

# **THE ROYAL SCOTTISH COUNTRY DANCE SOCIETY**

## **LEICESTER BRANCH CONSTITUTION**

**13 June 2019**

### **I. NAME**

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

### **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.

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 Leicester and its neighbourhood, hereinafter called "the District", in traditional 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 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 objects 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 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.
4. The Local Association may refuse membership to any person.

## **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 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, subject to the Rules on Terms of Office.
3. The Honorary Secretary and Honorary Treasurer shall hold office for one year but shall be eligible for re-election, subject to the Rules on Terms of Office.
4. The Committee of Management shall have power to appoint an Interim Chairman, Honorary Secretary and/or Honorary Treasurer 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**

### **(a) Membership/Meetings**

1. The affairs of the Local Association shall be administered by a Committee of Management, who will be Charity Trustees in terms of the Charities Act 1993 (hereinafter referred to as "the Committee") composed of the Chairman, Honorary Secretary, Honorary Treasurer, any other office-bearers appointed (but not any President or Vice President) and 6 ordinary members, all of whom have attained the age of 18 years.
2. The ordinary members of the Committee shall be elected annually at the Annual General Meeting of the Local Association and shall consist entirely of members of the Local Association. On completion of his/her year of office an ordinary member shall be eligible for re-election to the Committee, subject to the Rules on Terms of Office.

### **(b) Powers and Duties of Committee**

1. A Quorum of the Committee shall be five members.
2. The Committee shall have power to constitute Sub-Committees on an ad hoc 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, provided that at least 2 sub-committee members are also members of the Committee of Management and that all acts and proceedings of any such sub-committee shall be fully and promptly reported to the Committee of Management. Such co-opted members shall not have voting powers.

### **(c) Honoraria**

The trustees may pay reasonable honoraria to any person holding office as Honorary Secretary or Honorary Treasurer, for work undertaken whilst holding those offices, and to teachers and musicians, for work undertaken in furtherance of the objects of the Local Association, notwithstanding that they are trustees of the charity: provided that any trustee withdraws from a meeting of the trustees whilst his/her honorarium is being discussed.

## 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, whether at a Local Association or a 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 and properly recorded and to conduct the 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.
  - (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.
  - (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.

## 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 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.
2. The order of business at such meeting shall, as nearly as maybe, be the following:-
  - (a) Minutes of the previous 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 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 membership 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 membership entitled to vote shall sign the requisition calling a Special General Meeting.
4. One-quarter of the membership 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 as it may determine for the proper working of the Local Association.

## **IX. SUSPENSION OR TERMINATION OF MEMBERSHIP**

1. The Committee may suspend temporarily or terminate the membership of any person whose conduct is in their reasonable 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, or threat thereof.
3. The person whose membership has been suspended or terminated shall have the right of appeal within 12 months 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 of membership.
4. Where suspension or termination has been confirmed as in 3 above, the matter shall be notified to the Society.

## **X. 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 Secretary of the Society at least two months before the date proposed for such disbandment.
2. The Secretary 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 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.

## **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, (which failing, the Committee), shall nominate a delegate or delegates, all of whom shall have attained the age of 18, 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, who shall also have attained the age of 18, shall be allowed.

## **XII. 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 as a charity.

### **XIII. GENERAL**

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

**THE ROYAL SCOTTISH COUNTRY DANCE SOCIETY**

**LEICESTER BRANCH**

**RULES ON TERMS OF OFFICE**

**13 June 2019**

1. On completion of three consecutive years of service, an ordinary committee member shall be ineligible to stand for re-election as an ordinary committee member for a period of one year, but may stand for election as an officer.
2. On completion of three consecutive years of service, the Chairman shall be ineligible to stand for re-election to the same office for a period of one year, but may stand for election to any other office or as an ordinary committee member.
3. On completion of five consecutive years of service in one office, the Honorary Secretary and the Honorary Treasurer shall be ineligible to stand for re-election to the same office for a period of one year, but may stand for election to any other office or as an ordinary committee member.
4. On completion of nine consecutive years of service in any capacity, a committee member shall be ineligible to stand for election or re-election to any position for a period of one year.
5. Committee members who have been required to stand down for one year under these Rules shall not be co-opted, except possibly to serve on specialist sub-committees in an advisory capacity only where their expertise, if not available, would be detrimental.