

THE ROYAL SCOTTISH COUNTRY DANCE SOCIETY

LONDON BRANCH

(Registered Charity Number 1067690)

Constitution and Rules

Adopted unanimously at the Annual General Meeting, 16th May 1997
and amended at the Annual General Meetings, 20th May 2000 and 17th June 2005

CONSTITUTION

I NAME

The name of the Local Association shall be "The Royal Scottish Country Dance Society London 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 London area, hereinafter called "the District", in traditional Scottish Country Dancing, in particular by:

- a) preserving and furthering the practice of traditional Scottish Country Dances;
- b) providing or assisting in providing instruction in the dancing of Scottish Country dances;
- c) promoting the enjoyment and appreciation of Scottish Country Dancing and Music by any suitable means;

and in furtherance of these objectives the Local Association may do such other lawful things as shall effectively promote them in the District.

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 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 determined from time to time by the Committee of Management of the Local Association.
3. The rates of subscription for Members and Junior Associates 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, 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 and Vice-Chairman shall hold office for one year and on completion of that year of office shall be eligible for re-election.
3. The Honorary Secretary and Honorary Treasurer 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, Honorary Secretary, and/or Honorary Treasurer to fill any vacancy in these positions 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 Honorary Vice-Presidents.

VI COMMITTEE OF MANAGEMENT

a) Membership/Meetings

1. The affairs of the Local Association shall be administered by a Committee of Management all of whom shall be members of the Local Association, and who will be Charity Trustees in terms of the Charities Act 1993 (hereinafter referred to as "the Committee"). The Committee shall be composed of the Chairman, Vice-Chairman, Honorary Secretary, Honorary Treasurer, (but not any President or Vice-President), and 11 ordinary members, all of whom have attained the age of 18 years.
2. All members of the Committee shall be elected annually at the Annual General Meeting of the Local Association. On completion of his/her year of office an ordinary member shall be eligible for re-election to the Committee.
3. The Chairman shall preside at Local Association Meetings and at meetings of the Committee. In the absence of the Chairman from a meeting, the Vice-Chairman shall preside, or in the latter's absence, a chairman shall be appointed from among the Committee members present.

4. The Chairman of any meeting, whether a Local Association or Committee meeting, shall have a casting as well as a deliberative vote.

b) Determination of Membership of Committee

A member of the Committee shall cease to hold office if she/he:-

1. is disqualified from acting as a member of the Committee by virtue of section 45 of the Charities Act 1992 (or any statutory re-enactment or modification of that provision);
2. becomes incapable by reason of mental disorder, illness or injury of managing and administering his/her own affairs;
3. is absent without the permission of the Committee from all their meetings held within a period of six months and the Committee resolve that his/her office be vacated; or
4. notifies to the Committee a wish to resign (but only if at least three members of the Committee will remain in office when the notice of resignation takes effect).

c) Powers and Duties of Committee

1. A Quorum of the Committee shall be seven members.
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, provided at least two Sub-Committee members are also members of the Committee of management, and provided that all acts and proceedings of any such Sub-Committee shall be fully and promptly reported to the Committee.

VII RECEIPTS AND EXPENDITURE

1. The funds of the Local Association, including all donations, contributions and bequests, shall be paid into an account operated by the Committee in the name of the Local Association at such bank as the Committee shall from time to time decide. All cheques drawn on the account must be signed by the Honorary Treasurer and the Honorary Secretary, or in the absence of one of these officers, by the Chairman of the Committee.
2. The funds belonging to the Local Association shall be applied only in furthering the objects.

