

# **THE ROYAL SCOTTISH COUNTRY DANCE SOCIETY CANBERRA and DISTRICT BRANCH INCORPORATED**

## **CONSTITUTION AND RULES**

### **Contents**

<b>Page</b>		
<b>2</b>	<b>Constitution</b>	(including amendments to 12 October 2016)
<b>6</b>	<b>Rules</b>	(including amendments to 12 October 2016)
<b>17</b>	<b>Determination of the rate of annual subscription under clause 3 of the Constitution</b>	(approved at the Annual General Meeting of 18 September 2013)
<b>18</b>	<b>Appendix 1: Membership application form</b>	
<b>19</b>	<b>Appendix 2: Form for appointment of proxy</b>	

**12 October 2016**

# **THE ROYAL SCOTTISH COUNTRY DANCE SOCIETY CANBERRA and DISTRICT BRANCH INCORPORATED**

## **CONSTITUTION**

### **NAME AND ASSOCIATION WITH THE ROYAL SCOTTISH COUNTRY DANCE SOCIETY**

- I**
1. The name of body shall be the “Royal Scottish Country Dance Society Canberra and District Branch (Inc)” (“local association”).
  2. The local association is an autonomous body consisting of members of the Royal Scottish Country Dance Society (“the Society”) and while it has similar objects to and associates with the Society, it operates and carries out its administration and management independently from the Society.

### **OBJECTS**

**II** The objects of the local association shall be:-

- (a) To preserve and further the practice of traditional Scottish Country Dances and modern dances of merit in the traditional style;
- (b) To provide or assist in providing instruction in the dancing of Scottish Country Dances;
- (c) To promote the enjoyment and appreciation of Scottish Country Dancing and Music by any suitable means;
- (d) Generally to do such other lawful things as are or may be considered by the local association to further the foregoing objects of the Society in the district or area to which it relates.

### **MEMBERSHIP AND SUBSCRIPTIONS**

- III**
1. Membership of the local association shall be open to all persons over the age of 16 interested in the objects of the local association. Every person who is a member of the local association must be a member of the Society.
  2. Persons under the age of 16 may become Junior Associates of the local association and the privileges accorded to such Junior Associates shall be regulated from time to time by the Committee of Management of the local association.
  3. The rates of subscription for members shall be such as may be determined from time to time by the local association in general meeting.
  4.
    - (a) A member of the local association shall pay to the local association (except as prescribed by part (b) of this clause) the rate of subscription appropriate to that member, within the first two months of each financial year, or
    - (b) if a person becomes a new member after the first two months of any new financial year, upon becoming a member.

5. (a) A nomination of a person for membership of the local association -
  - (i) shall be made by a member of the local association in writing in the form set out in Appendix 1 to this Constitution; and
  - (ii) shall be lodged with the Secretary of the local association
- (b) As soon as practicable after receiving a nomination for membership, the Secretary shall refer the nomination to the committee which shall determine whether to approve or reject the nomination.
- (c) Where the committee determines to approve a nomination for membership, the Secretary shall, as soon as practicable after that determination, notify the nominee of the approval and request the nominee to pay the appropriate subscription in accordance with subclause 4 (a) & (b).
- (d) The Treasurer shall, on payment by the nominee of the amount referred to in subclause (3) within the period referred to in subclause (4), enter the nominee's name in the register of members and, upon the name being so entered, the nominee shall become a member of the local association.

#### **OFFICE BEARERS**

- IV**
1. The Office-Bearers of the local association shall consist of the Chairman, the Secretary and the Treasurer who shall all be elected at the Annual General Meeting of the local association in the manner hereinafter provided.
  2. The Chairman shall hold Office until the conclusion of the Annual General Meeting in the following year and on completion of his/her year of office shall be eligible for re-election.
  3. The Secretary and Treasurer shall hold office until the conclusion of the Annual General Meeting in the following year and shall be eligible for re-election.
  4. The Committee of Management shall have power to appoint an Interim Chairman, Secretary and/or Treasurer to fill vacancies occurring between Annual General Meetings but any office-bearer so appointed shall serve only until the next Annual General Meeting when he/she shall be eligible for election.
  5. The local association may appoint an Honorary President and Honorary Vice Presidents.

