



BY LAWS

of the

Port Adelaide Caledonian Society Incorporated

As confirmed at the AGM November 2016

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The Society shall use such By-Laws as necessary to assist the officers and members
in the day to day running of the Society.

DUTIES OF THE CHIEF

1. (a) It shall be the duty of the Chief to preside at all meetings of the Society, preserve order and enforce the rules, put all questions and announce the decisions of the same, shall confirm all orders of the Treasurer for such money as the Society shall order to be paid and be signatory to the general financial account, shall have power to call special meetings of the Society and shall be ex-officio a member of all committees.
- (b) It shall also be a duty to marshal the members of the Society on all public and festive occasions, and perform such other duties as may be enjoined by the laws, or by resolution of the Society and in all matters shall have a casting as well as a deliberative vote.
- (c) The Chief shall at all gatherings of the Society wear the badge of office, provided for that purpose, and upon retiring from office shall invest the successor with this badge, which shall remain the property of the Society.
- (d) The retiring Chief and his / her partner, providing having occupied the position for more than one year, will be presented with a Past Chief's Badge and a memento for their partner.
- (e) Shall present an *Annual Report* to the Society at the Annual General Meeting.

DUTIES OF THE IMMEDIATE PAST CHIEF

2. (a) It shall be the duty of the Immediate Past Chief, in the absence of the Chief, to preside at all meetings, and in every respect perform the duties of the Chief.
- (b) Shall hold office until the Chief becomes the Immediate Past Chief.

DUTIES OF THE SECRETARY

3. (a) It shall be the duty of the Secretary to conduct all correspondence.
- (b) Keep a **correct list of the members** and be signatory to the general financial account.
- (c) Keep the **seal** of the Society, and attach the same to all official documents when ordered by the Society or approved of by the Chief.
- (d) Shall present an **Annual Report** to the Society at the Annual General Meeting.
- (e) May be the **Public Officer** of the Society.
- (f) Shall be authorised to use a float of \$50.00 in petty cash.
- (g) Shall keep a register of the **Society's Keys**.
- (h) Shall advise through the daily print media the death of a member, or friend of the Society as directed by the Executive, and use the Society Logo for such if the member was a Past Chief or Life Member of the Society.
- (i) Shall also perform such other duties appertaining to the office as may be directed by the Chief or ordered so by the Society.

DUTIES OF THE TREASURER and ASSISTANT TREASURER

4. (a) It shall be the duty of Treasurer to be signatory on all financial accounts, to receive all monies of the Society, except monies of the City of Adelaide Highland Dancing Championship, the PACS Annual Highland Dancing Competition and any other Event as directed by the Society, and give a receipt for same; shall also deposit all monies belonging to the Society exceeding the sum of two hundred (200) dollars in a financial institution to be named by the Society, and no monies shall be withdrawn from the Bank except by an order signed by two (2) of the three (3) signatories.
- (b) All accounts shall be paid, also all debts authorized by the members and passed at a meeting of the Society or Committee; keep a correct account of all the transactions on the prescribed form of the Society, and present an account thereof at all Committee and General Meetings.
- (c) Shall present the **Annual Financial Report** to the Society at the Annual General Meeting.
- (d) Shall be authorized to use a float of \$200.00 for change.
- (e) Shall submit the accounts and books to the Auditors yearly, or when the Society may direct.
- (f) The Assistant Treasurer shall receive all monies of the City of Adelaide Highland Dancing Championship, the PACS Annual Highland Dancing Competition and any other Event as directed by the Society.
- (g) The Assistant Treasurer shall give a receipt for same; shall also deposit all monies belonging to the Society exceeding the sum of two hundred (200) dollars in a financial institution to be named by the Society.
- (h) No monies shall be withdrawn from the Bank except by an order signed by two (2) of the three (3) signatories
- (i) The Signatories for the Accounts managed by the Assistant Treasurer shall be the Treasurer, the Assistant Treasurer plus one Director as nominated by the Committee.

DUTIES OF THE MINUTE SECRETARY

5. (a) It shall be the duty of the Minutes Secretary to record the proceedings of the Society.
- (b) To perform such other duties appertaining to the office as may be directed by the Chief or ordered by the Society.

DUTIES OF THE CHIEFTAINS AND DIRECTORS

6. (a) All Chieftains shall in time be groomed for and be expected to nominate for the position of Chief.
- (b) It shall be the duty of the Chieftains and Directors, in the absence of the Immediate Past Chief, to preside, and in every respect to perform the duties of the Chief.
- (c) They shall be responsible for the preservation of order at the door, and regulate the admission of friends and members, and shall assist the Chief in introducing new members while the meetings are in progress, and shall attend regularly to such meetings of the Committee as may be called for the transaction of the Society's business.

