



**THE ROYAL
SCOTTISH COUNTRY DANCE
SOCIETY**

Constitution and Rules

November 2006

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THE ROYAL SCOTTISH COUNTRY DANCE SOCIETY

CONSTITUTION

GENERAL

1. Type of Organisation

The Society is an unincorporated association which is registered as a Scottish charity.

2. Name and Registered Office

The name of the Society shall be "The Royal Scottish Country Dance Society". Its registered office shall be 12 Coates Crescent, Edinburgh, Scotland, UK, EH3 7AF.

3. Purposes

The purposes of the Society shall be to advance the education of the public 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, special education or instruction in the practice of Scottish country dancing;
- (c) to promote/publish, by all available means, information and music relating to Scottish country dancing, and in particular, to publish or cause to be published descriptions of Scottish country dances with music and diagrams in simple form and at moderate price;
- (d) to collect books, manuscripts, illustrations and other memorabilia relating to Scottish country dancing and to the Society;
- (e) generally to do such other things as are or may be considered by the Society to be incidental or conducive to the attainment of the purposes above stated or any of them.

4. Placeholder for possible future clause

5. Governance

The Society shall be governed in accordance with:

- (a) the law of Scotland;
- (b) this Constitution made by the Society in General Meeting;
- (c) the following Rules made by the Society in General Meeting.

6. Structure

The Society shall consist of:

- (a) members who, through their membership of licensed Local Associations of members of the Society (commonly referred to as Branches of the Society), appoint delegates to represent them at general meetings of the Society; members also have the right to stand for election to the Management Board and Management Committees and to offer themselves as candidates for appointed or other elected posts;
- (b) the Management Board and Management Committees, who hold regular meetings and generally control the activities of the Society; members of the Management Board

are the Charity Trustees of the Society and have overall responsibility for managing the Society's affairs.

7. **Placeholder for possible future clause**
8. **Placeholder for possible future clause**

MEMBERSHIP

9. Qualification for Membership

Membership of the Society shall be open to all persons worldwide aged 16 years or over interested in the purposes of the Society upon payment of the appropriate subscription.

10. Honorary Membership

- (a) President

The Society shall invite a person of distinction to become President of the Society.

- (b) Patron and Vice Presidents

The Society in General Meeting may from time to time invite persons to become the Patron or Vice Presidents of the Society.

- (b) Honorary Members

The Management Board may grant honorary membership to any person interested in the purposes of the Society and likely to further its interests.

11. Termination of Membership

The Management Board shall have the power to refuse membership to, or terminate the membership of, any person whom it considers should not be a member of the Society.

12. Local Associations/Branches

The Management Board shall have the power to authorise the granting or termination of licences to Local Associations of members of the Society (Branches), in accordance, or as near as may be, with the Society's pro forma Licence Agreement.

13. Membership Appeals

Any person denied membership of the Society or any local group of members denied a licence to form a Local Association/Branch may appeal to an Appeals Committee comprising the President and three disinterested members appointed by the President.

14. Subscriptions

The rates of membership subscription shall be determined by the Society in General Meeting.

MANAGEMENT STRUCTURE

15. Office Bearers

The Office Bearers of the Society shall be the President, the Chairman, the Chairman Elect and the Treasurer. The President shall be appointed, and the Chairman Elect and Treasurer elected, at the Annual General Meeting.

16. Management Board

The Management Board, who shall be the Trustees of the Society, shall manage the affairs of the Society. Trustees must be members of the Society who are aged 18 years or over.

17. Number of Trustees

The Management Board shall comprise the Chairman, the Chairman Elect, the Treasurer (who shall also be the Convenor of the General Purposes and Finance Committee), the two other Management Committee Convenors and, after an initial transition period, a maximum of twelve ordinary elected members. During the initial transition period the maximum number of ordinary elected members will be reduced progressively from eighteen to twelve by elections in accordance with the Rules.

18. Termination of Trustees' Office

A member of the Management Board shall automatically cease to hold office if:

- (a) he/she becomes debarred from acting as a charity trustee under the Charities and Trustee Investment (Scotland) Act 2005;
- (b) he/she ceases to be a member of the Society;
- (c) he/she becomes an employee of the Society.

19. Meetings

The Management Board shall hold at least four ordinary meetings in each year, at least two weeks' notice having been given of each meeting.

