



**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. RELATIONSHIP 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. The relationship with the Society is detailed within the separate licence agreement between the Society and the Local Association.

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 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 advisers, or the repayment to members of the Committee of Management of reasonable out of pocket expenses.

IV. LOCAL ASSOCIATION MEMBERSHIP AND SUBSCRIPTIONS

1. Membership of the Local Association shall be open only to members of the Society.
2. 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.
3. Persons under the age of 18 may become Youth Members of the Local Association.
4. The rates of subscription for Members for each financial year which shall run from 1 July to the following 30 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. COMMITTEE OF MANAGEMENT

1. The affairs of the Local Association shall be administered by a Committee of Management (hereinafter referred to as "the Committee"), comprised of four office bearers and four ordinary members. In addition, at the invitation of the Committee, the Immediate Past Chairperson may act as a non-voting member for one year from the end of their role as Chairperson.
2. The members of the Local Association may appoint an Honorary President and Honorary Vice-Presidents at the Annual General Meeting of the Local Association (hereinafter referred to as "AGM").
3. A quorum of the Committee shall be five members.
4. All members of the Committee must be members of the Local Association and be at least 18 years of age.
5. The Committee shall have power to constitute such sub-committees and entrust them with such duties as it considers necessary for the efficient working of Local Association affairs. Any decisions of substance must be referred to the Committee for ratification. All members of such committees must be members of the Local Association and be at least 18 years of age.

VI. ELECTION OF COMMITTEE MEMBERS

1. All individuals who wish to stand for election to a committee post must submit their nomination in writing to the Chairperson a minimum of 21 days prior to the date of the AGM.
2. All nominations must be supported in writing by a Proposer and Seconder.
3. Where there is only one nomination for a committee post, or where the number of nominations for the post of ordinary committee member is equal to or less than the number of vacant positions, all those nominated in accordance with conditions V.1 and V.2 above will be elected to the committee.
4. Where there is more than one nomination for a committee post, or where the number of nominations for the post of ordinary committee member is greater than the number of vacant positions, all those nominated in accordance with conditions V.1 and V.2 above will be subject to the following election process.
 - a) Each member present at the AGM, except for those nominated for election and the Chairperson, can vote for each of the vacant positions being elected.
 - b) The nominee receiving the highest number of votes will be elected to the post under consideration.
 - c) Where there are additional vacant posts as an ordinary committee member, the nominee receiving the second highest number of votes will also be elected.
 - d) This process will continue until all vacant ordinary committee positions have been filled.
 - e) In the event of two or more nominees having the same number of votes when electing the final ordinary committee member(s), the Chairperson will exercise their vote to elect the final ordinary committee member(s).
5. The ordinary members of the Committee shall be elected for a three year term at the AGM. At least one ordinary member will stand down each year, with elections held annually to fill the resulting vacancy or vacancies. On completion of their term of office the ordinary members may stand for election as an Office Bearer, but not as an ordinary member of the Committee.
6. The Office Bearers of the Local Association shall consist of the Chairperson, the Chairperson Elect, the Secretary and the Treasurer who shall all be elected at the AGM.
 - a) An election will be held at the AGM for a new Chairperson Elect when the current Chairman Elect is due to assume office as Chairperson. The new Chairperson Elect will be elected to hold office for three years and will then take office as Chairperson for three years. In the event of the resignation, removal or death of the Chairperson, the Chairperson Elect will immediately take office as Chairperson and continue to hold that office for three years following the next AGM.
 - b) On completion of their term of office or in the case of early resignation, the Chairperson shall not be eligible for re-election to the Committee in any capacity until at least one year has elapsed. In the case of early resignation, the Chairperson Elect shall not be eligible for re-election to the Committee in any capacity until at least one year has elapsed.
 - c) The Secretary and Treasurer shall hold office for one year, and on completion of their year of office shall be eligible for re-election to that office or another Office Bearer position, but not as an ordinary member of the Committee.
 - d) In the case of their leaving the Committee, the Secretary and Treasurer shall not be eligible for re-election to the Committee in any capacity until at least one year has elapsed.
 - e) In the event of the resignation, removal or death of an Office Bearer other than the Chairperson, the Committee will appoint an interim Office Bearer, with voting rights, to serve until the next Annual General Meeting when they shall be eligible for election under the rules above.
7. The Committee shall have the power to appoint ordinary members, with voting rights, to fill vacancies occurring between AGMs but any members so appointed shall serve only until the next AGM when they shall be eligible for election. Any such member duly elected must step down at the AGM prior to the date at which they would have served three consecutive years.