#### **COMMITTEE OF MANAGEMENT**

- V**
1. The local association shall be administered by a Committee of Management (hereinafter referred to as "the Committee") composed of the Chairman, Secretary, Treasurer, and any other office-bearers appointed and such number of ordinary members as the local association may decide at the Annual General Meeting.
  2. The ordinary members of the Committee shall be elected annually at the Annual General Meeting of the local association, shall hold office until the conclusion of the Annual General Meeting in the following year, and shall consist entirely of members of the local association. On completion of his/her year of office an ordinary member shall be eligible for re-election to the Committee.

3. A Quorum of the Committee shall be three members.
4. The Committee shall have power to constitute Sub-Committees and entrust them with such duties as it considers necessary for the efficient working of local association affairs.

### **DUTIES OF OFFICE-BEARERS**

- VI**
1. **Chairman** - The local association Chairman is the executive officer of the local association. He/She shall preside at local association meetings and at meetings of the Committee. In the absence of the Chairman from a meeting, a Chairman shall be appointed from among those present. The Chairman, whether at a local association or Committee meeting, shall have a casting as well as a deliberative vote.
  2. **Secretary** - It shall be the duty of the Secretary to see that regular meetings are held and to keep proper minutes of such meetings. The Secretary shall also prepare an annual report of the activities of the local association during the preceding year.
  3. **Treasurer** - It shall be the duty of the Treasurer to receive, bank and account for all monies collected by whatever agency from members of the local association or from other sources. Additionally the Treasurer shall:-
    - (a) keep a register of members of the local association;
    - (b) cause proper account books to be kept and ensure that the annual accounts of the local association are properly examined and audited; and
    - (c) make the annual accounts available for inspection at reasonable times and present accounts for adoption by the local association at the Annual General Meeting.

### **LOCAL ASSOCIATION MEETINGS**

- VII**
1. A General Meeting of the members of the local association shall be held within five months after the end of its financial year at such place and at such time as may be determined by the Committee.
  2. The order of business at such meeting shall as nearly as may be, be the following:-
    - (a) Minutes of last Annual General Meeting and of any Special General Meetings held in the course of the year.
    - (b) the annual report of the activities of the local association.
    - (c) Treasurer's Report and Accounts.
    - (d) Auditor's report.
    - (e) Appointment of Office-Bearers and Committee.
    - (f) Motions.
    - (g) Any other competent business.

3. A Special General Meeting may be called at any time by the Chairman and shall be called on a requisition signed by not less than one-tenth of the membership of the local association when such membership does not exceed 500. Where membership of the local association exceeds 500, a minimum of 50 or one sixteenth, whichever is the greater, of the membership must sign the requisition calling a Special General Meeting.
4. A quorum shall be constituted by the number of members equal to one quarter of the annual fee paying members who are financial or twenty five whichever shall be the lesser.
5. The local association in General Meeting may enact such Rules as it may determine for the proper working of the local association.

#### **DISBANDMENT**

- VIII** 1. Notice of intention to disband the local association shall be given to the Secretary of the Society at least two months before the date proposed for such disbandment.
2. The balance of the funds, after all liabilities have been met, and all property belonging to the local association shall be transferred to such other body having objects similar to those of the local association (excluding geographic limitations) as the members in General Meeting, whom failing, the Committee, shall decide.

#### **ALTERATION OF CONSTITUTION AND RULES**

- IX** The Constitution and Rules shall only be altered by Resolution passed by the local association in General Meeting and only after receiving the vote of not less than three quarters of the members present and entitled to vote.

#### **GENERAL**

- X** The local association shall be governed in accordance with this Constitution and the Rules made by the local association in General Meeting.