20. Quorum

To constitute a quorum at any meeting of the Management Board during the initial transition period the number of elected members present shall exceed half the number of elected members on the Management Board. After the initial transition period nine members of the Management Board shall constitute a quorum.

21. Chairman's Casting Vote

The chairman of the meeting shall have a casting as well as a deliberative vote.

22. Duties of the Management Board

The Management Board shall have the following duties.

- (a) To set, review and direct the policies and strategic planning of the Society to meet its purposes, through the work of the Board and the three Management Committees, giving due consideration to the international membership of the Society.
- (b) To present to the Society in Annual General Meeting a report of the Society's affairs, the audited annual accounts for the previous financial year, and an outline plan for the coming year.
- (c) To appoint a Secretary to manage the office and take responsibility for administering the day-to-day affairs of the Society.

23. Powers of the Management Board

The Management Board shall have the following powers.

- (a) To appoint and dismiss a Schools Director, Youth Director, Music Director and Archivist, to take responsibility for and control specific operations within the Society. Such Directors and the Archivist shall be members of the Society and each shall have full voting rights in the Management Committee in which he/she serves.
- (b) To appoint and dismiss members or non-members to take on executive, managerial or supervisory responsibilities as defined by the Management Board and to determine their terms and conditions of engagement and remuneration, if any.

- (c) To appoint and dismiss administrative staff and advisors and determine their remuneration.
- (d) To appoint members to fill vacancies on the Management Board and Management Committees as substitutes with voting rights, to enable the efficient running of the Society to continue until the next election.
- (e) To interpret the Rules accompanying this Constitution in a manner consistent with their general intent and to act on its interpretation if necessary to deal with any ambiguity, lack of clarity or inadequacy in the Rules. All such interpretations shall be recorded and reported to the Society in General Meeting.
- (f) To define practices, policies, procedures, committee remits and the duties, responsibilities and terms of office of Directors and appointees for the administration and management of the affairs of the Society.
- (g) To grant the status of Affiliated Group to firms, companies, societies, clubs, associations or other bodies interested in the purposes of the Society; the decision as to whether any body shall be admitted or retained as an Affiliated Group shall be at the absolute discretion of the Management Board.
- (h) To determine fees payable to the Society by Affiliated Groups.

24. Management Committees

There shall be three Management Committees as under-noted, with responsibility to the Management Board for implementing Society policy and strategy within their remits as delegated by the Management Board.

- (a) The **General Purposes and Finance Committee** shall comprise the Convenor/Society Treasurer and a maximum of six ordinary elected members, except for the final year of the Convenor's period in office when a Convenor Elect shall be elected in addition to the ordinary elected members; its responsibilities shall include matters of general administration and finance.
- (b) The **Education and Training Committee** shall comprise a Convenor, the Schools Director, the Youth Director, and eight elected members, except for the final year of the Convenor's period in office when a Convenor Elect shall be elected in addition to the ordinary elected members. Should fewer than two examiners be elected to serve on E&T, the Management Board shall have the power to appoint up to two examiners to the Committee to serve until the following Annual General Meeting. Such appointees shall have full voting rights. The Committee's responsibilities shall include matters concerning the standards and performance of Society dances, the teaching of dancers and musicians, the regulations and procedures of the Society's tests and examinations, the appointment of examiners, adjudicators and assessors, and the organisation of Schools.
- (c) The **Membership Services Committee** shall comprise a Convenor, the Music Director, the Archivist and a maximum of six ordinary elected members, except for the final year of the Convenor's period in office when a Convenor Elect shall be elected in addition to the ordinary elected members; its responsibilities shall include matters concerning public relations, research, archives, publications, marketing, and services to members, Local Associations/Branches and Affiliated Groups.

25. Management Committee Meetings

- (a) The Management Committees shall each meet at least four times each year and shall present reports of their meetings to the Management Board.
- (b) To constitute a quorum at any Management Committee meeting the number of elected members present shall exceed half the number of elected committee members.
- (c) The chairman of the meeting (normally the Convenor) shall have a casting vote as well as a deliberative vote.
- (d) The Chairman and/or Chairman Elect may at any time attend and participate in any committee or other meeting, without a vote.

ELECTIONS

26. Posts within the Society

Unless otherwise stated, the following procedures apply to the nomination and election of the Chairman Elect, Management Committee Convenors Elect, Management Board members, and Management Committee members. These procedures shall also apply to the election of a Chairman or Convenor if required to fill a vacancy when there is no elected member in place to take over that position.