VII. DUTIES OF OFFICE BEARERS

1. Chairperson: The Local Association Chairperson is the Executive Officer of the Local Association. They shall preside at Local Association meetings and at meetings of the Committee. In the absence of the Chairperson, the Chairperson Elect shall act as Chair. In the absence of both the Chairperson and Chairperson Elect, a Chair shall be appointed from among those present. The Chair of any meeting shall have a casting as well as a deliberative vote.

2. Secretary: It shall be the duty of the 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 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 AGM,
 - b) submit an Annual Report to the Scottish Charity Regulator, and
 - c) keep a register of members of the Local Association.
3. Treasurer: It shall be the duty of the 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 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,
 - 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 AGM, and
 - c) make recommendations to the Local Association members at the AGM in respect of the Local Association membership fee for the forthcoming year.

VIII. LOCAL ASSOCIATION GENERAL MEETINGS

1. All members shall be given a minimum of 14 days written notice of a General Meeting. Every notice shall contain a statement of the business to be discussed at the meeting.
2. Youth Members under the age of 18 may attend and, with permission of the Chairperson, speak at a General Meeting but may not vote.
3. The Local Association in General Meeting may enact such rules as it may determine for the proper working of the Local Association.
4. One quarter of the membership, or twenty-five members of the Local Association, whichever shall be less, shall constitute a quorum.
5. The Annual General Meeting of the members of the Local Association shall be held after the end of its Financial Year, within six months, at such place and at such time as may be determined by the Committee.
6. The order of business at an AGM shall, as near as may be, be the following:
 - a) Minutes of the last AGM and any Special General Meetings held in the course of the year
 - b) Secretary's report for the preceding Financial Year
 - c) Treasurer's report and Accounts for the preceding Financial Year
 - d) Motions
 - e) Appointment of Office Bearers and Committee
 - f) Any other competent business.
7. All individuals who wish to submit a motion for consideration at the AGM must submit their motion in writing to the Chairperson a minimum of 21 days prior to the date of the AGM.
8. A Special General Meeting may be called at any time by the Chairperson, 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.

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. SUSPENSION OR TERMINATION OF COMMITTEE MEMBERSHIP

1. Members of the Committee will follow the requirements of all Local Association policies and procedures, including the Safeguarding policy and Conflicts of Interest policy.
2. Where evidence has demonstrated that a member of the Committee has not followed the Local Association policies and procedures, the other members of the Committee may choose to suspend temporarily or terminate the position of any person whose conduct is in their opinion prejudicial to the interests of the Local Association. Suspension or termination of their committee role shall not alter the rights or status of the person concerned as a member of the RSCDS or the Local Association.
3. Before suspending or terminating any committee member's role, 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 rest of the Committee, if the member so wishes, to seek revocation of the suspension or termination.
4. A two-thirds majority of the other members of the Committee entitled to vote shall be necessary to confirm the suspension or termination. No further appeal will be considered after that point.

XI. DISBANDMENT

1. The decision to disband the Local Association shall be made by the members in General Meeting, who failing, the Committee.
2. 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.
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 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.

XII. REPRESENTATION IN THE SOCIETY

1. The Committee of the Local Association shall appoint a number of the members of the Local Association to be Delegates in accordance with the Society's Articles of Association and Rules and Procedures.
2. The number of Delegates to be appointed must be in accordance with the Articles of Association of the Society.
3. A Delegate may attend a General Meeting of the Society and vote on motions, or the Committee may appoint a proxy to attend and/or vote in his/her place.

XIII. ALTERATION OF CONSTITUTION

1. Under the Licence Agreement between the Society and the Local Association, the Local Association agrees to notify the Society in writing of any proposed changes to the Local Association Constitution at least two months prior to any such change being approved by the Local Association.
2. The Committee will regularly review the Constitution, identify any required changes and take responsibility for notifying the Society as above.
3. After approval from the Society, proposed changes to the Constitution will be notified to the members of the Local Association as part of a General Meeting notice.
4. 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.
5. 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.
6. No alteration may be made to this Constitution which would have the effect of causing the Local Association to cease to be recognised by the Scottish Charity Regulator 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.