

SCOTTISH COUNTRY DANCERS OF COLORADO

CONSTITUTION

Ratified: October 9, 1982
May 7, 1983
Amended: April 26, 1997; May 20, 2000

ARTICLE I. NAME

The name of this organization shall be the Scottish Country Dancers of Colorado, referred to below as "SCD" or "the SCD".

ARTICLE II. PURPOSES

- A. To preserve and further the practice and teaching of traditional Scottish country dancing.
- B. To collect books, manuscripts, and illustrations relating to Scottish country dancing.
- C. To cooperate with organizations and groups practicing, teaching, or otherwise interested in Scottish country dancing and music.
- D. Generally to do such things as are considered by the SCD to be incidental or conducive to the attainment of the purposes stated above or any of them.

ARTICLE III. MEMBERSHIP

Membership in the SCD shall be open to any person who supports the purposes of the group.

ARTICLE IV. DUES

Membership shall be contingent on payment of dues in accordance with the By-laws.

ARTICLE V. MEETINGS

There shall be an Annual General Meeting of the SCD membership at the time specified in the By-laws. There may also be Special General Meetings called as specified in the By-laws. Any Annual or Special General Meeting shall represent the highest authority in the SCD. The agenda for an Annual General Meeting shall be as described in the By-laws.

ARTICLE VI. OFFICERS

The officers of the SCD shall be a Chairman, a Secretary, and a Treasurer. They shall be elected from the membership at the Annual General Meeting.

ARTICLE VII. EXECUTIVE COMMITTEE

The Executive Committee of the SCD shall be composed of the Chairman, the Secretary, the Treasurer, three or four (3 or 4) Members-at-large, and one representative from the Teaching Committee. The Members-at-large shall be elected from the membership at the Annual General Meeting. The Teacher Representative shall be elected by the Teaching Committee from its membership.

ARTICLE VIII. COMMITTEES

A standing committee of the SCD shall be the Teaching Committee. The Executive Committee shall form such other standing and temporary committees as it deems necessary for the functioning of the SCD.

ARTICLE IX. AMENDMENT

This Constitution may be amended only at a General Meeting by a two-thirds vote of the members present and voting, provided a quorum, as defined in the By-laws, is present.

ARTICLE X. DISSOLUTION

The SCD shall be dissolved only at a General Meeting, and such action shall require a unanimous vote (excluding the elected members of the Executive Committee from such vote). Upon the dissolution of the SCD, the Executive Committee shall, after paying or making provision for the payment of all liabilities of the SCD, dispose of all the assets of the SCD in a manner consistent with the stated purpose and objectives of the SCD. Disposition may be made to an organization whose purpose and objectives are similar to those of the SCD or to such organization or organizations organized and operated exclusively for charitable, educational, religious, or scientific purposes as shall at the time qualify as an exempt organization or organizations under section 501 (c) (3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law). None of the SCD's assets shall be distributed to, or inure to, the benefit of any private individual.

ARTICLE XI. RATIFICATION

The ratification of this Constitution shall require a two-thirds vote at the General Meetings, the second of which shall be the first Annual General Meeting of the SCD. After this Constitution is confirmed by an affirmative vote, it shall be considered to be in effect until the first Annual General Meeting.

BY-LAWS

Adopted: May 7, 1983
Amended: April 26, 1997; May 20, 2000

SECTION I. Membership

An individual may join the SCD by completing a membership form and paying the appropriate dues. The membership term is until the end of the current fiscal year. Membership can be renewed by simple payment of dues.

SECTION II. Fiscal Year

The fiscal year shall be from April 1 to March 31.

SECTION III. Dues

The SCD shall have dues; any changes in the dues will be made at an Annual General Meeting and take effect the following fiscal year.

SECTION IV. Election of the Executive Committee

- A. For the members of the Executive Committee elected by the general membership the following procedure shall be in effect: A Nominating Committee of at least two members shall be appointed by the Executive Committee to seek among the membership for nominations. It shall present at least one nomination from the membership for each office. At the Annual General Meeting, the Executive Committee shall be elected separately and in the following order: (A) Chairman (B) Secretary (C) Treasurer (D) Members-at-large. New officers are to take over after the adjournment of the Annual General Meeting. In workshop years, the executive committee shall serve until the end of the workshop, at which time the newly elected board will begin their duties.
- B. An office may be vacated by resignation or by a 3/4 vote of the membership at a Special General Meeting, or by unanimous vote of all other Executive Committee members at an officially called Executive Committee meeting. At such an Executive Committee meeting written votes from absent members will be accepted for this purpose only. Such office is filled for the remainder of the term by appointment of the Executive Committee.

SECTION V. Duties and Responsibilities of the Officers

A. Chairman

The Chairman is the Executive Officer of the SCD, and shall preside at the General Meetings and at Executive Committee Meetings, with the same vote as any other officer. The Chairman shall act as trustee who supervises all of the real property of the SCD.

