

CONSTITUTION OF “The Royal Scottish Country Dance Society - Glasgow Branch”

1 NAME

The name of the Local Association shall be “The Royal Scottish Country Dance Society - Glasgow Branch” (hereinafter called “the Local Association”).

2 ASSOCIATION WITH THE ROYAL SCOTTISH COUNTRY DANCE SOCIETY

2.1 The Local Association is an autonomous body consisting of:

(a) Members of the Royal Scottish Country Dance Society (hereinafter called “Society Members” and “the Society” respectively);

(b) Associate Members of the Local Association (see section 4, 2(a)).

2.2 While it has similar objects to and associates with the Society under a formal Licence Agreement, it operates and carries out its administration and management independently of the Society.

3 OBJECTS

The objects of the Local Association shall be to advance the education and engagement of the public in the Greater Glasgow area in traditional Scottish country dancing and in furtherance thereof:-

(a) to preserve and further the practice of traditional Scottish country dancing;

(b) to provide or assist in providing education or instruction to Society standards in the practice of Scottish country dancing;

(c) to promote the enjoyment and appreciation of Scottish country dancing and music by any suitable means;

(d) generally, to do such other things as are or may be considered by the Local Association to further the foregoing objects and those of the Society in the Greater Glasgow area, including building working links with other local traditional dance and music initiatives.

4 MEMBERSHIP AND SUBSCRIPTIONS

4.1 Membership of the Local Association shall be open only to members of the Society (i.e. ‘Society Members’). Society membership can only be through one nominated Local Association.

4.2

(a) Any member of the Society for whom the Local Association is not their primary Local Association, may become an Associate Member of the Local Association.

(b) Any Associate Member of the Local Association must be a member of the Society.

(c) The privileges accorded to such Associate Members shall be regulated from time to time by the Committee of Management of the Local Association, and approved by the Local Association in General Meeting.

The rates of local subscription for both classes of Members shall be such as may be determined from time to time by the Local Association in General Meeting.

4.3 Only such Members as have attained the age of 18 shall have the power to vote in matters concerned with the management of the Local Association. (For the avoidance of doubt the term Members shall include Associate Members as defined in 4.2).

5 COMMITTEE OF MANAGEMENT

(a) Membership

5.1 The affairs of the Local Association shall be administered by a Committee of Management, (hereinafter referred to as “the Committee”) composed of

(a) elected Office Bearers who shall consist of the Chair, Chair Elect, Secretary, Treasurer

(b) elected Coordinators (who perform duties to assist in the Objects of the local Association) as determined by the “Rules” (hereinafter referred to as the “Rules” of the Local Association)

(c) elected Ordinary Committee Members.

5.2 All Committee Members shall be Members of the Local Association and be at least 18 years old. They shall all be elected at the Annual General Meeting of the Local Association in accordance with the Rules of the Local Association.

5.3 With appropriate forward planning, ideally a member of the Committee should not serve more than ten consecutive years on the Committee.

(b) Powers and Duties of Committee

5.4 A Quorum of the Committee shall be one half of the sum of the Office Bearers and other elected Members of the Committee.

5.5 The Committee shall have the power to constitute Sub-Committees on an ad hoc basis either from its own membership or by co-opting other Members of the Local Association and to entrust them with such duties as it considers necessary for the efficient working of Local Association affairs. Any such co-opted Members shall have voting powers in the Sub-Committees to which they are appointed but not on the Committee.

5.6 Committee meetings shall be held at regular intervals for the efficient running of the Local Association.

OFFICE BEARERS

6.1 The Office Bearers of the Local Association shall consist of the Chair, the Chair Elect, the Secretary and the Treasurer, as stated in section 5.1 (a).

6.2 The Chair shall be nominated and elected so that he/she shall hold this office for two consecutive years but with the possibility of extending for an additional year if there are special circumstances and with the agreement of the Chair Elect, subject to re-election at the end of each year, at an Annual General Meeting of the Local Association.

6.3 The Chair Elect shall be nominated and elected at an Annual General Meeting of the Local Association so that he/she shall hold this office for two consecutive years but with the possibility of extending for an additional year if there are special circumstances, as mentioned in 6.2.

6.4 The Secretary and Treasurer shall each be nominated and elected so that he/she shall hold this office for a maximum of four consecutive years, subject to re-election at the end of each year, at an Annual General Meeting of the Local Association.

6.5 The Committee of Management shall have power to appoint an Interim Chair or Chair Elect or Secretary or Treasurer to fill vacancies in any elected posts occurring between Annual General Meetings but any such Office Bearer would serve only until the next Annual General Meeting. At the next Annual General Meeting the procedures in sections 6.2, 6.3 and 6.4 would apply. Any time served as an Interim Office Bearer would not count towards the time limits for consecutive service described in sections 6.2, 6.3 and 6.4.

