14 Mai / May 2016

Cymdeithas Ddawns Werin Cymru

Welsh Folk Dance Society

Y CYFANSODDIAD

I. Y GYMDEITHAS

1. Enw'r Gymdeithas fydd "Cymdeithas Ddawns Werin Cymru" (The Welsh Folk Dance Society).

2. Iaith swyddogol y Gymdeithas fydd Cymraeg.

3. Bydd y Gymdeithas yn fudiad di-elw.

4. Amcan y Gymdeithas fydd gwneud yn hysbys a hyrwyddo dawnsio gwerin Cymreig trwy:
   (i) drefnu cyrsiau hyfforddi,
   (ii) drefnu digwyddiadau megis gwyliau neu gystadlaethau,
   (iii) hybu dawnsio cymdeithasol Cymreig,
   (iv) roi cyfarwyddyd a chymorth i eraill ynglŷn â materion perthynol i ddawnsio gwerin Cymreig,
   (v) gyhoeddi a chynhyrchu pan fydd angen deunydd neu gymhorthion addysgu, mewn perthynas â dawnsio gwerin Cymreig,
   (vi) gwneud gwaith ymchwil bellach a helpu eraill yn y gwaith hwn.

II. AELODAETH

1. Rhennir yr aelodaeth i'r categorïau canlynol:
   A. Aelodaeth lawn i:
      (a) Unigolion: (i) Aelod am oes
      (ii) Aelod blynyddol
      (b) ar y Cyd Gwr a gwraig / Partneriaid
      (c) Aelodau Iau: (i) Aelod rhwng 12 a 18 oed
      (ii) Plentyn dan 12oed i aelodau
      (ch) Grwpiau a Sefydliadau

   Yn y cyswllt yma cyfeirir at bob aelod llawn fel "aelod" o hyn ymlaen.

B. “Aelodaeth Gysylltiol” i’r sawl sydd yn aelod o dîm/grŵp sydd yn Aelod o’r Gymdeithas.

2. Gall pob aelod ac aelod cysylltiol fynychu holl Gyfarfodydd Cyffredinol ond ni fydd hawl gan aelodau cysylltiol nac unrhyw aelod dan 18 oed i bleidlais yn ystod Cyfarfod Cyffredinol nac mewn pleidlais bost.

3. Un bleidlais yn unig fydd gan Grŵp neu Sefydliad neu aelodaeth ar y Cyd mewn unrhyw bleidlais mewn Cyfarfod Cyffredinol neu unrhyw bleidlais bost.

4. Dim ond aelodau unigol ac un cynrychiolydd o aelodaeth ar y Cyd dros 18 oed fydd yn gymwys am Swyddi’r Gymdeithas neu i wasanaethu ar Bwyllgor Gwaith y Gymdeithas

5. Penderfynir ar daliadau aelodaeth am y flwyddyn ariannol ganlynol ym mhob Cyfarfod Cyffredinol Blynyddol.

6. Mae pob “Aelod Llawn”, heblaw “Aelod am Oes”, yn Aelod Blynyddol

7. Rhaid i bob Aelod Blynyddol dalu’r tâl aelodaeth flynyddol briodol ar gyfer y flwyddyn honno.

8. Mae’r flwyddyn aelodaeth yn cyd-redeg â’r flwyddyn ariannol - sef y 1af Ebrill un flwyddyn hyd at 31ain Mawrth y flwyddyn ddilynol

9. Mae tanysgrifiad aelodaeth blynyddol yn ddyledus ar y 1af o Ebrill a rhaid ei dalu o fewn dau fis i gadw’r aelodaeth yn gyfredol. Os nad yw’r tanysgrifiad wedi ei dderbyn cyn diwedd mis Mai bydd aelodaeth i’r Gymdeithas yn cael ei ddileu ar 31ain o Fai. Adnewyddir aelodaeth flynyddol ar dderbyn y tanysgrifiad.

