

THE ROYAL SCOTTISH COUNTRY DANCE SOCIETY – BRISTOL

Registered Charity No. 1059608

CONSTITUTION

**1 NAME**

The name of the Local Association shall be “The Royal Scottish Country Dance Society – Bristol” (hereinafter called “the Local Association”)

**2 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”). Whilst it has similar objects to those of the Society, 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 of the public in Scottish Country Dancing, in particular by:

- a) Preserving and furthering the practice of traditional Scottish Country Dancing.
- b) Providing or assisting in providing instruction in Scottish Country Dancing.
- c) Promoting the enjoyment and appreciation of Scottish Country Dancing and its music by any suitable means.
- d) Generally doing 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 district or area to which the Local Association relates.

**4 MEMBERSHIP AND SUBSCRIPTIONS**

- 4.1 Membership of the Local Association shall be open to all persons over the age of 16 interested in the Objects of the Local Association. Every person who is a member of the Local Association must be a member of the Society. Only such members as have attained the age of 18 shall have the power to vote.
- 4.2 Persons under the age of 16 may become junior members of the Local Association and the privileges accorded to such junior members shall be regulated from time to time by the Committee of Management of the Local Association.
- 4.3 The rates of subscription for members shall be such as may be determined from time to time by the Local Association in General Meeting.

**5 OFFICE BEARERS**

- 5.1 The Office-Bearers of the Local Association shall consist of the Chairman, the Chairman Elect (when elected), the Honorary Secretary and the Honorary Treasurer (who shall all be members) shall be elected at the Annual General Meeting of the Local Association in the manner hereinafter provided.
- 5.2 The Chairman shall hold office for three years either:
  - a) following his or her term as Chairman Elect or
  - b) By direct election if, for any reason, there is no Chairman Elect able to take office.
- 5.3 The Chairman Elect shall be elected for the final year of the Chairman’s term of office, and shall hold such office for one year.
- 5.4 The Honorary Secretary and the Honorary Treasurer shall be elected annually for a maximum of four years continuous tenure.
- 5.5 The Committee of Management (q.v.) shall have power to appoint an interim Chairman, Honorary Secretary and/or Honorary Treasurer to fill those vacancies occurring between Annual General Meetings but any office

bearer so appointed shall serve only until the next Annual General Meeting when he/she shall be eligible for election.

5.6 The Local Association may appoint an Honorary President and Honorary Vice-Presidents.

5.7 All Office bearers must have attained the age of 18 years before taking office.

## **6 COMMITTEE OF MANAGEMENT**

### **6.1 Memberships/Meetings**

6.1.1 The affairs of the Local Association shall be administered by a Committee of Management, (hereinafter referred to as “the Committee”), composed of the Chairman, the Chairman Elect (when elected), Honorary Secretary, Honorary Treasurer, any other office –bearers appointed and four ordinary members all of whom must have attained the age of 18 years before being elected and who will be Trustees in terms of the Charities Acts.

6.1.2 The ordinary members of the Committee shall be elected to serve for a period of two years to the intent that the two longest serving ordinary members of the Committee shall retire by rotation each year at the Annual General Meeting of the Local Association and shall consist of members of the Local Association. If in any year there are insufficient persons willing to stand a casual vacancy will arise which can be filled at any time throughout the year by the committee using its powers of co-option.

6.1.3 When a Committee member reaches the end of his/her term of office he/she shall not be eligible for re-election to the Committee for a period of one year, except as follows:

6.1.3.1 As stated above in respect of the Chairman-Elect

6.1.3.2 As stated in 5.4 in respect of the Honorary Secretary and Honorary Treasurer

6.1.3.3 At the request of the Committee an ordinary member who has reached the end of his/her initial term shall be eligible for re-election for a period of one year.

6.1.4 Neither an Office Bearer nor an ordinary Committee member who retires from office for whatever reason may stand for election to any post on the committee until the Annual General Meeting after the Annual General Meeting which follows such retirement.

6.1.5 The Committee may co-opt a member either:

6.1.5.1 to fill a vacancy or vacancies caused by the resignation or death of an ordinary member arising between Annual General Meetings or

6.1.5.2 for a specified purpose

Any member so co-opted shall serve until the Annual General Meeting following such co-option or the fulfilment of the specified purpose (whichever shall be the earlier). Co-option shall not affect the eligibility of the co-opted member to stand for election in their own right at such Annual General Meeting

### **6.2 Powers and Duties of the Committee**

6.2.1 A quorum of the Committee shall be five

6.2.2 The Committee shall have the power to constitute Sub-Committees and to entrust them with such duties as it considers necessary for the efficient working of the Local Association.

