

**THE ROYAL SCOTTISH COUNTRY DANCE SOCIETY  
DUNDEE BRANCH  
CONSTITUTION**

**I. NAME**

The name of the Local Association shall be "The Royal Scottish Country Dance Society Dundee Branch (hereinafter called "the Local Association")

**II. ASSOCIATION WITH THE ROYAL SCOTTISH COUNTRY DANCE SOCIETY**

The Local Association is an autonomous body consisting of members of the Royal Scottish Country Dance Society (hereinafter called "the Society") While it has similar objects to and associates with the Society, it operates and carries out its administration and management independently from the Society.

**III. OBJECTS**

The objects of the Local Association shall be to advance the education of the public in the area of Dundee and its neighbourhood 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 instruction in the dancing of Scottish Country Dances;
- (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 of the Society in the district or area to which it relates.

**IV. MEMBERSHIP AND SUBSCRIPTIONS**

1. Membership of the Local Association shall be open only to members of the Society (Society members) in any category of membership which the Society may offer
2. Society membership can only be through one nominated Local Association
3. Only such members as have attained the age of 18 years shall have the power to vote in matters concerned with the management of the affairs of the Local Association
4. Any Society member for whom the Local Association is not their primary Local Association may become an associate member of the Local Association
5. The rates of subscription for Members shall be such as may be determined from time to time by the Local Association in General Meeting.

**V. OFFICE BEARERS**

1. The Office Bearers of the Local Association shall consist of the Chairman, the Vice Chairman, the Honorary Secretary, the Honorary Treasurer, the Youth Co-ordinator and the Membership Secretary, all of whom shall be elected at the Annual General Meeting of the Local Association in the manner provided.

2. The Chairman shall hold office for one year and on completion of his/her year of office shall be eligible for re-election.

3. The Vice Chairman, Honorary Secretary, Honorary Treasurer, Youth Co-ordinator and Membership Secretary shall hold office for one year but shall be eligible for re-election.
4. The Committee of Management shall have power to appoint an interim Chairman, Vice Chairman and/or Office Bearers to fill vacancies occurring between Annual General Meetings but any office bearers so appointed shall serve only until the next Annual General Meeting when he/she shall be eligible for election.
5. The Local Association may appoint an Honorary President and Honorary Vice-Presidents.

## **VI. COMMITTEE OF MANAGEMENT**

### **Memberships/Meetings**

1. The affairs of the Local Association shall be administered by a Committee of Management (hereinafter referred to as "the Committee") composed of the Chairman, Vice Chairman, Honorary Secretary, Honorary Treasurer, any other office-bearers appointed (other than the President and Vice Presidents) and ordinary members.

2. The ordinary members of the Committee shall be elected annually at the Annual General Meeting of the Local Association. The Committee shall have power to fill a vacancy among the ordinary members of the committee by co-option but any member so co-opted will serve only until the next following Annual General Meeting when he/she may stand for election. On completion of his/her year of office an ordinary member shall be eligible for re-election to the Committee.

*Note: if there is necessity for the Local Association to hold any heritable or moveable property then a clause under the heading Property should be inserted as follows; "The title to all property, heritable or moveable, acquired by, or on behalf of, the Local Association be vested in the names of the Chairman, Honorary Secretary and Honorary Treasurer of the committee for the time being ex officio"*

3. All members of the committee must be members of the Local Association and be at least 18 years old.

### **Powers and Duties of Committee**

1. 50% + 1 of the Committee shall make up a quorum on the proviso that at least two weeks' notice is given of any meeting taking place.
2. The Committee shall have power to constitute Sub-Committees and entrust them with such duties as it considers necessary for the efficient working of Local Association affairs.

## **1. VII. DUTIES OF OFFICE-BEARERS**

1. Chairman - The Local Association Chairman is the executive officer of the Local Association. He/She shall preside at Local Association Meetings and at meetings of the Committee. In the absence of the Chairman and the Vice Chairman from a meeting a chairman shall be appointed from among those present. The chairman of any meeting, whether a Local Association or Committee meeting, shall have a casting as well as a deliberative vote.