27. Eligibility

- (a) Any member of the Society aged 18 years or over may stand for election subject to the Rules concerning Terms of Office.
- (b) A member may stand for two posts, but may hold only one elected post in the Society.

28. Nominations

All nominations must be in writing, proposed and seconded by members and supported by 10 additional members. A statement of consent from the member nominated must be included. All nominations must be in the hands of the Secretary at least eight weeks before the Annual General Meeting.

29. Elections

All elections shall take place at the Annual General Meeting.

30. Elections and Terms of Office

- (a) An election shall be held for a new Chairman Elect when the current Chairman Elect is due to assume office as Chairman. The new Chairman Elect shall be elected to hold office for two years and shall then take office as Chairman for two years. In the event of the resignation or death of the Chairman, the Chairman Elect shall immediately take office as Chairman and continue to hold that office for two years following the next Annual General Meeting.
- (b) An election shall be held for a Management Committee Convenor Elect one year before the current Management Committee Convenor is due to complete his/her term of office. Each Management Committee Convenor Elect shall be elected to hold office for one year and shall then take office as Convenor for three years. In the event of the resignation or death of a Convenor, the Convenor Elect shall immediately take office as Convenor and continue to hold that office after the next Annual General Meeting

for a further three years. In the event of the resignation or death of a Convenor when there is no Convenor Elect, the Management Board shall appoint a substitute Convenor, with voting rights, to serve until the next Annual General Meeting at which an election can be held, when a Convenor shall be elected to serve for three years.

- (c) One third of the ordinary elected members of the Management Board, of each Management Committee and of elected Society examiners, or as near one third as practicable, shall stand down each year.
- (d) Elections shall be held annually, in accordance with the Rules, for one third, or as near one third as practicable, of ordinary members of the Management Board and each Management Committee to serve for three consecutive years.
- (e) Elections shall also be held, if required, for ordinary members to serve for one or two years, in accordance with the Rules, to fill any other vacancies on the Management Board and Management Committees.
- (f) Elections shall be held as required, in accordance with the Rules, for Society examiners to serve for a maximum of three years on the Education and Training Committee.
- (g) An election to fill a vacancy for Chairman, Chairman Elect, Convenor, or Convenor Elect shall be held at the earliest Annual General Meeting at which an election can be held under the terms of this Constitution. Members elected to fill such vacancies shall serve a full term of office.

31. Voting in Elections

Voting in all elections shall be by ballot by Local Associations/Branches. Every Local Association/Branch shall be entitled to the same number of votes as delegates to General Meetings. Voting papers shall be issued to Local Associations/Branches at least four weeks before the Annual General Meeting and shall be returned by hand to reach the Secretary just prior to the commencement of the meeting or by post at least seven days before the Annual General Meeting.

ADMINISTRATION

32. Minutes

The Management Board shall ensure that proper minutes, including the names of those present, are kept in relation to all Board meetings.

33. Register

The Management Board shall keep a register of Board members' full names, addresses, appointment date and retirement date for the preceding five years.

34. Accounts

The Management Board shall ensure that proper accounting records are kept in accordance with all applicable statutory requirements.

35. Temporary Appointments

- (a) The Management Board and Management Committees may, from time to time, co-opt members or non-members of the Society with specific skills to act in an advisory capacity without voting rights.

- (b) The Management Board and Management Committees may from time to time, make time-limited appointments of members or non-members of the Society with specific skills to any sub-committee or working group of the Management Board or a Management Committee.

36. Sub-committees

Sub-committees of the Management Board and Management Committees may be formed to pursue specific tasks. The Management Board or Management Committee forming any sub-committee shall have at least one representative on that sub-committee.

37. Working Groups

The Management Board and Management Committees may appoint working groups with specific remits for a limited period of time, to assist with their workload. The Management Board or Management Committee forming any working group shall have at least one representative on that working group.

DECISION MAKING BY THE SOCIETY

The Society in General Meeting

38. Annual General Meeting

The Annual General Meeting of the Society shall be held at such a time and at such a place as shall be determined by the Society at the previous Annual General Meeting. Failing such a decision or at its discretion, the Management Board shall call an Annual General Meeting, giving at least sixteen weeks' written notice.

39. Special General Meeting

The Management Board, or any ten Local Associations/Branches by joint resolution, may call a Special General Meeting at any time. At any such meetings only the business stated on the notice calling the meeting shall be transacted.

