

## **RULES Glasgow Branch of the RSCDS**

### **1 of 8 Coordinators**

The AGM of the Glasgow Branch of the RSCDS shall appoint Coordinators to the Committee as follows:  
Class Convenor Events Convenor Outreach Convenor Communications Convenor Membership Secretary

The Responsibilities of the Coordinators shall be:

#### *Class Convenor*

- i Ensure, for classes, that term dates are agreed. Halls, teachers and musicians are booked or other source of music available.
- ii Consult with class teachers as necessary about the running of classes.
- iii Consult with full Committee/class teachers on changes to the structure of classes being offered.
- iv Liaise with the Performance Group as appropriate.

#### *Events Convenor*

- i Ensure, for dances, that halls are booked, programmes devised (with sub group), M/Cs arranged, musicians are booked or other source of music is available.
- ii Consult with full Committee on timetable/type of dances being offered.
- iii Ensure appropriate catering is provided.
- iv Liaise with Seniors' Group as appropriate.

#### *Outreach Convenor*

- i Manage outreach activities.
- ii Manage 'Come and Try' sessions with Communications Convenor as appropriate.
- iii Consult with full Committee on all such activities.

#### *Communications Convenor*

- i Ensure website and appropriate social media are maintained.
- ii Ensure information about Branch activities is publicised.
- iii Consult with full Committee on all such activities.

#### *Membership Secretary*

- i Issue renewal notices, collect subscriptions, maintain list of Members
- ii Ensure the newsletter is circulated by email or post
- iii Assist Treasurer with returns to HQ iv Consult with full Committee on all such activities.

Note: Each Coordinator is able to appoint, as required, a Sub-Committee to assist in their duties.

### **2 of 8 Committee Members**

The Annual General Meeting of the Glasgow Branch of the RSCDS shall appoint 14 Committee Members: 4 Office Bearers (Chair, Chair Elect, Secretary, Treasurer – as listed in the Constitution), 5 Coordinators (4 Convenors and a Membership Secretary), plus 5 Ordinary Committee Members. These Committee Members shall participate in the work of the full Committee of the Glasgow Branch of the RSCDS, or Sub-Committees of that Branch, as agreed at Committee meetings of the Glasgow Branch of RSCDS.

Office Bearers, Convenors and Membership Secretary shall be shadowed for one year before retiring, where possible. It is desirable that about one quarter of the Convenors plus Membership Secretary and one quarter of the Ordinary Committee Members retire each year, as far as is practicable.

### **3 of 8 Non-Committee Posts**

The Annual General Meeting of the Glasgow Branch of the RSCDS shall appoint the non-committee posts of External Examiner and Safeguarding Officers. The Committee should review the External Examiner appointment on a three-yearly basis, the Safeguarding Officer appointments annually and any other future analogous posts according to an appropriate schedule.

#### **4 of 8 Agreed Rule/Working Practices/Policies**

The Annual General Meeting of the Glasgow Branch of the RSCDS instructs the Committee of Management of the Glasgow Branch to establish and maintain a record of agreed rules/working practices/policies. This record shall be amended to reflect decisions made at the AGM of the Glasgow Branch of the RSCDS or by the Committee or Sub-Committees of the Glasgow Branch.

#### **5 of 8 Archivist**

The Annual General Meeting of the Glasgow Branch of the RSCDS (May 2012) instructs the Committee of Management of the Glasgow Branch of the RSCDS to appoint a non-committee post of Branch Archivist. The Committee would review the appointment of the Archivist on an annual basis.

#### **6 of 8 Motions to the AGM of the Local Association**

The Annual General Meeting of the Glasgow Branch of the RSCDS instructs that Motions to the Annual General Meeting of the Local Association shall be submitted in writing to the Glasgow Branch Secretary at least eight weeks before the date of the Annual General Meeting of the Local Association. Any Motion must have a proposer and a seconder. Only such Members and Associate Members of the Local Association as have attained the age of 18 shall have the power to propose or second such a Motion. Such Motions shall only be enacted after receiving the vote of more than one-half of the voting Members, except in the case of a constitutional amendment when section 13.1 of the constitution would apply requiring a vote of more than two-thirds of the voting Members. For the avoidance of doubt, voting Members may be 'physically' present or have voted by Proxy.

#### *Amendments to Motions to the AGM of the Glasgow Branch of the RSCDS*

The Annual General Meeting of the Glasgow Branch of the RSCDS instructs that any Member or Associate Member of the Glasgow Branch of the RSCDS may propose one or more amendments to any Motion at the Annual General Meeting of the Glasgow Branch provided such amendments have the support of a seconder. Such amendments to a Motion will be voted on before voting on the substantive Motion takes place.

#### *Voting at the Annual General Meeting of the Local Association*

The Annual General Meeting of the Glasgow Branch of the RSCDS instructs that the Chair of the Annual General Meeting (or Special General Meeting) must appoint two tellers from among the Members or Associate Members to count any vote taken, either by show of hands (live or virtual) or by written ballot. Where allowed, all Proxy votes must be counted by two tellers. An exception is, when there is no doubt concerning the result of a vote and with the agreement of the Members and Associate Members present and entitled to vote, the Chair may rule as to whether a vote has been successfully carried or not.

#### *Format of General Meetings*

The Annual General Meeting (or Special General Meeting) may be an event with all participating Members 'physically' present or a virtual event with Members 'virtually' present or participating electronically. Proxy voting may be used as decided by the Committee of Management of the Glasgow Branch. The format of such meetings being clearly stated to Members in advance.

#### **7 of 8 Delegates to the Annual General Meeting of the RSCDS**

The Annual General Meeting of the Glasgow Branch of the RSCDS instructs Delegates from the Glasgow Branch of the RSCDS to the Annual General Meeting of the RSCDS to vote as agreed by the Committee of Management of the Glasgow Branch. Any Delegate unable to agree to this instruction must withdraw from the role as a Glasgow Branch Delegate.

#### **8 of 8 Linked Groups**

The Annual General Meeting of the Glasgow Branch of the RSCDS directs that other SCD groups in the Greater Glasgow area may become "Linked Groups" on a payment to be determined by the Committee of the Glasgow Branch. The privileges accorded to such "Linked Groups" shall be regulated from time to time by the Committee of the Glasgow Branch.