



**Royal Scottish Country Dance Society
Dunfermline Branch Constitution
Registered Scottish Charity, Number SC 027501**

I. NAME

The name of the Local Association shall be the Royal Scottish Country Dance Society Dunfermline (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"), and while it has similar objects to and associates with the Society, it operates and carries out its administration independently from the Society.

III. OBJECTS AND FINANCE

1. The objects of the Local Association shall be to advance the education of the public in the area of Dunfermline and its neighbourhood in traditional Scottish Country Dancing, and in furtherance thereof, the Local Association shall:-
 - a) preserve and further the practice of traditional Scottish Country Dancing
 - b) provide or assist in providing instruction in dancing of Scottish Country Dances
 - c) promote the enjoyment and appreciation of Scottish Country Dancing and Music by any suitable means, and
 - d) generally do such other lawful 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.
2. All monies raised by, or on behalf of, the Local Association shall be applied to further the object 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 Management of reasonable out of pocket expenses.

IV. MEMBERSHIP AND SUBSCRIPTIONS

1. Membership of the Local Association shall be open only to members of the Society. A range of Society membership subscriptions is available, including Youth membership. 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.
2. Persons under the age of 18 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 for each financial year which shall run from 1st July to the following 30th June (hereinafter referred to as the "Financial Year") 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 their year of office the Chairman and Vice Chairman shall be eligible for re-election provided they have not held the same office for the previous three years.
3. The Honorary Secretary and Honorary Treasurer shall hold office for one year, and on completion of their year of office shall be eligible for re-election.
4. The Local Association may appoint an Honorary President and Honorary Vice-Presidents.

VI. COMMITTEE MANAGEMENT

1. Memberships / Meetings

- a) The affairs of the Local Association shall be administered by a Committee of Management (hereinafter referred to as "the Committee"), comprised of the Chairman, Vice Chairman, Honorary Secretary, Honorary Treasurer, any other office bearers appointed (other than the President and Vice Presidents) and four ordinary members. In addition, with the agreement of the Committee, the Immediate Past Chairman may choose to act as a non-voting member for one year from the end of their chairmanship.
- b) The ordinary members of the Committee shall be elected annually at the Annual General Meeting of the Local Association. On completion of their year of office the ordinary members shall be eligible for re-election to the Committee, provided they have not been an ordinary member of the committee for the three previous years, or provided they are standing for election as an office bearer.
- c) All members of the Committee, and any committees constituted under 2c) below must be members of the Local Association and be at least 18 years of age.

2. Powers and Duties of Committee:

- a) A quorum of the Committee shall be five members.
- b) The Committee shall have power to appoint an Interim Chairman, Vice Chairman, Honorary Secretary, Honorary Treasurer and/or ordinary members to fill such vacancies occurring between Annual General Meetings, but any members so appointed shall serve only until the next Annual General Meeting when they shall be eligible for election.
- c) The Committee shall have power to constitute such committees and entrust them with such duties as it considers necessary for the efficient working of Local Association affairs. Members of such committees shall be members of the Local Association.

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, the Vice Chairman shall act as Chairman. In the absence of both the Chairman and Vice-Chairman, a Chairman shall be appointed from among those present. The Chairman of any 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 on the activities of the Local Association during the Financial Year, and present the report for approval by the Local Association at the Annual General Meeting, and
 - 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, prepare Annual Accounts of the Local Association for the Financial Year, and ensure that these are properly examined, or audited as required by law, and
 - b) make the annual Local Association accounts available for inspection at reasonable times and present the annual accounts for adoption by the Local Association at the Annual General Meeting.

VIII LOCAL ASSOCIATION MEETINGS

1. Annual General Meeting arrangement

- a) The Annual General Meeting of the members of the Local Association shall be held within twelve 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 may attend and, with 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 near as may be, be the following:
 - a) Minutes of the last Annual General Meeting and any Special General Meetings held in the course of the year.
 - b) Honorary Secretary's report for the preceding Financial Year.
 - c) Honorary Treasurer's report and Accounts for the preceding Financial Year
 - 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 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 a Special General Meeting.
4. One quarter of the membership, or twenty-five members of the Local Association, whichever shall be less, 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. SUSPENSION OR TERMINATION OF MEMBERSHIP

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, or threat thereof.
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 a suspension or termination has occurred or, where appropriate, has been confirmed as in 3 above, the matter shall be notified to the Society.

X. 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 organisation having objects similar to those of the Local Association (excluding geographical limitations) as the members in General Meeting, who failing, the Committee, shall decide.

XI. REPRESENTATION IN THE SOCIETY

Subject to any restrictions on numbers and any procedures contained in the Society's constitution the Local Association in General Meeting may appoint a delegate or delegates 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 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 by the Inland Revenue 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.