## RULES

### OBJECTS AND POWERS OF THE LOCAL ASSOCIATION

1. In addition to the objects of the local association the powers of the local association shall be deemed to include:
  - (a) the application for grants from any person or persons or body corporate and whether within Australia or outside it and/or the Crown in right of the Commonwealth or any State or Territory of the Commonwealth or any person or body or commission appointed by the Crown in any such right in order to further any of the objects of the local association;
  - (b) the purchase, taking on lease or in exchange, and the hiring or otherwise acquiring of any real or personal property that may be deemed necessary or convenient for any of the objects or purposes of the local association;
  - (c) the buying, selling, and supplying of, and dealing in, goods and services of all kinds;
  - (d) the construction, maintenance, and alteration of buildings or works necessary or convenient for any of the objects or purposes of the local association;
  - (e) the accepting of any gift, whether subject to a special trust or not, for any one or more of the objects or purposes of the local association;
  - (f) the taking of such steps from time to time as the committee or the members in general meeting may deem expedient for the purpose of procuring contributions to the funds of the local association whether by way of donations, levies or otherwise;
  - (g) the printing and publishing of such newspapers, periodicals, books, leaflets, or other documents as the committee or the members in general meeting may think desirable for the promotion of the objects and purposes of the local association;
  - (h) subject to the provisions of the *Trustee Ordinance 1957* as amended, the investment of any moneys of the local association not immediately required for any of its objects or purposes in such manner as the committee may from time to time determine;
  - (i) the making of gifts, subscriptions, or donations to any of the funds, authorities, or institutions to which paragraph (a) of subsection ( I ) of section 78 of the *Income Tax Assessment Act 1936* (as amended) of the Commonwealth relates;
  - (j) the doing of all such other lawful things as are incidental or conducive to the attainment of the objects of the local association or of any of the powers specified in the foregoing provisions of this sub-rule.
  - (k) Generally to do such other things as are or may be considered by the local association to further the aims of the Society.

**RULES OF THE LOCAL ASSOCIATION**

2. (1) In these rules, unless the contrary intention appears:

“Special General Meeting” means a general meeting of members convened in accordance with Clause VII-3 of the local association Constitution, and Rule 10 of these rules.

- (2) In these rules, expressions referring to writing shall, unless the contrary intention appears, be construed as including references to printing, lithography, photography, and other modes of representing or reproducing words in a visible form including electronic mail and documents transmitted as attachments to electronic mail messages.
- (3) Words or expressions contained in these rules shall be interpreted in accordance with the provisions of the *Associations Incorporation Act 1991* and that Act as in force on the date on which these rules are adopted by the local association.

**FUNDS**

3. The funds of the local association shall be derived from subscriptions of members, and other sources, subject to these Rules.

**INCOME AND PROPERTY OF LOCAL ASSOCIATION**

4. (1) The income and property of the local association, however derived, shall be applied solely towards the promotion of the objects and purposes of the local association and no portion thereof shall be paid or transferred, directly or indirectly, by dividend, bonus, or otherwise to any member of the local association.
- (2) The local association shall not appoint a person who is a member of the committee to any office in the gift of the local association to the holder of which there is payable any remuneration by way of salary, fees, or allowances.
- (3) Nothing in the foregoing provisions of this rule prevents the payment in good faith to a servant or member of the local association of -
- (a) remuneration or gift in return for services actually rendered to the local association by the servant or member or for goods supplied to the local association by the servant or member in ordinary course of business;
- (b) a reasonable and proper sum by way of rent for premises let to the local association by the servant or member.

**ACCOUNTS OF RECEIPTS, EXPENDITURE, ETC**

5. True accounts shall be kept -

- (1) Subject to any reasonable restrictions as to time and manner of inspecting them that may be imposed by the local association for the time being, those accounts shall be open to the inspection of the members of the local association.
- (2) The Treasurer of the local association shall faithfully keep all accounting books, and records of receipts and expenditure connected with the operations and business of the local association in such form and manner as the committee may direct.

