

Constitution – November 1990 (Updated November 2019)
Rules for the Scottish Branch of the British Driving Society

1. NAME

The name of the Branch shall be The British Driving Society – Scottish Branch.
Hereinafter it will be referred to as 'the Branch'.

2. AIM

The aim of the Branch is to implement in Scotland the Objects of the British Driving Society.

3. MEMBERSHIP

The membership shall be the same as for the British Driving Society for persons residing in Scotland.

4. ADMINISTRATION

a. General

The administration of the Branch and all its assets shall be vested in the Committee or such sub-Committees as may be formed.

b. The Committee

The Committee shall consist of:

- 1) The Chairman who should be nominated from amongst its members and elected annually by the A.G.M. after three consecutive years the Chairman must stand down for one year but may remain a Committee member if his/her period of election has not expired. In addition to his vote as an elected member, the Chairman shall have the casting vote to be exercised as necessary.
- 2) A Vice-Chairman shall be nominated by the committee subject to election at an A.G.M. He/she must retire from office at the third A.G.M. after his election but shall be eligible for re-election as Vice-Chairman.
- 3) Secretary and Treasurer These duties may be combined. Should either or both of these duties be filled by an elected or nominated member they will be entitled to vote. They will be elected annually by the A.G.M.
- 4) Six Area Commissioners These will be recommended by the Committee and approved by the Council as set down in 15.3 of the National Rules.
- 5) Nine Elected Members After three years, elected members must retire but are eligible for re-election. These elections will be held before the A.G.M. Nominations for election to the Committee must be received in writing by the Secretary with a Proposer and Seconder not later than the date stated on the nomination paper, which will include the names of the Committee members due to retire and if they are willing to stand again. If any member of the Committee should resign during the three year term of office, the Committee shall reserve the power to co-opt another member of the Branch to fill the vacancy until the next A.G.M. The office of the Member of the Committee shall be vacated in any of the following events, namely:
 - a) If he/she sends to the Secretary a written resignation.
 - b) If he/she becomes bankrupt or compound with his creditors.
 - c) If he/she becomes lunatic or found of unsound mind.
 - d) If he/she engage in any trade or pursuit which in the opinion of the Committee is of such a nature as to bring the name of the society into disrepute.
 - e) If he/she be convicted of an indictable offence or undergo a term of imprisonment.
- 6) The Show Director The Show Director of the Scottish B.D.S Annual Show, if not an elected member may attend Committee meetings in an ex-officio capacity.

5. FINANCE

a) Subscriptions

All subscriptions shall be paid to the British Driving Society Head Office at its current address at the time of application. All monies and properties received by the Branch shall be held and applied for the purposes of furthering the Aims of the Branch, which shall include the ordinary expenses.

b) Banking

The monies shall be lodged at the Clydesdale Bank. All cheques drawn on the Branch Account shall be signed by the Treasurer, the Chairman and another appointed by the Committee. Cheques must be signed by any two of these persons.

c) Accounts

Proper books of account shall be kept by the Branch showing the amounts received and expended and recording all transactions of the Branch. A balance sheet shall be drawn up as at 30th September each year and an account of income and expenditure shall be prepared for the financial year ending on that date. The balance sheet and income and expenditure account of the Branch, together with the Auditor's report thereon shall be submitted to the members with notice of the A.G.M. and to the Society. This shall also apply to the Show Account.

d) Audit

A properly qualified auditor shall be appointed by the members at the A.G.M.

6. MEETINGS

a) Annual General Meeting

An Annual General Meeting of the Branch shall be held as soon as conveniently practical after the end of the financial year at a time and place to be decided by the Committee which should rotate around the six areas to give local members the opportunity to attend. At least three weeks notice shall be sent to every member. The business of the Meeting shall be to receive the Chairman's report, to approve a statement of accounts, to elect a Chairman, Treasurer and Secretary. Also to approve an Auditor and to transact such other business as may come before it, of which notice has been given in writing. The Chairman shall preside at the Meeting or, in his/her absence, the Vice-Chairman. Every adult member of the Branch shall be entitled to attend the A.G.M. and to have one vote by ballot, and such decisions shall bind the Committee. In the event of equality of votes at an A.G.M. the Chairman will have the casting vote.

b) Extraordinary General Meeting

The Chairman or any twenty five members of the Branch acting together may convene an Extraordinary General Meeting of the Branch at a time and place to be selected by the Chairman, by sending a written request to the Secretary, specifying the business to be brought before such a meeting. Two weeks notice stating the subject of the Meeting shall be sent to all members of the Branch. The other rules relating to the conduct of an Extraordinary General Meeting shall be the same as paragraph 6(a) above.

c) Committee Meetings

The Committee shall meet not less than four times a year including the morning of the Annual General Meeting. The Chairman shall preside at every meeting of the Committee or, in his/her absence, the Vice-Chairman. If neither are able to be present, the Committee shall choose one of their number to be Chairman. Voting shall be directed by the Chairman of the meeting, each member (except ex-officiis) shall be entitled to one vote. In the event of equality of votes the Chairman shall have the casting vote.

d) Quorum

The Quorum at any Annual or Extraordinary General Meeting shall be twenty members present.

The Quorum for a Committee meeting shall be six. If within half an hour from the time appointed for the meeting, a Quorum is not present, the meeting shall stand adjourned until such time and place as the Chairman shall direct and, if at such an adjourned meeting a Quorum is not present, those members who are present shall be a quorum and shall transact the business for which the meeting was called.

7. ALTERATION OF RULES

These rules can only be altered by a General or Annual General Meeting provided that not less than two thirds of the members present shall have voted in favour of the alteration.

8. DISSOLUTION

In the event of the dissolution of the Branch, all its assets after meeting its liabilities shall be transferred to the British Driving Society.

9. MINUTES

The Secretary shall record the business transacted at all Committee, Annual or Extraordinary General Meetings. The Minutes of any meeting shall be confirmed at the next meeting.