10. Bydd aelodaeth aelod newydd yn cychwyn pan delir y tâl aelodaeth blynyddol priodol.

III. RHEOLAETH Y GYMDEITHAS

1. (i) Rheolir gweithgareddau'r Gymdeithas gan Bwyllgor Gwaith, hynny yw, Llywydd, 4 Swyddog Gweithredol, 5 Swyddog Cyffredinol, chwe aelod etholedig a’r aelodau cyfetholedig.

   (ii) Y pedwar Swyddog Gweithredol fydd:
   * Cadeirydd
   * Is-gadeirydd
   * Ysgrifennydd
   * Trysorydd

(iii) Y pum Swyddog Cyffredinol fydd:
* Golygydd Dawns
* Golygydd Cyhoeddi
* Swyddog Cyhoeddusrwydd
* Meistr y We
* Ysgrifennydd Gwerthiant

(iv) Rhaid i bob aelod o'r Pwyllgor Gwaith fod yn aelod o'r Gymdeithas.

(v) Rhoddir hawl i'r Pwyllgor Gwaith enwebu unrhyw berson a fo'n addas i weithio ar ran y Gymdeithas.

2. (i) Bydd pob aelod o'r Pwyllgor Gwaith yn ymddeol ar ddiwedd eu cyfnod o dair blynedd o wasanaethu ond fod hawl (ag eithrio'r Llywydd) eu hail-ethol, ond yr uchafswm gaiff unrhyw aelod wasanaethu ar y Pwyllgor Gwaith yw pedwar tymor (12 mlynedd) + un blwyddyn fel aelod di-bleidlais os yn gymwys .Wedi ymddeol o'r Pwyllgor Gwaith ar ôl cyfnod di-dor o bedwar tymor ni chaiff unrhyw unigolyn sefyll i'w ethol am o leiaf dair blynedd.

(ii) Cynhelir etholiadau yn y modd a ganlyn:
Ym 2004 ac ymhen tair blynedd wedi hynny am swyddi Ysgrifennydd, Swyddog Cyhoeddusrwydd, Meistr y We a dau aelod cyffredinol
Ym 2005 ac ymhen tair blynedd wedi hynny am swyddi Cadeirydd, Is-gadeirydd, Ysgrifennydd Gwerthiant, Golygydd Dawns a dau aelod cyffredinol
Ym 2006 ac ymhen tair blynedd wedi hynny am swyddi Llywydd, Trysorydd, Golygydd Cyhoeddi a dau aelod cyffredinol.

3. (i) Bydd etholiad Aelodau'r Pwyllgor Gwaith trwy bleidlais bost cudd. Dylai'r enwebiadau ar gyfer swyddi gwag fod ym meddiant yr Ysgrifennydd chwe wythnos cyn y Cyfarfod Blynyddol. Rhaid i bob enwebiad ddatgan enw'r cynigydd a'r eilydd a sicrhad o barodrwydd y sawl a enwebir i wasanaethu.

(ii) Dylid anfon manylion o'r rhai a enwebwyd ynghyd â ffurflenni pleidleisio i holl aelodau'r Gymdeithas bedair wythnos cyn y Cyfarfod Blynyddol a phleidlais bost wedi ei chwblhau bythefnos cyn y Cyfarfod Blynyddol.

(iii) Bydd rhifwr annibynnol yn cyfrif y pleidleisiau a chofnodi canlyniad y bleidlais bost.

(iv) Os na ddaw enwebiadau am unrhyw swydd neu swyddi, bryd hynny yn unig y gellir cynnal etholiad am y swydd neu swyddi hynny trwy bleidlais gudd yn ystod y Cyfarfod Blynyddol.

(v) Rhaid i berson sydd yn cael ei enwebu fod yn aelod llawn gyfredol o'r Gymdeithas.

(vi) Rhaid i'r cynigydd a'r eilydd bod yn aelodau cyfredol llawn o'r Gymdeithas

4. (i) Bydd tymor pob swydd yn dechrau yn syth ar ô1 y Cyfarfod Blynyddol.

(ii) Anrhydeddir pob Llywydd ar ddiwedd ei dymor o wasanaeth â Chyn-lywyddiaeth ac Aelodaeth Oes o'r Gymdeithas.

