparisons.

j) Never attempt to intimidate or otherwise influence an examiner or competition adjudicator.

k) Not use aggressive or deceptive or otherwise unscrupulous business practices to undermine competition from other members or other legitimate business not affiliated with the Society.

l) Not share and/or reproduce Imperial Society of Teachers of Dancing syllabus material including DVDs, CDs, books and material produced and stored electronically, either online (including social media) or stored on local devices. This includes filming content from the syllabus material, including material that is streamed live or in recorded form, for either streamed or downloadable content or DVDs. Syllabus material should be used to support teachers training learners in the classroom – in person, or in a virtual space. Syllabus material remains the intellectual property of the ISTD.

Legal and professional obligations

Members and their staff and volunteers have a duty of care towards the children (and adults at risk) who attend their classes. This means that by law (in England and Wales) Members must take reasonable steps to ensure the safety of the children (and adults at risk) and protect them from harm. Members must:

a) Keep information obtained in the course of professional work confidential, unless legally obliged to disclose the information. Members must never use the information for personal advantage.

b) Comply with all the published policies of the Society and protect the interest of their learners.

c) All members should encourage constructive communication between teachers and learners and foster professional attitudes to work and dance.

d) Acknowledge difference and differing needs and abilities; exploring ways for their learners to thrive within dance.

e) Seek to resolve problems by effective communication with learners and other members.

f) Operate in a safe environment, and ensure that risks have been considered and mitigated, and comply with all statutory and legal obligations such as Health and Safety, Data Protection, criminal record disclosures, copyright etc.

g) Have appropriate and valid insurances in place.

h) Use best endeavours to ensure that all teaching staff are of an appropriate level of competence.

i) Understand what a conflict of interest might be and how to address conflicts of interest that arise.

Behaviour

Members must:

a) Treat learners fairly and without prejudice or discrimination.

b) Understand that children, young people and adults at risk are individuals with individual needs.

c) Respect differences in gender, sexual orientation, culture, race, ethnicity, disability and religious belief systems, and appreciate that all participants bring something valuable and different to the group/Society.

d) Challenge discrimination and prejudice.

e) Encourage young people and adults to speak out about attitudes or behaviour that makes them uncomfortable.

f) Promote relationships that are based on openness, honesty, trust and respect.

g) Avoid favouritism. Provide appropriate constructive feedback that allows learners to make good progress.

h) Be patient with others and encourage patience within others.

i) Exercise caution when discussing sensitive issues, especially with children, young people or adults at risk.

j) Ensure their contact with children and young people is appropriate and relevant to the work of the activity they are involved in.

k) Ensure that whenever possible, there is more than one adult present during activities with children, young people or adults at risk-

- if a situation arises where they are alone with a child, young person or adult at risk, ensure that they are within sight or hearing of other adults.
- if a child specifically asks for, or needs some individual time with a member, the member should keep this time to a minimum and ensure other adults know where they and the child are.

l) Only provide personal care in an emergency and make sure there is more than one adult present, if possible, unless the provision of personal care is part of their role and they have been trained to do this safely.

m) Listen to and respect all learners at all times.

n) Value and take all learners' contributions seriously, actively encouraging them to make suggestions and give feedback.

o) Respect a learner's right to personal privacy as far as possible.

- if a member needs to break confidentiality in order to follow the safeguarding procedure, it is important to explain this to the child, young person, adult at risk and/or their carer at the earliest opportunity.

Unacceptable behaviour

Members must not:

a) Allow concerns or allegations to go unreported.

b) Take unnecessary risks.

c) Smoke or consume alcohol when carrying out duties or responsibilities as members.

d) Use illegal substances.

e) Develop overly familiar or inappropriate relationships with children, young people or adults at risk.

f) Make inappropriate promises to children, young people or adults at risk.

g) Engage in behaviour that is in any way exploitative or abusive, including:

- having any form of sexual contact with a child, young person or adult at risk.
- grooming.

h) Engage in talent scouting or poaching of learners.

i) Let children, young people or adults at risk have their personal contact details (mobile number, email or postal address) or have contact with them via a personal social media account.

j) Act in a way that can be perceived as threatening or intrusive.

k) Patronise or belittle learners.

l) Give feedback to learners that is detrimental, unkind, unjust or damaging to the health and wellbeing of the individual.

m) Make sarcastic, insensitive, derogatory, racist or sexually suggestive comments or gestures when carrying out duties or responsibilities as members.

This policy has been agreed by the ISTD Council, is reviewed on a regular basis, and any amendments other than to contact details, have been confirmed by them.

April 2024

Appendix Three
Terms of Reference Faculty Committees

Purpose of the Faculty Committees
To promote the development of dance teaching and learning in the particular disciplines, genres, and styles embraced by the Faculty. This includes guiding the development of progressive syllabi, advising on and supporting events, and contributing to effective communications about the work of the Faculty. They must also promote participation in dance generally and contribute to the wider work, visibility and vitality of the Society as both a registered charity and an examination board.