- (3) The accounts, books, and records shall be kept at the local association's office or at such other place as the committee may decide.

### **BANKING AND FINANCE**

6. (1) The committee shall cause to be opened with such bank as the committee selects a banking account in the name of the local association in which all moneys received shall be paid by the Treasurer as soon as possible after receipt thereof.
- (2) The committee may receive from the local association's bank or bankers for the time being the cheques drawn by the local association or any of its accounts with the bank or bankers and may release and indemnify the bank or bankers from and against all claims, actions, suits, or demands that may be brought against the bank or bankers arising directly or indirectly out of those cheques or the surrender thereof to the local association.
- (3) Except with the authority of the committee, no payment shall be made from the funds of the local association otherwise than in accordance with sub-rule 6(4), but the committee may provide the Treasurer with a sum to meet urgent expenditure, subject to the observance of such conditions in relation to the use and expenditure thereof as the committee may impose.
- (4) All payments of funds of the local association including cheques, drafts, bills of exchange, promissory notes and other negotiable instruments, and payments by electronic funds transfer, shall be authorised by any two persons as the committee may nominate for the purpose from time to time.

### **AUDITOR**

7. (1) At each Annual General Meeting of the local association, the members present shall appoint a person who is not a member or the Public Officer of the local association as the auditor of the local association.
- (2) A person so appointed shall hold office until the Annual General Meeting next after that at which he is appointed, and is eligible for re-appointment.
- (3) If a casual vacancy occurs in the office of auditor during the course of a financial year of the local association, the committee may appoint a person as the auditor and the person so appointed shall hold office until the next succeeding Annual General Meeting.

### **AUDIT OF ACCOUNTS**

8. (1) In the annual audit report, and in certifying the accounts, the auditor shall state:
  - (a) whether he/she has obtained the information required by him/her
  - (b) whether, in his/her opinion, the accounts are properly drawn up so as to exhibit a true and correct view of the financial position of the local association according to the information at his/her disposal and the explanations given to him/her and as shown by the books of the local association, and
  - (c) whether the rules relating to the administration of the funds of the local association have been observed.

- (2) The Treasurer of the local association shall cause to be delivered to the auditor a list of all the accounts, books and financial records of the local association.
- (3) The auditor:
  - (a) has a right of access to the accounts, books, records, vouchers, and documents of the local association;
  - (b) may require from the servants of the local association such information and explanations as may be necessary for the performance of his duties as auditor:
  - (c) may, in relation to the accounts of the local association examine any member of the committee or any servant of the local association.

#### **ANNUAL GENERAL MEETING**

9. (1) The Annual General Meeting shall be in addition to any other general meetings that may be held in the same year.
- (2) The Annual General Meeting shall be specified as such in the notice convening it.
- (3) All general meetings other than the Annual General Meeting shall be called Special General Meetings.

#### **SPECIAL GENERAL MEETING**

10. (1) A requisition for a Special General Meeting shall state the objects of the meeting and shall be signed by the persons making the requisition and deposited with the Secretary of the local association and may consist of several documents in the like form, each signed by one or more of the persons making the requisition.
- (2) If the requisitioned meeting is not held within 21 days of the date of the requisition, the persons making the requisition or any of them may convene the meeting; but any meeting so convened shall not be held after three months from the date of the deposit of the requisition.
- (3) A Special General Meeting convened by requisition in pursuance of these rules shall be convened in the same manner as nearly as possible as that in which those meetings are convened by the committee, and all reasonable expenses incurred in convening the meeting shall be refunded by the local association to the persons incurring them.
- (4) The Secretary of the local association shall, at least 21 days before the date fixed for holding a Special General Meeting, give notice of such meeting to the members in writing.

#### **NOTICE OF ANNUAL GENERAL MEETING**

11. The Secretary of the local association shall, at least 21 days before the date fixed for holding the Annual General Meeting, give notice of such meeting to the members in writing.