VIII 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.
2. **Vice-Chairman** - The Vice-Chairman shall preside in the Chairman's absence at Committee or Local Association meetings and represent the Local Association on any other occasion in the absence of the Chairman.
3. **Honorary Secretary** - It shall be the duty of the Honorary Secretary to see that regular meetings are held and properly recorded, and to conduct the official correspondence of the Local Association. Additionally the Honorary Secretary shall:
 - a) prepare an annual report of the activities of the Local Association during the preceding year, and transmit a copy to the Charity Commissioners.
 - b) hold details of Members of the Committee, and ensure that a register of Members of the Local Association is maintained.
4. **Honorary Treasurer** - It shall be the duty of the Honorary Treasurer to ensure that all monies collected by whatever agency from members of the Local Association or from other sources are banked and accounted for. Additionally the Honorary Treasurer shall:
 - a) cause proper account books to be kept and ensure that the annual accounts of the Local Association, prepared in the form prescribed by the Charity Commissioners, are properly examined or audited as required by law;
 - b) make the Local Association annual accounts available for inspection by members in General Meeting and present the accounts for adoption by the Local Association at the Annual General Meeting;
 - c) transmit a copy of the audited accounts of the Local Association to the Charity Commissioners.

IX LOCAL ASSOCIATION MEETINGS

1. The Annual General Meeting of the members of the Local Association shall be held on a date within three months following the end of its financial year on 31st March, at such place and time as may be determined by the Committee.
2. All members shall be given at least 21 days written notice of a General Meeting. The notice shall contain a statement of the business to be discussed at the meeting.
3. The order of business at such meeting shall, as nearly as possible, be the following:
 - a) Approval of Minutes of last Annual General Meeting and of any Special General Meeting held during the year;
 - b) Business arising from such minutes;
 - c) Secretary's report on year's working of the Local Association;
 - d) Treasurer's Report and Statement of Accounts;
 - e) Appointment of Honorary President and Honorary Vice-Presidents;
 - f) Appointment of Office-Bearers and Committee;
 - g) Appointment of Local Association delegates to the Society's Annual General Meeting;
 - h) Appointment of Auditors;
 - i) motions;

- j) Any other competent business.
- 4. A Special General Meeting may be called at any time by the Committee 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 shall sign the requisition calling a Special General Meeting.
- 5. One quarter of the membership or twenty five members of the Local Association whichever shall be lesser shall constitute a quorum.
- 6. The Local Association in General Meeting may enact such rules as it may determine for the proper working of the Local Association.

X SUSPENSION OR TERMINATION OF MEMBERSHIP

- 1. The Committee may refuse membership or Junior associateship to any person who in its opinion should not be admitted to membership of the Local Association.
- 2. The Committee may, for good reason, suspend temporarily or terminate the membership of any person. Suspension or termination shall not alter the rights or status of the person concerned as a member of the Society.
- 3. 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.
- 4. The person whose membership has been suspended or terminated shall have the right of appeal within twelve months at a Local Association General Meeting when a two-thirds majority of those present and voting shall be necessary to confirm the suspension or termination.
- 5. Where suspension or termination has been confirmed as in 4 above, the matter shall be notified to the Society.

XI REPRESENTATION IN THE SOCIETY

- 1. Subject to any restrictions on numbers and any procedures contained in the Society's constitution, the Local Association, in General Meeting, shall appoint delegates to attend a General Meeting of the Society and represent the Local Association at such meeting. In the event of a nominated delegate being unable to attend such meeting, an accredited substitute shall be nominated by the Committee of the Local Association subject to the governing document of the Society.

XII ALTERATION OF CONSTITUTION

- 1. Subject to the following provisions in this section, the Constitution of the Local Association may be altered by a Resolution passed by not less than two-thirds of the members present and voting at a General Meeting. The notice of the General Meeting must include notice of the Resolution, setting out the terms of the alteration proposed.
- 2. No amendment may be made to Section I, Section III, Section XIII, or this Section without the prior consent of the Charity Commissioners.
- 3. No amendment may be made which would have the effect of making the Local Association cease to be a charity at law.
- 4. The Committee should promptly send to the Charity Commissioners a copy of any amendment made under this Section.

XIII DISBANDMENT

- 1. If it is necessary or advisable to dissolve the charity, notice of intention to disband the Local Association shall be given to the Society at least two months before the date proposed for such disbandment.
- 2. The Honorary Secretary shall call a meeting of all members of the Local Association of which not less than 21 day's 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 voting, the Committee shall have power to realise any assets held by or on behalf of the Local Association.
- 3. 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.
- 4. 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.

XIV GENERAL

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

RULES

ASSOCIATION WITH THE SOCIETY

1. The Local Association shall maintain its association with the Society and abide by the terms of the Licence Agreement with the Society.

