

RSCDS Falkirk Branch

Constitution

(As amended 15th June 2017)

Scottish Reg. Charity no. SC0 27223

The Royal Scottish Country Dance Society

Falkirk Branch Constitution

1. NAME

The name of the Local Association shall be “The Royal Scottish Country Dance Society Falkirk Branch” hereinafter called “the Local Association”.

2. ASSOCIATION WITH THE ROYAL SCOTTISH COUNTRY DANCE SOCIETY

2.1 The Local Association is an autonomous body consisting of members of the Royal Scottish Country Dance Society (hereinafter called “Society Members” and “the Society” respectively).

2.2 While it has similar objects to and associates with the Society under a formal Licence Agreement, 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 and engagement of the public, in the area of Falkirk 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 education or instruction in the practice of Scottish country dancing.
- c) To promote the enjoyment and appreciation of Scottish country dancing and music by any suitable means.

Generally to do 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 it relates, including building working links with other local traditional dance and music initiatives.

4. MEMBERSHIP AND SUBSCRIPTIONS

4.1. Membership of the Local Association shall be open only to members of the Society (i.e. “Society Members”). A range of Society membership subscriptions is available, including Youth membership (12 – 17 years). Society membership can be only through one nominated Local Association. Only such members as have attained the age of 18 shall have the power to vote in matters concerned with the management of the Local Association.

- 4.2. The rates of subscription for Members shall be such as may be determined from time to time by the Committee of Management of the Local Association.

5. OFFICE BEARERS

- 5.1. 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.
- 5.2. All Office Bearers shall be elected for a 3 year period, on a rotational basis so that only one office bearer per year would have completed his/her 3 year period in office. At the end of a 3 year period in office, an office bearer must stand down but will be eligible for re-election for a further 3 year period subject to a maximum of 2 consecutive 3 year periods. After standing down after 2 consecutive 3 year periods an office bearer would not be eligible for re- election as an Office Bearer for at least 1 year
- 5.3. In the event of an Office Bearer demitting office, for whatever reason, within the 3 year period, a replacement would be elected to complete the previous office bearer's 3 year period in the first instance, with the opportunity for re-election at the end of that 3 year period for a further complete 3 year period if desired.
- 5.4. The Committee of Management shall have the power to appoint an interim Chairman, Honorary Secretary and/or Honorary Treasurer to fill those 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.
- 5.5. The Local Association may appoint an Honorary President and an Honorary Vice-President.

6. COMMITTEE OF MANAGEMENT

Membership/Meetings

- 6.1. The affairs of the Local Association shall be administered by a Committee of Management, who will be Trustees in terms of the Charities Acts (hereinafter referred to as the Committee), composed of the Chairman, Honorary Secretary, Honorary Treasurer and 9 ordinary members.
- 6.2 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 members 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.

- 6.3 All members of the Committee must be members of the Local Association and at least 18 years old.

Powers and Duties of Committee

- 6.4 A quorum of the Committee shall be 5 members one of whom shall be an office bearer.
- 6.5 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.

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 a 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.
- 7.2. **Honorary Secretary** – It shall be the duty of the Honorary Secretary to see that regular meetings are held, that proper Minutes of such meetings are kept, and to conduct the correspondence of the Local Association. Additionally the Honorary Secretary shall:
- 7.2.1. Prepare an Annual report of the activities of the Local Association during the preceding year.
- 7.2.2. Ensure that a register of Society Members of the Local Association is maintained and communicated to the Secretary of the Society as required.
- 7.3. **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:
- 7.3.1. 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 and comply with the guidelines laid down by the Office of the Scottish Charity Regulator (OSCR).
- 7.3.2. Ensure that the Committee receive regular financial reports presented in sufficient detail and in a way that enables them to meet their obligations as Charity Trustees
- 7.3.3. 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.

- 7.3.4. At the discretion of the Committee, ensure that all cheques issued on behalf of the Local Association be signed by two members of the Committee, at least one of whom is an Office Bearer.

8. LOCAL ASSOCIATION MEETINGS

8.1. General meetings

- 8.1.1. The Annual General Meeting of the Society Members of the Local Association shall be held within 6 months after the end of the financial year at such place and at such time as may be determined by the Committee, with the date having been determined at the previous AGM.
- 8.1.2. All such 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.
- 8.1.3. 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.

- 8.2. The order of business at an Annual General Meeting shall, as nearly as may be, be the following:

- 8.2.1. Minutes of the last Annual General Meeting and of Special General Meetings, if any, held in the course of the year.
- 8.2.2. Chairman's report
- 8.2.3. Honorary Secretary's report on the year's working of the Local Association.
- 8.2.4. Honorary Treasurer's report and accounts.
- 8.2.5. Appointment of Office Bearers and Committee.
- 8.2.6. Appointment of Auditor/Examiner
- 8.2.7. Motions already advised to the secretary in writing 28 days or more in advance of the meeting.
- 8.2.8. Any other competent business.

- 8.3. 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 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 must sign the requisition calling for a Special General Meeting.

- 8.4. One quarter of the membership or 25 members of the Local Association whichever shall be lesser shall constitute a quorum.

- 8.5. 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.

9. FINANCE

- 9.1. All monies raised by, or on behalf of, the Local Association shall normally be applied for the furtherance of 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 advisors; or the repayment to members of reasonable out-of-pocket expenses.
- 9.2. The only exception would be in the case of a profit-making function/activity for a specific charity/good cause approved by the management Committee and clearly advertised as such.

10.SUSPENSION OR TERMINATION OF MEMBER

- 10.1. 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 of the person concerned as a member of the Society.
- 10.2. 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.
- 10.3. 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.
- 10.4. Where suspension or termination has occurred or, where appropriate, has been confirmed as in 3 above, the matter shall be notified to the Secretary of the Society without delay under "Confidential – Addressee Only" cover.

11. DISBANDMENT

- 11.1. Notice of the intention to disband the Local Association shall be given to the Secretary of the Society at least 2 months before the date proposed for such disbandment.
- 11.2. The balance of the funds, after all liabilities have been met, may be transferred to the Society HQ to be held in a Local Association suspense account. (This is a designated account for future redevelopment should there be a demand to form a new Local association. This has a time limitation of 10 years, thereafter the funds would be utilised at the discretion of the Management Board.)

11.3. Alternatively the balance shall be transferred to a recognised charitable body or bodies having objects similar to those of the Local Association (excluding geographical limitations) as the members in General Meeting, whom failing, the Committee, shall decide.

11.4. All property belonging to the Local Association shall be treated in the same way as the balance of funds in 11.2 and 11.3 above. Depending on the form of the property, its value should be realised and added to the balance or it should be offered to an appropriate archive repository.

12. REPRESENTATION IN THE SOCIETY

In accordance with the Constitution and Rules of the Society, any Society Member aged 18 or over may stand for election to management posts within the Society.

12.1. 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.

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

12.3. 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.

13. ALTERATION OF CONSTITUTION

13.1. 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 two thirds of those 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 Inland Revenue or OSCR as a charity.

13.2. Under the Licence Agreement, the Local association agrees to notify the Society in writing of any proposed changes to the Constitution of the Local Association two months (or such lesser time agreed by the Society) prior to any such changes being approved by the Local association.

13.3. No alteration may be made to this Constitution which would result in a contravention of the Licence Agreement, unless approved by the Society through the re-negotiation of the Licence Agreement.

14. GENERAL

14.1. The Local Association shall be governed in accordance with the laws of the jurisdiction within which it is situated, this Constitution and with Rules made by the Local Association in General Meeting.