

KASS Constitution

Approved at the Annual General Meeting held on 5th October 2004

ARTICLE 1

The Association shall be called: "The Kent Association of Scottish Societies" but may hereinafter be referred to as "K.A.S.S." or "The Association"

ARTICLE 2

In this Constitution, "he" shall be taken to include "she" and the singular shall be taken to include the plural. The expression "Societies" shall be deemed to include Caledonian Associations, Reel Clubs, Scottish Country Dance Groups and any similar body of persons united by their common interest in upholding the Objects of The Association as specified in Article 3 below.

ARTICLE 3

The Objects of The Association shall be :

- a) to foster Scottish sentiments and culture.
- b) to promote friendly relations between Member Societies.
- c) to maintain Scottish traditions.

ARTICLE 4

Membership of The Association shall be open to all Scottish Societies in the County of Kent upon the written application to, and approval of, the Committee of Management.

ARTICLE 5

The Association shall be non-political and non-sectarian.

MEMBERSHIP

RULE 1

a) Societies, as under Article 4 of the Constitution, shall pay an affiliation fee immediately on joining K.A.S.S., the fee to be fixed annually at the Annual General Meeting and thereafter, provide yearly, written affirmation of continued membership at or prior to the Annual General Meeting.

b) The annual subscription, equal to the affiliation fee referred to above, shall be payable by each Member Society. The subscription is due for payment at the Annual General Meeting and must be paid before the meeting after the AGM (normally in March). The Treasurer will recommend a subscription for the following year at the Committee meeting prior to the Annual General Meeting and a final decision, on the level of subscription to be levied, will be taken at the Annual General Meeting.

RULE 2

Membership is terminated by :

- the resignation of the Member Society.

- failure to provide the required yearly affirmation of membership at, or prior to, the Annual General Meeting.

RULE 3

K.A.S.S. shall have no authority over, and equally, shall accept no responsibility for, the Member Societies. Any support given to K.A.S.S. by Member Societies will be entirely voluntary.

MANAGEMENT

RULE 4

The Officers of The Association, namely the Chairman, the Vice Chairman, the Secretary, the Treasurer and the Events Co-ordinator, together with Two nominated representatives from each Member Society, shall constitute the Committee of Management, hereinafter called "the Committee". The retiring Chairman shall be considered an ex-officio member of the Committee until his successor retires.

RULE 5

The Committee shall meet as often as necessary to conduct the business of The Association.

RULE 6

It shall have the power to co-opt:

- to further Article 3 of the Constitution;
- to ensure the presence of expertise in Sub-Committees.

RULE 7

Co-opted committee members shall have no voting rights and shall stand down immediately upon cessation of the purpose for which they were appointed.

RULE 8

The Chairman and Vice Chairman shall be elected at the Annual General Meeting for a term of office of one year. They may be re-elected for one further year. Retiring Chairmen and Vice Chairmen may be elected again after the expiry of two years.

RULE 9

The Secretary, Events Coordinator and Treasurer shall be elected at the Annual General Meeting for a term of office of one year. There shall be no restriction on their eligibility for re-election.

RULE 10

The other members of the Committee shall be nominated annually at the AGM by their respective societies and written notification of any change must be made to the Secretary in advance of any meeting.

RULE 11

The Committee shall at all times ensure that The Association has an adequate public liability policy and such other policies of insurance as are deemed necessary for the protection of The Association, its members, its guests and its property.

ADMINISTRATION

RULE 12

The financial year shall end on August 31st. The Treasurer shall submit the accounts of The Association to the Accounts Checkers, for verification and report, in time for their presentation at the Annual General Meeting.

RULE 13

The Accounts Checkers of The Association shall be appointed annually at the Annual General Meeting.

RULE 14

The Treasurer shall keep a cashbook, in which shall be entered all sums received and paid by the Treasurer on behalf of The Association. A statement of accounts shall be presented at each meeting of the Committee.

RULE 15

All cheques drawn on The Association's funds shall bear the signatures of the Treasurer and of one other authorised signatory.

RULE 16

The Secretary shall keep a Minute Book and the Minutes of business transacted at all meetings shall be signed, after adoption, by the Chairman.

RULE 17

The Chairman, Secretary, Events Coordinator and Treasurer shall submit, individually, a written report at the Annual General Meeting of the past year's activities.

RULE 18

The Chairman, or in his absence, the Vice Chairman, shall take the chair at all meetings. He shall uphold the Constitution of The Association, decide on matters of procedure and on the degree of formality and rule on the admissibility of motions.

RULE 19

In the absence of both the Chairman and Vice Chairman, the remaining officers shall jointly propose: "that N.N. takes the chair pro tem".

RULE 20

Two Officers and one quarter of the Member Societies shall constitute a quorum at ordinary meetings.

RULE 21

Two Officers and one third of the Member Societies shall constitute a quorum at an Annual General Meeting or at a Special General Meeting.

RULE 22

All voting at meetings shall be on a simple majority basis, by a show of hands, with the exception of the procedure as under Rule 26.

RULE 23

Each Member Society shall have one vote to be exercised by its Voting Representative or, in their absence, by its Non Voting Representative.

Each Officer shall have a vote in his own right. The Chairman, or acting Chairman, shall have a casting vote.

RULE 24

The Annual General Meeting, which shall also be the first Committee Meeting in the new financial year, shall be held not later than October 31st. Notice containing the Agenda, will be circulated to Member Societies not later than twenty-eight days before the event.

RULE 25

A Special General Meeting may be called by the Officers or at the written request of at least one quarter of the Member Societies. Notice containing the Agenda will be circulated to the Member Societies not later than twenty-eight days before the event.

RULE 26

Twenty eight days notice of a meeting to propose any alterations to the Constitution shall be circulated to Member Societies, and a two thirds majority of Member Societies shall be required before such alterations may take effect. If a Member Society cannot be represented at the meeting, they may notify their intention in writing in advance to the Secretary.