

Constitution of Milwaukee Scottish Country Dancers

ARTICLE I NAME

The name of this organization shall be "Milwaukee Scottish Country Dancers."

ARTICLE II AIMS

The aims shall be:

- (a) To practice and preserve Country Dancing as danced in Scotland.
- (b) To contribute to the cultural life of the community by promoting interest in and enjoyment of Scottish Country Dancing.
- (c) To maintain a close association with the Royal Scottish Country Dance Society, and encourage membership in that society.

ARTICLE III MEMBERSHIP

Membership shall be open to persons interested in the aims of the Dancers. Fees, as set forth in the By-Laws, will be paid by all members.

ARTICLE IV GOVERNMENT

- (a) The Dancers shall be guided and governed by the Board of Directors consisting of the President, Vice-President, Treasurer, Secretary and up to three (3) At Large members. The past president shall serve as the third At Large member. Certified Teachers will serve as ex-officio members.
- (b) The term of office shall be one (1) year for the President, Vice-President and the three (3) voting Members At Large. The Vice-President shall succeed the President each year. The Treasurer and the Secretary shall serve terms of two (2) years. The Treasurer shall be elected in even numbered years and the Secretary shall be elected in odd numbered years.
- (c) A quorum of the Board of Directors shall be as set down in the By-Laws.
- (d) The Board of Directors shall have the power to appoint sub-committees as required.
- (e) Should a vacancy occur on the Board of Directors between Annual General Meetings, the Board of Directors shall have the power to fill the vacancy.

ARTICLE V DUTIES OF OFFICERS

(a) President

The President shall preside at all meetings. The President shall have a casting vote to break ties. He/she will call regular Board of Director meetings in the best interest of the Dancers and lead the discussion with accurate statements of fact. With the advice and assistance of the Board of Directors, he/she shall be responsible for the delegation of the organization of all dances with the exception of the regular weekly classes.

(b) Vice-President

The Vice-President shall assist the President in the performances of his/her responsibilities and shall preside over Board of Directors meetings in the absence of the President. Reservations for rooms for regular classes and dancing and for special events shall be the responsibility of the Vice-President. Announcements and publicity shall be his/her responsibility.

(c) Secretary

The Secretary shall record the minutes of all meetings. He/she shall attend to all correspondence. He/she shall ensure that all the members receive adequate notice of all social events and business relating to the Dancers. He/she shall bring to the attention of the President all outside correspondence with other branches, societies or persons.

(d) Treasurer

The Treasurer shall collect and bank monies and account for all finances of the Dancers. He/she shall make payments and settle accounts as approved at a board meeting. He/she will present the account report at Board of Director meetings. It is the responsibility of the Treasurer to maintain an up to date membership list.

(e) Members At Large

Up to three (3) Members at Large shall assume duties as defined by the Board of Directors. The number of Members at Large shall be determined by the outgoing Board of Directors.

(f) Teacher

Teachers must have the full teaching certificate of the R.S.C.D.S. and shall guide and instruct the dancers in the true form as prescribed by the manual of the R.S.C.D.S. In the absence of fully qualified teachers, persons holding preliminary certificates of the Society may serve. These teachers shall be the ruling authority as to teaching and in consultation with each other, shall assess the progress of individuals and determine their place in groups. In matters of policy, the teachers shall be bound by the decision of the Board of Directors.

ARTICLE VI ALTERATION OF CONSTITUTION

(a) The Dancers shall be governed by the Constitution and By-laws approved by the Dancers at a General meeting.

(b) Any proposal to alter the Constitution shall be submitted to the Secretary in writing four (4) weeks before an Annual General Meeting. The Secretary shall publish the proposal at least three (3) weeks prior to the Annual General Meeting. Acceptance of the proposed alteration of the Constitution shall require a two-thirds (2/3) vote of members present.

By-Laws of Milwaukee Scottish Country Dancers

1. ADMISSION OF MEMBERS

Individuals wishing to become members may do so on meeting the requirements of Article III of the Constitution.

