

Royal Scottish Country Dance Society Glasgow Branch

Proposal by Committee for changes to the Constitution to be considered at the Annual General Meeting 16th May 2019

Why alter?

- a) To allow an Ordinary Committee member to become an Additional Office Bearer for a full 4 years.

It is advisable to have a 1 year 'shadow' period for Additional Office Bearer posts.

Currently if an Ordinary Committee member has one year to shadow then this reduces the time an Additional Office Bearer can serve to 3 years instead of 4 years.

(Additional Office Bearer posts are: 4 Convenors and Membership Secretary.)

(Office Bearers are the Chair, Vice-chair, Secretary and Treasurer. No such restrictions apply to these posts.)

The Suggestion is: any Ordinary Committee member can serve for a maximum of 6 years, e.g. 1 or 2 years as Ordinary Committee member and another 4 in Additional Office Bearer post.

The purpose of limits (e.g. the above total of 6 years) is to ensure (i) no one person remains on the Committee too long and (ii) other members with other ideas are included in the operation of the Branch. Constitution Item 6.

- b) To tidy up the wording of duties of Secretary and Treasurer – Constitution item 7.

- c) To consider increasing the time a Chair and Vice Chair can serve, since 2 years may often be too short for post of Chair – see Constitution item 5 below

Extracts from the Constitution are provided below with **Changes shown in Red** and *original wording repeated in italics*.

Full Constitution is on the Branch website, www.rscdglasgow.org <About Us> (or available from the Secretary).

5 OFFICE BEARERS

5.1 The Office-Bearers of the Local Association, all of whom shall be Members of the Local Association and be at least 18 years old, shall consist of the Chairman, the Vice-Chairman, the Secretary and the Treasurer who shall all be elected at the Annual General Meeting of the Local Association in accordance with the Rules of the Local Association.

5.2 The Chairman shall be nominated and elected so that he/she shall hold this office for a maximum of **three** consecutive years, subject to re-election at the **end of each year**, at an Annual General Meeting of the Local Association.

5.2 The Chairman shall be nominated and elected so that he/she shall hold this office for a maximum of two consecutive years, subject to re-election at the end of the first year, at an Annual General Meeting of the Local Association.

5.3 The Vice-Chairman shall be nominated and elected so that he/she shall hold this office for a maximum of **three** consecutive years, subject to re-election at the **end of each year**, at an Annual General Meeting of the Local Association.

[5.3 The Vice-Chairman shall be nominated and elected so that he/she shall hold this office for a maximum of two consecutive years, subject to re-election at the end of the first year, at an Annual General Meeting of the Local Association.]

5.3 The Vice-Chairman shall be nominated and elected so that he/she shall hold this office for a maximum of two consecutive years, subject to re-election at the end of the first year, at an Annual General Meeting of the Local Association.

5.4 The Secretary and Treasurer shall each be nominated and elected so that he/she shall hold this office for a maximum of four consecutive years, subject to re-election at the end of each year, at an Annual General Meeting of the Local Association.

5.6 On completion of his/her term of office, or in the case of early resignation, the Chairman shall not be eligible for re-election to the Committee in any capacity until at least **two years have** elapsed. On completion of his/her term of office, or in the case of early resignation, the Vice-chairman shall only be eligible for re-election to the Committee as Chairman and the other Office-Bearers shall only be eligible for re-election to the Committee as Vice-Chairman or Chairman, **otherwise they shall not be eligible for election to the Committee until**, in each case, at least **two years have elapsed**.

[5.6 On completion of his/her term of office, or in the case of early resignation, the Chairman shall not be eligible for re-election to the Committee in any capacity, the Vice-chairman shall only be eligible for re-election to the Committee as Chairman and the other Office-Bearers shall only be eligible for re-election to the Committee as Vice-Chairman or Chairman until, in each case, at least one year has elapsed.]

