

THE ROYAL SCOTTISH COUNTRY DANCE SOCIETY
CHELTENHAM BRANCH
CONSTITUTION

I. NAME

The name of the Local Association shall be 'The Royal Scottish Country Dance Society Cheltenham Branch' (hereinafter called 'the Local Association')

II. ASSOCIATION WITH THE ROYAL SCOTTISH COUNTRY DANCE SOCIETY

The Local Association is independently constituted, 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 under a formal licence agreement, it operates and carries out its administration and management independently of the Society.

III. OBJECTS

The objects of the Local Association shall be to advance the education of the public in the area of Cheltenham and its neighbourhood, hereafter called 'the District' in traditional Scottish Country Dancing, in particular by:

- (a) preserving and furthering the practice of traditional Scottish country dancing;
- (b) providing or assisting in providing instruction in the dancing of Scottish country dances;
- (c) promoting the enjoyment and appreciation of Scottish country dancing and music by any suitable means;
- (d) conducting its business in line with the commitments it has given in its License Agreement with the Society

and in furtherance of these objects the Local Association may do such 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 Society Members over the age of 16 interested in the objects of the Local Association.
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.
2. Any Society member who pays the Society subscription through another Local Association may also become a member of the Local Association.
3. 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 the Local Association.
4. The rates of local 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, all of whom shall be members of the Local Association who have attained the age of 18, shall consist of the Chair, Vice-Chair, the Honorary Secretary and the Honorary Treasurer.
2. The Chair shall hold office for up to 3 consecutive years subject to re-election at the end of each year, and on completion of office shall be succeeded by the Vice-Chair
3. The Vice-Chair, the Honorary Secretary and the Honorary Treasurer shall be elected at the Annual General Meeting of the Local Association in the manner hereinafter provided.
4. The Honorary Secretary and Honorary Treasurer shall hold office for one year but shall be eligible for re-election to serve a maximum of 7 consecutive years.
5. The Committee of Management shall have power to appoint an interim Office-Bearer to fill any vacancy occurring between Annual General Meetings. Any office-bearer so appointed shall serve only until the next Annual General Meeting when they shall be eligible for election.
6. The Local Association may appoint an Honorary President and Honorary Vice-Presidents.

VI. COMMITTEE OF MANAGEMENT

1. The affairs of the Local Association shall be administered by a committee of management, (referred to as the 'Committee') composed of:
 - (a) the Office-Bearers;
 - (b) five ordinary members;

Its members will be Trustees in terms of the Charities Acts. Trustees should not serve for more than 9 consecutive years.

The ordinary members of the Committee shall be elected annually at the Annual General Meeting of the Local Association. On completion of their year of service an ordinary member shall be eligible for re-election to the Committee.

All members of the Committee must be members of the Local Association and be at least 18 years old.

2. The Committee shall have power to co-opt additional members provided that the total size of the Committee does not exceed ten. Members so co-opted will serve only until the following Annual General Meeting when they may stand for election.
3. If no current Local Association teacher is elected to the Committee, a teacher representative shall be co-opted.
4. A Quorum of the Committee shall be 5 members.
5. The Committee shall have the power to constitute Sub-Committees on an ad hoc basis either from its own membership or by co-opting other Society members of the Local Association and to entrust them with such duties as it considers necessary for the efficient working of the Local Association affairs. Such co-opted members will not have voting rights.
6. Committee meetings shall be held at regular intervals for the efficient running of the Local Association.

VII. DUTIES OF OFFICE BEARERS

1. **Chair** – The Local Association Chair 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 Chair from a meeting the Vice Chair will preside. In the absence of both the Chair and the Vice-Chair from a meeting, a chair shall be appointed from amongst those present. The Chair of any meeting, whether a Local Association or Committee meeting, shall have a casting vote as well as a deliberative vote.
2. **Vice-Chair** – It shall be the duty of the Vice-Chair to assist the Chair.
3. **Honorary Secretary** – It shall be the duty of the Honorary Secretary:
 - (a) to see that regular meetings are held which may be either physical meetings or virtual meetings using video and audio technology;
 - (b) to ensure that proper minutes of those meetings are kept;
 - (c) to conduct the correspondence of the Local Association;
 - (d) to prepare an annual report of the activities of the Local Association during the preceding year;
 - (e) to ensure that a register of members of the Local Association and details of members of the Committee is maintained and communicated to the Headquarters of the Society as required.
4. **Honorary Treasurer** – It shall be the duty of the Honorary Treasurer:
 - (a) To account for all monies collected by whatever agency from members of the Local Association or from other sources;
 - (b) To cause proper account books to be kept and ensure that annual accounts of the Local Association are properly examined and audited as required by law;
 - (c) To 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.

