

# **S.C.O.T. Bylaws**

Amended April 9, 2022

## **I. GENERAL DESCRIPTION OF DUTIES OF THE S.C.O.T. COUNCIL.**

The following description of duties are intended as a general operational guideline and should not be interpreted as being either totally inclusive, finite, or totally binding in any way.

### **GENERAL DUTIES OF ELECTED OFFICERS:**

#### **THE PRESIDENT**

- Preside at S.C.O.T. Gatherings and Council meetings.
- Oversee all Club activity.
- Co-ordinate and approve all meeting agendas.
- Be responsible, with the Council, for all S.C.O.T. assets.
- Represent S.C.O.T. at community events or arrange for another representative.
- The only Council member that has the authority to call a Council meeting either monthly or special/emergency. In accordance with Robert's Rules of Order.

#### **THE VICE PRESIDENT**

- Preside at any Gathering in the absence of the President.
- Assist the President in the performance of the duties of the office.
- Perform such duties as are appropriate to the office and provide opportunities to learn about the functions necessary for the success of the organization as directed by the President or the S.C.O.T. Council. (Example: Assignments assisting each of the other officers in the performance of their duties during the year).

#### **PAST PRESIDENT(S)**

- May attend Council meetings as an advisor.
- As requested, assist the current President on any Council project.

#### **SECRETARY**

- Record, preserve, and assure the availability of minutes taken at the previous S.C.O.T. Business meeting to the membership of S.C.O.T.
- Record, preserve, and protect the minutes of S.C.O.T. Council meetings, in order to render a report to the Council of the previous meetings' minutes.
- Provide copies of the previous Council meeting's minutes to each Council member at least one week prior to the Council meeting for review.
- Deliver copies of the minutes of both S.C.O.T. Business meetings, and S.C.O.T. Council meetings, as recorded and rendered, to the S.C.O.T. Archivist for maintenance and protection.

## **TREASURER**

- Maintain the S.C.O.T. Treasury, and the records of the same, which shall include all records of both deposits to, and disbursements from, said Treasury.
- Report at least semi-annually to the membership, the balance of the S.C.O.T. treasury and all relevant major activity of said treasury.
- Countersign on all S.C.O.T. disbursements with the S.C.O.T. President, or the designated alternate.

## **AT-LARGE DIRECTOR**

- Be a S.C.O.T. member in good standing.
- To represent and advocate for S.C.O.T. membership at all Council Meetings.
- Duties and responsibilities vary according to the needs of S.C.O.T., the Council, and the Council President.

## **II. APPOINTED TITLED CHAIRS**

### **MEMBERSHIP CHAIR**

- Greet and announce visitors at all S.C.O.T. Gatherings.
- Oversee the publication of S.C.O.T. directory to insure an annual publication.
- Oversee follow-up contact of all Gathering visitors.
- Print and update nametags.
- Distribute the name tags utilized at the Gatherings.
- Represent S.C.O.T. to the community and recruit new members.
- Establish and maintain a complete and accurate database of club member information.

### **SOCIAL CHAIR**

- Oversee all S.C.O.T. special Gatherings such as Burns Night, etc.
- Maintain S.C.O.T. presence at all non-S.C.O.T. functions where the S.C.O.T. should be represented.
- Coordinate all non-Gathering S.C.O.T. functions such as kirking of the Tartans, etc.

### **HOST CHAIR**

- Confirm all meeting place arrangements.
- Secure Food Hosts for each Gathering.
- Be responsible for all food related supplies and decorations needed for a Gathering.
- Coordinate food selection with chosen Food Hosts.

### **WAYS AND MEANS CHAIR**

- Direct all S.C.O.T. fundraising activities.
- Coordinate all S.C.O.T. assets used for fundraising, at any fundraising event.
- Plan future fundraising events to assure S.C.O.T. of adequate Treasury funds.



### **TECHNOLOGY, WEB & MEDIA CHAIR**

- Assist in maintaining a complete and accurate database of club member information.
- Provide the S.C.O.T. Council and other S.C.O.T. leadership organizations with regular monthly reports.
- Advise all Gatherings in advance by phone, email, Social Media, or alternate communication method to the membership.
- Maintain and coordinate the calling committee, along with any necessary records.
- Coordinate any non-Gathering advertising as needed at the request of the President or Council.

### **IMMEDIATE PAST PRESIDENT**

- Advise the new President and Council
- Assist in the identification, recruitment, and training of leadership candidates.
- Remain neutral on and assist in the resolution of club conflicts wherever possible.

### **CLUB ARCHIVIST**

- Maintain and protect the official historical records of all S.C.O.T. activities, and those of any subsidiary corporation(s) of S.C.O.T.
- Maintain and protect copies of all S.C.O.T. vital records, and those of any subsidiary corporation(s) of S.C.O.T., such as the Constitution and Bylaws, Articles of Incorporation, etc.
- Maintain and protect the official and exhaustive list of all assets of S.C.O.T. and any subsidiary corporation(s) of S.C.O.T. Render reports on past S.C.O.T. activities as requested by the Council.

## **III. CLUB AWARDS AND RECOGNITIONS**

The Club Council shall decide if an Award or Recognition is to be given to a S.C.O.T. Member.

1. Silver Thistle is the highest Honor given to a S.C.O.T. Member. To be considered for the Silver Thistle a member should be in good standing for a minimum of five (5) years and have a history of going above and beyond to promote S.C.O.T. and its Established Aims and Purposes. A Silver Thistle recipient is excused from paying gathering fees. The Award is traditionally awarded during the Robert Burns Ceremonies.
2. Honorary Life Membership covered under Article VI, Section II, Item 4.

The council may also decide if a special recognition is to be given to a member for exemplary service to the Club.

The Club Council are the only body authorized to Award or Recognize members or Club affiliates during a S.C.O.T. gathering or event unless prior Presidential authorization is granted. It will then be the President's duty to notify other Council Members of his/her authorization.

#### IV. REPORTING OF SUBSIDIARY CORPORATIONS

All subsidiary corporations of S.C.O.T. shall provide a minimum of two reports per year to the membership of S.C.O.T. The first annual report shall be a "State of the Subsidiary's" report which will be presented to the S.C.O.T. membership orally and in written form, by said subsidiary Chairman. The second annual report shall be a "Statement of Financial Position" report which shall be presented to the S.C.O.T. Membership both orally and in written form, by said subsidiary Treasurer.

The date and place of the "State of the Subsidiary's" report shall be at a monthly S.C.O.T. Gathering, preceding the subsidiary's general elections, as determined by its Constitution. The date and place of the "Statement of Financial Position" report which shall be presented to the S.C.O.T. Membership both orally and in written form, by said subsidiary Treasurer.

Additional general, or financial reports, shall be presented to the general membership of S.C.O.T. by a subsidiary, as requested by the S.C.O.T. Council.

APPROVED BY VOTE OF S.C.O.T. COUNCIL, THIS 1<sup>st</sup> DAY OF June, 2022.

  
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President of S.C.O.T.

  
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Secretary of S.C.O.T.