(iii) Ni chaiff y Llywydd sefyll am unrhyw swydd arall.

(iv) Bydd pob Swyddog Gweithredol sy'n ymddeol yn aelod di-bleidlais o'r Pwyllgor Gwaith am y flwyddyn ganlynol.

5. (i) Bydd gan y Pwyllgor Gwaith hawl i gyfethol hyd at dri aelod ychwanegol am dymor hyd at ddwy flynedd.
(ii) Bydd gan y Pwyllgor Gwaith yr hawl i lenwi unrhyw swydd sy'n dod yn wag yn ystod y flwyddyn, ond rhaid cynnal etholiad fel y manylwyd yng nghymal (3) i lanw'r swydd am weddill y tymor arferol.

6. Bydd y Pwyllgor Gwaith yn cyfarfod o leiaf ddwywaith y flwyddyn. Rhoddir rhybudd ysgrifenedig o bythefnos i bob aelod o'r Pwyllgor Gwaith am gyfarfodydd cyffredin o'r Pwyllgor. Y cworwm fydd hanner yr aelodau sydd â phleidlais ar y Pwyllgor Gwaith.

7. Fe elwir cyfarfodydd arbennig o'r Pwyllgor Gwaith gan yr Ysgrifennydd ar ôl derbyn cais ysgrifenedig. Rhaid nodi'r rhesymau am eu galw a'u llofnodi gan o leiaf un rhan o dair o'r aelodau a chanddynt bleidlais ar y Pwyllgor Gwaith. Mewn cyfarfod arbennig, cworwm fydd dwy ran o dair o'r aelodau â ganddynt bleidlais ar y Pwyllgor Gwaith. Rhaid i bob aelod o'r Pwyllgor Gwaith dderbyn saith niwrnod o rybudd o'r cyfarfod arbennig.

8 Caniateir anfon unrhyw rybudd, ffurflen neu wybodaeth gan y Gymdeithas naill ai'n electronig neu yn y post. Ystyr "ysgrifenedig" yw "wedi ei anfon yn electronig neu trwy'r post". Bydd gan bob aelod yr hawl i ddewis derbyn eu gwybodaeth trwy'r post

IV. CYLLID

1. Daw'r flwyddyn ariannol i ben ar y 3lain o Fawrth.

2. Rhaid cadw cofnodion manwl o holl daliadau a derbyniadau'r Gymdeithas yn ystod y flwyddyn a pharatoi adroddiad ariannol am y flwyddyn ar ddiwedd y flwyddyn ariannol.

3. Rhaid i 'unigolyn annibynnol' archwilio neu astudio'r cyfrifon o fewn 6mis i ddiwedd y flwyddyn ariannol. Bydd yr unigolyn yma'n paratoi datganiad ar gynnwys yr adroddiad ariannol a fydd wedyn yn rhan o'r adroddiad ariannol.

4. Bydd yr adroddiad ariannol yn cydymffurfio ag anghenion y Comisiwn Elusennol.

V. CYFARFODYDD CYFFREDINOL

1. Cynhelir Cyfarfod Cyffredinol Blynyddol o'r Gymdeithas bob blwyddyn cyn diwedd Mis Hydref. Dewisir lleoliad y cyfarfod gan y Pwyllgor Gwaith. Rhoddir rhybudd ysgrifenedig o wyth wythnos i holl aelodau'r Gymdeithas.