40. Notice of General Meetings

At least four weeks' notice, in writing, of any General Meeting shall be given to all Local Associations/Branches and members of the Management Board. Nothing done at any such meeting shall be invalidated by reason of any informality or irregularity in the calling of the Meeting or by reason of the non-receipt by any Local Association/Branch or delegate of a notice calling a meeting. Every notice shall contain a statement of the business to be discussed at the Meeting.

41. Quorum at a General Meeting

Eighty delegates, or one-quarter of the appointed delegates, whichever is the lesser, shall form a quorum. If a quorum is not present one hour after the appointed time for the Meeting, the chairman shall declare the Meeting dissolved.

42. Procedure at General Meetings

Any General Meeting shall adhere to the procedures listed in the Rules.

Delegates

43. Allocation of Delegates to General Meetings

Every Local Association/Branch shall be entitled to send delegates to a General Meeting in proportion to the number of members who have nominated that Local Association/Branch as their primary Local Association/Branch, through which they wish to be represented in the Society, on the following basis: one delegate per 50 members or part thereof, subject to a minimum of two delegates per Local Association/Branch.

44. Appointment of Delegates

- (a) The delegates for each Local Association/Branch shall be appointed in accordance with the procedures contained in its Constitution.
- (b) A Local Association/Branch may appoint delegates who are not members of that Local Association/Branch.
- (c) Each delegate shall be a member of the Society, aged 18 years or over and shall have full voting powers at the discretion of the Local Association/Branch.
- (d) No delegate may represent more than one Local Association/Branch, or speak or vote on behalf of another delegate.

Motions

45. Motions to the Annual General Meeting

- (a) Ordinary motions to the Annual General Meeting may be submitted from the Management Board or any Local Association/Branch. Motions from a Local Association/Branch must be approved by members of the Local Association/Branch.
- (b) Ordinary motions must be in the hands of the Secretary at least 12 weeks prior to the Annual General Meeting for processing in accordance with the Rules.
- (c) Emergency motions to the Annual General Meeting may be submitted by the Management Board or by joint resolution of any ten Local Associations/Branches.
- (d) Emergency motions must be in the hands of the Secretary at least 6 weeks prior to the Annual General Meeting for inclusion in the final Agenda.

46. Urgent Business at the Annual General Meeting

A motion to discuss urgent business, not included in the final Agenda for an Annual General Meeting, may be discussed, provided two-thirds of the delegates present consent.

47. Voting on Motions

Except as otherwise provided, voting on all motions before a General Meeting shall be by a show of hands of delegates present. Decisions shall be by a simple majority of those voting, except in the case of alterations to the Constitution (see below). In the event of an equality of votes the chairman of the meeting shall have a casting vote.

48. Unfinished Business

A General Meeting may be adjourned to a date fixed at the time or fixed thereafter by the Management Board. At any such adjourned meeting only such unfinished business as was on the original agenda shall be transacted.

MISCELLANEOUS

49. Alterations to the Constitution or Rules

- (a) An alteration to the Constitution of the Society shall be effected only by a motion passed by the Society in General Meeting which shall have received the vote of not fewer than two-thirds of the number of delegates present.
- (b) No alteration to the Constitution of the Society shall be made which would have the effect of causing the Society to cease to be recognised by the appropriate authority as a Scottish charity. Any change in name, purposes, amalgamation or winding-up requires the prior consent of the Office of the Scottish Charity Regulator (OSCR).
- (c) An alteration to the Rules accompanying this Constitution shall be effected only by a motion passed by a simple majority of delegates voting at a General Meeting of the Society.

50. Winding-up

- (a) If the Society is to be dissolved, the winding-up process shall be carried out in accordance with the procedures set out in the Charities and Trustees Investment (Scotland) Act 2005, and shall require a motion passed by the Society in General Meeting which shall have received the vote of not less than two-thirds of the votes cast.
- (b) In the event of the dissolution of the Society any assets remaining after the satisfaction of all debts and liabilities shall not be paid to, or distributed among, the members of the Society, but shall be given or transferred to a recognised charitable body or bodies with similar purposes, with the approval of the appropriate bodies dealing with Scottish charities. The Society archives and records in whatever medium shall be deposited as a historic record with appropriate Scottish institutions existing at the time of dissolution. This also shall apply to any particular memorabilia of the Society, including the Chairman's chain of office. The Management Board, whose members were in office in the year of dissolution, shall demit office as Trustees of the Society only when this process is completed.