Responsibilities
Every Faculty Committee is responsible to the Head of Qualification Development. The Council has ultimate and absolute responsibility for all aspects of the work of the ISTD, including the work of its Faculties and Faculty Committees. The Chair of the Council represents the Council and can take action as agreed by the Council. The Council delegates agreed operational responsibilities to the Chief Executive and through the Chief Executive to the Head of Qualification Development where appropriate.

The members of each Faculty Committee must comply with all the Society's policies, as published on the Society website or when informed of changed or new policy by the Council, Chief Executive or Head of Qualification Development.

Syllabi and Examinations
As detailed in the Rules and Standing Orders, Faculty Committees advise and support syllabus creation and development, assessment strategies, mark schemes, updates to specifications, resources and teaching materials and any specific age and other requirements in the dance disciplines embraced by the Faculty.

Events and Courses
Faculty Committees advise and support the CPD and Events Team to support teachers through the provision of continuous professional development, instruction and education in the syllabi and other aspects of the dance disciplines embraced by the Faculty.

Faculty Committees also contribute to the Society's events and courses in the UK and internationally, for example by recommending lecturers and/or demonstrations.

Materials
Faculty Committees propose and develop educational materials to support teachers.

Membership of the Society
Faculty Committees are responsible for encouraging membership of the Society through its Faculty, examinations and events.

General
As the Rules and Standing Orders provide, every Faculty Committee shall enjoy such other powers and perform such other duties as are prescribed by the Head of Qualification Development to achieve its objectives, provided always that no Faculty Committee shall have any power over the funds of the Society and shall be subject to the over-riding sanction of the Chief Executive and the Council.

Committee members are allocated roles to ensure tasks are shared between Committee members and to ensure individual Faculties are represented in the following areas:

- Advising on, attending and supporting Faculty Events
- Advising on syllabus developments
- Leading Teacher Support Sessions
- Regular reviews of qualifications
- Proof-reading of specifications and syllabus books
- DANCE Magazine contributions
- Support with genre inbox/member queries
- Genre-specific social media content and communication
- All Committee members actively advocate for the ISTD

Establishment and Membership of Committees
The Council has established Faculty Committees. As further detailed in the Rules and Standing Orders, the Chief Executive and the Head of Qualification Development are each a full voting member of each Faculty Committee, which has a maximum of seven and a minimum of four other members. The term of office for any member of a Faculty Committee is three years. Each individual is then eligible for reappointment for a further two terms of three years. In exceptional

circumstances a member of a Faculty Committee may be eligible to stand for a further term(s), subject to the agreement of Council.

In the event of a new Committee being formed, any members who have previously held Committee roles, will be considered new Committee members and so are eligible to stand for a maximum of three full terms

All Licentiates and Fellows of the Theatre and Dancesport Faculties are eligible to stand for election to any Faculty Committee. They are proposed by written nomination, signed by a proposer and a seconder (both of whom must be Full Members of the Society as defined in the Rules and Standing Orders), and accompanied by the signed loyalty declaration. Nominations must reach the Chief Executive by the third Monday in September in the year of the election.

Voting is open to Full, Life and Honorary Members, and papers are sent to their recorded email or postal address. Completed voting papers are counted after the closing date of the election (which is two days before the date of the AGM) and prior to the AGM, and successfully elected candidates are approved and confirmed by the Council. All members of Faculty Committees have full powers of committee membership, including voting rights.

The outcome of each election is Announced at the AGM and published in DANCE magazine and on the Society's website.

The first meeting of the new Faculty Committee is held within two months of the election results being announced.

Members of Faculty Committees may resign or be removed in accordance with the Rules and Standing Orders, which also sets out how resulting vacancies are then filled (Rules 13 & 14).

Proceedings

Meetings of Faculty Committees are held at least three times a year. Requests for up to two additional meetings for sub-commitee purposes only, can be made by the Head of Qualification Development and accounted for in the Faculty's budget.

The Head of Theatre Qualifications or Head of Dancesport Qualifications sets the agenda for each meeting and ensures all relevant papers are provided and circulated seven days in advance of meetings taking place. The Faculty Coordinator arranges to record the meeting electronically, from which they create summary notes which are circulated to the committee.

Meetings are chaired by an appropriate senior member of ISTD staff and conducted according to the procedures set out in the Standing Orders in Appendix One to the Rules.

The quorum for conducting business at Faculty Committee meetings is three voting members of the Faculty Committee.

Decisions at a quorate meeting shall be passed by a simple majority of the Faculty Committee members present and voting on any particular resolution.

The Imperial Society of Teachers of Dancing exists to advance excellence in dance teaching and education. Membership of the Imperial Society of Teachers of Dancing is the passport to artistic and professional progression. Find out more **istd.org**



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