

**THE ROYAL SCOTTISH COUNTRY DANCE SOCIETY,
AUSTRALIAN TEACHERS' ALLIANCE, Inc. Registered No. A1012400V
CONSTITUTION**

1. NAME

The name of the association shall be:-

**The Royal Scottish Country Dance Society,
Australian Teachers' Alliance Inc.**

hereinafter referred to as "the Alliance".

2. OBJECTS

- a) To promote the aims of the Royal Scottish Country Dance Society;
- b) to foster excellence in the teaching of Scottish Country Dance;
- c) to assist in the ongoing professional development of teachers by undertaking to preserve and disseminate materials supportive to the above objectives;
- d) to stimulate co-operation amongst all teachers and dancers.

3. MEMBERSHIP

Membership shall be open to any current member of the Royal Scottish Country Dance Society who holds the Teacher's Certificate, who has passed the Preliminary Test or who has passed the Teaching Certificate Part 1 (Units 1, 2 and 3).

Associate Membership shall be open to any current member of the Royal Scottish Country Dance Society (without a teaching qualification) who is teaching Scottish Country Dancing and who wishes to further his/her teaching skills.

Application for membership is to be submitted on the official Application Form of the Alliance.

Upon approval by the Executive and payment of the Annual Subscription, the member's name will be entered in the Register of Members.

4. FEES

Members shall pay an annual fee of such amount as determined at a General Meeting of the Alliance.

Annual Fees shall become due and payable on or before the 1st July in each year.

The financial year of the Alliance shall be from 1 July to 30 June.

A member shall be deemed unfinancial and forfeit membership if annual fees are not paid within the prescribed financial year.

5. REGISTER OF MEMBERS

The Secretary shall keep and maintain a Register of Members in which shall be entered the full name, full contact details and date of membership commencement alongside the name of each member. The Register shall be available for inspection by members of the Alliance at the address of the Secretary.

6. PRIVILEGES OF MEMBERS

Every member of the Alliance shall be entitled to

- a) attend all General Meetings of the Alliance;
- b) receive by direct mail or electronic means from the Secretary of the Alliance a copy of any amendments, up-dates to teaching techniques and similar data issued by the Society from time to time;
- c) receive by direct mail or electronic means, copies of the Alliance's Newsletter;
- d) participate in any discussion forum, teachers' seminar/workshop or similar activity convened by the Alliance;
- e) obtain by request, a copy of the Constitution of the Alliance at any time while a member of the Alliance.
- f) inspect the books and documents of the Alliance on giving ten days' notice in writing to the Honorary Secretary.

7. EXECUTIVE

- a) (i) The Executive of the Alliance shall be a Chairman, Secretary, Treasurer and three committee members duly elected at a General Meeting of the Alliance. All positions shall be Honorary;
- (ii) Membership of the Executive is not open to Associate members of the Alliance;

It is preferable, but not mandatory, that Executive members reside in an area where intercommunication is readily and inexpensively effected.

- b) The Executive shall control and manage the business and affairs of the Alliance;
- c) (i) The Executive shall have the authority to appoint by instrument in writing any sub-committees or groups within the Alliance and delegate to them such duties as it considers necessary for the efficient working of Alliance affairs;
- (ii) The Executive shall have the authority by instrument in writing to revoke wholly or in part any delegation under this rule;
- d) The Chairman, Secretary and Treasurer shall be ex-officio members of all sub-committees and groups formed within the Alliance;
- e) The term of office for members of the Executive shall be three (3) years, at which time all positions shall be declared vacant and nominations sought from another State/Branch, with any necessary changes effected the ensuing year.
- f) Proceedings of Executive:
 - (i) The Executive must meet together for the dispatch of business not less than three (3) times in each year and the Chairperson, or at least half the members of the Executive, may at any time convene a meeting of the Executive.
 - (ii) Each Executive member has a deliberative vote.
 - (iii) A question arising at an Executive meeting must be decided by a majority of votes, but, if there is no majority, the person presiding at the Executive meeting will have a casting vote in addition to his or her deliberative vote.
 - (iv) At an Executive meeting four (4) Executive members constitute a quorum.

8. VACANCIES ON EXECUTIVE

If a vacancy on the Executive arises during the term of office of the Executive, the Executive may appoint a replacement to the vacancy. The person so appointed shall retain such office until the next General Meeting, when the appointee, or other nominee, is formally elected to the Executive.

The office of a member of the Executive shall become vacant:

- a) upon cessation of membership of the Alliance;
- b) upon resignation;
- c) upon becoming unfinancial.

9. NOMINATIONS

- a) Nominations of candidates for election to the Executive of the Alliance should be in the hands of the Secretary forty-five (45) clear days before the General Meeting of the Alliance;
- b) Nomination papers shall state clearly the name and address of the candidate, together with the names and addresses of the mover and seconder of the candidate, and shall be signed by the candidate, the nominator and the seconder.