2. Vice Chairman – The Vice Chairman shall act for the Chairman in the absence of the Local Association Chairman.

3. Honorary Secretary - It shall be the duty of the Honorary Secretary to see that regular meetings are held, to conduct the correspondence of the Local Association and to keep proper minutes of such meetings. Additionally the Honorary Secretary shall prepare an annual report of the activities of the Local Association during the preceding year.

4. Honorary Treasurer - It shall be the duty of the Honorary Treasurer to receive, bank and account for all monies collected by whatever agency from members of the Local Association or from other sources. Additionally the Honorary Treasurer shall :-
- a) Cause proper account books 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.
5. Youth Co-ordinator – It shall be the duty of the Youth Co-ordinator to represent and promote the interests of young people.
6. Membership Secretary – It shall be the duty of the Membership Secretary to maintain a record of members.

### **VIII. LOCAL ASSOCIATION MEETINGS**

- 1.(a) The Annual General Meeting of the members of the Local Association shall be held within six months after the end of its financial year at such place and at such time as may be determined by the Committee.
- (b) All members shall be given 14 days notice of a General Meeting. Every Notice shall contain a statement of the business to be discussed at the meeting.
- (c) Members under the age of 18 years may attend and, with permission of the Chairman, speak at a General Meeting but may not vote.
2. The order of business at an Annual General Meeting shall, as nearly as may be, be the following:  
Minutes of the last Annual General Meeting and of Special General Meetings, if any, held in the course of the year.  
Report of the Trustees on the year's workings of the Local Association.  
Honorary Treasurer's Report and adoption of the Accounts.  
Appointment of Office Bearers and Committee.  
Appointment of Auditor.  
Motions.  
Honoraria.  
Any Other Competent Business.
3. A Special General Meeting may be called at any time by the Chairman or shall be called on a requisition signed by not less than one-tenth of the membership of the Local Association when such membership does not exceed 500. Where membership of the Local Association exceeds 500 a minimum of 50 or one sixteenth, whichever is the greater, of the membership must sign the requisition calling a Special General Meeting.
4. One-quarter of the membership or twenty-five members of the Local Association whichever shall be lesser shall constitute a quorum.
5. The Local Association in General Meeting may enact such rules (hereinafter referred to as the Rules) as it may determine for the proper working of the Local Association.

### **IX. FINANCE**

All monies raised by, or on behalf of, the Local Association shall be applied to further the objects of the Local Association and for no other purpose; provided that nothing herein 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 the committee of reasonable out of pocket expenses.

## **X. SUSPENSION OR TERMINATION OF MEMBER**

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 the rights or status of the person concerned as a member of the Society.
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.
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.
4. Where suspension or termination has occurred or, where appropriate, has been confirmed as in 3 above, the matter shall be notified to the Society.

## **XI. DISBANDMENT**

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.
2. The balance of the funds, after all liabilities have been met, and all property belonging to the Local Association shall be transferred to such other charity having objects similar to those of the Local Association (excluding geographical limitations) as the members in General Meeting, whom failing, the Committee, shall decide.

## **X11. REPRESENTATION IN THE SOCIETY**

Subject to any restrictions on numbers and any procedures contained in the Society's constitution, the Local Association in General Meeting, (which failing the Committee), may appoint a delegate or delegates 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 meeting, an accredited substitute shall be allowed.

## **XIII. ALTERATION OF THE CONSTITUTION**

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. No alteration shall be made which would have the effect of causing the Local Association to cease to be recognised by the Inland Revenue as a charity.

## **XIV. GENERAL**

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

**Constitution dated 2005 as amended at the Annual General Meeting 2012 and revised following the Annual General Meeting 2016, and amended at the Annual General Meeting 2017**