



# CONSTITUTION AND RULES

## RULES

- 1 NAME OF THE CLUB
- 2 OBJECTS OF THE CLUB
- 3 MANAGEMENT OF THE CLUB
- 4 OFFICE BEARERS
- 5 DUTIES OF OFFICE BEARERS
- 6 TRUSTEES
- 7 ADMISSION OF MEMBERS
- 8 LIFE MEMBERS
- 9 MEMBERS SUBSCRIPTIONS
- 10 ADMISSION OF VISITORS
- 11 ASSOCIATE MEMBERS
- 12 QUORUM
- 13 ANNUAL GENERAL MEETING
- 14 SPECIAL GENERAL MEETING
- 15 SURPLUS FUNDS
- 16 CONDUCT OF MEMBERS
- 17 CLUB HOURS
- 18 CLUB MEETINGS
- 19 GAMES PERMITTED
- 20 BUSINESS OUTWITH THE CLUB
- 21 DELEGATES
- 22 DISSOLUTION
- 23 BYE LAWS
- 24 ALTERATION TO CONSTITUTION

## **DUNDEE BURNS CLUB**

### **Rule 1. Name**

The Club shall be known by the name of the "DUNDEE BURNS CLUB" ("the Club").

### **Rule 2. Objects Of The Club**

The objects of the Club shall be:-

- To celebrate the birthday of Robert Burns. The manner and date of celebration to be determined at a meeting convened for the purpose at least twelve weeks prior to the 25th of January.
- To strengthen the bond of fellowship among members of Burns Clubs and kindred societies throughout the world.
- To promote the teaching, study and appreciation of the life and works of Robert Burns and Scottish culture, including literature, history, art and music, generally.
- To foster the interest of the Members in the life and works of Robert Burns.
- To provide and maintain premises for the use of the Club and others by arrangement with the Club Committee.
- To provide and maintain a library of Scottish poetry, literature and music for the use of the Members.

### **Rule 3. Management of the Club**

The business and affairs of the Club shall be under the management of a Committee elected for one year by the general body of Members and they shall be subject to annual re-election.

### **Rule 4. Office Bearers**

The Office Bearers shall consist of:- President, Vice-President, Secretary, Treasurer and Curator. These Office Bearers shall, along with three Members, constitute the management Committee of the Club.

### **Rule 5. Duties of Office - Bearers**

The President shall preside at the annual celebration of the Patron Bard's birthday, and also preside at all meetings of the Club.

The President shall have power to decide any point of order raised at any meeting of the Club, and shall also have power to give a casting vote, in addition to the President's own vote, when necessary.

The Vice - President shall assist the President in preserving order at meetings, and in the absence of the President shall take up and discharge the President's duties.

The Secretary shall record the proceedings of the Club, in a book kept for that purpose, present the minutes of meetings for approval, and conduct the general correspondence of the Club. The Secretary shall submit to the Annual General Meeting the Annual Report on the year's business. The licence to sell alcoholic liquor shall be held in the name of the Secretary.

The Treasurer shall keep correct accounts and books, showing the financial affairs of the Club. The Treasurer shall receive all the funds of the Club, pay all accounts approved of by the Committee, keep a correct account of receipts and disbursements and furnish the Committee with a report of same every three months. The Treasurer shall also have possession of any bank books, cheque books, cards, passcodes and others, subject to the Committee's orders, and funds placed in the Treasurer's hands must be deposited in the bank within seven days.

The Annual Accounts and Balance Sheet shall be posted by the Treasurer in the clubrooms two

weeks prior to the Annual General Meeting and submitted for approval at that Meeting.

All cheques, electronic payments and withdrawals shall be authorised by two Office Bearers drawn from the President, Secretary and Treasurer or other Office Bearers authorised by the Committee. The Curator shall be responsible for the purchase and security of all supplies used in the Club and the general housekeeping of the premises.

The Committee shall examine the curator's monthly statements, check all accounts incurred by the Club and give such orders to the Curator in regard to purchasing stores etc. as may from time to time appear necessary. The Committee shall also have power to purchase any necessary articles provided the cost thereof does not exceed the amount set at the Annual General Meeting.

