**Operational Guidelines for Gerrards Cross & Chalfonts Scottish Country Dance Club**

**These Guidelines** are to be read in conjunction with the Constitution issued alongside this document. They cover

Definitions of Voting & Associate Members

Length of Service for elected officers

Voting Rules

Process for Removing Officers or Members from Post/Club

Process for AGM

 Appendix 1: Tasks and roles to be split among members.

These Operational Guidelines may be revised from time-to-time by agreement of The Committee and with endorsement at the AGM but will in any case be reviewed every 2 years at the AGM along with the Constitution. The Appendix of tasks is a work in progress and may be updated with the agreement of the Committee as and when new /revised tasks are identified or need to be amplified..

**Voting & Associate Members**

 The rules to distinguish between Voting and Associate Members are as follows:

A Member is entitled to vote if they are 16 or over and

* They attended more than 50% of weekly sessions in the previous term in either location OR
* They attended more than 50% of weekly sessions in the previous year in either location OR
* In the opinion of the Chairman & Committee exceptional circumstances apply (covid, short-term absence etc).

**Length of Service**

The current guidelines are as follows:

Chairman (or Chair) and Treasurer shall be

* Elected for a period of 2 years, renewable once for a further year
* Should not be re-appointed to the same role for at least 2 years

**Voting**

The current rules for voting are as follows:

Voting members are eligible to vote in both locations for issues decided by location, but only once for issues decided by a combined vote.

Elections should be by secret ballot; other decisions may be by secret ballot or show of hands as is deemed appropriate.

**Process for Removing Officers or Members from Post/Club**

 Any disagreement between officers and /or members and /or teachers should be resolved by discussion and compromise. In the event that this cannot be achieved then the current rules are as follows:

Chairman and Treasurer shall step down

* Following a Vote of No Confidence by a majority of voting members at an AGM or EGM

Committee members shall step down

* Following a Vote of No Confidence by a majority of committee members (excluding the challenged officer)

Club Members can have their memberships withdrawn following a majority resolution from the Committee if, despite a warning they act against the interests of The Club

Teachers/leaders can have their positions withdrawn following a majority resolution from the Committee if, despite a warning they no longer fulfil the needs of the Members.

In the event of an even split the Chairman has a casting vote

**AGM**

The current guidelines for the AGM are as follows:

* If it is not feasible to get Members from both locations at one meeting then separate meetings in each of the locations should occur as close together as possible. Together they will constitute the AGM.
* Any Members eligible to vote but unable to attend may send their ‘proxy’ vote to the Chairman in advance
* 2/3 of those eligible to vote at each location must either be present or have made their voting intentions known in advance (see above), to make a quorum.
* Members not eligible to vote may attend and speak but may not vote.

**Reports**

* Chairman presents Annual Report of what has happened in the preceding year and sets out objectives for the year ahead ( Report should be issued ahead of the meeting)
* Treasurer presents Accounts (Accounts should be issued ahead of the meeting).
* Obvious errors will be corrected and reissued and concerns documented in minutes
* If more than 1/3 of members present at either location express concern the reports should be withdrawn, otherwise the reports shall be deemed to be ‘signed off’.

**Appointments**

* Any appointments due for renewal or agreement shall be included in the agenda and decided at the meeting.
* Any elections shall be included in the agenda, and decided at the meeting.
* Appointments/elections must have the support of a simple majority of Voting Members.
* If no candidate has the support of a majority the Chairman will decide whether to hold further elections or how else to proceed.
* At the discretion of the incoming officer a handover period of up to 3 months shall be agreed by incoming and outgoing officers to maintain continuity.
* **Minutes**
* Shall be produced and circulated within a fortnight.
* Any objections to the Minutes should be received within a fortnight of their receipt.
* Obvious errors will be corrected and reissued and concerns documented.
* If more than a third of the Voting Members present at the meeting at either location object to the minutes a further meeting shall be held and new minutes issued to clarify points of dissension

Appendix 1:Tasks and Roles

**Tasks & Roles**

**Weekly Tasks**

1. Pre-dance sessions (especially important at Chalfont)
	* Provide liaison point for attendance/non-attendance and feed through to teacher/leader
2. At dance sessions (both GX and Ch)
	* Take responsibility for setting up venue and ensuring it is left as found. At Chalfont there needs to be a key-holder.
	* Welcome attendees especially new members/visitors
	* Collect money from attendees
	* Maintain attendance records
	* Maintain records of dances for subsequent review
	* Plan and lead dancing
	* Provide refreshments
3. Post sessions (both GX and Ch)
	* Recharge any necessary equipment
	* Check monies received against attendance; update opening/closing balance
	* Update What we Danced on website
	* Consider updating News Page on website

**Monthly Tasks (Treasurer)**

1. Pay teacher(s) and venues

**Ad Hoc Tasks**

1. Handling Enquiries (through website or phone)
	* from potential dancers
	* re demos
	* re venue booking
	* requests from RSCDS and other dance groups
	* other
2. Tasks relating to new members
* Capture email in week 1
* Print and explain welcome booklet, Privacy Policy and Learn to Dance Checklist – from week 3
* Check Privacy policy is returned and information passed to whoever is maintaining membership info.
1. Tasks relating to Banking (Treasurer)
* Paying in cash
* Monitoring bank account
* Paying Public liability and equipment insurance
1. Maintain Membership Details and issue of emails as required
2. Tasks relating to Recruitment – identify, develop, and pay for ads
3. Tasks relating to Welfare and Support – of teachers and members

**Termly Tasks**

1. Update website – rename, reconnect What we Danced Pages, News Pages for previous /future terms, dates etc
2. Update attendance records to calculate voting eligibility, follow up non-attendees etc
3. Update stats on attendance, and dances for review.
4. Review financial position, weekly fees etc

**Annual Tasks**

1. Agree term dates and make bookings
2. Review teaching/leading arrangements including mix of dances covered etc
3. AGM preparation, reports and minutes

**Tea Dance Tasks**

* See tea dance checklists

**Handover Tasks**

1. Notification to bank, insurance company, GX Memorial centre, Chalfont contacts
2. Update our website and Herts & Borders website
3. Update standing ads in various mags

**Strategic Tasks**

1. Thinking ahead.