**Constitution for Gerrards Cross & Chalfonts Scottish Country Dance Club (‘The Club’)**

**PRINCIPLES**

**Objectives of the Club**

**Main:** To provide a safe and happy environment in which Members and guests can learn and perform Scottish Country Dancing

**Subsidiary:** To promote Scottish Country Dancing more widely

**Modus Operandi**

* The Club shall be self-supporting and run on a ‘not-for-profit’ basis
* The Club welcomes anyone 16 or over interested in doing Scottish Country Dancing and who agrees with The Club’s stated objectives. Anyone under 16 must be accompanied by a responsible adult
* The Club belongs to its Members, who appoint a Chairman and Treasurer to run the club on their behalf, and with the aid of a committee. While these officers take responsibility on a day-to-day basis **all** members of the club are encouraged to share that responsibility by active participation and ad hoc volunteering when requested
* This Constitution is to be read in conjunction with the Operational Guidelines issued alongside this document

**MEMBERS**

* An attendee becomes a **Member** when they have attended more than 3 weekly sessions and indicates a desire to continue and be added to our general circulation list
* They remain a member until they ask to be removed from the list OR attend no weekly sessions during a period of two years.
* A Member becomes either a Voting Member or an Associate Member depending on attendance criteria defined in the Operational Guidelines. The former shall have voting rights in club decisions and may be appointed as an officer of The Club. The latter shall enjoy all Club privileges apart from voting and the right to stand for Committee membership.

**THE COMMITTEE - KEY ROLES**

**Chairman (or Chair)**

* The Chairman is the executive officer of the club
* Must be a Voting Member
* Must be nominated and seconded by Voting Members
* Elected by Voting Members at the AGM or an EGM (combined over 2 locations) by simple majority for a fixed term

**Treasurer**

* The Treasurer is responsible for maintaining all financial control of The Club’s funds and assets and manging all payments and receipts
* Must be a Voting Member
* Must be nominated and seconded by Voting Members
* Elected by Voting Members at the AGM or an EGM (combined over 2 locations) by simple majority for a fixed term

The Club cannot operate without a Chairman and Treasurer. If these 2 roles cannot be filled The Club will be dissolved. These two are tasked with running the club on a day-to-day basis (including employing teachers and spending funds where appropriate) but with the help of other Members as required.

**Teacher/Leader**

* Appointed by Chairman /Treasurer in consultation with Committee
* Can be paid or unpaid
* Can be Members or non-member of The Club
* Can be one individual or one of a rota of several
* No set length of service but the Teacher’s role should be formally reviewed annually

**OTHER ROLES /COMMITTEE**

Other tasks needed to meet the needs of The Club at the time shall be split between specific roles defined by the Chairman & Treasurer, taking into account the skills and time available from willing Members. The list of tasks to be shared is maintained in the Operational Guidelines but broadly falls into tasks associated with weekly sessions, administrative/secretarial tasks, tea dance tasks, and recruitment/PR tasks.

The Committee shall be made up from those fulfilling roles as specified above and shall provide assistance in making decisions in the best interests of The Club. It should consist of around 5 members, but can vary between 3 and 6.

There must be at least one other full-time member in addition to the Chairman & Treasurer to guarantee scrutiny and three Committee Members shall constitute a quorum at Committee meetings.

The Committee should include at least one representative from each of the 2 locations (GX and Little CH) and a representative of the teaching group

**Committee Members**

* Must be Voting Members of the club
* Recommended to role by Chairman (may ask for volunteers)
* Endorsed by Voting Members of the Club

**AGM**

An AGM shall be held annually as soon after the end of the club year (September to July) as practical and normally between the following September and end of the calendar year (except in exceptional circumstances agreed by Voting Members).

**EGM**

An Extraordinary General Meeting shall be convened by the Chairman, or another member of the Committee if the Chairman is incapable of acting, if they feel it is necessary to address an issue that cannot wait until the next AGM. An EGM shall also be convened by the Chairman, or another member of the committee if the Chairman is incapable of acting, if asked to do so by more than a third of voting members.

**DISAGREEMENTS OVER CLUB MATTERS**

Any disagreement about the running of the club should be resolved by discussion and compromise. If that cannot be achieved, and the lack of resolution is seriously impacting the running of the Club then the formal processes outlined in the Operational Guidelines must be followed.

**DISSOLUTION**

In the event of dissolution of The Club any remaining monies after all debts have been paid should be handed over to the Herts & Borders Branch of the RSCDS or to another local group or groups as agreed by remaining Voting Members.

In the event of the Chalfonts and GX groups splitting then each successor group shall appoint its own interim chairman and the Treasurer shall split remaining assets and funds between the two groups proportionately. Any insurance policies in place at the time should be allowed to run until the renewal date.

**AMENDMENTS TO CONSTITUTION**

This Constitution can only be amended with the agreement of at least 2/3 of Voting Members (combined from 2 locations).

It should be reviewed every 2 years to ensure it is still fit for purpose, along with the Operational Guidelines.