Members must abide by the Constitution and By-Laws of the Dancers

2. FISCAL YEAR

The fiscal year be established as July 1st through June 30th.

3. FEES

Fee shall be set by the Board of Directors. No annual membership fees for the Milwaukee Scottish Country Dancers will be charged to those persons holding an R.S.C.D.S. Teacher's Certificate or preliminary certificate.

4. REGISTER OF MEMBERS

A list of members of the M.S.C.D. with their contact information shall be maintained by the Treasurer and shared with the Secretary The listing will be updated in May/June to be presented at the AGM in July.

(a) The Secretary will maintain a roster including active members and those regularly attending weekly classes, updating contact information as newer dancers join, and reconcile the roster with the register of members in May/June.

(b) The Secretary will also maintain the listing of contact information of current members, former members, and people who have shown interest in M.S.C.D. at demonstrations and other events. He/she will keep this current and share with the webmaster before every Board meeting in order to update the email distribution list for general communications.

5. NOMINATIONS

The President shall appoint a nominating committee to prepare a slate of candidates for offices of the Board of Directors to be presented at the Annual General Meeting. The committee shall consist half of members of the Board of Directors and half non-members.

6. ELECTIONS

Election of members of the Board of Directors shall be determined by a majority vote at the Annual General Meeting. Prior approval of an individual's willingness to stand for office must be obtained by the nominator. Election to office shall be by ballot unless by acclamation. Terms of office shall begin August 1.

7. ELECTION TO OFFICE IN ABSENTIA

Provided a member indicates to a nominating committee member prior to the Annual General Meeting, his/her willingness to stand for office, he/she may, by majority vote, be elected to office in absentia.

8. MEETINGS

The Annual General Meeting will be called by the Board of Directors after the end of March.

A Special General meeting may be called either:

(a) By the majority of the Board of Directors or

(b) By twenty (20) per cent of the members signifying their desire for such in writing to the Secretary.

The Secretary shall inform the membership of either General meeting at least three (3) weeks prior to the meeting.

ORDER OF BUSINESS FOR ANNUAL GENERAL MEETING

- (a) Call to order.
- (b) Business arising from minutes.
- (c) Election of Board of Directors.
- (d) New Business.
- (e) Announcements.
- (f) Adjournment.

ORDER OF BUSINESS FOR SPECIAL GENERAL MEETING

- (a) Call to order.
- (b) Reading of notice of meeting.
- (c) Business arising therefrom.
- (d) Adjournment.

9. QUORUM

No General Meeting can take place unless at least forty (40) per cent of the members are present. A quorum for the Board of Directors shall be the greater of three or half the Board members.

10. MAJORITY VOTE

The majority vote at all meetings of the Dancers shall be a simple majority of members present. A member absent from the meeting without notice will be assumed to agree with the majority vote.

11. FINANCES

- (a) The Board of Directors shall establish guidelines for reimbursement for expenses incurred in the interest of the Dancers.
- (b) The Treasury accounts for the Dancers shall be reviewed by the Board of Directors at the end of the Treasurer's term of office.

12. AMENDING THE BY-LAWS

The By-Laws of the Dancers may be amended by two-thirds (2/3) of the members present at a Special or annual General Meeting. Any proposal to amend the By-Laws shall be submitted to the secretary in writing four (4) weeks before a meeting. The Secretary shall publish the aforesaid proposal at least three (3) weeks prior to a meeting.

13. DISSOLUTION OF THE DANCERS

Dissolution of the Dancers shall require a two-thirds (2/3) majority vote of members. The Board of Directors shall liquidate the assets of the Dancers and all monies derived therefrom shall be used to further the cause of Scottish Country Dancing.

14. AUTHORITY OF CONSTITUTION AND BY-LAWS

The foregoing Constitution and By-Laws shall guide and rule the actions of the dancers until modified in General Meeting, as outlined in Article 12 of the By-Laws.