2. Trafodir y materion canlynol yn y Cyfarfod Cyffredinol Blynyddol:
   (i) Cyflwyno ac, os derbynnir, derbyn yr adroddiad ariannol am y flwyddyn ariannol a ddaeth i ben ar y 31ain o Fawrth cyn y cyfarfod. Bydd derbyniad o'r adroddiad ariannol yn amodol ar ddatganiad cadarnhaol yn dilyn yr archwiliad neu'r astudiaeth annibynnol o'r adroddiad ariannol.
   (ii) Derbyn adroddiadau o weithgareddau'r Gymdeithas ers y Cyfarfod Cyffredinol Blynyddol blaenorol.
   (iii) Cyhoeddi canlyniadau'r bleidlais bost am aelodau'r Pwyllgor Gwaith a chynnal unrhyw etholiadau sy'n weddill.
   (iv) Penodi archwiliwr neu 'unigolyn annibynnol' i astudio'r cyfrifon am y flwyddyn ariannol gyfredol a pherson i gyfrif y pleidleisiau post am y flwyddyn nesaf.
   (v) Hysbysu'r Pwyllgor Gwaith o ddymuniadau'r aelodau parthed yr holl faterion sy'n ymwneud â'r Gymdeithas.
   (vi) I newid cyfansoddiad y Gymdeithas yn unol â pharagraff VIII isod.
   (vii) Penderfynu ar dâl aelodaeth y flwyddyn ariannol nesaf.
   (viii) Unrhyw fater arall a gyflwynir i'r Ysgrifennydd.

3. Pan na all y Cyfarfod Cyffredinol Blynyddol ymgymryd â'i ddyletswyddau, bryd hynny yn unig y gall y Pwyllgor Gwaith ymgymryd â'r cyfryw ddyletswyddau.

4. (i) Gelwir Cyfarfod Cyffredinol Arbennig gan yr Ysgrifennydd:
   (a) ar gynigiad a dderbyniwyd mewn Cyfarfod Cyffredinol blaenorol.
   (b) ar gynigiad a dderbyniwyd mewn cyfarfod blaenorol o'r Pwyllgor Gwaith.
   (c) ar gais ysgrifenedig a dderbynnir gan yr Ysgrifennydd yn nodi'r holl resymau am ei alw a'i lofnodi gan o leiaf ddegfed ran o aelodau'r Gymdeithas.
   (ii) Rhoddir pythefnos o rybudd ysgrifenedig o Gyfarfod Cyffredinol Arbennig i holl aelodau'r Gymdeithas ac os gelwir y cyfarfod yn unol â 4(i) (c) uchod yna cynhelir y cyfarfod nid mwy na 28 niwrnod ar ôl i'r Ysgrifennydd dderbyn y cais.

5. Y cworwm ym mhob Cyfarfod Cyffredinol fydd 5% o'r aelodau.

VI. TREFN Y CYFARFODYDD

1. Gweithredir y Cyfarfodydd Cyffredinol a chyfarfodydd y Pwyllgor Gwaith yn ôl y rheolau canlynol:

(i) Cadeirydd y Gymdeithas fydd yn cadeirio'r cyfarfod ond yn ei absenoldeb neu os iddo adael y Gadair cymerir ei le gan yr Is-gadeirydd. Os na all y naill neu'r llall gadeirio yna etholir cadeirydd gan y cyfarfod.

(ii) Cofnodir gweithrediadau pob cyfarfod yn y llyfr cofnodion a chyflwynir hwy er mwyn cadarnhad gan yr aelodau yn y cyfarfod nesaf a'u harwyddo gan gadeirydd y cyfarfod.

(iii) Pleidlais fwrw yn unig fydd gan gadeirydd y cyfarfod.

(iv) Pleidleisir ar bob mater trwy godi llaw oni bai i gadeirydd y cyfarfod nodi modd arall.

(v) Bydd dyfarniad cadeirydd y cyfarfod yn derfynol ar holl faterion o drefn.

VII. IS-LYWYDDION

Datgenir yma y bydd Is-lywyddion y Gymdeithas fel y nodwyd ar 01.04.1986, yn cadw'r statws a roddwyd iddynt gan y Gymdeithas fel aelodau pleidleisiol o'r Pwyllgor Gwaith am eu hoes a chywirir felly baragraff III 1(i) yn unol â hyn. Er mwyn osgoi unrhyw amheuaeth datgenir ymhellach y bydd unrhyw Is-lywydd a etholir yn Llywydd yn cadw ei hawl i bleidleisio ar y Pwyllgor Gwaith.