#### **BUSINESS AND QUORUM AT GENERAL MEETINGS**

12. If within fifteen minutes after the appointed time for the commencement of a general meeting a quorum is not present, the meeting, if convened upon the requisition of members, shall be dissolved; and in any other case it shall stand adjourned to the same day in the next week, at

the same time, at the same place (unless another place is specified by the Chairman at the time of the adjournment or by written notice to members given before the day to which the meeting is adjourned), and if at the adjourned meeting a quorum is not present within fifteen minutes after the time appointed for the commencement of the meeting, the meeting shall be dissolved.

### **ADJOURNMENT OF GENERAL MEETINGS**

13. (1) The Chairman of a general meeting at which a quorum is present may, with the consent of the meeting, adjourn the meeting from time to time and place to place, but no business shall be transacted at an adjourned meeting other than the business left unfinished at the meeting at which the adjournment took place.
- (2) Where a meeting is adjourned for 14 days or more, the like notice of the adjourned meeting shall be given as in the case of the original meeting.
- (3) Except as provided in the foregoing provisions of this rule, it is not necessary to give any notice of an adjourned meeting.

### **DETERMINATION OF QUESTIONS ARISING AT GENERAL MEETINGS**

14. A question arising at a general meeting of the local association shall be determined on a show of hands and (unless before or on the declaration of the result of the show of hands a poll is demanded) a declaration by the Chairman that a resolution has, on a show of hands, been carried, (or carried unanimously, or carried by a particular majority or lost), together with an entry to that effect in the minute book of the local association. An entry in the minutes of a general meeting is evidence of the determination of a resolution (without proof of the number or proportion of the votes recorded in favour of, or against, that resolution).

### **VOTING AND APPOINTMENT OF PROXIES**

15. (1) Voting.
  - (a) Upon any question arising at a general meeting of the local association a member has one vote only.
  - (b) All votes shall be given personally or by proxy but no member may hold more than 5 proxies.
  - (c) In the case of an equality of votes on a question at a general meeting, the chairperson of the meeting is entitled to exercise a second or casting vote.
  - (d) A member or proxy is not entitled to vote at any general meeting of the local association unless all money due and payable by the member or proxy to the local association has been paid.
- (2) Appointment of proxies.
  - (a) Each member shall be entitled to appoint another member as a proxy by notice given to the Secretary no later than 24 hours before the time of the meeting in respect of which the proxy is appointed.
  - (b) The notice appointing the proxy shall be in the form set out in Appendix 2 of this Constitution.

**TAKING OF POLL**

16. If at a meeting a poll on any question is demanded it shall be taken at that meeting in such manner as the Chairman may direct, and the result of the poll shall be deemed to be the resolution of the meeting on that question.

**WHEN POLL TO BE TAKEN**

17. A poll that is demanded on the election of a chairman, or on a question of adjournment, shall be taken forthwith, and a poll that is demanded on any other question shall be taken at such time before the close of the meeting as the Chairman may direct.

**AFFAIRS OF LOCAL ASSOCIATION TO BE MANAGED BY A COMMITTEE**

18. The committee
- (1) may, subject to these rules, exercise all such powers and functions as may be exercised by the local association other than those powers and functions that are required by these rules to be exercised by general meetings of members of the local association;
  - (2) subject to the *Associations Incorporation Act 1991* and these rules, has power to perform all such acts and things as appear to the committee to be essential for the proper management of the business and affairs of the local association; and
  - (3) shall appoint a member to be the Public Officer who shall be a resident of the Australian Capital Territory. The Public Officer shall act until he resigns or is replaced by the committee.
  - (4) in the event of casual vacancies occurring shall have power to co-opt members to maintain the number of the committee members at the level set by the local association.
  - (5) A member of the committee shall be deemed to have resigned from the committee if he/she fails to attend 3 consecutive meetings without apology or first obtaining leave of absence.
  - (6) shall have power to co-opt any person(s) to advise and help the committee in the carrying out of its lawful functions.
  - (7) has no power to borrow or raise money or pay debts or liabilities of the local association by giving mortgages, charges, or securities upon or over all or any of the real or personal property of the local association.