51. Interpretation

References in this Constitution to the Charities and Trustee Investment (Scotland) Act 2005 should be taken to include:

- (a) any statutory provision which adds to, modifies or replaces that Act;
- (b) any statutory instrument issued in pursuance of that Act or in pursuance of any statutory provision falling under (a) above.

THE ROYAL SCOTTISH COUNTRY DANCE SOCIETY

RULES

I. PAYMENT OF SUBSCRIPTIONS

1. The Society's subscription year shall run from 1st July to 30th June of the following year. On joining the Society a member shall pay his/her first annual subscription which shall become renewable each year.
2. The holding of a current membership card or receipt form duly issued on behalf of the Society shall be evidence of membership of the Society.
3. Members who joined the Society as long term and life members under previous Rules shall retain their membership status in force at the time of payment of their subscriptions.

II. ELECTIONS AND TERMS OF OFFICE

A. General

1. Definition of a year
Any reference to a year in relation to Elections and Terms of Office in both the Constitution and the Rules shall mean the elapsed time between successive Annual General Meetings.
2. Notification of vacancies
Notification of vacancies for all elections shall be sent to Local Associations/Branches and posted on the members' website.

B. Elections

1. Ordinary members of the Management Board
 - (a) Elections shall be held each year for four ordinary members of the Management Board to serve for three years.
 - (b) Elections shall also be held, if required, to fill other vacancies for ordinary members of the Management Board to serve for one or two years and thereby provide for four ordinary members to stand down each year.
2. Ordinary members of Management Committees
 - (a) Elections shall be held each year for two ordinary members on each Management Committee to serve for three years.
 - (b) Elections shall also be held, if required, to fill other vacancies for ordinary members on Management Committees to serve for one or two years and thereby provide for two ordinary members on each Management Committee to stand down each year.
3. Elections for less than three years' service
 - (a) Where elections are required for members to serve for one or two years, such elections shall run concurrently with the election for members to serve for three years; the requisite number of candidates receiving the highest number of votes shall serve for three years; similarly candidates receiving the next highest number of votes shall fill any vacancies for two years' service and candidates receiving the next highest number shall fill any vacancies for one year's service.

- (b) Members elected to serve for one or two years shall be subject to the same Rules on terms of office as members elected to serve for three years.

C. Terms of Office

1. Chairman

During his/her term of office and for a period of two years after resignation from or completion of his/her term of office, the Chairman and Chairman Elect shall be ineligible to stand for, or to be appointed as a substitute to fill a vacancy for, any elected position.

2. Other Restrictions on Eligibility for Election

The following restrictions shall apply during an elected term of office and for a period of one year after resignation from, or completion of, that elected term of office.

- (a) A member shall not be eligible to stand for re-election, or be appointed as a substitute to fill a vacancy, for the same position which he/she has just vacated.
- (b) An elected Convenor or Convenor Elect shall not be eligible for election as, or appointment as a substitute to fill a vacancy for, an ordinary member of the Management Board or any Management Committee.
- (c) An elected ordinary member of the Management Board shall not be eligible for election as, or appointment as a substitute to fill a vacancy for, an ordinary member of any Management Committee.
- (d) An ordinary member of a Management Committee shall not be eligible for election as, or appointment as a substitute to fill a vacancy for, an ordinary member of another Management Committee.
- (e) Only the Music Director and the Archivist may seek appointment to the same position for a second term.
- (f) A Director or Archivist shall not be eligible for appointment as a substitute to fill a vacancy for an ordinary member of any Management Committee or an examiner member of the Education and Training Committee.
- (g) A Director or Archivist who has served for more than four years continuously shall not be eligible for election as, or appointment as a substitute to fill a vacancy for, an ordinary member of the Management Board or Management Committees until a period of one year has elapsed.

III. DUTIES AND RESPONSIBILITIES OF THE MANAGEMENT BOARD

In addition to the Duties set out in the Constitution the responsibilities of the Management Board shall include the following.

- 1. To review from time to time the Constitution and Rules and to recommend changes for consideration by the Annual General Meeting of the Society.
- 2. To arrange the Annual Conference and to prepare agendas for General Meetings.
- 3. To take overall responsibility for the utilisation of funds in furtherance of the Purposes of the Society.
- 4. To be responsible for staff matters including the appointment and dismissal of staff; in the case of salaried staff and advisors, to be responsible for matters of appraisal, remuneration and conditions of employment.

