

CONSTITUTION

THE ROYAL SCOTTISH COUNTRY DANCE SOCIETY HAMILTON & CLYDESDALE

I. NAME

The name of the Local Association shall be "The Royal Scottish Country Dance Society Hamilton & Clydesdale " (hereinafter called "the Local Association")

The Local Association is an unincorporated association, which is recognised as a Scottish Charity.

II. ASSOCIATION WITH THE ROYAL SCOTTISH COUNTRY DANCE SOCIETY

The Local Association is an autonomous body consisting of

(a) members of the Royal Scottish Country Dance Society (hereinafter called "the Society")

(b) associate members of the Local Association.

III. OBJECTS

The objects of the Local Association shall be to advance the education of the Public in the area of Hamilton 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 to all persons interested in the objects of the Local Association. Persons over the age of 16 may choose to become a member of the Society. Any member of the Local Association who has attained the age of 18 must be a member of the Society.

Only such members as have attained the age of 18 shall have the power to vote.

2. Persons under the age of 18 may become associate members of the Local Association and the privileges accorded to such associate members shall be regulated from time to time by the Committee of Management of the Local Association

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.

V. OFFICE BEARERS

1. The Office-Bearers of the Local Association shall consist of the Chairman, the Honorary Secretary and the Honorary Treasurer who shall all be elected at the Annual General Meeting of the Local Association in the manner hereinafter 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, but not normally more than 3 times without a break. (AGM 16/9/99)
3. The Honorary Secretary and Honorary Treasurer shall hold office for one year but shall be eligible for re-election, but not normally more than 3 times without a break. (AGM 16/9/99)
4. The Committee of Management shall have power to appoint an Interim Chairman, Honorary Secretary and/or Honorary Treasurer to fill these 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 **(a) 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, Honorary Secretary, Honorary Treasurer, any other office-bearers appointed (other than the President and Vice-Presidents) and up to ten ordinary members. (AGM 16/9/99)
2. The ordinary members of the Committee shall be elected annually at the Annual General Meeting of the Local Association. The Committee shall have the power to fill a vacancy among the ordinary members of 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, but not normally more than twice without a break (AGM 16/9/99)
3. All members of the Committee must be members of the Local Association and be at least 18 years old.

(b) Powers and Duties of Committee

1. The Committee, who hold regular meetings and generally control the activities of the Local Association are the Charity Trustees of the Local Association, and have overall responsibility for managing the Local Association's affairs.
2. A Quorum of the Committee shall be five members.
3. The Committee shall have power to constitute Sub-Committees on an adhoc basis either from its own membership or by co-opting other members of the Local Association and entrust them with such duties as it considers necessary for the efficient working of Local Association affairs. Such co-opted members shall not have voting powers.

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 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. 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:-
(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.

3. 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, for the financial year which will end on 31st May.
(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.

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 written 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 the 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:-
(a) Minutes of the last Annual General Meeting and of Special General Meetings, if any, held in the course of the year.
(b) Honorary Secretary's Report on year's working 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.

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 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 or one sixteenth, whichever is the greater, of the members entitled to vote must sign the requisition calling a Special General Meeting.

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.

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 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 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. If the Local Association is to be dissolved, the winding-up process shall be carried out in accordance with the procedures set out in the Charities and Trustees Investment (Scotland) Act 2005, and shall require a motion passed by the Local Association in General Meeting which shall have received the vote of not less than two-thirds of the votes cast.

3. In the event of the dissolution of the Local Association, any assets remaining after the satisfaction of all debts and liabilities shall not be paid to, or distributed among, the members of the Local Association, but shall be given or transferred to a recognised charitable body or bodies with similar purposes, with the approval of the appropriate bodies dealing with Scottish charities. The archives and records in whatever medium shall be deposited as a historic record with appropriate Scottish institutions existing at the time of dissolution. This also shall apply to any particular memorabilia of the Local Association. The Committee, whose members were in office in the year of dissolution, shall demit office as Trustees of the Local Association only when this process is completed.

Interpretation

References in this Constitution to the Charities and Trustee Investment (Scotland) Act 2005 should be taken to include:

- (a) any statutory provision which adds to, modifies or replaces that Act;
- (b) any statutory instrument issued in pursuance of that Act or in pursuance of any statutory provision falling under (a) above.

XII REPRESENTATION IN THE SOCIETY

1. The Local Association, in General Meeting shall appoint one of its members or other member of the Society, who, in either event, shall have attained the age of 18, to represent the Local Association on the Executive Council of the Society. Notification of such appointment shall be in the hands of the Secretary of the Society at least eight weeks in advance of the first Executive Council meeting to be attended by the representative. In the event of the nominated representative being unable to attend any meeting of the Executive Council of the Society, an accredited substitute, who shall also have attained the age of 18, shall be allowed.

2. The Local Association, in General Meeting, may nominate one of its members, who shall have attained the age of 18, for election as one of the six Members of the Executive Council of the Society who are elected annually by the Society in general meeting. Any such nomination shall comply with the requirements for nomination contained in the constitution of the Society and shall be submitted to the Secretary of the Society at least eight weeks in advance of the Society's General Meeting.

3. 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; all of whom shall 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 meeting, an accredited substitute, who shall also have attained the age of 18, shall be allowed.

XIII. ALTERATION OF 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 appropriate authority as a Scottish Charity. Any change in name, purpose, amalgamation or winding up requires the prior consent of the Office of the Scottish Charity Regulator (OSCR)

XIV. GENERAL

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

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| <p>Latest revision February 2008 To make reference where necessary to Charities & Trustees Investment (Scotland) Act 2005 & OSCR. Ref Committee Meeting 6th Feb 2008</p> |
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February 2008