

The Royal Scottish Country Dance Society
Leeds Local Association Constitution

I Name

The name of the Local Association shall be 'The Royal Scottish Country Dance Society Leeds 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 area of Leeds and its neighbourhood, hereinafter called 'the District', in traditional Scottish Country Dancing, in particular by:-

- (a) supporting and promoting the work of the Society;
- (b) preserving and furthering the practice of traditional Scottish Country Dances;
- (c) providing or assisting in providing instruction in the dancing of Scottish Country Dances;
- (d) 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 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 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.

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 all 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 time limits defined in the Local Association Rules.
3. The Honorary Secretary and Honorary Treasurer shall hold office for one year but shall be eligible for re-election, subject to the time limits defined in the Local Association Rules.
4. The Committee of Management shall have the power to appoint an Interim Chairman, Vice-Chairman, Honorary Secretary and Honorary Treasurer to fill these 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.

VI Committee of Management

(a) Memberships/Meetings

1. The affairs of the Local Association shall be administered by a Committee of Management, (hereinafter referred to as 'the Committee') composed of the Chairman, Honorary Secretary, Honorary Treasurer, any other office-bearers appointed, and 8 ordinary members, all of whom have attained the age of 18 years. The Chairman, Honorary Secretary, and Honorary Treasurer shall serve as Charity Trustees in accordance with law and Charities Commission guidance.
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 time limits and other requirements defined in the Local Association Rules.

(b) Powers and Duties of Committee

1. A Quorum of the Committee shall be 5 members, one of whom must be an office-bearer.
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 2 sub-committee members are also members of the Committee of Management.

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 (or vice-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.
2. **Vice-chairman.** A vice-chairman shall be elected by the committee members from its membership at the first meeting after the annual general meeting.
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 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) in association with the Membership Secretary keep a register of Members of the Local Association, and details of members of the Committee.
4. **Honorary Treasurer** It shall be the duty of the Honorary Treasurer to receive, bank and account for all moneys collected by whatever agency from members of the Local Association or from other sources. Additionally the Honorary Treasurer shall:-
 - (a) cause accounts etto be kept and to ensure that the annual accounts of the Local Association are properly examined and 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 may, be the following:-
 - (a) Minutes of the last Annual General Meeting and of any Special General Meetings held in the course of the year.
 - (b) Honorary Secretary's Report on year's working of the Local Association.
 - (c) Honorary Treasurer's Report and Accounts.
 - (d) Appointment of Office-bearers and Committee
 - (e) Appointments of Representation in the Society (see XI below)
 - (f) Motions
 - (g) Any other competent business
3. A Special General Meeting may be called at any time by the Chairman and 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 the 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.
4. One fifth of the membership or 20 members of the Local Association whichever shall be the 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 thereat thereof.
3. The person whose membership has been suspended or terminated shall have the right of appeal at the next 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 suspension or termination has been confirmed as in 3 above, the matter shall be notified to the Society.

X Dissolution

1. If it is necessary or desirable to dissolve the charity, notice of intention to dissolve the Local Association shall be given to the Secretary of the Society at least two months before the date proposed for such dissolution.
2. The Secretary shall call a meeting of all the members of the Local Association of which no fewer 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 trustees shall have the power to realise any assets held by or on behalf of the Local Association.
3. The balance of funds, after all liabilities have been met, and all property belonging to the Local Association shall be transferred to such other charity, having objects substantially similar to those of the Local Association as the charity's trustees, after consultation with the members, shall decide in accordance with law.

XI Representation in the Society

In accordance with the Society's constitution, the Local Association (which failing, the committee) shall nominate a delegate or delegates to attend a general meeting of the Society and represent the Local Association at such a meeting. In the event of a nominated delegate being unable to attend such a meeting, an accredited substitute shall be allowed subject to the governing document of the Society.

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 consistent therewith made by the Local Association in General Meeting.

RULES

LOCAL ASSOCIATION ORGANISATION

Committee of Management

1. *The Chairman shall not normally hold office for more than 3 consecutive years, the Honorary Secretary and the Honorary Treasurer shall not normally hold office for more than 4 consecutive years and no combination of service as Officer or Committee member shall exceed 5 consecutive years. In exceptional circumstances if either a replacement officer could not be found the current officer could be re-elected. The minimum break between any period of service shall be 1 year.*
2. *The committee shall elect a Vice-Chairman from among its members at its first meeting after the Annual General Meeting. In the absence of the Chairman, all duties will devolve on the Vice-Chairman.*
3. *The membership secretary shall be invited to attend all committee meetings, but will not have voting rights unless elected as a committee member. The web-master will be notified of the agendas for meetings, for information.*

4. *The 8 ordinary members of the Committee shall serve for 2 years, one half of whom shall retire each year. No member so elected shall serve for more than 2 consecutive terms and no combination of service as Officer or Committee member shall exceed 5 consecutive years. The minimum break between any period of service shall be 1 year. At each election for the Committee, 1 member so elected shall have never previously served.*

Duties of Office-Bearers

The Local Association Accounts shall be operated by any 2 signatures made by the Honorary Treasurer, the Chairman or the Honorary Secretary.

Local Association Meetings

1. *Notice of the Annual General Meeting together with nomination papers shall be sent to the membership 6 weeks before the date of the meeting.*
2. *All nominations for Officers and Committee shall be in the hands of the Branch Secretary 21 days prior to the Annual General meeting. If no nominations have been received, they may be accepted at the meeting.*
3. *The Agenda including nominations and any proposed amendments to rules shall be delivered to Branch members not later than 14 days before the Annual General Meeting.*

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