MEMBERSHIP AND SUBSCRIPTIONS

2. Members of the Society who are members of other Local Associations may join the Local Association.

3. Any member whose subscription is six months in arrears shall be deemed to have resigned.

4. Junior Associates of the Local Association shall have no voting rights but otherwise shall enjoy all the benefits of membership of the Local Association.

OFFICE BEARERS

5. The Chairman shall be eligible to hold that office for not more than three consecutive years. On ceasing to be Chairman he/she shall not be eligible for election to the Committee for one year.

6. The Vice-Chairman shall be eligible to hold that office for not more than three years.

COMMITTEE OF MANAGEMENT

7. The Chairman shall be a member ex-officio of all sub-committees.

8. Where the Committee is required to make a decision which affects the interests of one of its number, that person should not be present at any discussion or vote on the matter.

9. Membership of sub-committees need not be restricted to the members of the Committee, but the convenor and at least one other member of a sub-committee shall be members of the Committee.

DUTIES OF OFFICE BEARERS

10. The Honorary Secretary shall ensure that (a) the Honorary Secretary's Report for the past year, (b) the names and addresses of Officers elected at the Annual General Meeting of the Local Association reach the Society by 31st May each year.

11. The Honorary Treasurer shall ensure that a copy of the audited accounts approved by the Local Association in General Meeting and the number of members who have paid the Society subscription reach the Society by 31st May each year.

12. It is acceptable to the Local Association as part of the terms of their Constitution that there are persons who have functions including but not limited to the Membership and Bookstall who are not Trustees but who handle money on behalf of the Local Association under the supervision of the Treasurer.

BRANCH MEETINGS

13. Communication with Local Association members shall be through "The Reel", the official publication of the Local Association. Publication dates shall be at the discretion of the Committee.

14. Notice of the Annual General Meeting shall be given in the issue of "The Reel" two ahead of the date of the Meeting.

15. Since "The Reel" is received by non-members of the Local Association, any confidential communication to members shall be sent as a separate enclosure only to members of the Local Association.

NOMINATIONS

16. A list of Office-Bearers and Committee members showing dates of joining the Committee and whether they are available for re-election shall be included with the request for nominations.

17. Nominations for Chairman, Vice-Chairman, Honorary Secretary, Honorary Treasurer, and the ordinary Members of the Committee, signed by the nominee and two other members of the Local Association, shall reach the Honorary Secretary in time to allow any relevant communication to be circulated to members with "The Reel" issued immediately prior to the date of the meeting.

18. If more than one nomination is received for any office or if more than eleven nominations are received for ordinary membership of the Committee, a postal ballot of all Local Association members shall be held.

19. In ballots for the election of the ordinary members of the Committee, the members are entitled to vote for any number of candidates up to a maximum of eleven.

20. Completed voting papers must reach the Honorary Secretary at least three days before the Annual General Meeting. The Honorary Secretary shall appoint scrutineers (who themselves shall not be opposed candidates for office or Committee) who shall count the votes and hand the result of the count, duly sealed, to the Chairman of the Annual General Meeting at that Meeting.

21. The Officers and Committee elected at the Annual General Meeting shall take office at the termination of that Meeting.

MOTIONS

22. Motions for discussion at a General Meeting shall be signed by the Proposer and Seconder, who shall be members of the Local Association, and shall reach the Honorary Secretary in time to allow the Motion and any supporting papers to be circulated to members with "The Reel" issued immediately prior to the date of the meeting.
23. Voting on motions shall be by a show of hands.

REPRESENTATION IN THE SOCIETY

24. In the event of more than the required number of delegates for the Society's Annual General Meeting being nominated at the Annual General Meeting of the Local Association, a ballot of the members attending the Local Association's Annual General Meeting will be arranged.
25. If less than the required number of delegates for the Society's Annual General Meeting are nominated at the Annual General Meeting of the Local Association, the Committee of the Local Association shall appoint additional delegates up to the required number.

ALTERATION OF CONSTITUTION

26. The Society must be notified in writing of any proposed changes to the Constitution prior to any such change being approved in General Meeting.