B. Secretary

The Secretary shall see that regular meetings are held, shall keep proper minutes of all meetings, shall attend to all correspondence, shall bring to the Executive Committee all communications, shall maintain an up-to-date membership list, and shall prepare an annual report for the Annual General Meeting. The Secretary shall also mail the minutes of the previous meeting no more than twenty days after the meeting, or give them out at the next meeting, whichever is soonest. In the absence of the Chairman or the Treasurer, the Secretary shall assume their duties.

C. Treasurer

The Treasurer shall receive, bank, and account for all monies collected from members of the SCD or from other sources, shall keep proper accounts, shall report annually to the SCD and at every meeting of the Executive Committee, and shall be responsible for making payment from SCD funds for all SCD expenses. The Treasurer will make the accounts available to any member of good standing upon reasonable request for inspection. In the absence of the Secretary, the Treasurer shall assume his or her duties.

SECTION VI. Duties and Responsibilities of the Executive Committee

- A. The Executive Committee shall meet at least once each quarter. Meeting dates may be set at previous meetings, or meetings may be called by the Chairman or any three members. Notification will be by telephone or mail, giving committee members ten days notice.
- B. The quorum for Executive Committee Meetings shall be four persons.
- C. Decisions of the Executive Committee shall require a majority vote of those present, unless otherwise specified.
- D. Any SCD member may attend Executive Committee meetings as an observer. Participation requires prior arrangement with the Chairman. The Executive Committee shall also maintain a permanent record of its meetings which shall be approved by the attending members and made available to the SCD members upon request.
- E. The Executive Committee shall be responsible to the SCD members for the management of all SCD activities and property, according to the letter and spirit of the Constitution and its By-laws.
- F. All disbursement checks shall require the signature of either the Treasurer or the Secretary.
- G. The Executive Committee shall appoint the Nominating Committee. It shall also appoint such other committees and/or chairmen, standing or temporary, that it deems necessary to carry out the business of the SCD.
- H. The past Chairman shall remain on the Executive Committee for one year as a non-voting advisor.

SECTION VII. Committees

- A. The Teaching Committee shall be composed of all the teachers of the SCD. Teachers are those certificated (preliminary test or full) by the RSCDS and other SCD teachers whom they may invite to join. It shall be autonomous, electing its own Chairman and the Teacher's Representative to the Executive Committee. It shall be responsible for the dance program of SCD events and for locating teachers for workshops. It shall also train and support aspiring teachers.

- B. The Nominating Committee consisting of at least two members shall be appointed by the Executive Committee. Its duties are defined in the By-laws (section IV.A).
- C. A temporary committee shall be appointed for each SCD dance or workshop event. The duties and responsibilities of such temporary committees shall be specified by the Executive Committee.
- D. Other committees shall be appointed by the Executive Committee as it deems necessary.

SECTION VIII. General Meetings

A. Annual General Meeting

- 1. The Annual General Meeting shall be held between April 1 and May 31. The location shall rotate among the principal SCD towns.
- 2. The Annual General Meeting shall be announced at all regular SCD activities starting at least two months prior to the meeting. Members shall receive written notice at least one month in advance.
- 3. The quorum for an Annual General Meeting shall be 10% of the members except for constitutional amendments which shall require a quorum of 20% of the members.
- 4. All decisions at an Annual General Meeting shall be by simple majority vote unless otherwise specified in the Constitution or its By-laws.
- 5. The agenda for an Annual General Meeting shall include, in the following sequence:
 - a. Minutes of the last Annual General Meeting and of any Special General Meetings held in the course of the year.
 - b. Secretary's report on the year's activities.
 - c. Treasurer's report including accounts and members.
 - d. Chairman's report on SCD property.
 - e. Old Business.
 - f. New Business, including the proposed dues structure for the following fiscal year.
 - g. Election of Officers and Members-at-large of the Executive Committee.
 - h. Precedence on the agenda of an Annual General Meeting shall be given to proposed business submitted to the Executive Committee at least three weeks prior to the meeting.
- 6. A written copy of the agenda for an Annual General Meeting shall be distributed to all members at least one week prior to the meeting. Additions to the published agenda shall be given in writing to the Executive Committee prior to the call to order.

B. Special General Meeting

- 1. A Special General Meeting shall be called by the Secretary on petition of the Executive Committee or of 25% of the membership. Such petition shall state the purpose of the meeting and the complete agenda for this meeting.
- 2. Written notice, including the complete agenda, shall be distributed to the membership at least two weeks prior to the meeting.
- 3. The quorum for a Special General Meeting shall be 20% of the membership.
- 4. All decisions at a Special General Meeting shall be by a simple majority vote, unless otherwise specified in the Constitution or its By-laws.
- 5. There will be no additions to the agenda at a Special General Meeting.

SECTION IX. Amendment

These By-laws may be amended by a two-thirds vote at a General Meeting provided 20% of the members are present.