**ELECTION OF OFFICERS OF THE LOCAL ASSOCIATION**

19. (1) If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated shall be deemed to be elected.
- (2) If the number of nominations exceeds the number of vacancies to be filled, a ballot shall be held.
  - (3) The ballot for the election of officers shall be conducted at the general meeting in such usual and proper manner as the committee may direct.

**VACATION OF OFFICE**

20. For the purposes of these rules, the office of an officer of the local association or an ordinary member of the committee becomes vacant if the officer or committee member
- (1) dies;
  - (2) becomes of unsound mind;
  - (3) resigns his office by writing under his hand addressed to the committee;
  - (4) in the opinion of the committee fails to perform the duties of the officer;
  - (5) ceases to be a member of the local association.
  - (6) is disqualified subject to section 63 of the *Associations Incorporation Act 1991*.

**MEETINGS OF THE COMMITTEE AND OF SUB-COMMITTEE(S)**

21. (1) The committee shall meet at such place and at such times as the committee may determine.
- (2) Special meetings of the committee may be convened by the Chairman, or any two of its members.
  - (3) Notice shall be given to members of the committee of any special meeting, specifying the general nature of the business to be transacted, and no other business shall be transacted at such a meeting.
  - (4) No business shall be transacted unless a quorum is present and if within half an hour of the time appointed for the meeting a quorum is not present, the meeting shall stand adjourned to the same place at the same hour of the same day in the following week (unless another place is specified at the time of the adjournment or by notice to members given before the day to which the meeting is adjourned).
  - (5) At meetings of the committee, the Chairman or such one of the remaining members of the committee as may be chosen by the members present shall preside.
  - (6) Questions arising at meetings of the committee or of any sub-committee appointed by the committee shall be determined on a show of hands or, if demanded by a member, by a poll taken in such manner as the person presiding at the meeting may determine.
  - (7) Each member present at a meeting of the committee or of any sub-committee appointed by the committee (including the person presiding at the meeting) is entitled to one vote and, in the event of an equality of votes on any question, the person presiding may exercise a second or casting vote.
  - (8) Notice of each committee meeting shall be given to each member of the committee at a reasonable time before the meeting.

**DISCLOSURE OF INTEREST IN CONTRACTS, ETC**

22. (1) A member of the committee who is interested in any contract or arrangement made or proposed to be made with the local association shall disclose his interest at the first meeting of the committee at which the contract or arrangement is first taken into consideration, if his interest then exists, or, in any other case, at the first meeting of the committee after the acquisition of his interest.
- (2) If a member of the committee becomes interested in a contract or arrangement after it is made or entered into he shall disclose his interest at the first meeting of the committee after he becomes so interested.
- (3) No member of the committee shall vote as a member of the committee in respect of any contract or arrangement in which he is interested and if he does so vote his vote shall not be counted.

**SUBCOMMITTEES AND EXECUTIVE COMMITTEE**

23. (1) The Chairman, the Treasurer, and the Secretary constitute an executive committee, which may issue instructions to the Public Officer and the servants of the local association in matters of urgency connected with the management of the affairs of the local association during the intervals between meetings of the committee, and where any such instructions are issued shall report thereon to the next meeting of the committee.
- (2) The Chairman of any sub-committee must always be a member of the local association committee.

**FINANCIAL YEAR**

24. The financial year of the local association shall end on 30 June of each year.

**NOTICES**

25. A notice may be served by or on behalf of the local association upon any member either personally, by electronic mail to the address recorded in the local association membership list, or by sending it through the post in a prepaid letter addressed to the member at his usual or last-known place of abode.

