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## CONSTITUTION

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- I. PREAMBLE — The purpose of having a ‘Constitution and Rules’ is to define who we are, what we do, and how we go about running the Group.
- II. NAME — The name of the Group is ‘Bridport Scottish Dancers’.
- III. OBJECTS
- (a) To encourage active participation in Scottish country dancing.
  - (b) To form and regulate a class, or classes, to teach all aspects of Scottish country dancing and its particular steps, formations and dances; and, to satisfy those interested, give something of the history of the dances, the stories behind their names and the accompanying music.
- IV. MEMBERSHIP — This shall be open to everyone who, through regular attendance, has his or her name on the class register and pays the evening subscription. Every member shall be entitled to have a copy of the ‘Constitution and Rules’ should they request one. To be eligible to vote at General Meetings, members shall have attended at least one-third of the classes in the previous twelve months.
- V. MANAGING COMMITTEE — The affairs of the Group shall be managed by a committee elected from within the Group. The committee shall consist of a Chair (chairman or woman, a Vice-chair (vice-chairman or woman), a Secretary, and a Treasurer (the officers), and between two and four other members. The size of a quorum shall be four committee members, two of whom should be officers. The managing committee shall be able to co-opt members of the Group to the committee and to form sub-committees. At least one member of any sub-committee shall also be a member of the managing committee.
- VI. FINANCE — The Group shall not be run for profit. All income derived from class subscriptions, the running of related functions or from any other source shall be used solely to benefit the Group or charitably donated to deserving causes chosen by the Group. ‘Related functions’ means events of the Group’s devising, e.g.: Highland Balls, Scottish Evenings and Hogmany Parties.
- VII. AMENDMENTS TO THE ‘CONSTITUTION AND RULES’ — No amendment to the ‘Constitution and Rules’ shall be made except at a General Meeting, and any proposals for amendments shall be submitted in writing to the managing committee at least fourteen days before that meeting.
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## RULES

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1. CLASS MEETINGS — These shall be held every week throughout the dancing year, the duration of which shall be decided by the managing committee. It is the duty of all present to prevent accidents during class meetings by keeping the floor free of obstructions, and ensuring that slippery surfaces are treated.
  2. CLASS FINANCES — The Treasurer shall maintain a current account at one of the high street banks and report to the managing committee, the current balance. All cheques shall be signed by the treasurer and countersigned either by the Secretary or the Chair. The Treasurer shall maintain a class register and shall prepare annually a statement of accounts, previously audited by an independent auditor elected by the Group, for presentation at the AGM. Some copies of the statement of accounts shall be made available at the AGM should any member of the Group request a copy. The books shall be publicly open for inspection at the AGM.
  3. INSURANCE — The Treasurer shall maintain an insurance policy against public liability and pay the annual premiums.
  4. G.D.P.R. - The Group shall maintain a membership list and a register of attendance at Group meetings, to manage Group activities and to communicate with members. Personal data will only be held by Committee members who need it to fulfil their role on the Committee. Personal data will be kept up-to-date and deleted if someone has not been a member in the calendar year prior to an AGM. Members will be asked to give their consent for personal data to be held by the Group and to indicate how they would like to be contacted by the Group on Scottish dancing and Group related activities. Occasionally further consent will be sought to circulate email addresses to other members of the Group. Personal data will not be passed to people or organisations outside the Group without the consent of the member. Consent to hold addresses and telephone numbers can be withdrawn at any time.
  5. COMMITTEE SERVICE — It is hoped that officers shall retain their positions for a period of at least three years after which they may, if willing and re-elected, continue for a further two years after which they shall stand down, although they may remain as a member of the managing committee for one further year. Other committee members shall normally serve for at least two years and, as for the officers, continue for two more years if willing and re-elected, at which point they should come off the committee completely for a year to give others a chance. The Vice-Chair shall be elected at the AGM for one year only.
  6. TEACHING SUB-COMMITTEE — The function of this sub-committee is to devise and teach the evening programmes. One member of the sub-committee must be a member of the managing committee. Duration of service on this sub-committee is indeterminate but kept under review.
  7. ANNUAL GENERAL MEETINGS — To make these as pleasant as possible, there shall be social dancing before and after the meetings. There shall be twenty-eight days' advance notification given of this important event. Every Group member should endeavour to be present. Nominations to fill any vacancies on the managing committee, together with the names of their proposers and seconders, shall be submitted to the Secretary in writing, at the very latest, fourteen days before the AGM. The meetings shall be held for the following purposes:-
    - a) To read and approve the minutes of the previous AGM.
    - b) To deal with any matters arising.
    - c) To receive the Chair's report summarising the year's events and outlining future plans.
    - d) To receive the Treasurer's audited financial statement.
    - e) To elect or re-elect members to the managing committee in accordance with Rule 5: Committee Service. If the position of Chair forms part of the election, the retiring Chair shall vacate the chair and the election to this position shall be directed by another member of the Group. The newly elected Chair shall take up their position immediately and continue with the business of the AGM. In the event that there are more candidates than vacancies, a secret ballot of the members present shall be taken. Tellers shall be appointed to conduct the ballot and count the votes.
    - f) To appoint or re-appoint an independent auditor.
    - g) To give an opportunity for general discussion about the running of the Group.
  8. EXTRAORDINARY GENERAL MEETINGS — These may be called by the managing committee, or a minimum of twenty voting Group members, on giving twenty-eight days' notice.
  9. DISBANDMENT — Should it ever become necessary to disband the Group, either temporarily or permanently, an Extraordinary General Meeting shall be called. The committee then in office, with the approval of a majority of the members present, shall decide how and whether to keep or dispose of the Group's assets. Circumstances at the time shall determine whether there is any chance of reviving the Group at some future date.
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