HONORARY PIPER

7. An Honorary Piper may be appointed from time to time by the Chief, or his or her representative, and shall attend at all general gatherings and public engagements of the Society, and shall play thereat, as may be directed by the Chief, and shall be an Honorary Member with all the privileges of a Full Member.

The EXECUTIVE

8. (a) Shall pay all accounts authorized by the Committee.
- (b) Shall act on all Committee directives, for the benefit of all the members and properties held on behalf of the members of the Society.

The COMMITTEE

9. (a) Shall approve all purchases over one hundred dollars (\$100.00).
- (b) Shall act on any sub-committee report as it sees fit, for the benefit of all the members and properties held on behalf of the members of the Society.
- (b) Shall assist the Executive and any sub-committee, in every way possible to carry out the duties and tasks associated in their positions.

The HALL MANAGEMENT SUB-COMMITTEE

10. (a) This sub-committee of the Society shall be elected at the Annual General Meeting and shall consist of a Chairman, who should be the Chief, the Secretary, the Treasurer, four (4) committee members and others as required.
- (b) The duties of this sub-committee shall be the direct management of the Port Adelaide Caledonian Society Incorporated hall administration, including the hiring, cleaning, maintenance, repairs, etc., shall present an **Annual Report** to be presented in written form for ratification at the Annual General Meeting, the half-year general meeting, and or special general meeting of the Port Adelaide Caledonian Society Incorporated.
- (c) This sub-committee shall hold office for one (1) year and be eligible for re-election.
- (d) It is to be an independent body whose actions shall be subject to the constitution and rules of the Port Adelaide Caledonian Society Incorporated

The PROGRAMMING SUB-COMMITTEE

11. (a) This sub-committee of the Society shall be elected at the Annual General Meeting and shall consist of a Chairman, who should be the Chief, the Secretary, a Master of Ceremonies, five (5) committee members and others as required.
- (b) The duties of this sub-committee shall be to hold such meetings whenever necessary to organize and provide the members of the Society with a social calendar of events, and shall prepare a report to be presented in written form for ratification at the next Committee and a **Annual Report** of activities and plans at the Annual General Meeting.
- (c) This sub-committee shall hold office for one (1) year and be eligible for re-election.
- (d) It is to be an independent body whose actions shall be subject to the constitution and rules of the Port Adelaide Caledonian Society Incorporated

The SPECIAL EVENTS SUB-COMMITTEE

12. (a) This sub-committee of the Society shall be elected at the Annual General Meeting and shall consist of a Chairman, who should be the Chief, the Secretary, the Assistant Treasurer and two (2) committee members and others as required.
- (b) The duties of this sub-committee shall be to hold such meetings whenever necessary to organize the City of Adelaide Highland Dancing Championship, the PACS Annual Highland Dancing Competition and any other Event as directed by the Society. The sub-committee shall prepare an **Annual Report** of activities and plans at the Annual General Meeting of the Society.
- (c) The sub-committee shall report, in writing, to the Committee as directed.
- (d) The sub-committee shall hold office for one (1) year and be eligible for re-election.
- (e) The sub-committee is to be an independent body whose actions shall be subject to the constitution and rules of the Port Adelaide Caledonian Society Incorporated.

MEMBERSHIP

13. (a) Any Member who is a parent or guardian of children under eighteen (18) included on the Bairn's Register, shall be listed as a Family Membership.
- (b) An Affiliate Membership may be granted, with payment of **Half Annual Fees**, upon any person who is a full member of a similar recognized Scottish body, and shall not be entitled to vote or hold office.

FUNCTIONS

14. (a) **The Master of Ceremonies** shall at any meeting of the Society at which general dancing / entertainment is in progress, be in full charge of the gathering, and be primarily responsible for the preservation of order.
- (b) All Members will be admitted to all Society functions at member prices as determined by the Committee.
- (c) A Member's Raffle, to the value of ten (10) dollars, shall be drawn at each function but can only be claimed by the winner if they are present otherwise the total will jackpot to the next function.

The HIGHLAND DANCE CLASS

15. (a) A Highland Dance Class **Instructor** shall be appointed at the Annual General Meeting and shall be an Honorary Member with all the privileges of a Full Member.
- (b) The object of the class is to teach the national highland dances of Scotland and by other means to afford enjoyment to the young, and to fit them to become worthy members of the Society.
- (c) An annual competition shall be promoted by the Society at a time and place to be determined.
- (d) The Highland Dance Class instructor shall present an **Annual Report** of the class activities at the Annual General Meeting.

