

REGULATIONS
OF
Cincinnati Scottish Country Dancers
Cincinnati, OH

Original version 1.0, approved April 18, 2012

1 NAME

This organization shall be known as The Cincinnati Scottish Country Dancers (Hereafter referred to as CSCD). The Cincinnati Scottish Country Dancers are located in Cincinnati, Ohio.

2 POLICY

- i CSCD shall be constituted as a Member Group of the Cincinnati Branch of The Royal Scottish Country Dance Society, hereafter referred to as "RSCDS Cincinnati", in accordance with Article IX of the Regulations of The Royal Scottish Country Dance Society Cincinnati Branch.
- ii CSCD are subordinate to and subject to the authority of RSCDS Cincinnati and The Royal Scottish Country Dance Society, an international association headquartered in Edinburgh, Scotland, United Kingdom.

3 OBJECTIVES

The objectives of CSCD shall be:

- i To preserve and further the practice of traditional Scottish Country Dances and modern dances of merit in the traditional style;
- ii To provide or assist in providing instruction in the dancing of Scottish Country Dances;
- iii To promote the enjoyment and appreciation of Scottish Country Dances by any suitable means; and
- iv Generally to do such other things as are or may be considered by CSCD to further the aims of RSCDS Cincinnati or The Royal Scottish Country Dance Society.

4 MEMBERSHIP

- i Membership in CSCD shall be open to all persons sixteen (16) years of age or older who are interested in furthering the objectives of CSCD and who pay the required annual membership fee. There are three classes of membership:

- a *Local members*, who are not members of RSCDS Cincinnati Branch. Local members pay a nominal CSCD annual membership fee, but do not enjoy the privileges and prerogatives of membership in RSCDS Cincinnati and/or The Royal Scottish Country Dance Society. Local members are entitled to one (1) vote in CSCD meetings on issues pertaining to CSCD matters.
 - b *Full members*, who are also members of RSCDS Cincinnati Branch. Full members pay the required CSCD annual membership fee and current subscription established by RSCDS Cincinnati in accordance with Article IV of the Regulations of The Royal Scottish Country Dance Society Cincinnati Branch. “Full members” are equivalent to “Branch Members” as defined in Paragraph 4.1.1 of the Regulations of The Royal Scottish Country Dance Society Cincinnati Branch and shall be entitled to all the privileges and prerogatives thereof. Full members are entitled to one (1) vote in CSCD meetings on issues pertaining to CSCD matters.
 - c *Junior associates*, who are persons under the age of eighteen (18) years interested in furthering the objectives of CSCD. Junior associates shall not be entitled to vote or hold an office in CSCD nor have an interest in any CSCD property.
- ii Local and full members shall hereafter be referred to as “members.”
 - iii Membership in CSCD is not required to participate in CSCD classes, dances, or other activities.
 - iv Admission:
Individuals desiring membership in CSCD shall submit their payment of annual dues, to the Treasurer. Individuals desiring full membership shall submit their application and payment to the Membership Secretary of RSCDS Cincinnati in accordance with RSCDS Cincinnati procedures. The CSCD COM representative shall facilitate application for full RSCDS membership to those that wish to join.
 - v Termination:
Local membership in CSCD may be terminated for/by:
 - a Non payment of dues.
 - b Local membership in CSCD may be terminated for/by:
A three-fourths (3/4) majority vote of the CSCD members in a general meeting due to the failure of a member to adhere to the Regulations of CSCD and whose behavior is likely to prove detrimental to the welfare of CSCD. The member under consideration for expulsion must be notified of the charges against him/her by the President and given time to prepare his or her defense prior to the case being brought before the CSCD meeting.
 - vi Reinstatement:
A member may be reinstated by:
 - a Payment of annual dues if termination was for non-payment.

- b Three-fourths (3/4) majority vote of the CSCD members in a CSCD meeting upon written application from the expelled member if termination was by CSCD vote.
- vii Membership records:
The Secretary (see below) shall provide membership information and regular updates to the Membership Secretary of RSCDS Cincinnati Branch.