6.6 On completion of his/her term of office, or in the case of early resignation, the Chair shall not be eligible for re-election to the Committee in any capacity until at least two years have elapsed. On completion of his/her term of office, or in the case of early resignation, the Chair Elect shall only be eligible for re-election to the Committee as Chair and the other Office Bearers shall only be eligible for re-election to the Committee as Chair Elect or Chair, otherwise they shall not be eligible for election to the Committee until, in each case, at least two years have elapsed.

6.7 The Local Association may appoint an Honorary President and Honorary Vice Presidents. Such appointments will be subject to annual reconfirmation. Any such Honorary President and Honorary Vice Presidents may be invited to attend Committee Meetings but shall not have voting powers on the Committee.

7 COORDINATORS and ORDINARY COMMITTEE MEMBERS

7.1 Coordinators shall serve for a maximum of four consecutive years in a Coordinator's post.

7.2 An Ordinary Committee Member shall serve for a maximum of four consecutive years in an Ordinary Committee post. An elected Ordinary Committee Member shall be eligible for re-election to the Committee as a Coordinator.

7.3 The Committee shall have the power to fill any vacancies among the Coordinators or Ordinary Committee Members of the Committee by co-option but any Coordinator or Ordinary Committee Member so co-opted will serve only until the next following Annual General Meeting when he/she may stand for election. Any time served as an Interim Coordinator or Ordinary Committee Member of the Committee would not count towards the time limit for consecutive service described in section 7.2.

7.4 An elected Coordinator or Ordinary Committee Member shall be eligible for re-election to the Committee as Chair, Chair Elect, Secretary or Treasurer.

7.5 On completion of his/her term of office, an elected Ordinary Committee Member shall not be eligible for re-election to the Committee as an elected Ordinary Committee Member until at least one year has elapsed.

On completion of his/her term of office, an elected Coordinator shall not be eligible for re-election to the Committee as an elected Coordinator until at least one year has elapsed.

8 DUTIES OF OFFICE BEARERS

8.1 Chair - The Chair of the Local Association is the executive officer of the Local Association. The Chair shall preside at Meetings of the Local Association and at meetings of the Committee. In the absence of the Chair from a meeting the Chair Elect shall take the chair, failing whom a Chair shall be appointed from among the Members of the Committee present. Additionally, an Honorary President, Honorary Vice President or Past Chair may be appointed to chair the business, or part of the business, of an Annual General Meeting or Special General Meeting of the Local Association. The Chair of any meeting, whether a Local Association or Committee meeting, shall have a casting vote as well as a deliberative vote.

8.2 Secretary - The Secretary shall see that regular meetings are held and properly recorded and conduct the correspondence of the Local Association. Additionally, the Secretary shall:

- (a) prepare an annual report of the activities of the Local Association during the preceding year;
- (b) ensure, with Coordinators as appropriate, that a register of Members of the Local Association is maintained and communicated to the Secretary of the Society as required.

8.3 Treasurer - It shall be the duty of the Treasurer to account for all monies collected and banked by whatever agency from members of the Local Association or from other sources. Additionally, the Treasurer shall:

- (a) cause proper account records to be kept and ensure that the annual accounts of the Local Association are properly examined or audited as required by law;
- (b) make the annual Local Association accounts available for inspection at reasonable times and present the accounts for adoption by the Local Association at the Annual General Meeting;
- (c) ensure that all cheques issued on behalf of the Local Association be signed by two Authorised Signatories.
- (d) ensure that Internet Banking is set up to require authorisation by two Authorised Signatories.
- (e) should familiarise himself/herself with OSCR/Charity Commission requirements regarding financial reporting.

9 LOCAL ASSOCIATION MEETINGS

9.1

(a) The Annual General Meeting of the Members of the Local Association shall be held within three months after the end of its financial year at such place and at such time **and in such manner** as may be determined by the Committee.

(b) All such Members shall be given a minimum of 14 days written notice of a General Meeting. Every notice shall contain a statement of the business to be discussed at the meeting.

Errors in Notice, Waiver - No error nor omission in giving such notice for a meeting, or non-delivery of notice to any individual Local Association Member shall invalidate such meeting or invalidate or make void any proceedings taken thereat.

(c) Members and Associate Members under the age of 18 years may attend and, with the permission of the Chair, speak at a General Meeting but may not vote.