The COUNTRY DANCE CLASS

16. (a) A Scottish Country Dance Class **Instructor** shall be appointed at the Annual General Meeting and shall be an Honorary Member with all the privileges of a Full Member.
- (b) The object of the class is to teach the national country-dances of Scotland and by other means to afford enjoyment for all that attend, and to fit them to become worthy members of the Society.

- (c) May charge a fee as determined by its members from time to time .An account of receipts & expenditure after audit shall be included in their annual report.
- (d) The Country Dance Class instructor shall present an **Annual Report** of the class activities at the Annual General Meeting.
- (e) The Scottish Country Dance Class **Instructor** shall receive a sum of remuneration to offset any expenses incurred whilst performing these duties.

The CHOIR

- 17. (a) A Choir **Conductor** shall be appointed at the Annual General Meeting and shall be an Honorary Member with all the privileges of a Full Member.
- (b) The object of the class is to teach the national songs of Scotland and by other means to afford enjoyment for all that attend, and to fit them to become worthy members of the Society.
- (c) The Choir Conductor shall receive a sum of remuneration to offset any expenses incurred whilst performing these duties.
- (d) The Choir Conductor shall present an **Annual Report** of the class activities at the Annual General Meeting.

NEWSLETTER

- 18. The official Society newsletter shall be called the “ **Thistle & Anchor** ”, and be published as and when required to provide the latest in news and up and coming events within our Society membership and fellow Scottish bodies.

PERPETUAL TROPHIES

19. All perpetual Trophies will not leave the PACS Hall property unless prior approval has been granted from the Executive, and, receiving written assurance to the well-being and safety of the trophy.

A suitable memento or replacement trophy shall be presented to the eligible performers in recognition to winning any of these trophies as outlined below.

Annual Piping Competition

P.M. Fred Adam Memorial Trophy

Shall be won by a C grade Sub-Intermediate Piper playing a 4 part 6/8 March tune.

PACS/Clan MacLeod R.U. Brown Piping Competition (Shield)

Shall be won by a B grade piper playing a selection defined in the entry form.

PACS Highland Dancer.

Gordon Rennie Memorial Trophy

Shall be only be won by a Port Adelaide Dancer with the highest Gold Medals won at PACS organized highland dancing competitions over a calendar year. This trophy will be presented at the annual PACS Christmas party.

Annual Highland Dancing Competition (November).

This is a stand-alone event, separate from the Annual City of Port Adelaide Championships.

Bill Hain Perpetual Trophy

Shall be an Encouragement Award in the nominated Preliminary Level, with the most dancers attending, at our annual PACS highland dancing competitions.

Pauline and Trevor Powell Trophy

Shall be an Encouragement Award in the Restricted Premier level at our annual PACS highland dancing competitions.

Alexander and Betty Niven Perpetual Trophy

Shall be contested as the 15 years and over Premier Aggregate Trophy, with dances other than the Marten Trophy, at our annual PACS highland dancing competitions.

Merle and Roy Marten Memorial Trophy

Shall be contested by 15 years and over Premier Dancers, completing the Highland Fling 6, Sword Dance 3+1, and Seann Triubhas 4+2 at our annual PACS highland dancing competition.

The Royal Caledonian Society of South Australia Inc. Perpetual Trophy

Shall be contested by 13 to under 15 years Premier Dancers, completing the Highland Fling 6, Sword Dance 3+1, and Seann Triubhas 4+2 at our annual PACS highland dancing competition.
A suitable memento shall normally be provided by, and presented by their representative from the Royal Caledonian Society, for the winning dancer on the day.

The Wallace Trophy

Shall be contested by 12 years and under Premier Dancers, completing the Highland Fling 6, Sword Dance 3+1, and Seann Triubhas 4+2 at our annual PACS highland dancing competition.

Festival City Championships.

This annual event held in June of each year shall be sponsored with a perpetual trophy in the name of the PACS. A suitable memento will be provided by the Society for the winning dancer on the day.

***City of Port Adelaide Championships, the PACS Premierships,
and Supporting Highland Dancing Competitions.***

This annual event will consist of a Championship Competition as well as a supporting dancing competition. This is a stand-alone event, separate from the Annual PACS Highland Dancing Competition.

City of Port Adelaide Championships

The age groups shall be decided by the Special Events Committee **on the receipt of nominations for the Championships under the rules of the SOBHD and ABHDI.**

Prize monies awarded to individual dances, and overall winners, shall be decided by the Special Events Committee.

The overall First Place Winners shall receive a Large Sash, and prize money.

The overall Second and Third place winners shall receive a Sash, and prize moneys.

The overall Fourth, Fifth and Sixth place winners shall receive a Sash and prize moneys.