## **7 DUTIES OF OFFICE BEARERS**

### **7.1 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 from a meeting, a chairman shall be appointed from amongst those present. The chairman of any meeting, whether a Local Association or Committee meeting, shall have a casting as well as a deliberative vote.

## **7.2 Honorary Secretary**

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

## **7.3 Honorary Treasurer**

- 7.3.1 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.
- 7.3.2 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 by members in General Meeting, and present the accounts for adoption by the Local Association at the Annual General Meeting

## **8 LOCAL ASSOCIATION MEETINGS**

- 8.1 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 time as may be determined by the Committee
- 8.2 All members shall be given 14 days written notice of a General Meeting. Every notice shall contain a statement of the business to be discussed at the meeting.
- 8.3 The order of business at such meetings shall be, as nearly as may be, the following:
- a) Minutes of the last Annual General Meeting and of any Special General Meetings held in the course of the year
  - b) Honorary Secretary's Report on the year's workings of the Local Association
  - c) Honorary Treasurer's Report and Accounts
  - d) Appointment of Office-Bearers and Committee
  - e) Motions
  - f) Any other competent business
- 8.4 A Special General Meeting may be called at any time by the Chairman and shall be called on a requisition signed by not less than one-tenth of the membership of the Local Association, or twenty members whichever is the greater, when the membership does not exceed 500. Where the membership of the Local Association exceeds 500 a minimum of 50 or one-sixteenth whichever is the greater of the membership should sign a requisition calling a Special General Meeting. Such General Meeting shall be held within 28 days of the receipt of such request.
- 8.5 One-tenth of the membership or twenty members of the Local Association, whichever shall be lesser, shall constitute a quorum
- 8.6 The Local Association in General Meeting may enact such rules as it may determine for the proper working of the Local Association.

## **9 SUSPENSION OR TERMINATION OF A MEMBER**

- 9.1 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.
- 9.2 Before suspending or terminating any person's membership, the Committee shall notify the person concerned in writing, stating the reasons for the proposed suspension or termination and giving the person the opportunity of replying and of appearing before the Committee, if the member so wishes, to seek revocation of the suspension or termination.

9.3 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.

9.4 Where suspension or termination has been confirmed as in 9.3 above the matter shall be notified to the society.

## **10 DISSOLUTION**

10.1 If the committee decides that it is necessary or advisable to dissolve the Local Association, it shall call a meeting of all members of the Local Association, of which not less than 21 days' notice (stating the terms of the resolution to be proposed) shall be given. If the proposal is confirmed by a two-thirds majority of those present and entitled to vote, the Committee shall have power to realise any assets held by or on behalf of the Local Association. Any assets remaining after the satisfaction of any proper debts and liabilities shall be given or transferred to such other charitable institution or institutions having objects similar to the objects of the Local Association as the members of the Local Association may determine, or failing that, shall be applied for some other charitable purpose. A copy of the statement of accounts, or account and statement, for the final accounting period of the Local Association must be sent to the Charity Commissioners.

10.2 Notice of such intention to dissolve the Local Association shall be given to the Executive Officer of the Society at least two months before the date proposed for such dissolution.

## **11 REPRESENTATION IN THE SOCIETY**

11.1 The Committee of the Local Association shall appoint a number of the members of the Local Association to be delegates in accordance with Articles 6, 12 and 62 of the Society's Articles of Association.

11.2 The number of delegates to be appointed must be in accordance with the Articles of Association of the Society.

11.3 A delegate may attend a General Meeting of the Society and vote on motions, or may appoint a proxy to attend and vote in his/her place.

## **12 ALTERATION OF THE CONSTITUTION**

12.1 Subject to the following provisions of this clause this Constitution may be altered by a resolution passed by not less than two-thirds of the members present and entitled to vote at a General Meeting. The notice of the General Meeting must include notice of the resolution, setting out the terms of the alteration proposed.

12.2 No amendment may be made to clause 1, clause 3, clause 10 or this clause, without the prior consent, in writing, of the Charity Commissioners.

12.3 No amendment can be made which would have the effect of making the Local Association cease to be a charity at law.

12.4 The Committee shall promptly send to the Commissioners a copy of any amendment made under this clause.

## **13 GENERAL**

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