5 FEES AND DUES

- i Local membership dues shall be required of each member, payable during September of each year, or upon application for membership. The fees for membership, class and event attendance shall be established by the CSCD Group Officers (See below).
- ii Full membership dues shall also be payable not later than August 30 of each year, or upon application for membership, in accordance with Paragraph 4.5 of the Regulations of The Royal Scottish Country Dance Society Cincinnati Branch.
- iii All guests, after their first visit, and all members attending a dance class or other CSCD event shall be asked to contribute an amount, as determined by the members, toward the expenses of the class or event.

6 MEETINGS

- i The CSCD shall hold an annual meeting prior to the Annual General Meeting (AGM) of RSCDS Cincinnati. The purpose of this meeting shall be to elect a new Class Coordinator and other officers (see below), for the consideration of CSCD inputs to the RSCDS Cincinnati AGM, and for other issues deemed necessary by the membership.
- ii Special meetings may be held at such times and places as the Class Coordinator or a simple majority of the members may deem necessary.
- iii The Class Coordinator shall ensure that sufficient notice of meetings is given to all local members of CSCD. "Sufficient" shall normally be defined as two weeks. Notice may be in writing (hardcopy or electronic), telephone, or personal contact. The notice shall include the date, time, location, and purpose(s) of the meeting.
- iv Voting: At any CSCD meeting, any person who is a member of CSCD in accordance with Paragraph 4.1 of these regulations is entitled to one (1) vote on each matter properly submitted to the members for their vote, consent, release or other action.
In the event of a tie vote, the Class Coordinator shall cast a separate, tie-breaking vote to decide the issue.

v Action without a meeting:

Any action which may be authorized or taken at a CSCD meeting may be authorized or taken without a meeting providing it is approved in writing or by an electronic mail sent from the member's electronic mail address of record by a majority of members who would be entitled to attend and vote at a meeting held for such purpose. The Class Coordinator shall maintain a written record of any such action taken and the members approving said action.

vi "Robert's Rules of Order (Latest Revision)" and the Regulations of The Royal Scottish Country Dance Society Cincinnati Branch shall govern the CSCD meetings.

7 GUESTS

- i Anyone may, as a guest, attend any dance class or social function.
- ii Guests shall be entitled to one (1) free dance class.
- iii Membership may be encouraged of persons after continued attendance of dance classes or social functions.

8 MANAGEMENT

- i As a Member Group of RSCDS Cincinnati Branch, management of CSCD shall be conducted in a manner consistent with the Regulations of The Royal Scottish Country Dance Society Cincinnati Branch ("Branch regulations"). All of the property and assets of CSCD shall be managed and controlled by the Group officers (See Section 7 below).
- ii The CSCD will be administered by a Class Coordinator, Treasurer, Secretary and Lead Teacher ("Group Officers"), as defined below. The Group Officers may appoint other assistants as are deemed necessary, such as event chairpersons, publicity coordinators, hospitality coordinators, etc. The Group Officers and assistants shall be responsible to the RSCDS Cincinnati Branch Committee of Management, shall provide liaison between CSCD and the Committee of Management, and shall be responsible for CSCD administrative matters.

9 OFFICERS:

Positions and duties:

- i Class Coordinator:
 - a The Class Coordinator shall be elected by the members at the annual CSCD meeting.
 - b The Class Coordinator shall be responsible for the satisfactory operation of CSCD.