VIII. NEWIDIADAU I'R CYFANSODDIAD

1. Rhaid i newidiadau i'r cyfansoddiad hwn gael eu derbyn gan ddwy ran o dair o'r aelodau sy'n bresennol ac yn pleidleisio mewn Cyfarfod Cyffredinol Blynyddol neu Arbennig. Rhaid i'r Ysgrifennydd dderbyn rhybudd o'r cynigiad i newid y Cyfansoddiad nid llai na 21 niwrnod cyn y cyfarfod pryd y gosodir y cynnig ger bron. Rhoddir nid llai na 14 diwrnod o rybudd o gyfarfod cyffelyb gan yr Ysgrifennydd i'r aelodaeth gan gynnwys rhybudd ysgrifenedig o'r newidiad arfaethedig. Tra na fo unrhyw newid i gymal (amcanion), cymal (diddymu) neu'r cymal hwn yn weithredol nes y cymeradwyer ef yn ysgrifenedig gan y Comisiynwyr Elusen neu unrhyw awdurdod arall sydd â hawl elusengar, a thra na fo unrhyw newidiad yn peri i'r Gymdeithas beidio â bod yn elusen yng ngolwg y gyfraith."

2. Gellir diddymu'r Gymdeithas trwy gynigiad a dderbyniwyd gan ddwy ran o dair o'r rhai sy'n bresennol ac yn pleidleisio mewn Cyfarfod Cyffredinol Arbennig a gynhelir i'r bwriad yma ac a hysbyswyd i'r aelodaeth nid llai na 21 niwrnod ymlaen llaw. Gellir cynnwys yn y cynnig gyfarwyddid i waredu unrhyw feddiannau a gedwir gan neu sydd yn enw'r Gymdeithas, ac sy'n weddill ar ôl talu dyledion, gan sicrhau na thelir ac na ddosberthir unrhyw eiddo rhwng aelodau'r Gymdeithas ond i'w roddi neu ei gyflwyno i sefydliad neu sefydliadau elusengar eraill sydd ag amcanion tebyg i rai neu oll o amcanion y Gymdeithas, fel y tybier, ac os na ellir gweithredu hyn i ryw bwrpas elusengar eraill.

Cymdeithas Ddawns Werin Cymru

Welsh Folk Dance Society

THE CONSTITUTION

I. THE SOCIETY

1. The Society shall be called "Cymdeithas Ddawns Werin Cymru" (The Welsh Folk Dance Society).

2. Welsh shall be the official language of the Society.

3. The Society shall be a non-profit making organisation.

4. The object of the Society shall be to publicise and promote Welsh Folk Dancing by :
   (i) providing courses of instruction
   (ii) organising events such as festivals and competitions
   (iii) encouraging Welsh social dancing.
   (iv) giving advice and assisting others on all matters relating to Welsh Folk Dancing
   (v) publishing or producing, where necessary, material or teaching aids in connection with Welsh Folk Dancing
   (vi) carrying out further research and assisting others on this work.

II. MEMBERSHIP

1. There shall be the following categories of membership:
   A. Full membership for the following (hereinafter referred to as 'members'):
      (a) Individuals: (i) Life membership
      (ii) Annual membership
      (b) Joint Husband & Wife/Partners
      (c) Young Members: (i) Member between 12 and 18 years old
      (ii) Child under 12 years old of members
      (d) Groups and Organisations

B. Associate Membership (hereinafter called Associates) for members of a team/group, which is a Member of the Society.

2. All members and associates shall be entitled to attend all General Meetings but no associate or member under 18 years shall be entitled to any voting rights at any General Meeting or in any postal ballot.

3. A Group or Organisation or Joint Member shall be entitled to only one vote in all votes taken in a General Meeting or in any postal ballot.

4. Only individual and one representative of a joint membership over 18 years of age shall be eligible for any of the Society's Offices or committee.

5. Membership fees for the following financial year shall be decided at each Annual General Meeting.

6. All Full Members, except Life Members, are Annual Members.

7. Annual Members must pay the appropriate annual membership subscription for the relevant year.

8. The membership year shall be the same as the financial year - i.e. April 1st of one year to 31st March of the following year.