No Member of the Committee of management, and no manager or servant of the Club, shall have any personal interest in the sale of alcoholic liquor in the Club, or in the profit arising from such sale.

### **Rule 6. Trustees**

The President, Vice-President, Secretary and Treasurer shall be the Trustees of the Club. All securities, investments, properties (including fixed assets), cash in hand and money held in bank and building society accounts shall be held in the names of office of the Trustees and their successors in office.

A Trustee shall cease to act on becoming bankrupt, or resigning, or on ceasing to be a Member or on being removed from office.

A Trustee shall be indemnified out of Club assets against all losses or liabilities which may be sustained in the discharge of the Trustee's duties expressly or implied or authorised by the Committee by reason of any matter not caused by the neglect or fraud or misconduct of the Trustee.

The Trustees shall have power to execute and deliver all and every deed or writing which the Committee may consider to be necessary to enable them to carry out the powers conferred on them.

### **Rule 7. Admission of Members**

Any person desirous of becoming a Member must procure from the Secretary a form of application for membership which must be completed, signed by two Members of the Club (being the proposer and seconder) and returned to the Secretary. Only Members who have been Members for more than twelve months may propose or second an application.

The Committee will consider the application and post the form of application on the Club notice board until the next Committee meeting when a decision shall be taken on the application. The Committee may decide to invite the applicant to attend for interview. The applicant will be admitted as a member on a show of hands by the members of the Committee; a majority decision shall carry the vote.

The decision to admit the applicant shall be subject to the condition that within one month thereafter the applicant shall subscribe to the rules and pay to the Treasurer the amount of the entry fee and the annual subscription (or a pro rata share as appropriate). Failing the applicant doing so, the nomination and election shall be held null and void.

The number of Members shall not exceed sixty.

No person under eighteen years of age shall be admitted as a Member.

**Rule 8. Life Members**

A Member who has had fifteen years service may, if the Member has given outstanding service to the Club, be elected a Life Member without payment or further annual subscriptions. No more than three Life Members shall be allowed at any one time.

**Rule 9. Members' Subscriptions**

Members shall pay an annual subscription as set at the Annual General Meeting. New Members shall pay an entry fee if and as set by the Annual General Meeting plus a pro rata amount of the annual subscription. Any Member in two months arrears may, with the approval of the Committee, be removed from the List of Members.

**Rule 10. Admission of Visitors**

Each Member shall have the privilege of introducing friends and visitors, who must immediately upon entering the Club, enter the Member's own name and the names and addresses of the visitors in the book kept for that purpose, and which will show the date of each visit. The Committee shall specify the number of guests which a Member can introduce per day and per week. A visitor shall not be supplied with alcoholic liquor unless on the invitation and in the company of a Member.

No alcoholic liquor shall be sold or supplied in the Club premises for consumption off the premises except to a Member of the Club in person and for the Member's own consumption. No alcoholic liquor shall be sold or supplied to any person under eighteen years of age.

**Rule 11. Associate Members**

Any member of any other Burns club, which is a registered club, or any other registered club whose objects are similar to those of the Dundee Burns Club, may be admitted to the Club premises and be supplied with alcoholic liquor therein.

Any person who supports the objects of the Club may apply to become an Associate Member of the Club. The Committee shall be responsible for dealing with any application for associate membership and for determining the application which shall be done on a show of hands, a majority decision carrying the vote.

Associate Members shall pay an annual subscription to be set at the Annual General Meeting. Associate Members shall not have voting rights at any Annual General Meeting or Special General Meeting of the Club. Associate Members shall be Members for the purpose of the Licensing Regulations.

**Rule 12. Quorum**

At all Ordinary Meetings nine Members shall form a quorum provided two Members of the Committee are included in that number. At a special meeting or urgent meeting called under rule 14, seven members shall be sufficient to form a quorum. At a Committee meeting four shall form a quorum.

**Rule 13. Annual General Meeting**

The Club shall hold the Annual General Meeting in the month of October.

All resolutions or business for the inclusion in the agenda of an Annual General Meeting must be submitted in writing to the Secretary at least two weeks prior to the date fixed for this meeting.