5. To maintain a system of communication whereby every Local Association/Branch has access to the Management Board and timely reports of the Board's deliberations, and whereby members are kept informed of Society policy, aims and achievements.
6. To ensure that all policies, procedures, committee remits and the duties, responsibilities and terms of office of Directors and other appointees are documented, that a list of these documents is maintained and that a copy of any or all of the documents are made available to any member on reasonable request.
7. To direct the Secretary/Administrator in the management and administration of the Society and the management of its property.
8. To identify the major risks to which the Society is exposed and to institute systems and procedures for effective risk management.
9. To manage the dissolution of the Society, should this become necessary.

IV. MANAGEMENT COMMITTEES

1. The Convenor Elect or a depute from the committee shall take the chair in meetings and attend the Management Board meetings when the Convenor is not available.
2. Each Committee shall be responsible to the Management Board for implementing Society policy and strategy within its designated remits, as delegated by the Management Board.
3. Each Committee shall ensure that proper minutes of each meeting are kept and shall submit copies to the members of the Management Board.

V. PROCEDURES RELATING TO GENERAL MEETINGS

In addition to delegates, the following may attend in a non-voting capacity: Honorary Members, Management Board Members, Management Committee Members, Past Chairmen and the Secretary/Administrator of the Society. Members may attend as observers.

A. Chairman

1. The President of the Society shall preside at a General Meeting. In the absence of the President, the Chairman of the Society, whom failing the Chairman Elect, shall act as chairman.
2. In the absence of the President, the Chairman and the Chairman Elect, a chairman shall be nominated and elected by a majority of the delegates present.

B. Delegates

1. Names and addresses of delegates shall be sent to the Secretary at least seven days prior to a General Meeting.
2. Every delegate shall, on admission to the meeting, present his/her credentials. In the event of a nominated delegate being unable to attend, an accredited substitute shall be allowed.
3. Members of the Society who have not joined a Local Association/Branch shall not be represented at General Meetings.

C. Agenda for the Annual General Meeting

1. A provisional Agenda shall be issued to all Local Associations/Branches and members of the Management Board and posted on the members' website ten weeks prior to the Annual General Meeting.

2. The final Agenda for an Annual General Meeting shall be issued to Local Associations/Branches, delegates and members of the Management Board and posted on the members' website at least four weeks before the Annual General Meeting.

D. Motions and Amendments

1. All ordinary motions shall be submitted to the Secretary at least 12 weeks before the Annual General Meeting and issued in the provisional agenda.
2. A Local Association/Branch wishing to amend a motion shall send such an amendment to the Secretary at least six weeks prior to the Annual General Meeting.
3. The final motions and any amendments shall be issued in the final agenda.
4. Every motion and amendment shall be formally proposed and seconded by members present and authorised to speak at the meeting. Motions submitted from the Management Board shall be proposed and seconded by members of the Management Board. Motions submitted from a Local Association/Branch shall be proposed and seconded by delegates authorised to attend and vote in accordance with the Constitution. A motion not seconded shall be held as dropped and no reference thereto shall be made in the minute of the meeting. If more than one amendment to a motion is proposed and seconded, the chairman shall first put to the meeting the propositions which shall most clearly enunciate the fundamental point at issue. On a decision being reached on this matter the remaining amendments shall as the case may be, be held to have fallen or shall be put to the meeting in the order which to the chairman shall seem best calculated to achieve a clear result.
5. Should an emergency motion have been included in the Final Agenda that had not previously been included in the Provisional Agenda, an amendment relevant to such motion may be accepted by the meeting. Unless introduced under the Constitution as Urgent Business, no new amendment shall be allowed at the meeting on motions that have been included in both the provisional and final agendas.
6. No delegate may move more than one amendment to the motion then before the meeting.
7. A motion or amendment may be withdrawn by the proposer only with the consent of the seconder and of the chairman.

E. Deference to Chairman

1. When the chairman is standing no delegate may remain standing or may speak.
2. In the event of more than one delegate rising to speak at the same time, the chairman shall indicate the delegate who is to speak and all others shall resume their seats.
3. When a delegate has risen on a "point of order" he/she shall, having put his/her proposition, resume his/her seat to allow the chairman to give his/her ruling.