9. The membership subscription is due on the 1st of April and must be paid within two months to keep the membership current. If the subscription is not paid before the end of May membership of the Society will be cancelled on the 31st of May. Annual Membership shall be renewed on receipt of the subscription

10. Membership for new members shall begin on receipt of the appropriate annual membership subscription.

III. MANAGEMENT OF THE SOCIETY

1. (i) The affairs of the Society shall be managed by an Executive Committee (hereinafter called the Committee) that shall consist of a President, four Executive Officers, five Non-executive Officers, six elected members and the co-opted members.

(ii) the four Executive Officers shall be:

* Chairman
* Vice-chairman
* Secretary
* Treasurer

(iii) the five Non-executive Officers shall be:
* Editor – ***"Dawns"***
* Editor – Publications
* Publicity Officer
* Webmaster
* Sales Secretary

(iv) Every Committee member must be a member of the Society.

(v) The Committee can nominate any suitable person to work on behalf of the Society.

2. (i) Every elected Committee member shall retire at the end of his elected three-year period, but all retiring Committee members (with the exception of the President) shall be eligible for re-election except that the maximum that any member may serve on the Committee is for 4 terms (12 years) + one year as a non-voting member if indicated. Following retirement from the Committee after an unbroken period of 4 terms individuals may not stand for election for at least 3 years.

(ii) In the manner hereinafter provided elections shall take place:
In 2004 and every third anniversary thereof for the posts of Secretary, Publicity Officer, Website Officer and two elected members;
In 2005 and every third anniversary thereof for the posts of Chairman, Vice-chairman, Sales Secretary, Editor – ***"Dawns"*** and two elected members;
In 2006 and every third anniversary thereof for the posts of President, Treasurer, Editor – Publications & two elected members

3. (i) Election of Committee members shall be concluded by secret postal ballot. Nominations for the posts becoming vacant each year should be received by the Secretary six weeks before the Annual General Meeting. Each nomination should give the name of the proposer and seconder and guarantee the willingness of the nominee to stand.

(ii) Details of all nominees together with voting forms should be sent to all Society members four weeks before the Annual General Meeting and a postal ballot concluded two weeks before the Annual General Meeting.

(iii) An independent teller shall count the votes and to record the result of the postal ballot.

(iv) If and only if no nominations are received for any post an election for that post or posts may take place by secret ballot at the Annual General Meeting.

(v) The person being nominated must be a current full member of the Society.

(vi) The proposer and seconder must be current full members of the Society.

4. (i) The term of service of each Committee member shall commence immediately after the conclusion of the Annual General Meeting.

(ii) Each President on conclusion of their term of office shall be honoured by being made a Past-president and Life Member of the Society.
(iii) The President shall not be eligible to be elected to any other post on the Committee.
(iv) Each retiring Executive Officer shall be a non-voting member of the Committee for the year following their retirement.

5. (i) The Committee shall have power to co-opt up to three additional Committee members for up to two years.
(ii) The Committee shall have power to fill any vacancy arising in the course of the year but an election shall be held as provided for in paragraph (3) for the residue of the term of office of the post vacated.

6. The Committee shall meet at least twice a year. Two weeks notice of ordinary meetings of the Committee shall be given to all Committee members in writing. The quorum shall be one half of voting Committee members.

7. Extraordinary Committee meetings shall be called by the Secretary on receipt of a written request containing particulars of the reason for the request and signed by not less than one third of the voting members of the Committee. The quorum at an Extraordinary Committee meeting shall be two thirds of the voting Committee members and seven days notice in writing shall be given to all Committee members.

8 All notices, forms and information from the Society may be sent either electronically or by post. The meaning of "in writing" is "either electronically or by post". All members have the right to choose to receive their information by post.

IV. FINANCE

1. The financial year shall end on the 31st March.

2. A full record of all the Society's receipts and expenditure must be kept during the year and a financial report, for the year, prepared at the end of the financial year.

3. The accounts must be audited or examined by an independent person within 6 months of the end of the financial year. This person shall prepare a statement on the contents of the financial report which subsequently will be included as part of the financial report.