VIII. LOCAL ASSOCIATION MEETINGS

1. A General Meeting of the members of the Local Association shall be held within six months after the end of the financial year at such place and at such time as may be determined by the Committee. In exceptional circumstances a virtual meeting using video and audio technology may be used in place of a physical meeting.
2. All members shall be given 14 days written notice of the General Meeting. Every notice shall contain a statement of business to be discussed at the meeting.
3. Nominations for the office of Vice-Chair, Honorary Secretary, Honorary Treasurer and ordinary committee members must be received by the Honorary Secretary not less than seven days before the Annual General Meeting. Prior consent of the nominee must be obtained and the nomination paper authorised by a proposer and seconder either by signature or by other form of affirmation. In the absence of nominations the Chair may seek member nominations from attendees at a General Meeting.
4. Voting at elections for Office-Bearers and ordinary members shall at all times be by ballot or by a show of hands.

5. Members under the age of 18 years may attend and, with the permission of the Chair, speak at a General Meeting but may not vote.
6. The order of business at an Annual General 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) Chair's remarks
 - (c) Honorary Secretary's report on the year's working of the Local Association
 - (d) Honorary Treasurer's report and Accounts
 - (e) Appointment of Auditor/Examiner
 - (f) Class reports
 - (g) Appointment of Office - Bearers and Committee
 - (h) Motions
 - (i) Any recent business
7. A Special General Meeting may be called at any time by the Chair or shall be called on a requisition signed by not less than twenty percent of the membership of The Local Association.
8. One-quarter of the membership or twenty five members of The Local Association whichever shall be the lesser shall form a quorum.
9. The Local Association in a General Meeting may enact such rules (hereinafter referred to as the 'Rules') as it may determine for the proper working of The Local Association.

IX. FINANCE

1. All monies raised by, or on behalf of, the Local Association shall normally be applied to further the objects of the Local Association and for no other purpose; provided that nothing herein contained shall prevent the payment on 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 reasonable out-of-pocket expenses.
2. The only exemption would be in the case of a profit-making function/activity for a specific charity/good cause approved by the Management Committee and clearly advertised as such.

X. SUSPENSION OR TERMINATION OF MEMBERSHIP

1. The Committee may suspend temporarily or terminate the membership of any person whose conduct is in its 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 the person the opportunity of replying and of appearing before the Committee, if the member so wishes, to seek revocation of the suspension or termination.
3. The person whose membership has been suspended or terminated shall have the right to appeal within 12 months at a Local Association General Meeting

when a two-thirds majority of those present and entitled to vote shall be necessary to conform the suspension or termination.

4. Where suspension or termination has occurred or, where appropriate, an appeal against suspension or termination has been rejected (as in 3 above), the matter shall be notified to the Chief Operating Officer or equivalent of the Society without delay under "Confidential – Addressee Only".

XI. DISBANDMENT

1. If it is necessary or advisable to dissolve the Local Association, notice of intention to disband the Local Association shall be given to the Office Manager of the Society at least two months before the date proposed for such a disbandment.
2. The Honorary Secretary shall call a meeting of all members of the Local Association for which not less than 14 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 Committee shall have the power to realise any assets held by or on behalf of the Local Association.
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 charity having object similar to those of the Local Association (excluding geographical limitations) as the members in General Meeting, whom failing, the Committee, shall decide.

XII. REPRESENTATION OF 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 Articles 6, 13, 63 of the Society's Articles of Association.
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 may appoint a proxy to attend and vote in his or her place.
4. The Local Association may nominate one of its members for election as one of the six members of the Management Board and Management Committees of the Society who are elected annually by the Society in general meeting. The procedure for nomination shall be as set out in the constitution of the Society.

XIII. ALTERATION OF CONSTITUTION

1. The constitution of the Local Association shall be altered only by resolution passed in General Meeting and only after receiving the vote of not less than two-thirds of the members present and entitled to vote.
2. Proposed amendments for consideration at an Annual General Meeting must be received in writing by the Honorary Secretary not later than 10 weeks prior to the date of the Annual General Meeting and must be signed or otherwise affirmed, by not less than 5 members.
3. No amendments may be made which would have the effect of making the Local Association cease to be a charity in law.
4. All changes should be submitted to the Society for confirmation.

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.

XIV. GENERAL

The Local Association shall be governed in accordance with this Constitution and with Rules made by the Local Association in General Meeting.

XV. FINANCIAL YEAR

The financial year of the Local Association shall end on 31st March.

Date: 24th November 2025
Cheltenham, Gloucestershire.