

St Michael's Scottish Country Dancing Club Constitution

1. **Name** The name of the organisation shall be the St Michael's Scottish Country Dancing Club - hereinafter referred to as The Club.
2. **Purpose** The purpose of The Club is to provide facilities for, and to promote interest in Scottish Country Dancing.
3. **Membership**
 - a. Membership of The Club shall be open to any person who desires to take part in, or who is interested in the promotion of Scottish Country Dancing, subject to any restriction on the numbers of members in The Club due to any reason. This decision will be taken at the Annual General Meeting - hereinafter referred to as the AGM - of The Club in the form of an amendment to paragraph 3a
 - b. Members of The Club shall be the persons who have paid an annual subscription to be agreed by the committee and approved at the AGM.
 - c. Only members shall be eligible to vote at meetings of The Club and be eligible for election to the committee.
 - d. Names and contact details of all members shall be recorded by the Secretary and used solely for Club purposes. Data will be retained for 2 years after an individual has left the The Club.
 - e. No part of the admission fees or membership subscriptions shall be applied otherwise than for the purpose of The Club.
4. **Committee**
 - a. The administration shall be in the hands of the committee, which shall consist of: - Chair, Honorary Secretary, Honorary Treasurer and a number of ordinary members.
 - b. The committee shall have the power to fill a vacancy within the committee during the year by co-opting a member. Any member so co-opted will serve only until the next AGM when they may stand for election.
 - c. The committee shall have the power to co-opt, for the current year, a member or members without voting rights, for a specific purpose.
 - d. No member may serve as Chair, Secretary or Treasurer for more than three consecutive years. After three consecutive years as Chair, Secretary or Treasurer, a member will not be eligible for re-election to that position for one full year.
 - e. No member shall be required to serve on the committee, in whatever role, for more than nine years.
5. **Business meetings**
 - a. **Annual General Meeting** The AGM of The Club will be held annually at the beginning of May. The purpose of the AGM will be:
 - (1) To receive reports from the Chair, Secretary and Treasurer.
 - (2) To elect a Chair.
 - (3) To elect an Honorary Secretary.
 - (4) To elect an Honorary Treasurer.
 - (5) To approve the annual accounts for the previous year.
 - (6) To approve the annual subscription for the forthcoming year.
 - (7) To approve the annual review and any proposed amendments to the constitution.

- (8) To approve the nominated charity for the forthcoming year.
- (9) To discuss any business affecting the administration of The Club.

b. **Committee Meeting** The Chair and The Secretary shall arrange committee meetings throughout the year to facilitate the running of The Club.

c. **Extraordinary Meeting**

- (1) An extraordinary meeting of the Club can be called by either:
 - i. The Chair.
 - ii. In the absence of the Chair, the Honorary Secretary.
 - iii. On the written request of six members.
- (2) Notice of an Extraordinary General Meeting shall include notice of the business to be discussed.
- (3) At an Extraordinary General Meeting only the business on the notice calling the meeting shall be discussed at the meeting.
- (4) No less than 14 days written notice of such a meeting must be given to members

6. **Finance**

- a. The financial year shall be from 1st April – 31st March, to allow one month for the accounts to be finalised and independently examined, prior to the AGM.
- d. All monies raised by, or on behalf of The Club, shall normally be applied to further the object of The Club and for no other purpose; provided that nothing herein contained shall prevent the payment to members of reasonable out of pocket expenses.
 - (1) The only exceptions would be in the case of:
 - i. A profit-making function/activity for a specific charity/good cause approved by the Committee and advertised as such.
 - ii. Excess funds, as decided by The Committee, being distributed to The Club's nominated charity.
- b. The Club shall have a bank account.
 - (1) All cheques drawn on The Club bank account shall be signed by the Treasurer and one of the following: Chair, Secretary, a nominated Committee Member.
 - (2) Electronic/Online Banking may be used to operate the bank account. The Treasurer may authorise electronic payments/transfers. These transfers will be subject to scrutiny by the independent examiner each year.
- c. If at any time The Club is dissolved, any assets shall be disposed of in some way relevant to the Purpose of The Club, as decided by members of The Club at the time of the dissolution.

7. **The Constitution**

- a. The constitution shall be reviewed annually by the Committee and proposals for any amendments shall be sent to each member with the notice of the AGM.
- b. Members may propose amendments to the constitution, these must be sent in writing to the Honorary Secretary before 31st March. The proposal, printed in full, will be sent to each member with the notice of the AGM.
- c. The Constitution will be an agenda item at the AGM and, after any discussion, a vote will be taken to approve the constitution, whether or not any changes have been made. The constitution shall include the date of the most recently approved review.
- d. A copy of the most recent constitution shall be available on The Club Website.

8. **Nominated Charity** The Club shall have a nominated charity to which donations may be made throughout the year.
9. **Social Media** Where possible, The Club shall operate and maintain a website and other forms of social media to promote The Club's activities. Extensive use will be made of photographs and video showing Club dancers at Club meetings and events. At these occasions, a notice will be on display to indicate that image capture will take place. Any member who does not wish to have their image posted to any of the social media should inform a committee member at the start of the event.

Latest Amendment: Jan 2025