F. Speakers

1. Only Office Bearers, delegates, members of the Management Board and (in the absence of a Convenor) a Convenor's representative from the relevant Management Committee may speak to motions. Management Board members and Convenors' representatives may speak only on issues relevant to their work on the Board or Management Committees.
2. The delegate who proposes the adoption of a report may speak for a maximum of four minutes and shall name the Local Association/Branch that seconds the adoption.
3. The mover of a motion, or of an amendment, shall not speak for more than seven minutes. No other speaker shall speak for more than four minutes. An exception may be made to

this rule in the case of any speaker with the consent of a majority of the delegates present. It shall be competent for the chairman to determine without the necessity of taking a vote whether the consent of the majority of delegates to the foregoing time limits being exceeded has been obtained.

4. The mover of a motion and the mover of an amendment shall have a right of reply. They shall not speak for more than three minutes each.
5. No person, except with the consent of a majority of those present, shall speak twice on the same motion.

G. Other Procedural Matters

1. Any delegate who has not spoken on the matter under discussion may move "that the question be now put", but only after at least two speakers apart from the movers and seconders shall have been heard on each side. On such motion being made it shall at once be put to the meeting without further discussion and, in the event of it being carried, the matter before the meeting shall at once be put to the vote.
2. Any delegate who has not spoken on the matter under discussion may move "That the meeting proceed to the next business", but only after at least two speakers apart from the movers and seconders shall have been heard on each side. On the motion being made it shall at once be put to the meeting, without further discussion and, in the event of it being carried, all discussion on the matter then before the meeting shall cease.

VI. LOCAL ASSOCIATIONS/BRANCHES

1. Any member or members wishing to form a Local Association/Branch for a particular area or district shall notify the Secretary of his/her/their intention.
2. A proposed Local Association/Branch may be licensed by the Society provided that the following conditions are fulfilled.
 - (a) All members of the Local Association/Branch must be members of the Society.
 - (b) The Constitution of the Local Association/Branch must be approved by the Management Board. Recommended Model Constitutions for Local Associations/Branches are available from the Society.
 - (c) The Local Association/Branch must submit a copy of its annual Report on the year's working of the Local Association/Branch together with a copy of its annual Accounts, to the Secretary of the Society no later than two months after the Local Association/Branch's Annual General Meeting.
 - (d) The Local Association/Branch must agree not to engage in activities which in the view of the Society are prejudicial to the Purposes as defined in the Constitution and the interests of the Society.
 - (e) The Local Association/Branch must enter into a licence agreement with the Society which shall conform, or as near as appropriate, to the Model Licence Agreement available from the Society.
3. Any two members of the Management Board, one of whom must be an Office Bearer, shall be authorised to sign a Licence Agreement on behalf of the Society.

VII. TEACHERS' ASSOCIATIONS

1. Associations of Teachers of Scottish Country Dancing may affiliate to the Society and become Teachers' Associations of The Royal Scottish Country Dance Society provided that the following conditions are fulfilled.
 - (a) All members of an Association are members of the Society.
 - (b) The aims and constitution of an Association are approved by the Management Board.
 - (c) An Association agrees not to engage in activities deemed by the Society to be prejudicial to the Purposes as defined in the Constitution and the interests of the Society.
2. The decision as to whether or not an association shall be allowed to affiliate to the Society shall be at the absolute discretion of the Management Board, who shall have regard to any views of all Local Associations/Branches within the area of the Association.
3. A Teachers' Association, as a condition of affiliation, shall pay an affiliation fee determined by the Management Board.

VIII. AFFILIATED GROUPS

1. In granting affiliation to the Society the Management Board shall have regard to any comment of the nearest Local Association/Branch of the Society of which the members of such body could conveniently become a member, and also have regard to any views submitted by other neighbouring Local Associations/Branches.

IX. EXAMINATIONS AND CERTIFICATES

1. The Society shall conduct examinations for Teachers' Certificates or for such other Certificates or Diplomas on such conditions and for such fees as it may decide upon from time to time.
2. The nature and scope of any such examinations and their form, both practical and theoretical, shall be determined by the Management Board on a report by the Education & Training Committee. The Education & Training Committee shall ensure that details of the Society's requirements are issued to Local Associations/Branches, from time to time.

X. APPOINTMENTS

1. Where appropriate, notice of vacancies for appointments shall be sent to Local Associations/Branches and posted on the members' website and members invited to make application.
2. Applications shall be in writing, giving details of experience and a statement of intent if appointed, to reach the Secretary by a specified date.

XI. MAKING AND ALTERATION OF RULES

1. The foregoing Rules shall remain in force until competently altered or added to by the Society in General Meeting.