6 COMMITTEE OF MANAGEMENT

- (a) Membership

6.1 The affairs of the Local Association shall be administered by a Committee of Management, (hereinafter referred to as "the Committee") composed of the Chairman, Vice-Chairman, Secretary, Treasurer, any elected Additional Officer-Bearers and elected Ordinary-Members as determined by an Annual General Meeting of the Local Association.

6.2 Ordinary-Members of the Committee and any Additional Officer-Bearers shall be elected annually at the Annual General Meeting of the Local Association.

An Ordinary Committee member shall serve for a maximum of four consecutive years.

Additional Office Bearers shall serve for a maximum of four consecutive years in an Additional Office Bearer post. An elected Ordinary Committee member shall be eligible for re-election to the Committee as an Additional Office Bearer for a maximum total of six consecutive years in these posts. As far as is practicable, one quarter of the Ordinary-Members and Additional Officer- Bearers retiring in rotation each year.

[6.2 They shall serve for a maximum of four consecutive years, in any combination of the roles of Ordinary-Member and Additional Officer-Bearer, with, as far as is practicable, one quarter of the Ordinary-Members and Additional Officer- Bearers retiring in rotation each year.]

6.3 The Committee shall have the power to fill any vacancies among the Ordinary-Members and Additional Officer-Bearers of Committee by co-option but any Ordinary-Member and Additional Officer-Bearer so co-opted will serve only until the next following Annual General Meeting when he/she may stand for election. Any time served as an Interim Ordinary-Member or Interim Additional Office-Bearer of Committee would not count towards the time limit for consecutive service described in section 6.2.

6.4 All Ordinary-Members and Additional Officer-Bearers of the Committee must be Members of the Local Association and be at least 18 years old.

6.5 An elected Ordinary-Member or Additional Office-Bearer shall be eligible for re-election to the Committee as Chairman, Vice-Chairman, Secretary or Treasurer.

6.6 On completion of his/her term of office, an elected Ordinary-Member shall not be eligible for re-election to the Committee as an elected Ordinary-Member until at least one year has elapsed.

6.7 On completion of his/her term of office, an elected Additional Office-Bearer shall not be eligible for re-election to the Committee as an elected Additional Office-Bearer until at least one year has elapsed.

7 DUTIES OF OFFICE BEARERS

7.1 Chairman - The Chairman of the Local Association is the executive officer of the Local Association. The Chairman shall preside at Meetings of the Local Association and at meetings of the Committee. In the absence of the Chairman from a meeting the Vice-Chairman shall take the chair, failing whom a chairman shall be appointed from among the Members of the Committee present. Additionally, an Honorary President, Honorary Vice-President or Past Chairman may be appointed to chair the business, or part of the business, of an Annual General Meeting or Special General Meeting of the Local Association. The Chairman of any meeting, whether a Local Association or Committee meeting, shall have a casting as well as a deliberative vote.

7.2 Secretary - The Secretary shall see that regular meetings are held and properly recorded and conduct the correspondence of the Local Association. Additionally the Secretary shall:

(a) prepare an annual report of the activities of the Local Association during the preceding year;

(b) **ensure, with Additional Office Bearers as appropriate**, that a register of Society Members of the Local Association is maintained and communicated to the Secretary of the Society as required.

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7.3 Treasurer - It shall be the duty of the Treasurer to account for all monies **collected and banked by** whatever agency from members of the Local Association or from other sources. Additionally the Treasurer shall:

[7.3 Treasurer - It shall be the duty of the Treasurer to receive, bank in the Local Association accounts, and account for all monies collected by whatever agency from members of the Local Association or from other sources.]

(a) cause proper account records to be kept and ensure that the annual accounts of the Local Association 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 accounts for adoption by the Local Association at the Annual General Meeting;

(c) ensure that all cheques issued on behalf of the Local Association be signed by two Authorised Signatories.

(d) ensure that Internet Banking is set up to require authorisation by two signatories.

(e) should familiarise himself/herself with OSCR/Charity Commission requirements regarding financial reporting.

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