4. The financial report will comply with the Charity Commissioners' requirements.

V. GENERAL MEETING

1. An Annual General Meeting of the Society shall be held in each year before the end of October at a place to be determined by the Committee. Eight weeks notice in writing of the meeting shall be given to all members.

2. At the Annual General Meeting the following business shall be conducted:
   (i) The presentation and, if passed, the acceptance of the financial report for the year that came to an end on the 31 March prior to the Meeting. The acceptance of the financial report will be contingent on a positive report following the audit or independent examination of the financial report.
   (ii) Receive a report on the Society's activities since the previous Annual General Meeting.
   (iii) The declaration of the result of the postal ballot for members of the Committee and the undertaking of any outstanding elections.
   (iv) Appoint an auditor or an independent examiner for the current financial year and a teller for the following year.
   (v) The instruction of the Committee as to the wishes of the members on all matters concerning the Society.
   (vi) The making of any alterations to the constitution in accordance with paragraph VIII below.
   (vii) Decide on the membership fees for the next financial year.
   (viii) Such other business as shall have been communicated to the Secretary.

3. Only when the Annual General Meeting is unable to undertake its duties may the Committee exercise these same duties.

4. (i) An Extraordinary General Meeting shall be called by the Secretary:
      (a) on a motion proposed and carried at a previous General Meeting.
      (b) on a motion proposed and carried at a previous Committee meeting.
      (c) on receipt by the Secretary of a written request containing particulars of the reason for the request and signed by not less than 10% of the members.
   (ii) Fourteen days notice of an Extraordinary General Meeting shall be given in writing to all members and in the case of a meeting called pursuant to paragraph 4. (i) (c) above the meeting shall be held no later than 28 days after receipt by the Secretary of the request.

5. The quorum at all General Meetings shall be 5% of members.

VI. PROCEDURE AT MEETINGS

1. The following orders of procedure shall be observed at General Meetings and Committee meetings:
   (i) The chair shall be taken by the Chairman but if he is either absent or relinquishes the chair it shall be taken by the Vice-chairman. If neither can take the chair the meeting shall elect a chairman.
   (ii) Proceedings shall be recorded in the minute book and at the next meeting shall be presented for ratification by the meeting and for signature by the chairman of the meeting.
   (iii) The chairman of the meeting shall have a casting vote only.
   (iv) Voting on all issues shall take place by show of hands unless the chairman of the meeting directs otherwise.
   (v) The ruling of the chairman of the meeting on all matters of procedure shall be final.

VII. VICE-PRESIDENTS

It is hereby declared that the Vice-presidents of the Society as at 1.4.1986 shall each retain for life the status conferred upon them by the Society as voting members of the Committee and paragraph III 1(i) shall be amended accordingly. For the avoidance of doubt, it is further declared that any Vice-president elected to be President shall retain his/her voting rights on the Committee.

VIII. ALTERATIONS TO THE CONSTITUTION:

1. Alterations to this constitution shall receive the assent of two-thirds of the members present and voting at an Annual General Meeting, a resolution for the alteration of the constitution must be received by the Secretary of the Society at least 21 days before the meeting at which the resolution is to be brought forward. At least 14 Days notice of such a meeting must be given by the Secretary to the membership and must include notice of the alteration proposed: Provided that no alteration to the clause (objects); clause (Dissolution), or this clause shall take effect until approval in writing of the Charity Commissioners or other authority having charitable jurisdiction shall have been obtained, and no alteration shall be made which would have the effect of causing the Society to cease to be a charity in law.

2. The Society may be dissolved by a Resolution passed by a two-third majority of those present and voting at a Special General Meeting convened for the purpose of which 21 days' notice shall have been given (to the members). Such resolution may give instructions for the disposal of any assets held by, or in the name of, the Society, provided that if any property remains after the satisfaction of all debts and liabilities,

such property shall not be paid to or distributed among the members of the Society, but shall be given, or transferred, to such other charitable institution, or institutions, having objects similar to some, or all, of the objects of the Society as the Society may determine and if, and in so far, as effect cannot be given to this provision, then to some other charitable purpose.