

# THE HONEST TOUN'S ASSOCIATION MUSSELBURGH

## *Constitution Review 2016 Proposal*

### 1. **Name**

- 1.1 The Association will be called "The Honest Toun's Association".
- 1.2 The Colours of the Association are blue and white.

### 2. **Objectives**

- 2.1 To celebrate an annual Rideout and Festival (to be called "The Musselburgh Festival") and to carry out ceremonies and events as may be determined by the Association. The Festival will conclude on the last Saturday of July.
- 2.2 To arrange and conduct annually an election of an Honest Lad and an Honest Lass.
- 2.3 To foster local patriotism and citizenship and to uphold the ancient and honourable traditions of the Honest Toun.

### 3. **Membership and Subscription of the Association**

- 3.1 Membership will be open to persons twelve years or over.
- 3.2 Membership will be by annual subscription and the membership fee for the ensuing year will be set by members of the Association at the Annual General Meeting. Payment of the fee will be deemed to imply that members agree to abide by the rules of the Association.

### 4. **Governance**

- 4.1 The Association will be under the governance of a Board of Trustees and an Executive Committee.

### 5. **Board of Trustees**

- 5.1 The Board of Trustees shall be responsible for the Association's governance, strategy and planning and for ensuring that the Association is administered effectively. The Board will account for the Association's activities and outcomes and ensure that effective financial controls and accounting practices are in place and followed. The Board will guide, assist and support the President and the Executive Committee.
- 5.2 The Board shall consist of up to twelve Trustees plus the current President of the Association who will be a Trustee whilst in that office. The President shall update the Board on a regular basis on the business of the Executive Committee. The Board shall appoint a Chairman and a Minute Secretary to chair and record minutes of its meetings. Five shall form a quorum.
- 5.3 Appointment/Election to the Board will be made by the members at the Annual General Meeting by means of a proposer and seconder.
- 5.4 Appointment/Election to the Board will be for a period of up to three years with one third of the Board retiring by rotation each year. Retiring Board members

will be eligible for re-appointment/re-election to the Board to serve for a further term.

## **6. Executive Committee**

- 6.1 The Executive Committee will be responsible for the organisation and execution of the Annual Festival and associated events.
- 6.2 The Executive Committee will consist of up to fifteen members. This will be made up of a President, who will preside at all meetings, a Vice President who will act for the President as required, a Treasurer who will keep financial records as laid down by the Trustees of the Association, a Secretary who will keep minutes of all meetings and conduct the business of the Association, except finance, with such secretarial assistance as the Executive Committee may decide and up to eleven committee members. The Executive Committee may co-opt additional members who will serve for the current year only. The preceding year's Honest Lad and Honest Lass will be ex-officio members of the Executive, only to attend meetings at the Executive's request or by arrangement.
- 6.3 The Treasurer will report regularly to the Board of Trustees and produce an audited statement of accounts for the members' approval at the Annual General Meeting each year.
- 6.4 Election to the Executive Committee will take place at the Annual General Meeting of the Association. Election to the Executive Committee will be for a period of three years. One third of the committee will retire annually by rotation. Retiring committee members will be eligible for re-election to the Executive Committee to serve a further term. Nominations for election to the Executive Committee will be made on official nomination forms. Forms must be signed by a proposer and seconder and lodged with the Secretary at least seven days prior to the Annual General Meeting.
- 6.5 Office bearers will be voted for and appointed by the members at the Annual General Meeting.
- 6.6 Five shall form a quorum at meetings.

## **7. Qualifications of Candidates for Position of Honest Lad and Honest Lass**

- 7.1 Candidates for election as Honest Lad and Honest Lass must have reached the age of 19 by the date of the election.
- 7.2 Candidates must certify that they have lived within Musselburgh Council Wards, Whitecraig and Wallyford for a total of eight years.
- 7.3 Application must include a personal statement from the candidate, endorsed by their Proposer and Secunder.
- 7.4 They will acquaint themselves, and agree to comply, with the current Rules and Guide to Procedure.
- 7.5 Nomination of candidates will be agreed by the Executive Committee and the Board of Trustees.
- 7.6 A maximum of three candidates will be accepted for the position of Honest Lad and three candidates for the position of Honest Lass.

## **8. Election of the Honest Lad and Honest Lass**

- 8.1 The Honest Lad & Honest Lass will be elected by members of the public who hold current membership of the Association.
- 8.2 Members of the Executive Committee and any of their immediate family members, specifically spouse/partner, parent, child or sibling, are debarred from nominating or seconding any candidate.
- 8.3 The election will be held on the last Friday in April annually.
- 8.4 In the event of a tie between any two candidates, a draw will be made by the President and the first drawn will be the final choice.
- 8.5 The remaining candidates will act as Attendants.
- 8.6 The Executive Committee will have power to fill, or leave vacant, the office of Honest Lad, Honest Lass or Attendant.

## **9. Meetings**

- 9.1 The Annual General Meeting of the Association will be held on a date in November to be agreed by the Executive Committee. The meeting will be chaired by the President of the Association. Notice of the meeting will be given in the local press and on the Association's website at least twenty-eight days beforehand.
- 9.2 On a request signed by fifty members of the Association or five members of the Board of Trustees or five members of the Executive Committee the Secretary will, without delay, call an Extraordinary General Meeting for the transaction of such business as may be specified on the request. The notice calling such a meeting shall state the business to be discussed and no other business will be taken.
- 9.3 At all General Meetings admission will be by membership card. Twenty five will form a quorum.
- 9.4 At the Annual General Meeting and at an Extraordinary General Meeting the President will have a casting vote if necessary.

## **10. Funds**

- 10.1 The funds of the Association are to be used only for the Association purposes. Transactions on the Association's funds will be permitted only on the signatures of the Treasurer and either the President or the Secretary.
- 10.2 The Executive Committee will be empowered to vote a grant to the elected Honest Lad, Honest Lass and Attendants.
- 10.4 The financial year will end on 30<sup>th</sup> September.
- 10.5 The members at the Annual General Meeting will appoint a suitably qualified person to carry out an independent examination or audit of the Association's accounts.

## **11. General**

- 11.1 It will be the responsibility of the Executive Committee to appoint the Chief Marshall and the appointment will be made annually.
- 11.2 Honorary Life Membership will be awarded at the discretion of the Executive Committee for outstanding service to the Association.
- 11.3 The regalia will be the responsibility of the Honest Lads' Association.
- 11.4 Any alteration to the Constitution will be permitted only on the vote of two thirds of members present and voting at the Annual General Meeting or an Extraordinary General Meeting called for that purpose. Details of proposed alterations must be given to the Secretary at least twenty one days, and be published on the Association's website fourteen days, before the Annual General Meeting or Extraordinary General Meeting.
- 11.5 If, upon dissolution of the Association, there remains any property whatsoever after the satisfaction of all liabilities, it will be distributed to charities to be determined by the members.
- 11.6 The "Rules and Guide to Procedure" are maintained by the Executive Committee.