The Bloomfield Trophy

Shall be presented to the highest placed Adelaide dancer in the Senior Championship.

The Clan MacLeod Society of SA Trophy

Shall be presented to the highest placed Adelaide Dancer in the Intermediate Championship.

The Trevor and Pauline Powell Perpetual Trophy

Shall be presented to the highest placed Adelaide Dancer in the Junior Championship.

The Port Adelaide Caledonian Society Premierships

The age groups shall be decided by the Special Events Committee.

The Clan Donald Society of SA Inc. Perpetual Trophy

Shall be contested in the Restricted Premier Premiership Senior Age Group.

The Buchanan Trophy (Shield)

Shall be contested in the National Premier Premiership Highest Age Group.

The Neilson-Harden Perpetual Trophy

Shall be contested in the Intermediate Premiership Senior Age Group

The City of Port Adelaide Pre-premier Encouragement Awards.

The Buchanan Trophy Restricted Premier Encouragement Award. (Grey Castle)

Shall be awarded to dancers chosen by the Judges on the day.

Spirit of Highland Dancing

Shall be awarded to dancers chosen by the Judges on the day.

The Bill Hain Perpetual Trophy for the Junior age group.

The Harrison Family Perpetual Trophy for the Intermediate age group.

The Dalgleish & Margaret Harkness Perpetual Trophy for the Senior age group.

Team Choreography Trophy (Shield)

Shall be awarded to the school of the winning team performance as decided by the adjudicator.

The SOCIETY LOGO

20. Shall be as displayed below and used on all Society correspondence.

**HONORARIA**

21. The Chief, Secretary, Treasurer shall receive an honorarium, as decided at the Annual General Meeting.

Port Adelaide Caledonian Society Inc.

MEMBERSHIP APPLICATION / RENEWAL FORM



SURNAME

FIRST NAMES

ADDRESS

..... POST CODE

PHONE PLACE OF BIRTH

MOBILE EMAIL

THE FOLLOWING ADDITIONAL INFORMATION IS OPTIONAL:

OCCUPATION DATE OF BIRTH

INTERESTS

WHAT SERVICES OR BENEFITS DO YOU EXPECT TO GET FROM YOUR MEMBERSHIP

.....

IN EVENT OF MY ADMISSION AS A MEMBER, I AGREE TO ABIDE BY THE CONSTITUTION RULES AND BY-LAWS OF THE SOCIETY.

SIGNED DATE

PROPOSED BY

SECONDED BY

FEE STRUCTURE: **FIRST YEAR SUBSCRIPTION \$35.00 each**
ANNUAL SUBSCRIPTION \$25.00 each
(Junior memberships pay only half subscriptions)

Applications for membership, accompanied with payment, should be sent to:
The Secretary, P.A.C.S.Inc., 189, Semaphore Road, EXETER, S.A. 5019.

Application 11 / 2016

www.scots-sa.org.au

Office Use only	Fees paid	Date accepted	Added to ledger	Member badge ordered	Reply sent

Nomination Form 1



The Port Adelaide Caledonian Society Inc.

I agree to my
 nomination to the position of
 and will serve in that capacity if elected,
 until the expiration of my term in office.

Date / / Signed

Nominated by

Seconded by

Extract from the Constitution

ELECTION OF OFFICE BEARERS

- 9. (a) Nominations shall be in writing, on the prescribed form, signed by the Proposer and Seconder, accompanied by the Nominee's consent in writing, and shall be lodged with the Secretary four (4) weeks prior to the Annual General Meeting
- (b) A member must have served a Committee position for at least one (1) year before a nomination can be accepted for the position of Chief.
- (c) Nominations for any vacant Executive or Committee positions shall be accepted from the floor.
- (d) When two (2) or more candidates are nominated for one office, those not appointed shall be eligible for the next position, if any, without further nomination.

The order of officers shall be:

Chief	Secretary	Treasurer	Assistant Treasurer
	Minute Secretary		Directors

- (e) Three (3) chieftains shall be chosen, by ballot if necessary, at the Annual General Meeting from the pool of ten (10) Directors elected.

GOVERNMENT

- 8. (c) Any **Past Chief**, who has been a Chief of the Port Adelaide Caledonian Society Inc., may also be **ex-officio on the Committee annually** so long as they indicate their intention in writing on the prescribed nomination form, without being proposed or seconded.

Request for payment form (for treasurer use)

Port Adelaide Caledonian Society Inc.

REQUEST FOR PAYMENT



No.....

Payment to.....

Cheque Number -.....

Date

Date passed for Payment -.....

DETAILS	AMOUNT	GST Component
TOTAL AMOUNT =		

AUTHORISED BY -

AND -

signatures of society