

# Scottish Association of Writers (Constitution)

Constitution (Adopted 8th March 2008)

## **Rule 1 - Name**

The name of the Association shall be **The Scottish Association of Writers**, hereinafter referred to as the Association.

## **Rule 2 – Objectives of the Association**

The objectives of the Association shall be:

- i. to promote and encourage the art and craft of writing in all its forms;
- ii. to promote and run weekend schools and conferences for members;
- iii. to promote and encourage participation in competitions in various forms of writing.

## **Rule 3a – Club Membership**

1. Membership of the Association shall be available to groups of writers forming a Club, Circle, Group or Workshop, hereinafter referred to as Clubs.
2. Application shall be made to the Secretary of the Association.
3. If approved by the Council, membership will be granted on payment of an annual fee as may be determined at the Annual General Meeting (AGM) of the Association.
4. The names and addresses of Club members shall be given to the Association Secretary at the time of payment of fees.

## **Rule 3b – Honorary Membership**

1. The Council of the Association shall receive and consider nominations for Honorary Membership
2. Where approved, Honorary Membership shall be granted, and, if appropriate, an office to be filled by such Honorary member named.
3. Such membership shall be for one year or the remainder of the year of appointment, renewable at the discretion of the Council.
4. Honorary membership shall not debar a member from Club membership if so desired.

## **Rule 3c – Payment of Membership Fees**

1. Affiliation and Capitation Fees become due and payable when the application for membership has been approved.
2. Continuing fees become payable on 1st February.
3. If payment is not made within three months of that date, membership of the Club will be deemed to have lapsed.

## **Rule 4 - Office Bearers**

1. The Office Bearers of the Association shall consist of a President, Vice-President, Secretary, Treasurer, Competition Secretary, Public Relations Officer and such other officer bearers as are deemed necessary by the Association.
2. The Office Bearers shall be elected annually at the AGM of the Association initially for a period of one year, but shall be eligible for nomination and re-election thereafter.

## **Rule 5 - Council of the Association**

1. The management of the affairs of the Association shall be by a Council consisting of the Office Bearers named in Rule 4.
2. Four members present and voting shall constitute a quorum.
3. The President shall have a casting vote.

## **Rule 6 - General Purposes Committee**

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The Committee shall be formed by the members of the Council together with one Delegate from each Club in the affiliated membership not otherwise represented.

## **Rule 7a - Records of the Association**

The Secretary shall maintain a true and accurate record of the meeting of the Council (See Rule 4), of decisions taken and commitments entered into, all in a form approved by the Council.

## **Rule 7b - Funds of the Association**

1. The Treasurer shall be responsible for the funds of the Association and shall keep an accurate record of all receipts, payments and investments.
2. One or more bank accounts shall be maintained in the name of the Association with a Scottish Bank approved by the Council, such accounts to be operated by the Treasurer, President and Secretary, or any two of them.
3. The accounts of the Association shall be prepared by the Treasurer each year, audited by a suitable person appointed by the Council, and made available to the membership at the AGM at which the accounts are to be presented for approval. The person appointed shall not be a member of the Council.
4. The Financial Year of the Association shall be from 1st June to 31st May or such other dates as may be determined at an AGM or Special General Meeting called for the purpose.

## **Rule 8a - Schools and Conferences**

In pursuance of the objects of the Association, the Council shall each year promote one or more Schools or Conferences of one or more days' duration, shall determine the place and time when such will take place and the terms and conditions under which members may attend same.

## **Rule 8b - Competitions**

The Council shall determine the nature of all literary competitions, prizes and conditions of entry by members, shall appoint adjudicators for each competition and define the powers and duties of the Competition Secretary in organising and promoting same.

## **Rule 9a - Annual General Meeting**

1. The Council shall determine the date and place of the Annual General Meeting, and shall make arrangements for the suitable conduct of the meeting.
2. Notice of the AGM shall be given to Clubs in membership and to all Honorary members at least eight weeks before the meeting is to take place.
3. At the same time nominations should be invited for the Office Bearers to be elected at that meeting.
4. Nominations for the Office Bearers and any resolutions to be considered at the AGM must be received by the Secretary to the Association not later than six weeks before the date of the AGM.
5. A final Agenda of all business shall be made available on request to all Clubs and Honorary members not less than fourteen days before the AGM.
6. The Chairman of the AGM shall be the President of the Association or in his/her absence, the Vice-President.
7. Only members of Clubs attending the meeting shall be entitled to vote. Voting shall be by show of hands unless otherwise determined.
8. Motions of urgency may be accepted for discussion up to the day of the meeting at the discretion of the Chairman of the AGM.
9. A quorum shall be deemed present if twenty members, in addition to members of the Council. (See Rule 5) are in attendance.

## **Rule 9b - Special General Meeting**

A Special General Meeting of the Association shall be called by the Council:

1. When deemed necessary by the Council

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2. On a requisition being submitted to the Secretary in writing, signed by at least fifteen members, and stating the matter to be discussed.
3. Fourteen days' notice of such a meeting shall be given to members stating the matter to be discussed.
4. A quorum shall be deemed to be present if twenty members in addition to members of the Council (See Rule 5) are in attendance.
5. Voting shall be by show of hands unless otherwise determined.
6. No business shall be transacted other than the matter for which the meeting was called.
7. The Chairman of the Special General Meeting shall be the President, whom failing, the Vice-President, Secretary or Treasurer in that order.

## Rule 10 - Co-option to fill Vacancies

The Council shall have the power to fill vacancies arising in the Council by co-option until the next AGM.

## Rule 11 - Powers of the Council

The Council of the Association shall have powers to take decisions on matters not specifically mentioned in this Constitution for the benefit and goodwill of the Association, subject always to confirmation of such action at the AGM next following.

## Rule 12 - Alterations to the Constitution

Alterations to the Constitution shall only be made at the AGM, or at a Special General Meeting called for the purpose. Details of the proposed alteration(s) shall be included in the notice calling the meeting, and sent to all club and Honorary members at least fourteen days before the date of the meeting.

## Rule 13 – Dissolution of the Association

1. If the Council of the Association, by a simple majority, decides that at any time it is necessary or advisable to dissolve the Association, it shall call a Special General Meeting, giving the membership not less than 21 days' notice (stating the terms of the resolution to be proposed thereat).
2. If the decision is confirmed by a two-thirds majority of those present and entitled to vote, the Council shall be granted the power to dispose of any assets held by or on behalf of the Association after the satisfaction of any proper debts and liabilities. Any assets remaining shall be dispersed to a group or groups having similar objectives to the Scottish Association of Writers and a written detail of such disbursement shall be kept in the records of the Association.

## Adoption

This Constitution is certified as “a true copy” as adopted by the members of the Association at the Annual General Meeting of The Scottish Association of Writers on 9th March 2008.

Signed: .....  
President

Signed: .....  
Secretary

Name: .....

Name: .....

Address: .....

Address: .....

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I, John Savage, certify that this is a true copy of the constitution of the Scottish Association of Writers.

Signed ..... Secretary of the Federation of Writers (Scotland) Dated    /    /