

DETROIT BRANCH RSCDS
Constitution and By-Laws – Approved May 2024

CONSTITUTION

Article 1. Name

The name of this organization shall be DETROIT BRANCH, ROYAL SCOTTISH COUNTRY DANCE SOCIETY, (hereinafter referred to as the "Branch").

Article 2. Association with the Royal Scottish Country Dance Society

The Branch is an autonomous body consisting of members of the Royal Scottish Country Dance Society (hereinafter called "The Society"). While it has similar objects to, and associates with the Society, it operates and carries out its administration and management, independently from the Society.

Article 3. Purpose

The purpose of the DETROIT BRANCH shall be to preserve and further the practice of Scottish Country Dancing.

Article 4. Membership

Membership in the Branch shall be open to any persons upon payment of the required annual Membership Dues.

Article 5. Board of Directors

The affairs of the Branch shall be managed by a Board of Directors.

The Board of Directors shall be elected at the Annual General Meeting for a term of one year and consist of Past Chair, Chair, Vice-Chair, Secretary, Treasurer, Membership Chair, and up to a maximum of five (5) Members-at-Large.

Article 6. Meetings

A General Meeting shall be held annually as soon as possible after the end of the financial year. The date and place of the Annual General Meeting shall be determined by the Board of Directors and notice shall be given to all members not less than two weeks prior to the date set. This notice shall be accompanied by the Agenda and the report of the Nominating Committee.

Article 7. Amendment

This Constitution may be amended only at a General Meeting by a two-thirds majority vote of those present and entitled to vote, provided Notice of Motion is given with notice of Meeting. Amendments without due Notice of Motion may be made only by unanimous vote of all members present.

No amendment shall be made which is inconsistent with the Constitution and Rules of the Royal Scottish Country Dance Society.

Article 8. Auditor

An Auditor may be requested by a majority of the members present at the General Meeting.

Article 9. Disbandment

Disbandment of the Branch shall require a two-thirds majority vote of all paid-up members present provided notice of intention has been given to the Secretary of the Royal Scottish Country Dance Society at least two months before the proposed date of such disbandment. In the event of disbandment of the Branch, its assets shall be transferred to such other group(s) having objects similar to those of the Branch as determined by the Board of Directors and agreed to by a majority vote of members present at a General Meeting. Notice of such General Meeting must be made at least two weeks prior to the meeting.

BYLAWS

Bylaw I. Membership and Fees

Section 1.

There shall be two categories of annual membership: Individual and Family.

Section 2.

The Fee for Annual Memberships shall be determined, from time to time, by the Board of Directors. It shall include both the fee as determined by Headquarters in Edinburgh and a reasonable per-member cost to cover Branch Expenses. All memberships shall include Society membership.

Section 3

The fees for classes and social activities for RSCDS Members and Non-Members shall be established by the Board of Directors.

Section 4.

After an individual has danced with the Branch for at least four weeks, the Membership Chair shall present to the individual the necessary forms for joining the Branch. The Membership Chair will explain the benefits of joining the Branch as well as the different types of memberships.

For individuals who are not members, the Membership Chair will present to the individuals the membership forms prior to each Annual Meeting giving them the opportunity to join at that time.

Section 5.

The Financial year shall be from May 16th to May 15th of the following year.

Bylaw II. Duties of Officers

Section 1

The Chair of the Branch is the Executive Officer of the Branch and ex-officio member of all committees. The Chair shall preside at all meetings of the Branch and the Board of Directors, and will have a casting as well as a deliberative vote.

Section 2.

The Vice-Chair is responsible for all the duties of the Chair when the Chair is absent.

Section 3.

The Secretary shall see that regular meetings are held; will keep proper Minutes of all such meetings; and will distribute copies of the Minutes to all members of the Board of Directors, and minutes of the annual General Meeting to all members. The Secretary shall maintain up-to-date records, give all required notices, and attend to all correspondence. The Secretary shall submit annually to the Secretary of the Society a report of the Branch activities during the preceding year and inform the Society immediately of any change in the Secretaryship of the Branch.

Section 4.

The Treasurer shall receive, bank and account for all monies collected from Branch members or any other source; keep proper accounts and present them annually for audit; place the Branch funds in an interest bearing bank account in the name of the Branch which shall be operated on such signatures as the Board of Directors determines; and present a report at board meetings and the Annual General Meeting; and have the account available for inspection by members.

Section 5.

The Membership Chair shall keep a register of all paid-up members of the Branch, and submit at the Annual General Meeting a summarized Membership Report.

Bylaw III. Board Appointments

The Board of Directors shall appoint other individuals to posts needed to accomplish the goals and objectives of the Branch. These appointed positions will not hold voting privileges at Board of Directors meetings. These positions serve at the discretion and pleasure of the Board.

Chairs of the appointed committees will make a report to the Board of Directors when requested and/or to the membership at the Annual Meeting.

These committee appointments may include Nominating Chair, Demonstration Chair, Workshop Chair, Social Convenor, Historian, or other appointments as needed.

Committee chairs will be responsible for organization and management of assigned responsibilities, including as appropriate the recruitment and/or selection of participants, event logistics, collection and processing of fees and expenses, remitting income and expenses to the Treasurer, and other duties as needed, appropriate and agreed-upon.

Bylaw IV. Committees – Board of Directors

Section 1.

Five members of the Board of Directors shall constitute a quorum.

Section 2.

The teachers may be represented at Board of Directors meetings, two of whom shall have voting privileges.

Section 3.

Sub-committees may be appointed by, and will be responsible to, the Board of Directors.

Section 4.

Board of Directors members may be nominated for a second or further term in a single office.

Section 5.

The Board of Directors may fill vacancies in itself by appointment for the balance of the term.

Section 6.

Members at Large on the Board of Directors of the Branch may be appointed from other Scottish Country Dance groups in the local area.

Bylaw V. Nominating Committee

Section 1.

A Nominating Committee shall be appointed by the Board of Directors not less than two months prior to the date set for the Annual General Meeting. It shall consist of the immediate Past Chair and two additional members, one of whom shall serve as Chair.

Section 2.

The Committee shall prepare a slate of Board of Directors members from among the paid-up membership to be circulated to all Branch members not less than two weeks prior to the Annual General Meeting.

Section 3.

The Committee shall accept nominations in writing up to 48 hours before the Meeting.

Bylaw VI. Branch Meetings

Section 1.

The order of business at General Meetings shall be, as nearly as possible, the following:

- Minutes of previous meeting(s).
- Secretary's Report.
- Treasurer's Report.
- Committee Reports.
- Elections of Officers/Appointment(s).
- Any other pertinent business.

Section 2.

A quorum at any General Meeting shall be the members attending that meeting of which the general membership has been adequately notified. Such notification must occur at least two weeks prior to the date of the meeting. All members attending who are in good standing may vote at said General Meetings.

Section 3.

Voting shall be by a show of hands unless otherwise determined at the Meeting.

Bylaw VII. Parliamentary Authority

Rules contained in Robert's Rules of Order shall govern only when such information is not provided in this Constitution and Bylaws, or in the Royal Scottish Country Dance Society Constitution and Rules.

Bylaw VIII. Amendment

Bylaws may be enacted or amended at a General Meeting by a simple majority of members present, provided Notice of Motion is given with the notice of Meeting; otherwise, a two-thirds majority of members present is required. No amendment shall be made which is inconsistent with the Constitution.

These Bylaws may also be amended by a majority vote of the membership at a general meeting when the proposed bylaws are included in the publicized agenda.