9.2 The order of business at an Annual General Meeting shall, as nearly as may be, be the following:

(a) Minutes of the last Annual General Meeting and of Special General Meetings, if any, held in the course of the year;

(b) Secretary's Report on year's working of the Local Association;

(c) Treasurer's Report and Accounts;

(d) Appointment of Auditor/Examiner;

(e) Motions already advised to the Secretary;

(f) Appointment of Office Bearers, Coordinators and Ordinary Committee Members;

(g) Any other competent business.

9.3 A Special General Meeting may be called at any time by the Chair or shall be called on a requisition signed by not less than one-tenth of the Members of the Local Association entitled to vote when such membership does not exceed 500. Where the voting membership of the Local Association exceeds 500 a minimum of 50 of the Members entitled to vote must sign the requisition calling a Special General Meeting.

9.4 One-quarter of the Members entitled to vote or twenty-five Members of the Local Association entitled to vote whichever shall be lesser shall constitute a quorum at an Annual General Meeting or Special General Meeting.

9.5 The Local Association in General Meeting may enact such Rules as it may determine for the proper working of the Local Association.

9.6 Such Rules shall only be enacted by Resolution passed by the Local Association in General Meeting and only after receiving the vote of not less than one-half of the Members present and entitled to vote.

10 FINANCE

10.1 All monies raised by, or on behalf of, the Local Association shall normally be applied to further the objects of the Local Association and for no other purpose; provided that nothing herein contained shall prevent the payment in good faith of reasonable and proper remuneration to any employee of the Local Association and fees to professional and technical advisers; or the repayment to Members of reasonable out-of-pocket expenses.

10.2 The only exception would be in the case of a profit-making function/activity for a specific appropriate charity/good cause approved by the Committee and clearly advertised as such.

11 SUSPENSION OR TERMINATION OF MEMBERSHIP

11.1 The Committee may suspend temporarily or terminate the membership of any person whose conduct is in their opinion prejudicial to the interests of the Local Association. Suspension or termination shall not alter other rights or status of the person concerned as a member of the Society.

11.2 Before suspending or terminating any person's membership, the Committee shall notify in writing the person concerned stating the reasons for the proposed suspension or termination and giving that

person the opportunity of replying and of appearing before the Committee, if the member so wishes, to seek revocation of the suspension or termination.

11.3 The person whose membership has been suspended or terminated shall have the right of appeal at a Local Association General Meeting when a two-thirds majority of those present and entitled to vote shall be necessary to confirm the suspension or termination.

11.4 Where suspension or termination has occurred or, where appropriate, has been confirmed as in 11.3 above, the matter, with reasons, shall be notified to the Secretary of the Society without delay under 'Confidential - Addressee Only' cover.

12 DISBANDMENT

12.1 Notice of intention to disband the Local Association shall be given to the Secretary of the Society at least two months before the date proposed for such disbandment.

12.2 The balance of the funds, after all liabilities have been met, may be transferred to the Society HQ to be held in a Local Association suspense account.

12.3 Alternatively the balance shall be transferred to a recognised charitable body or bodies having objects similar to those of the Local Association (excluding geographical limitations) as the members in General Meeting, whom failing, the Committee, shall decide.

12.4 All property belonging to the Local Association shall be treated in the same way as the balance of funds in 12.2 and 12.3. Depending on the form of the property its value should be realised and added to the balance or it should be offered to an appropriate archive repository or transferred to a recognised charitable body or bodies having objects similar to those of the Local Association (excluding geographical limitations).

13 REPRESENTATION IN THE SOCIETY

13.1 In accordance with the Constitution and Rules of the Society any Local Association Member aged 18 years or over may stand for election to management posts within the Society.

13.2 In accordance with the Constitution and Rules of the Society the Local Association in General Meeting (which failing, the Committee), may appoint a delegate or delegates; all of whom shall be members of the Local Association who have attained the age of 18 years, to attend a General Meeting of the Society and represent the Local Association at such meeting. In the event of an appointed delegate being unable to attend such a meeting, the Committee shall be allowed to appoint a Local Association Member, aged 18 years or over, as an accredited substitute.

13.3 Delegates at the AGM of the Society shall vote in accordance with the Rules of the Local Association.

14 ALTERATION OF CONSTITUTION

14.1 The Constitution of the Local Association shall only be altered by Resolution passed by the Local Association in General Meeting and only after receiving the vote of not less than two-thirds of the Members present and entitled to vote.

14.2 Under the Licence Agreement the Local Association agrees to notify the Society in writing of any proposed changes to the Constitution of the Local Association prior to any such change being approved by the Local Association.

14.3 No alteration may be made to this Constitution which would result in a contravention of the Licence Agreement, unless approved by the Society through the re-negotiation of the Licence Agreement.

15 GENERAL

The Local Association shall be governed in accordance with the Law of Scotland, this Constitution and with Rules made by the Local Association in General Meeting.