The order of business for that meeting shall be as follows:

1. Minutes from the previous AGM.
2. Report by the Secretary on the past year.
3. Statement of accounts and balance sheet by the Treasurer.

4. Written submissions for discussion.
5. Fixing of honorariums and fees for the ensuing year.
6. Fixing of Committee expenditure limits.
7. Election of Office Bearers and Committee by the general body of Members.

#### **Rule 14. Special General Meeting**

A Special General Meeting of the Club may be called at any time (a) by the Committee; or (b) on a requisition in writing signed by at least one fourth of the membership of the Club, and sent to the Secretary stating the purpose for which it is desired that the meeting should be called.

#### **Rule 15. Surplus Funds**

After discharging all ordinary liabilities, any funds remaining shall be laid aside within the Club's accounts as a reserve for the purpose of meeting any extraordinary expenditure that may be deemed necessary at any time in connection with the affairs of the Club. In the event of there not being sufficient funds available when required, the Committee shall call a special meeting of the Members, when said meeting shall decide as to the means to be adopted for raising the necessary amount.

#### **Rule 16. Conduct of Members**

If the conduct of any Member in or out of the clubrooms shall appear to the Committee to be detrimental to the interests or good order of the Club, the Committee may either (a) remonstrate with such Member or (b) establish the facts and bring the Member's conduct under the notice of a meeting of the Club. It shall be competent for such meeting either to decide to expel the Member complained of in which event a two-thirds majority of those present shall be required or otherwise decide in the matter in which event a simple majority of those present shall be required.

In the event of the Member being expelled the Member shall cease to have any interest in the Club and shall not have any claim upon the Club. No person who has been expelled shall thereafter be permitted to enter the Club and shall be ineligible for re-election to the Club.

#### **Rule 17. Club Hours**

The permitted hours during which alcoholic liquor may be sold and supplied in the Club premises shall be subject to the current licensing laws.

Extension of permitted hours shall operate as granted at the local Licensing Board and as displayed on the Club notice board.

#### **Rule 18. Committee Meetings**

The ordinary business meetings of the Committee shall be held on the first Wednesday after the first Monday of each month at a time to be determined by the Committee.

#### **Rule 19. Games Permitted**

Games such as the following:- Pool, Draughts, Dominoes and Darts shall be permitted to be played in the clubrooms. Playing for money shall be prohibited.

Any infringement of this latter condition will render the Member or Members liable to be dealt with under Rule 16.

#### **Rule 20. Business Outwith The Club**

No business in connection with anything outwith the objects of the club shall be entertained at any meeting of the Club unless such has been brought under the notice of the Secretary in a business manner.

#### **Rule 21. Delegates**

The President of the Club shall have priority as a delegate to the World Federation of Burns Clubs meetings. The other delegates to be appointed from Members of the Club.

**Rule 22. Dissolution**

The Club shall not be dissolved except on a ballot taken of the full membership in which 75% of those balloted elect for dissolution. The ballot may also provide for the distribution of the Club assets upon dissolution. If after full consideration of rule 2 of the Constitution dissolution is agreed, the property and assets of the Club shall then be realized and any balance remaining, after paying the debts of the Club, shall be disbursed to some organization dedicated to the objects set out in rule 2. No Member or ex-member shall benefit in any way whatever from the dissolution of the club.

**Rule 23. Bye Laws**

The Committee may with the authority of the Members at an Annual General Meeting or Special General Meeting make Bye Laws and alter or add to these from time to time. These Bye Laws shall be binding until set aside.

**Rule 24. Alteration To Constitution**

No alteration to the foregoing Constitution and Rules shall be made except at a Special General Meeting or an Annual General Meeting and then only if, (a) a motion to amend the Constitution and Rules, set out in full in writing, has been delivered to the Club Secretary at least six weeks before the date of the Special General Meeting or Annual General Meeting at which it is intended that it should be considered; (b) a copy of the motion has been sent by the Secretary at least two weeks before the date of the above Meeting to all Members of the Club; (c) 75% of the Members present at the above Meeting vote in favour of the proposed alteration.

**DUNDEE BURNS CLUB  
(INSTITUTED 1860)**