

THE ROYAL SCOTTISH COUNTRY DANCE SOCIETY

ST ANDREWS LOCAL ASSOCIATION CONSTITUTION

I. NAME

The name of the Local Association shall be “The Royal Scottish Country Dance Society St Andrews 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:

- (a) To preserve and further the practice of traditional Scottish Country Dances and modern dances of merit in the traditional style.
- (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 over the age of 16 interested in the objects of the Society and the Local Association. Every person who is a member of the Local Association must be a member of the Society.
2. Persons under the age of 16 may become Junior Associates of the Local Association and the privileges accorded to such Junior Associates 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.

4. Any Member of the Society, whose principal Local Association is not St Andrews may be requested to pay the current Local Association subscription. This applies to Life Members and to Long Term Members for as long as their existing membership runs.

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 and the Membership Secretary, who shall be elected at the Annual General Meeting of the Local Association in the manner hereinafter provided.

2. The Chairman and Vice-Chairman shall hold office for three years and on completion of their term of office, the Chairman shall not be eligible for re-election until one year has elapsed. The Vice-Chairman shall be eligible to stand for election as Chairman.

3. The Honorary Secretary, Honorary Treasurer and the Membership Secretary shall hold office for one year but shall be eligible for re-election.

4. The Committee of Management shall have the power to appoint from the members of the Committee an Interim Chairman, Honorary Secretary, Honorary Treasurer or Membership Secretary 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. The Local Association may appoint an Honorary President and 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, Vice-Chairman, Honorary Secretary, Honorary Treasurer and any other Office-Bearer appointed (other than the President and Vice Presidents) and six ordinary members. All Committee members (excluding the President and Vice President) will be trustees in terms of the Charities Act.

2. The ordinary members of the Committee shall be elected for a period of three years at the Annual General Meeting of the Local Association. On retirement, ordinary members of the Committee may stand for election as an Office Bearer but may not stand for re-election as an ordinary member until one year has elapsed. However, if insufficient members put forward their names for committee, a retiring member who is willing to continue on committee may be nominated and elected immediately for one year without waiting for one year to elapse.

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. A quorum of the Committee shall be five members.
2. The Committee shall have the power to constitute Sub-Committees and entrust them with such duties as it considers necessary for the efficient working of Local Association affairs.

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 meeting of the Committee. In the absence of the Chairman the Vice-Chairman will preside. 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 keep proper minutes of such meetings and to conduct the correspondence of the Local Association. Additionally the Honorary Secretary shall prepare an annual report of the activities of the Local Association during the preceding year.

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.
- (b) make the 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.

4. MEMBERSHIP SECRETARY – It shall be the duty of the Membership Secretary to keep a register of the members of the Local Association and transmit this information to the Society database.

VIII. LOCAL ASSOCIATION MEETINGS

1. (a) A General Meeting of the members of the Local Association shall be held within six months after the end of the 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. Such notice to include a statement of business.

(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 such a meeting shall, as nearly as may be, be the following:
 - (a) Minutes of the last Annual General Meeting and of any Special General Meeting 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 and shall be called on a requisition signed by not less than one-third 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 sign a requisition calling for 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 as it may determine for the proper working of the Local Association.

6. Any member of the Local Association, but whose principal Local Association is not St Andrews, is entitled to attend the Local Association AGM but may vote only on matters pertaining to the Local Association and may not represent the Local Association at the Society AGM.

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 or Office-Bearer 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 permanently 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 the

person the opportunity of replying and of appearing before the Committee, if the person 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 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.

XII. REPRESENTATION IN THE SOCIETY

1. Subject to any restriction 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 a meeting. In the event of an appointed delegate being unable to attend such a meeting, an accredited substitute, who shall also have attained the age of 18, shall be allowed.

2. Any member may stand for election to management posts within the Society. Nominations may be made by any other member, with a seconder and 10 additional supporters.

3. The Local Association, in General Meeting, may decide to propose a motion for discussion at the Society's Annual General Meeting, provided a copy of the motion is in the hands of the Secretary of the Society four months prior to the Society's Annual General Meeting.

XIII. ALTERATION OF CONSTITUTION

The constitution of the Local Association shall be altered only 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 HMRC 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.

LOCAL RULES:

1. Class teachers will be appointed annually by the Committee. They shall be eligible for re-appointment to any class but with a maximum term of three years in any one class. This maximum term may be extended at the discretion of the Committee under extenuating circumstances.