

# **COBTREE SCOTTISH COUNTRY DANCE GROUP CONSTITUTION**

1. The Group is called Cobtree Scottish Country Dance Group.
2. Its aims are-
  - 2.1 to promote and enjoy Scottish Country Dancing;
  - 2.2 to raise funds mainly for Maidstone Mencap, particularly for the benefit of the children at Cobtree Hall.
3. The Club consists of members who pay an annual subscription fee.
4. All members have voting rights provided that they have paid their annual subscription.
5. The management of the Club is vested in a committee consisting of a Chairman, Treasurer, and Secretary and up to 6 other members.
6. The officers and other committee members are elected annually at the Annual General Meeting.
7. Four committee members shall form a quorum.
8. The Committee has the power to co-opt members on to the committee as required and to form sub-committees where necessary.
9. Membership will be open to anyone interested in the enjoyment of Scottish Country Dancing.
10. The Committee must call an Annual General Meeting to be held in April / May. A Special General Meeting must also be called at the request, made in writing, by a minimum of 10% of fully paid up members. One quarter (25%) of the membership to form a quorum for all General Meetings.
11. Notice of all General Meetings to be given by displaying the date and announcing at club nights for at least 6 weeks prior to the meeting.
12. Annual subscription is due from 1<sup>st</sup> June. Membership closes on 30<sup>th</sup> September. New members joining after the closure date will pay half the annual subscription until the next subscription is due.
13. Minutes of all committee and General Meetings must be taken, by a nominated person, usually the Secretary and displayed to members once they are approved.
14. The Treasurer must keep an account of all the Club's income and expenditure and produce statements of account and present a checked Statement of Account to the end of February in each year for the AGM.
15. Withdrawals from any of the Club's bank or other accounts and any other expenditure over £30 must be authorised by the Treasurer and at least one other committee member. On going payments (for example hall rent) may be authorized for up to one year. A record of authorizations must be kept with the club accounts
16. Sufficient reserves shall be retained to ensure that the aims set out in section 2 can be met for one year.
17. This Constitution may be amended by a resolution of the AGM (or other special general meeting) passed by a majority of not less than two-thirds of the membership present

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and entitled to vote.

18. Notice of a resolution, proposed and seconded by two members, must be given in writing to the Secretary at least 28 days before the meeting and notified to all members at least 14 days before the meeting. To be published as per notice of meeting(11)
19. Any member who has acted against the interests of the Club may be removed from membership by the Committee.
  - 19.1 Any member who is accused of acting against the interests of the club shall be advised of this in writing. Such written notice to be delivered by hand or sent recorded delivery post to the last known address.
  - 19.2 The reasons for removal shall be given in writing as per Para 19.1
  - 19.3 The proposed member to be removed from membership shall have the right to:-
    - 19.3.1 Appear before the committee and explain and / or contest the reasons given in 19.2 or
    - 19.3.2 Submit, within 14 days, a written explanation / rebuttal of the reasons given in Para 19.2.
    - 19.3.3 The member shall have the right to be accompanied by a "Friend" who may take notes but will have no right to address the committee directly.
  - 19.4 Following the hearing or written submission, the committee will review the decision to exclude the member and advise that member of their decision within 28 days (to allow time for appropriate investigations) in the manner stated in Para 19.1
  - 19.5 If the member disagrees with the decision of the committee he / she can request, in writing, a Special General Meeting to finalise the issue(s) provided the conditions set out in Rule 10 are met.
20. Should it be agreed, at a general meeting, to disband the activities of the Group, any remaining funds, after payment of all debts and liabilities, and remaining equipment shall be given to Maidstone Mencap Charitable Trust.

Constitution revised and accepted 10th May 2023