**DISCIPLINE**

26. (1) Where the Committee is of the opinion that a member:-
- (a) has persistently refused or neglected to comply with a provision of the Constitution and Rules of the local association; or
- (b) has persistently and wilfully acted in a manner prejudicial to the interests of the local association,

the Committee may by resolution:-

- (c) suspend the member from such rights and privileges of membership of the local association as the committee may determine for a specified period.
- (2) A resolution of the committee under subrule (1) is of no effect unless the committee at a meeting held not earlier than 14 days and not later than 28 days after service on the

member of a notice under subrule (3), confirms the resolution in accordance with this rule.

- (3) Where the committee passes a resolution under subrule (1), the Secretary shall, as soon as practicable, cause a notice in writing to be served on the member:-
  - (a) setting out the resolution of the committee and the grounds on which it is based;
  - (b) stating that the member may address the committee at a meeting to be held not earlier than 14 days and not later than 28 days after service of the notice;
  - (c) stating the date, place and time of that meeting; and
  - (d) informing the member that the member may do either or both of the following:
    - (i) attend and speak at that meeting;
    - (ii) submit to the committee at or prior to the date of that meeting written representations relating to the resolution.
- (4) Subject to section 50 of the *Associations Incorporation Act 1991*, at a meeting of the committee mentioned in subrule (3) the committee shall:-
  - (a) give to the member mentioned in subrule (1) an opportunity to make oral representations;
  - (b) give due consideration to any written representations submitted to the committee by that member at or prior to the meeting; and
  - (c) by resolution determine whether to confirm or to revoke the resolution of the committee made under subrule (1)
- (5) Where the committee confirms a resolution under subrule (4) the Secretary shall within 7 days after that confirmation by notice in writing inform the member of that confirmation and of the member's right of appeal under rule 28.
- (6) A resolution confirmed by the committee under subrule (4) does not take effect:-
  - (a) until the expiration of the period within which the member is entitled to appeal against the resolution where the member does not exercise the right of appeal within that period; or
  - (b) where within that period the member exercises the right of appeal, unless and until the local association confirms the resolution in accordance with subrule 28(4).

#### **RIGHT OF APPEAL OF DISCIPLINED MEMBER**

27. (1) A member may appeal to the local association in General Meeting against a resolution of the committee which is confirmed under subrule 27 (4), within 7 days after notice of the resolution is served on the member, by lodging with the Secretary a notice to that effect.

- (2) Upon receipt of a notice from the member, under subrule (1), the Secretary shall notify the committee which shall convene a Special General meeting of the local association to be held within 21 days after the date on which the Secretary received the notice or as soon as possible after that date.
- (3) Subject to section 50 of the *Associations Incorporation Act 1991*, at a Special General Meeting of the local association convened under subrule (2) -
  - (a) no business other than the question of the appeal shall be transacted;
  - (b) the committee and the member shall be given the opportunity to make representations in relation to the appeal orally or in writing or both; and
  - (c) the members present shall vote by secret ballot on the question of whether the resolution made under subrule 27 (4) should be confirmed or revoked.
- (4) If the meeting passes a special resolution, by at least three quarters of those members of local association, who vote in person or by proxy at the meeting, in favour of the confirmation of the resolution made under subrule 27 (4), that resolution is confirmed.

#### **EXPULSION**

28. Where suspension has been confirmed as in these rules above, the Secretary shall notify the Society of the matter.

#### **ALTERATION OF THE CONSTITUTION**

29. Notice of a proposed amendment shall be included in the notice calling an Annual or Special General Meeting.

#### **COMMON SEAL OF THE LOCAL ASSOCIATION**

30. (1) The common seal of the local association shall be in the form of a rubber stamp, inscribed with the name of the local association encircling the word “Seal”.
- (2) The common seal of the local association shall not be affixed to any instrument except by the authority of the committee and the affixing thereof shall be attested by the signatures either of two members of the committee or of any member of the committee and of the Public Officer of the local association or such other person as the committee may appoint for that purpose, and that attestation is sufficient for all purposes that the seal was affixed by authority of the committee.
- (3) The common seal shall remain in the custody of the Secretary.

