

# **CONSTITUTION OF THE ST COLUMBA'S DANCERS**

## **1. Name**

The name of the organisation shall be The St Columba's Dancers (the "Group").

## **2. Objectives**

The Group is established to promote Scottish Country Dancing in association with St Columba's Church and Congregation registered charity 236173 (the "Church")

## **3. Composition**

The Group shall consist of the Membership and the Committee

## **4. Membership**

Membership of the Group is open to all individuals over the age of 16 provided they comply with this Constitution.

No person shall be refused membership on the grounds of race, colour, creed, religion, sex, sexual preference, impairment or disability.

Membership may be subject to a fee and different categories of membership may be established. A fee may cover attendance at one or more events organised by the Group.

Any person who attends an event under the control of the Group will be a "Member" for the duration of that event.

## **5. Suspension, Refusal or Termination of Membership**

The Committee shall be entitled to:

- i. refuse any application for Membership on the grounds that such Membership would be prejudicial to the objectives of the Group as set out in Clause 2 of this Constitution.
- ii. for good and sufficient reason, refuse renewal of any existing Membership or terminate or suspend any Membership provided that the Member concerned shall have the right to be heard by the Committee before a final decision is made.

Where they consider that the conduct of a Member will bring the Group into disrepute any two members of the Committee shall be entitled to:

- i. refuse admission to that Member at any event
- ii. require that Member to leave an event

The Committee shall inform the Member in writing of any decision to refuse renewal of any existing Membership or terminate or suspend their Membership.

## **6. The Committee**

The Committee shall consist of a minimum of three and a maximum of seven Members (the "Committee Members").

A Committee Member shall be appointed at an Annual Meeting and shall serve for a period of two years, or may be co-opted by the Committee at any time to serve until the next Annual Meeting.

Membership of the Committee will terminate:

- i. in the case of any Committee Member co-opted by the Committee at the next Annual Meeting
- ii. on the second anniversary after the Committee Member was appointed at an Annual Meeting
- iii. in the event the Committee Member has not attended three consecutive Committee meetings
- iv. on the receipt of four weeks' notice of resignation by the Committee Member save that no such resignation will be valid if as a result the number of continuing Committee Members falls below the minimum set out above
- v. on incapacity

The proposed appointment of a Convener shall be notified to the Session Clerk of the Church and shall be confirmed, or not, within 30 days. From among the Committee Members, the Committee shall appoint a Secretary and Treasurer and may designate such other posts as it sees fit from time to time.

Meetings of the Committee shall be chaired by the Convener or in the absence of the Convener such other Committee Member as is elected by those present. A meeting shall be quorate if three Committee Members are present.

Subject to Clause 9, decisions will be taken by a simple majority vote of those in attendance and in the event of a tie, the person chairing the meeting shall have an additional vote.

Attendance at a meeting may be by any interactive means whereby every Committee Member concerned can put forward their views and also understand the views of every other Committee member.

Unless all Committee Members agree to a shorter period, four weeks' notice shall be given of the date, time and place of meetings and an agenda and any written material to be considered shall be circulated five days prior to the meeting.

Communications can be made in any appropriate manner including (without limitation) verbally, by paper documents, digital documents and shared internet postings.

## **7. Membership Meetings**

In February or March of each calendar year a meeting ("Annual Meeting") of the Members will be held.

A minimum of four weeks' notice of the time, date, location of the Annual Meeting will be given by announcement at Group events, publication on a Group website, announcement in social media or such other means accessible to the public as the Committee deems appropriate. Any announcement shall also include

- i. either a statement of the business to be conducted or information on how such a statement can be obtained;
- ii. the procedure for Members to propose matters to be considered by the Annual Meeting (which shall include provision for an announcement at least two weeks prior to the Annual Meeting);
- iii. the names and any personal statement of Members who are standing for election to the Committee; and
- iv. the procedure for any other named individual to be proposed as a member of the Committee.

The Annual Meeting shall be quorate if seven Members are present, who are not members of the Committee. If the Annual Meeting is not quorate, notice (in the same form and manner of the Annual Meeting) of a deferred annual meeting shall be given to be held no sooner than four weeks and no later than eight weeks after the notified Annual Meeting. The deferred annual meeting will be competent to deal with all matters in the statement of business to be conducted at the Annual Meeting (but no other business) and shall be quorate if three Members are present who are not Committee Members.

The Annual Meeting and any deferred annual meeting shall be chaired by the Convener or if not present by a person elected by the Committee.

Subject to Clause 10, each Member (including any Committee Member) shall have one vote at the Annual Meeting and any deferred annual meeting and in the event of an equality of votes the chairperson shall have an additional vote.

Each Annual Meeting and any deferred annual meeting shall include:

- i. a statement summarising the main activity since the last Annual Meeting
- ii. a financial statement summarising transactions in the previous calendar year and the net assets at the preceding 31 December
- iii. election of any vacancy in the Committee
- iv. a debate and if appropriate a decision for any other matter proposed for consideration at the meeting and duly announced in advance
- v. a debate on any other business not announced in advance

The same procedures apply to any additional Membership meetings which may be convened at the discretion of the Committee save that there are no prescribed requirements on the matters to be considered at an additional meeting.

## **8. Finance**

The income and property of the Group, however derived, shall be applied solely towards the objectives of the Group as set out in Clause 2 of this Constitution.

All monies shall be lodged in a bank account in the name of the Group or held as a cash float (not exceeding £500) by a Committee Member.

All payments from the bank account shall be made by Committee Members who shall be on the list of authorised signatories held by the bank and in compliance with the procedures for payment by cheque or electronic transfers applied by the bank from time to time.

The Treasurer shall supply a report on the financial position of the Group at each Committee Meeting in such form as is agreed and a statement summarising the transactions in the preceding calendar year and the assets and liabilities of the Group at the preceding 31 December at each Annual Meeting.

After the end of each calendar year all monies received by the Group, less expenses and an appropriate reserve, shall be donated to the Church, with the exception of donations and bequests made for the benefit of the Group.

## **9 . The Church**

The Session Clerk or such person as he or she nominates (“the representative of the Church”) shall be given notice of all Annual Meetings, deferred annual meetings and Membership meetings and that person shall be entitled to attend and be heard at such meetings.

In the event that a properly constituted meeting of the Kirk Session of the Church has determined that the conduct of the Group is harming the reputation of the Church or that the continuation of the Group is no longer in the best interests of the Church, the Session Clerk shall advise the Convener accordingly and set a date for the proposed dissolution of the Group at a Membership meeting. The representative of the Church shall have a vote at such Membership meeting and no other person present at that meeting will be entitled to vote.

## **10. Amendments to the Constitution**

This Constitution may be amended by a 75% vote of the Members at an Annual Meeting save that no amendment may be made to Clauses 9 or 11 without the consent of the Kirk Session of the Church.

## **11. Dissolution of the Group**

The Group may be dissolved by a vote at a Membership meeting in accordance with Clause 9.

Upon dissolution of the Group after all the liabilities of the Group have been cleared, all remaining financial and material assets shall be given or transferred to the Church.

## **12. Declaration**

It is hereby certified that this document represents a true and most up to date version of the Constitution of The St Columba’s Dancers and supersedes all previous versions.

Committee Member:

Name:

Committee Member:

Name:

Date: