

THE NORWEGIAN–SCOTTISH ASSOCIATION

EDINBURGH

FOUNDED 1966

H.M. KING HARALD V OF NORWAY – HONORARY MEMBER

CONSTITUTION AND RULES

CONSTITUTION

1. The Norwegian–Scottish Association aims to promote and consolidate friendship and understanding between Norwegians and people with Norwegian connections or interests living in Scotland, and to further cultural and other relations between Scotland and Norway. The Association is non-political.

MEMBERSHIP

2. The Association shall consist of Life, Ordinary, Student, Junior and Honorary Members.

LIFE MEMBERS

3. Payment of a Life Membership subscription shall entitle a Member to all the privileges of membership of the Association during his or her lifetime. In the case of spouses, or partners living at the same address, both may become Life Members on payment of a joint Life Membership subscription.

ORDINARY MEMBERS

4. Ordinary Members are those members who pay the annual Ordinary Membership subscription. In the case of spouses, or partners living at the same address, both may become Ordinary Members on payment of the joint annual Ordinary Membership subscription.

Those joining the Association in the first 6 months after the annual subscription falls due shall pay the full subscription for that year. At any other time, half such subscription shall be due.

Any Member whose annual subscription remains unpaid in any year shall cease to be a Member of the Association, after one written notice, but shall not thereby be relieved of payment of the unpaid subscription.

STUDENT MEMBERS

5. Full-time students shall be entitled to Student Membership of the Association on payment of the annual Student Membership subscription. In the case of spouses, or partners living at the same address, both may become Student Members on payment of the joint Student Membership subscription.

JUNIOR MEMBERS

6. Persons over the age of ten years and under the age of eighteen years shall be entitled to Junior Membership of the Association free of charge.

SUBSCRIPTION

7. The Committee shall determine the annual subscription payable by the various classes of Members and shall alter such rates of subscription from time to time as considered necessary.

HONORARY PRESIDENT AND PRESIDENT

8. There shall be an Honorary President (normally the Lord Provost of Edinburgh) and a President (normally the Honorary Consul-General of Norway) who shall be appointed by the Committee as appropriate.

HONORARY MEMBERS

9. It shall be in the power of the Committee to elect any person to Honorary Membership of the Association in consideration of his or her interest in the objects of the Association or of his or her services to the Association.

Honorary Members shall have the full rights of Ordinary Members.

MANAGEMENT - THE COMMITTEE

10. The management of the affairs of the Association shall be vested in a Committee, which shall consist of not fewer than six or more than ten members of the Association. Half the Committee membership should consist of members who are Norwegian or of Norwegian birth.
11. Members of the Committee shall normally hold office for a period of three years. At least one third of such Members (who will have served for the longest period) shall retire at the Annual General Meeting in each year, but shall be eligible for re-election. When two or more Members have served for the same period their appointments shall, for the purpose of this provision, be held to have been made in alphabetical order.
12. Two weeks at least before the Annual General Meeting the Secretary shall send to each Member a notice in writing of the Annual General Meeting, together with the names of the Members of Committee who are to retire at the said Meeting, together with the names of any who do not seek re-election. The name of any other Member who is to be proposed by any voting Member of the Association

as a Committee Member at the Annual General Meeting shall be submitted in writing to the Secretary at least seven days before the Meeting. It shall be the duty of those who propose a Member for office to confirm that the Member is willing to accept Office.

13. In the event of any vacancy or vacancies occurring in the Committee at or after the Annual General Meeting in any year, the Committee shall have the power of filling such vacancy or vacancies. The Member or Members so nominated shall hold office only for the period during which the Member or Members whose places have been vacated would have held office.
14. The Committee shall appoint from among their own number a Chairman, a Vice-Chairman, a Secretary and a Treasurer. At all meetings and functions of the Association the Chair shall be taken by the Chairman of the Committee, or another Member of the Committee.

The Chairman of any meeting of the Association or of the Committee shall have a casting vote in addition to any ordinary vote.

15. The quorum of the Committee shall be half the total number of elected Committee members.
16. The Committee may from time to time appoint and disband Sub-Committees for any special purpose and include on such Sub-Committees persons who are not Members of the Committee. No such Sub-Committee shall have power to use the funds of the Association or to incur debt of any kind in the name of the Association without the consent of the Committee being previously obtained. The Committee must have due regard to the Approved Budget if consenting to expenditure.
17. The Committee shall meet at least four times in each year and at such times as the Chairman and Secretary consider necessary.
18. The Committee shall determine the duties of the Secretary and the Treasurer, in so far as they are not defined in these Rules. All the concerns of the Association (including the appointment and removal of the Bankers, Solicitor, Auditors, Accountants and any servants of the Association) shall be managed by the Committee.
19. The Committee should arrange at least eight meetings or functions for Members of the Association in each year, including the Annual General Meeting but not any Extraordinary Meetings.
20. The Committee shall in every year cause the Accounts of the Association for the year to be audited, and shall prepare an abstract of the Accounts and a Report on the condition and affairs of the Association. The abstract of Accounts and the Report shall be presented to the Annual General Meeting.
21. The Committee shall not incur a debt without the approval of Members at an Annual General Meeting or an Extraordinary Meeting.

22. Life Members' subscriptions shall not be expended except for any income therefrom.

GENERAL AND EXTRAORDINARY MEETINGS

23. There shall be an Annual General Meeting of the Members of the Association in every year. The date of the Meeting will be published in the annual programme, which should be sent to Members prior to the first meeting of the Association in the autumn. Notice of any business to be brought before the Meeting by a Member of the Association shall be given by him or her in writing to the Secretary not less than twenty-eight days before the Meeting. At least fourteen days before the Meeting the agenda including notice of next year's budget, Committee membership nominations and notice of all relevant business submitted either by the Committee or by any other Member for consideration by the Meeting shall be sent to Members. An Annual Report shall be made by the Chairman.
24. No Resolution, other than a Resolution relating to the adoption of the Report, the Accounts and next year's budget or a Resolution of which prior notice has been given in accordance with the above rule, shall be moved at an Annual General Meeting. It shall, however, be open to Annual General Meeting to pass a Resolution requesting the Committee to consider any matter relating to the affairs of the Association without notice having been given of such Resolution. The voting at General Meetings shall be by show of hands.
25. The Committee may at any time they think fit call an Extraordinary Meeting of the Association at fourteen days notice to all Members. Such notice shall specify the object of the Meeting and any resolutions to be brought before it, and no other subject shall be brought before the Meeting. The Committee shall call an Extraordinary Meeting as above provided, if requested to do so by written notice signed by at least twenty Members of the Association, specifying the object of the meeting and any resolution to be brought before it.
26. No Rule shall be made, altered or revoked except at a General or an Extraordinary Meeting at which at least twenty Members are present and unless at least two-thirds of the Members present and voting shall vote in favour thereof.
27. Student Members and Junior Members shall not be entitled to vote at any meeting of the Association or act as members of the Committee.

ADMISSION AND RETIREMENT OF MEMBERS

28. Application for Membership shall be submitted to the Secretary, who, in consultation with the Chairman or Vice-Chairman, shall have the right to admit the applicant to Membership.
29. The Committee may at any Meeting pass a Resolution calling upon a Member to resign Membership.

30. A Member of Committee shall not act or be entitled to be present as a Member of the Committee at any Meeting at which the Committee is considering calling upon him or her to resign Membership of the Association.
31. Any Member wishing to withdraw from the Association shall give notice in writing to the Secretary. Notice of withdrawal given by a Member shall not exempt him or her from liability for the subscription for that year.

MISCELLANEOUS

32. The Association shall not be responsible for the loss of money or valuables, or for the loss of or damage to property brought to any meeting, function or outing of the Association by a member or guest at such events, whether such loss or injury may be due to the negligence of the Association or to the negligence or dishonesty of any person or persons, whether Members of or employed by the Association or not. The Association expects everyone at any of its meetings, functions or outings to exercise reasonable care and to satisfy themselves about what action should reasonably be taken by them in case of an emergency. The Chairman must be told about anyone who may have unusual requirements in this respect.
33. No mandate or proxy shall be allowed in voting.
34. Each Member is required to inform the Secretary of any change of address. Notices and other communications posted or sent electronically to Members at the address contained in the Register of Members shall be considered as duly delivered.
35. The Winding up of the Association. In the event of members at an Annual General Meeting or Extraordinary Meeting deciding to wind up the Association, the Committee shall ensure so far as it is possible that all financial commitments are met and that any surplus is paid to a suitable charity. Members, except Student and Junior Members, will be liable for any commitments that cannot be met out of Funds.
36. The Constitution and Rules shall be printed and a copy of them, together with a list of the Committee, shall be submitted to all Committee members and, on application to the Secretary, be delivered to each Member (other than Junior Members) or transmitted to his or her address, but no Member shall be absolved from compliance with these Rules under the allegation of not having received a copy of them. The Secretary should inform all Members at the beginning of the subscription year that the Constitution and Rules exist and can be obtained on request.
37. The Association may be an affiliated member of the Confederation of Scandinavian Societies of Great Britain and Ireland (Co-Scan) in which case all individual Members of the Association will be Members of Co-Scan.

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