10. GENERAL MEETING

- a) A General Meeting of the Alliance shall be held once a year, on such date and at such place and time as the Executive thinks fit.
- b) Notice of the General Meeting shall be given to all members not less than 21 days prior to the date set.
- c) Notice of the General Meeting shall be accompanied by the Agenda, Nominations and Notices of Motion.
- d) A quorum for any General Meeting of the Alliance shall consist of ten (10) members, of whom two must be members of the Executive.
- e) Voting at General Meetings:
 - (i) Only members of the Alliance shall have the right to vote on any business arising at a General Meeting of the Alliance. A member shall have one vote only;
 - (ii) Voting at General Meetings shall be by personal vote or by proxy vote with a limit of 5 proxies per person;
 - (iii) Each member shall be entitled to appoint another member as his/her 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;
 - (iv) The notice appointing the proxy shall be in the form set out and attached as an Appendix to the notice of General Meeting forwarded to the member;
 - (v) Voting at General Meetings shall be according to the Instructions for Voting as directed by the Executive;
 - (vi) At the General Meeting, the Chairman shall enquire whether any member has lodged a proxy vote and will ensure that no member who has lodged a proxy vote votes a second time in that ballot.

11. PROCEEDINGS AT GENERAL MEETINGS

At a General Meeting of the Alliance, the Chairman of the Alliance shall preside. If the Chairman is absent from a General Meeting, the members present shall elect one of their number to act as Chairman.

The ordinary business of a General Meeting shall be:

- a) to confirm the minutes of the previous General Meeting;
- b) to receive from the Executive reports upon the transactions of the Alliance since the previous General Meeting;
- c) to receive the Treasurer's report and statement of receipts and expenditure and balance sheet of the Alliance;
- d) to elect Executive officers of the Alliance;
- e) to transact any special business of which notice has been given in writing to the Secretary at least 21 clear days prior to the convening of the meeting;
- f) to discuss subjects acceptable to the meeting.

12. FUNDS

The funds of the Alliance shall be derived from annual subscriptions, donations and any such other sources as the Executive determines.

The income and property of the Alliance derived shall be applied to the promotion of the aims and objectives of the Alliance as set forth in this Constitution.

Nothing contained herein shall prevent the payment in good faith of remuneration to any member of the Alliance in return for any services rendered to the Alliance.

Cheques or other documents used for the withdrawal or transfer of money or property shall bear the signatures of any two of the following:

Chairman, Secretary and Treasurer.

13. HONORARY SECRETARY

The Secretary shall:

- a) keep a true record in the Minute Book of meeting attendances and procedures;
- b) receive and issue all communication;
- c) keep in custody or under control all books, documents and securities of the Alliance, and shall make same available for inspection on request by members;
- d) maintain a register of all financial members;
- e) maintain an inventory of all properties of the Alliance, reporting any loss or damage to the Executive;
- f) submit an Annual Report together with Annual Statement of Accounts and Balance Sheet to the Secretary of the Royal Scottish Country Dance Society.

14. HONORARY TREASURER

The Treasurer shall:

- a) receive all Alliance monies, bank same in the Alliance bank account and maintain a record of all transactions;
- b) issue receipts for all monies received and retain duplicates;
- c) on demand of the auditor or members, deliver all held books, monies, communications and documents;
- d) pay all lawful accounts passed for payment by the Executive;
- e) prepare a Balance sheet for presentation to the General Meeting with copies for all financial members;
- f) ensure that a statement of accounts and balance sheet is prepared and available for the Secretary to forward to the Secretary of the Royal Scottish Country Dance Society.

15. AUDITOR

An Auditor shall be appointed by the Executive to audit accounts, statements and balance sheet of the Alliance for the ensuing twelve (12) months.

16. NEWSLETTER

The Alliance shall publish a Newsletter preferably three times a year for distribution to all financial members by direct mail or electronic means.

17. EDITOR

An Editor, dependent upon appropriate skills, shall be appointed by the Executive to supervise the publication of the Alliance's Newsletter. The Editor may be:

- a) a member of the Executive; or
- b) a member or associate of the Alliance who shall be an ex-officio member of the Executive.

18. ALTERATIONS

- a) No alterations shall be made to this Constitution except at a General Meeting of the Alliance;
- b) Twenty-eight (28) days notice must be given to the Secretary in writing of any proposed alteration and the Secretary shall notify financial members of such proposed alteration at least twenty-one (21) days prior to the General Meeting;
- c) Alterations shall not be made without the consent of three-fourths of the financial members present, or those voting by proxy, at a General Meeting of the Alliance.

19. COMMON SEAL

- a) The common seal of the Alliance must not be used without the express authority of the Executive and every use of the common seal must be recorded in the minute book.
- b) The affixing of the common seal of the Alliance must be witnessed by any two of the Chairperson, the Secretary and the Treasurer.
- c) The common seal of the Alliance must be kept in the custody of the Secretary or of such other person as the Executive from time to time decides.

20. DISBANDMENT

Disbandment of the Alliance shall require a three-fourths majority of the votes cast in a postal poll of members. In the event of a decision to disband, the Alliance shall follow in all respects the procedures with respect to disposition laid down in the rules of the R.S.C.D.S. governing the operation of its branches where not in contravention of the laws of local jurisdiction.

12 July 1993

Amended in June 2001 to incorporate the amendment passed at the AGM Perth Winter School, September 28 1999 (that is, the substitution of "Alliance" for "Association").

Amended in September 2001 to incorporate Associate Members in Clause 3 and to prevent Associate members from serving on the Executive.

Amended in July 2009 to reflect the current structure of the RSCDS Teacher's Certificate, current technology and current Alliance practice.

Amended in July 2011 to conform to the requirements of the Associations Incorporation Act (1987).