

The Royal Scottish Country Dance Society Adelaide & Districts Branch Inc

BY-LAWS AND POLICIES

1) Terminology

- a) 'Branch' means the Royal Scottish Country Dance Society Adelaide and Districts Branch Inc.
- b) 'Society' means the Royal Scottish Country Dance Society in Edinburgh, Scotland
- c) 'Committee' means the Committee of Management of the Branch
- d) 'Panel' means the Teachers' Panel as defined under clause 8

2) Conduct of Meetings:

- a) Respect for the Chairperson to be upheld at all times.
- b) Members are to address any matter through the Chairperson.
- c) Discussion to be limited to the matter in hand.
- d) When a member is called to order he or she shall respect such order.
- e) Any person wishing to leave a meeting to first seek permission from the Chairperson.
- f) When a motion is duly made and seconded, the Chairperson shall state the same to the meeting before it can be discussed.
- g) No other motion shall be in order while the question is under debate except to amend it or defer discussion.
- h) Any member wishing to speak may rise, address the Chairperson and confine his or her remarks to the subject under debate, and no member (except the mover of the motion) shall have the right of reply which closes the debate, or shall be allowed to speak more than once on the same subject, and not more than five minutes at the one time.
- i) When a member is called to order he or she shall resume their seat until the point of order is settled, when he or she may proceed.
- j) A motion to adjourn shall always be in order if fully proposed and seconded and shall be decided without debate.

3) Voting at Annual General Meetings:

- a) All members who are financial during the year preceding the Annual General Meeting shall be eligible to vote at the Annual General Meeting.
- b) At the Annual General Meeting if two or more members contest a position on the Committee, an election shall be held by secret ballot from the members present and eligible to vote.

4) Membership and Other Fees:

- a) Subscriptions as determined at the Annual General Meeting shall become due and payable as from the first day of the month immediately following the month of the Annual General Meeting.
- b) Life Members shall pay that portion of the Branch membership fee that is not remitted to the Royal Scottish Country Dance Society in Scotland to become a member of the Branch.
- c) Full time students shall pay half price for classes, day schools and socials convened by the

Branch.

5) Financial Matters:

- a) No individual person shall accept, commit or incur any financial liability whatsoever on behalf of the Branch.
- b) Any person infringing the financial authority of the Branch shall not be indemnified by the Branch and shall be personally held totally responsible for any financial costs incurred.
- c) The committee has the power adequately to insure the Branch as required by law and according to what is considered prudent.
- d) The liability to contribute to the payment of debts and liabilities of the Branch, or the costs, charges and expenses of winding up of the Branch is limited to the amount, if any, unpaid in respect of membership of the Branch as required by Clause 4 of the constitution.
- e) At the discretion of the Committee of Management, trainee teachers may be required to cover all or part of the cost of any training provided by the Branch.

6) Winter Schools:

- a) Monies held in The Winter School Accounts, can only be used for Winter School purposes except in exceptional circumstances approved by the Members at a Special General Meeting.
- b) The Winter School subcommittee to have the authority to receive and spend monies in the name of the Branch for the purpose of the Winter School with the proviso that the Winter School Treasurer report to the Committee of Management twice a year in June and November.

7) Committee of Management Proceedings:

- a) The committee shall appoint one of its members to be responsible for ensuring that the website is kept up to date by a weekly check of the website and a report to each committee meeting.
- b) The committee shall appoint one of its members to be responsible for approving the content of each issue of the Branch newsletter.
- c) The Honorary Secretary shall maintain a file of procedures and policy discussions other than those contained in these by-laws.
- d) The Vice-President shall be elected by the Committee of Management from the members of that committee at their first meeting held after the Annual General Meeting.

8) The Teachers' Panel:

With the formal recognition of the Teachers Panel as a permanent Subcommittee of the Branch at the AGM on 16 November 2004, a set of guidelines were adopted as By-laws.

- a) The Panel shall consist of: -
 - i) Members of the Branch holding a Teaching Certificate, Unit 3 or 5, or actively working to attain a teaching certificate and/or regularly teaching a class and
 - ii) Other members of the Branch agreed to by the Panel and the Committee.
- b) The Panel shall elect from the panel membership a Chairperson and a Secretary prior the Annual General Meeting of the Branch.

- c) The President of the Branch, or a delegated representative of the Committee, shall be an ex-officio member of the Panel.
- d) Branch Class: -
- i) At the Annual General Meeting, the Panel shall nominate Teachers for the Branch Class for the ensuing year, subject to approval by the Annual General Meeting.
 - ii) The Teachers so nominated shall arrange a teaching roster for the year.
 - iii) For those undertaking Teacher Training, the panel shall provide on a regular basis (at least once a month) the opportunity to teach at the Branch Class.
- e) Branch Ball
When a Branch Ball is planned, the Panel shall:
- i) Prepare and distribute the Ball Programme.
 - ii) Arrange teachers for recapping dances at the ball.
- f) Schools and Classes
The Panel shall:
- i) Make recommendations to the Committee of the need to hold Day Schools/Beginners Classes/Technique Classes.
 - ii) Appoint Teachers for the Day Schools/Beginners Classes/Technique Classes.
 - iii) The Committee shall arrange the Venues and Fees.
- g) Proceedings
The Panel shall: -
- i) Meet at least three times a year. Meeting times and locations are to be determined by the Panel.
 - ii) Provide the Committee with Minutes of the Panel's Meetings and reports of any other items/issues referred to the Panel by the Committee.
 - iii) The Chairperson of the Teachers' Panel shall prepare and present an Annual Report to Branch Members at the Annual General Meeting.
- h) Technical Assistance
The Panel shall:
- i) Provide technical assistance as and when requested by the Committee, eg Teacher Training
 - ii) Assist in all areas of dancing such as selection and briefing for Socials and Ceilidhs as and when requested by the Committee.