

CONSTITUTION

Revised - 2012

Name	East Midlands Association of Scottish Societies ('The Association')
Aims and Objectives	<p>a) To foster good relations and co-operation between Scottish Societies in the East Midlands District and to advance their interests;</p> <p>b) To co-operate with other similar organisations to achieve its Aims and Objectives;</p> <p>c) To sponsor District functions, there being, if possible, at least one per year; and</p> <p>d) To make charitable donations</p>
Membership	<p>The following Societies and Associations ("The Societies" or the "Society") are declared to be members at the date of the adoption of this constitution:</p> <p>Corby St. Andrew Society Derby Scottish Association and Burns Club Huntingdon and District Caledonian Society Kettering and District Caledonian Society Leicester Caledonian Society Northampton Town and County Scottish Association Rushden and District Caledonian Society The Scots' Society of St. Andrew, Bedford</p>
Officers	<p>An Hon. Secretary and Hon. Treasurer shall be elected annually at the AGM and may be eligible for re-election. The offices of Hon. Secretary and Hon. Treasurer may be held jointly.</p> <p>The Hon President shall be nominated by each Society in turn and will normally serve for one year.</p>
AGM	<p>The Annual General Meeting (AGM), normally held on the first Saturday of November, shall be hosted by each Society in turn and be chaired by the current East Midlands Association of Scottish Societies (E.M.A.S.S.) Hon. President.</p> <p>Attendance is open to all current members of the Member Societies.</p> <p>The Hon. Secretary shall inform Member Societies of the date, time and place of the AGM by letter post or e-mail, addressed to the Hon. Secretary of each of the constituent Societies. The notification shall include an Agenda of items for discussion and shall be sent out at least 14 days before the AGM.</p> <p>Items from Member Societies for inclusion in the Agenda must be received 28 days before the date of the AGM.</p> <p>Each Society shall be represented by four of its current members with voting rights. Other members may attend as non-voting observers and express their opinions. A quorum shall consist of representatives attending from at least five member Societies regardless of how many attend from each Society.</p>

At the AGM, representatives will:

- a) Confirm the minutes of the previous AGM;
- b) Receive the annual report from the Hon. Secretary;
- c) Receive the annual financial statement from the Hon. Treasurer;
- d) Appoint an independent person to examine the accounts;
- e) Elect an Hon. President, Hon. Secretary, and Hon. Treasurer by voting for nominated candidates;
- f) Vote on proposals to change the Constitution or other resolution, notification of which shall have been received in writing by the Hon. Secretary in time to be included with the notice calling the AGM;
- g) Review and approve the annual subscription;
- h) Agree the distribution of charitable donations;
- i) Review the past year's activities of the Association and, in that light, achievement or otherwise of the Aims and Objectives of the Association;
- j) Confirm relevant dates for events during the following year; and
- k) Confirm that the next Society in rotation is willing to act as host for the next AGM and for any District function.

No transaction of the Association shall be binding unless a quorum of five Member Societies is present regardless of how many attend from each Society, and there is a two thirds voting majority.

Voting

Each Member Society is entitled to have **four** nominated, attending representatives with voting rights, each representative has one vote. No Society shall have more than **four** votes.

No transaction of the Association shall be binding unless a quorum of five Member Societies is present at the AGM and there is a two thirds voting majority. In the event that a member Society is unable to be represented fully at the AGM, up to **two** proxy votes may be granted, by prior request to the Hon. Secretary, in respect of any Agenda item put to a vote at the meeting.

Subscriptions

Subscription amounts will be decided annually at the AGM and are then due for payment by Member Societies to the Hon. Treasurer.

Finance

The Hon. Treasurer shall keep accounts and maintain records of all the Association's income and expenditure and shall prepare accounts for the AGM.

All accounts must be examined by an independent person to be appointed at the AGM. The Examiner shall express a written opinion on the accuracy and reliability of the annual accounts and underlying records to be presented at the AGM.

The funds of the Association shall be used in furtherance of the Aims and Objectives of the Association and to reimburse any Member Society or official incurring expenditure wholly, exclusively and necessarily for the benefit of the Association.

The financial year of the Association shall end on the 30th of September.

The accounts of the Association shall be examined up to the 30th of September prior to the AGM.

The Hon. Treasurer shall open a bank account in the name of the Association and shall pay all monies received into this account. The Hon. Treasurer shall be the principal signatory of the account and be responsible for paying all bills. Each year he will arrange to have the incoming President authorised to operate the account independently of him, to allow its continued use in the event he cannot operate it for whatever reason.

Management The Hon. Secretary shall:

- a) Prepare minutes of the AGM and send them to the Secretaries of the member Societies within 14 days after the AGM;
- b) Submit a report of the past year's activities of the Association to the AGM;
- c) Send to the Secretaries of the member Societies a notice calling the next AGM at least 14 days prior to the meeting together with the examined financial statements , proposed resolutions, changes to the constitution and an Agenda of topics to be discussed at the meeting having agreed it with the Hon. President and incoming Hon. President; and
- d) Maintain appropriate archives of minutes, other forms of communications and examined financial statements.

Information Service Each member Society shall send its annual programme, together with information likely to be useful, to other Societies and the Hon. Secretary.

District Functions The organisation of such functions, shall be delegated to the host Society as approved by the AGM. Whilst the responsibility of organisation falls on the host Society for the functions in their entirety, including promotion, sale of tickets and financial arrangements, the Hon. Secretary and Hon. Treasurer of E.M.A.S.S. shall be available to attend a meeting or meetings in connection with the functions to provide advice. The host Society will provide the Hon. Treasurer with a budget for the functions prior to them taking place and a detailed Income and Expenditure Statement on their completion.

The Hon. President of E.M.A.S.S. shall be the Hon. President of the function.

Any financial surplus arising from the functions will be donated by the host Society to E.M.A.S.S to facilitate an E.M.A.S.S donation to be made, by the retiring E.M.A.S.S President to a deserving cause of his/her choice. The amount donated will be approved by a majority of representatives present at the AGM.

E.M.A.S.S. will be responsible for agreeing the financial arrangements.

In the event of a loss being made, E.M.A.S.S may reimburse the host Society for that loss.

Amendment of the Constitution Proposals, suitably seconded, to amend this Constitution must reach the Hon. Secretary at least 28 days before the AGM in order to be included in the Agenda.

To be effective a quorum of five Member Societies must be present at the AGM and any such amendment must be carried by two-thirds majority of the representatives present.

Dissolution

In the event of the dissolution of the Association a resolution to dissolve the Association shall be proposed only at an extraordinary general meeting. It shall be passed only if a quorum of five Member Societies is present and it is carried by a majority of at least two thirds of the representatives present and voting. The dissolution shall take effect from the date of the resolution and the Association's officials shall be responsible for the winding-up of the assets and liabilities of the Association. Any property remaining on a winding-up or dissolution of the Association after discharge of the debts and liabilities of the Association shall be paid to a charity nominated at the Extraordinary meeting called to dissolve the Association.