



# Constitution of the Zurich Scottish Country Dancing Club

## 1 Name

The name of the Club shall be: **The Zurich Scottish Country Dancing Club**

## 2 Objects

The Objects of the Club shall be to:

- a. Teach and dance Scottish Country Dancing according to the standard of the Royal Scottish Country Dance Society (RSCDS), to which it shall be affiliated.
- b. Undertake any activities which directly or indirectly will enable it to achieve the aims set out above. All activities of the Club shall be carried out in English.

## 3 Organisation and Structure

The Club shall consist of:

- a. The Committee, consisting of:
  - President
  - Vice President
  - Treasurer
  - Secretary
  - Ordinary Committee Members, not exceeding three in number
- b. Active Members
- c. Students ( Active Members in full-time education)
- d. Temporary Members
- e. Honorary Members

## 4 Membership

Membership shall be open to any person who has sufficient knowledge of English to understand instruction of Scottish Country Dancing.

The Committee may recommend a Member for Honorary Membership. This shall then be put to the vote at the AGM. Honorary Members shall have full membership rights, and shall not be liable to pay a subscription fee.

## 5 Subscription Fee

The Club's financial year shall commence on 1st January. The annual subscription fees for Active Members and Students shall be determined at the Annual General Meeting (AGM) for the following year. Subscription fees shall be payable from the 1st January. Active Members and Students who have not renewed their subscription by the end of February will automatically lose their Membership.

- The Head Teacher shall be an Honorary Member with full Membership rights, paying no subscription fee.

- Assistant Teachers shall be Active Members with full Membership rights, paying half the subscription fee.
- Temporary Members shall pay a fee for each attended dancing event.

Should a member be unable to attend a majority of the weekly dance evenings in any year, for example through serious illness, leaving Switzerland or joining late in the year, they may, at the discretion of the committee, pay a reduced membership fee for that year.

## **6 Annual General Meeting (AGM)**

The AGM of the Club must be held within three months of the end of the Club year for the purpose of:

- a. Presentation and adoption of the minutes of the previous AGM
- b. Presentation of the President's Report
- c. Presentation and adoption of the Treasurer's and Auditors' Report
- d. Election of Members of the Committee
- e. Election of Auditors
- f. Determining the Annual Subscription Fee
- g. Any other business.

Nominations for officers of the Club must be proposed and seconded in writing. Such nominations may be handed in to the Secretary before the AGM. Nominations for standing Members must be proposed and seconded, but such nominations need not be in writing.

A minimum of ten days' notice is required for both AGM and Extraordinary Meetings. An Extraordinary Meeting shall be held under the conditions laid down below, or as decided upon by the Committee.

Temporary Members may attend the AGM, but shall have no voting rights.

## **7 Extraordinary Meeting**

Members, who must total at least 20% of the Active Members, have the right to request the Committee in writing to call an Extraordinary Meeting specifying the Agenda. Upon receipt of such a request, the Committee must arrange for an Extraordinary Meeting to be held within fourteen days, or obtain the written permission of the qualifying Members requesting the Meeting for prolongation.

## **8 Resolutions**

The Club distinguishes between two types of resolutions:

- Ordinary Resolution: Requires to be based by a simple majority of those Members present and voting.
- Special Resolution: Requires to be passed by a majority of a minimum of two thirds of the Members present. Special resolutions shall be required for the following purposes:
  - a. Amendments to the Constitution
  - b. Liquidation of the Club.

All resolutions voted on at the AGM or an Extraordinary Meeting must previously be submitted to Members in writing.

Members shall have the right to submit a proposal for discussion to the Committee in writing at least twenty-one days prior to such a Meeting.

## **9 Election of the Committee**

The Committee shall be elected at the AGM by Ordinary Resolution. Members shall be elected to the Committee for a period of one year, at the end of which they shall be automatically retire but shall be eligible for re-election.

## **10 Retirement of Committee Members**

If the President retires, his or her place will automatically be filled by the Vice President until the next Annual General Meeting. Should an officer of the Committee retire before the end of his or her term of office, his or her place shall be filled by such other Member of the Committee as the Committee shall decide

until the next AGM. Should three or more Members of the Committee retire, the remaining Members must call within one month an Extraordinary Meeting for the purpose of electing new Committee Members.

## **11 Powers of the Committee**

The Committee shall have the following powers:

- a. Call Extraordinary Meetings of the Club
- b. Dispose of the Club funds and undertake all transactions necessary for the running of the Club's activities. Any extraordinary expenditure by the Treasurer exceeding CHF 500.00 requires the approval of the Committee.
- c. Request a Member of the Club to fill any vacancy which may occur on the Committee during its term of office
- d. Elect Head Teacher and approve his or her recommendations
- e. Invite any person to attend a Committee Meeting as it considers desirable, such person or persons not being eligible to vote at such a Meeting
- f. Approve any Demonstrations.

Notwithstanding anything stated above, the Committee may not act in any way likely to contravene the Objects of the Club.

## **12 Proceedings of the Committee**

All Members of the Committee must receive not less than five days' notice in writing or by personal communication of the Committee Meeting.

Proceedings of Committee Meetings shall be recorded by way of Minutes kept by the Club Secretary, or such other person as may be delegated by the Committee. All decisions of the Committee shall be agreed upon by a simple majority of a quorum of not less than three. In the event of a tie, the Chairperson shall have the casting vote.

## **13 Accounts of the Club**

The Treasurer shall maintain accounts which must contain sufficient information as to reveal the Income and Expenditure of the Club. A statement of Income and Expenditure must be presented to the Club at the AGM. Copies of the audited accounts shall be distributed to Members at the AGM for scrutiny. The statement of Income and Expenditure shall be audited by the Auditors elected at the AGM.

## **14 Teachers**

The Head Teacher shall be elected by the Committee and shall be an ex officio Committee Member with full voting rights on the Committee. Duties and responsibilities of the Head Teacher shall be as follows:

- a. Organise the Club's dancing
- b. Nominate and support Assistant Teachers.

## **15 Winding up of the Club**

The Club may be wound up by a Special Resolution of the Members passed at the AGM or an Extraordinary Meeting. The Club may be wound up if it is unable to make its financial commitments, or if it has not met in accordance with the Objects of the Club for a period of 26 weeks or more. In any case, at the expiration of this period the Committee must call an Extraordinary Meeting for the purpose of discussing the future of the Club, and a special resolution must be passed at the Meeting either agreeing to continue the Club or to go into liquidation. If the Club has voted to go into liquidation, the Members of the Committee are empowered to conduct the liquidation.

After all financial commitments have been met, any property that the Club possesses shall be sold and the proceeds, together with any other cash, bank, or postal account balances, shall be divided equally between the other Scottish Country Dance Clubs in Switzerland. As liquidators the Committee shall submit an audited Report of the winding up of the Club's Assets to the immediate ex-Members.

## **16 Miscellaneous**

In respect of all matters not expressly regulated by the present Constitution, the relevant provisions of the Swiss Civil Code shall apply.