#### **CUSTODY OF THE BOOKS**

31. Subject to the *Associations Incorporation Act 1991*, the Regulations, and the Constitution and Rules of the local association, the Secretary shall keep in his or her control all records, and other documents relating to the local association, except financial and membership records which shall be held by the Treasurer in accordance with Rule 5.

**INSPECTION OF BOOKS**

32. The records, books and other documents of the local association shall be open to inspection at a place in the Territory, free of charge, by a member of the local association at any reasonable hour.

**INSURANCE**

33. The committee has the power adequately to insure the local association as required by law and by what is considered prudent.

**MEMBERS' LIABILITY**

34. The liability of a member to contribute to the payment of debts and liabilities of the local association, or the costs, charges and expenses of winding up of the local association is limited to the amount, if any, unpaid in respect of membership of the local association as required by Clause III(4) of the constitution.

## **DETERMINATION OF RATE OF ANNUAL SUBSCRIPTION**

The annual subscription for any financial year shall be the sum of the rate of annual subscription set by the Society in the previous November (at the exchange rate prevailing on 1 May preceding the financial year and rounded to the nearest whole dollar) and \$A15.

Where a person is otherwise a current financial member of The Royal Scottish Country Dance Society, the annual subscription for membership of this Branch shall be \$15.

For a member who joins the branch for the first time between 1 January and 30 June inclusive the subscription for the year of joining shall be half the subscription otherwise payable.

**ROYAL SCOTTISH COUNTRY DANCE SOCIETY  
CANBERRA AND DISTRICT BRANCH INC**  
GPO Box 1795 Canberra ACT 2601  
(Incorporated under the Associations Incorporation Act 1991)

**APPLICATION FOR MEMBERSHIP**

I, \_\_\_\_\_  
(full name)  
of \_\_\_\_\_

\_\_\_\_\_  
(Address)

Phone: \_\_\_\_\_ Occupation: \_\_\_\_\_

E-mail: \_\_\_\_\_

Date of Birth:    /    /

hereby apply to become a member of the abovementioned incorporated association. In the event of my admission as a member, I agree to be bound by the rules of the association for the time being in force.

Signature \_\_\_\_\_ Date     /    /

The Society's preferred means of communication is by e-mail. Please state if you are willing to receive information from the Society by this means.    Yes/No (Delete one)

-----  
**NOMINATED BY**

I, \_\_\_\_\_  
(Full name)  
a member of the association, nominate the applicant, who is personally known to me, for membership of the association

Signature \_\_\_\_\_ Date     /    /

**NOMINATED BY**

I, \_\_\_\_\_  
(Full name)  
a member of the association, nominate the applicant, who is personally known to me, for membership of the association

Signature \_\_\_\_\_ Date     /    /

-----  
**committee use only**

Membership approved by Committee (date):    /    /

Receipt issued (Receipt No.): \_\_\_\_\_                      Entered in local register (date):    /    /

Entered into RSCDS register (Date):    /    /                      RSCDS Membership No: \_\_\_\_\_

Temp RSCDS password: \_\_\_\_\_

Appendix 2

**ROYAL SCOTTISH COUNTRY DANCE SOCIETY  
CANBERRA AND DISTRICT BRANCH INC**  
GPO Box 1795 Canberra ACT 2601  
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**FORM FOR APPOINTMENT OF PROXY**

I, \_\_\_\_\_  
(Name in BLOCK LETTERS)  
Being a member of the above Branch, hereby APPOINT

\_\_\_\_\_  
(Name of proxy in BLOCK LETTERS)  
who is a member of the above Branch, as my proxy to vote for me on my behalf at the Annual General meeting of the above Branch to be held on (date of Annual General Meeting), and at any adjournment of this meeting.

.....  
(Signature of member appointing proxy and date)