

# **Rules of the Association**

## **1. Name and Constitution**

The Association is a non-political association that meets on a regular basis for social dancing and entertainment, it shall be called the **SCARBOROUGH DINE AND DANCE**, and is hereinafter referred to as the Association.

## **2. Investments and Borrowing.**

So much of the funds as may not be wanted for immediate use, or to meet the usual accruing liabilities, shall with the consent of the committee or of a majority of the Members present and entitled to vote in general meeting, be invested by agreement of the Committee in any savings bank or building society

## **3. Membership**

Membership of the Association is by payment of the annual subscription fee, due the 1<sup>st</sup> January each year. On payment each member will receive, as a receipt, a membership card.

- a) Subscription fees shall be determined annually at the AGM.
- b) Any person aged 18 or over is eligible for membership.
- c) The Association will be limited to 400 members.

## **4. Meetings.**

- a) the Annual General Meeting shall take place as soon as possible after the 1st January.
- b) At the General Meetings and Committee Meetings, the Chairman/woman, Vice-Chairman/woman or such other Member elected at the Meeting by vote of those present shall preside. Five Members of the Committee shall form a Quorum.
- c) Every Member present shall be entitled to vote, in the event of an equal count, the Presiding Officer shall have the casting vote.
- d) For the furtherance of the interests of the Association (non) members with specific skills / knowledge may be co-opted to the meetings as necessary.

## **5. Committee.**

- a) The Association shall have a Committee of a minimum of 12 members from which the Chairman/woman, Vice-Chairman/woman, Treasurer, and Secretary shall be proposed, seconded and voted for at the A.G.M. Each elected Member shall serve until the next AGM with the exception of the Chairman/woman who is elected to serve for two years and then to serve as Immediate Past Chairman/woman with a seat at the Committee Meetings. The Vice-chairman/woman to serve in this capacity for two years will then be automatically elected as Chairman/woman.
- b) All Members of the Committee shall have been a Member of the Association for one year.
- c) Any Committee member may be removed by resolution of a Special General Meeting.
- d) If a Member of the Committee fails to attend three consecutive Committee Meetings without a reason acceptable to the Committee, the Member may be asked to resign.
- e) In the case of a vacancy for Chairman/woman, the Vice-Chairman/woman shall fill the vacancy and the Committee shall appoint a Vice-Chairman/woman. In the case of a vacancy for either Treasurer or Secretary, the Committee shall appoint a member of the Committee to fill the vacancy.
- f) In the case of any vacancy on the Committee, the Committee shall have the right to appoint a member to fill the vacancy either from the list of nominations recorded at the last Annual General Meeting or by electing a member with less than one year's membership.
- g) The Committee shall meet not less than once a month during the winter months and at such other times as may be expedient. The Chairman/woman, Vice-Chairman/woman or such other member of the Committee elected as Chairman/woman for that particular Committee Meeting shall preside.
- h) Every question shall be decided by a majority of votes and if the votes are equal the Chairman

shall have the casting vote.

i) Any Sub-Committee shall be formed from the General Committee.

j) All monies received by Committee Members shall be handed over to the Treasurer and receipt obtained in exchange.

#### **6. Treasurer.**

The Treasurer shall keep the Association account, taking charge of all funds of the Association which are not invested and pay all demands when requested to do so by the Association Committee. He/she shall have give up all books, documents, money or property of the Association when required to do so by resolution of the Association or of the Committee of Management and for the annual audit.

#### **7. Secretary.**

The Secretary (or his/her substitute) shall attend all Committee meetings of the Association and take minutes of these meetings which should be authenticated by the signature of the presiding Chairperson and kept as a record of proceedings.

All books and property of the Association in his/her possession must be produced and a full and clear account at each Audit and whenever required by resolution of the Association or Committee.

The Secretary shall keep membership records and communicate with Members by means of periodic newsletters as agreed in Committee and liaise with service providers in expediting events. He/she shall summon and give seven days notice of all Meetings of the Association and Committee and keep documents and the papers of the Association in such a manner and for such purpose as the Committee may appoint.

The Secretary shall at all times act in the execution of his/her Office under the superintendence control and direction of the Committee.

#### **8. Audit.**

The Committee shall once every year submit the accounts for audit to two scrutineers appointed for the purpose at a General Meeting and shall lay before the A.G.M. an account and balance sheet. The scrutineers shall have access to all the books and accounts of the Association and shall either sign it as found correct or shall specially report to the Association in what respects they find it incorrect.

#### **9. Voluntary Dissolution.**

The Association may at any time be dissolved by consent of three-quarters of the Members present at a Special General Meeting called for that purpose.

#### **10. Copies of the Rules.**

A copy of the Rules shall be issued to all Committee Members and shall be made available to any Association Member on request.

#### **11. Amendments to Rules.**

No new rule shall be made or present rules amended or rescinded without the consent of a majority of Members attendant at the AGM or any such other meeting arranged for that purpose.

Dated: 8<sup>th</sup> Jan 2015