- c The Class Coordinator shall preside over CSCD business meetings and shall have a casting as well as a deliberative vote.
 - d The Class Coordinator shall be the official representative of CSCD unless the Class Coordinator or members designate otherwise.
- ii Treasurer:
- a The Treasurer shall be elected by the members at the annual CSCD meeting.
 - b The Treasurer shall receive and disburse CSCD funds. The Treasurer shall keep proper accounts, maintain them for member review, present a current summary report at each CSCD meeting, and present an annual financial report at the annual CSCD meeting.
 - c The Treasurer (or, in his/her absence, a designated alternate) shall receive and record donations for dance classes, record those members and guests in attendance and paying.
 - d The Treasurer shall sign all checks.
 - e The Treasurer shall prepare an audited copy of the accounts of the CSCD and shall submit it to the Class Coordinator not later than 90 days following the end of the fiscal year.
- iii Secretary:
- a The Secretary shall be elected by the members at the annual CSCD meeting.
 - b The Secretary shall maintain and pass on to subsequent Secretaries a membership record, which shall contain the name, address, and other pertinent information on each member of CSCD.
 - c The Secretary shall post meeting minutes for member review and distribute copies to all group officers.
 - d The Secretary shall cause notices of CSCD activities and of upcoming events of interest to members to be posted.
- iv Lead Teacher:
- a The Lead Teacher is selected by the member teachers of CSCD from among their number.
 - b The Lead Teacher shall be responsible for planning and coordinating the Scottish Country Dance instruction provided by CSCD.
 - c The Lead Teacher shall ensure the instruction provided to CSCD classes is consistent with the RSCDS Cincinnati curriculum.

Term of Office and Qualifications:

- i The term of any elective office shall be for a period of one (1) year commencing on July 1.
- ii Only members of CSCD are eligible to hold elective office.

Elections:

- i Elections shall be held at the annual CSCD meeting.
- ii Candidates for elective positions shall be nominated in advance, or from the floor.
- iii Nominations for candidates must be proposed by a member and seconded by another member.
- iv Nominees must consent to their nomination.
- v The Class Coordinator, presiding over the meeting, will verify the eligibility of nominees.
- vi The officers shall be elected by a majority vote of the members present, in person or by proxy, at the annual CSCD meeting. Election shall be by a simple majority of the votes cast.
- vii The newly elected officers shall assume their duties on July 1, the start of RSCDS Cincinnati Branch's fiscal year. At that time the retiring officers shall turn over to their successors any and all records and final reports required by their office.
- viii Should a vacancy occur, the CSCD shall convene a special meeting to elect a replacement. The election shall be held in accordance with these regulations.

Removal from Office:

- i Any officer may be removed, with or without cause, in accordance with procedures in the Regulations of The RSCDS Cincinnati Branch.
- ii Removal from office shall in no way disqualify a member from being re-elected to office in accordance with the procedures above.

10 CLASSES

- i Dance classes shall be held at such times and locations agreed to by the Lead Teacher and Elected Officers.
- ii CSCD classes shall be conducted with courtesy and mutual respect; rude or demeaning behavior will not be tolerated. Any member or guest who in the judgment of the teacher or Class Coordinator disturbs the decorum of a class may be required to leave immediately.

11 FISCAL YEAR

The fiscal year of CSCD shall begin on the first day of July in each year and shall end on the last day of June next following.

12 DISSOLUTION

- i The CSCD may be dissolved by a majority vote of the members in a properly convened class meeting.
- ii Upon dissolution, all property, assets, and liabilities of CSCD will be retained by The Royal Scottish Country Dance Society Cincinnati Branch.
- iii All books, records, documents, information and any other material relating to The CSCD are to be delivered to the Secretary of The Royal Scottish Country Dance Society Cincinnati Branch.

13 AMENDMENTS

These Regulations may be amended by a two-thirds (2/3) majority vote of members present and entitled to vote at a properly convened CSCD meeting. Written notice of the proposed amendment must be submitted to the Class Coordinator and must be presented to the members at least one (1) month prior to voting. Any proposed amendment must be moved by a member and seconded by another member.

14 INTERPRETATION

The Regulations of The Royal Scottish Country Dance Society Cincinnati Branch or the Constitution of The Royal Scottish Country Dance Society shall be the authority on any matter not provided for in the foregoing Regulations, or in the event of any conflict with the foregoing regulations.

15 INDEMNIFICATION

Article XV of the Regulations of The Royal Scottish Country Dance Society Cincinnati Branch applies.

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