Summary of proposed changes to Rules and Procedures Final. 28/08/2026

Existing Section Number	Amendment	Reason	Revised Section Number
Introduction	"Her Majesty's" replaced with "His Majesty's".		
2	"pay an annual subscription" is replaced with "have joined". Delete: "either through their Branch or directly to the Society" and replace with "as detailed in Section 5 of the Rules and Procedures"	This change has been made to minimise duplication between the R&P and the Articles and avoid having to change both documents should the membership offer change.	**2**
6	In paragraph 1, "constitutions" is replaced with "constitution".		**6**
6	In paragraph 2, after "number of Delegates", "in proportion to the" is replaced with "from amongst their primary members.".	This arises from a Branch query asking if non primary Branch members could become Delegates and seeks to clarify the point within the Rules and Procedures.	**6**
6	The rest of paragraph 2 is replaced with "The number of Delegates must be in accordance with the Articles of Association."	This change minimises duplication between the Articles and the R&P and means a change to the Articles on this topic will not require a similar change to the R&P.	**6**
7	In paragraph 1 after "sole Trustees of the Society" the following is inserted: "and ensure the proper governance of the Society in accordance with its Articles and Rules and Procedures and relevant charity legislation and regulations."	It is felt this more clearly defines the scope and range of the authority of the Board.	**7**
7	In the sentence "The total number of Board members is limited to a maximum of fifteen.",	It is felt that showing numerals makes it easier for those whose main language is not English.	**7**

	"fifteen" is replaced with "15".		
7	In the final paragraph before "The Main Duties …": the sentence "Terms of office and election rules are defined later in this document." is deleted.	It was felt that this was unnecessary.	**7**
7	The wording "The Main Duties of the Management Board…To appoint a Treasurer" is replaced with "The collective duties of the Management Board are those described in the Articles."	It was felt that the duties of the Management Board should not be described twice but should be consolidated in one document namely the Articles. Thus any change to the duties of the Board would not require two changes to be made.	**7**
7	In the last paragraph, "It also employs an Executive Officer who manages the day-to-day office activities, including staff, on behalf of the Management Board. The Executive Officer acts as Secretary and is responsible to the Board, reporting directly to the Chair. The Executive Officer attends all Board meetings and may attend any committee meeting." is replaced with "The Chief Operating Officer, or equivalent, is responsible to the Management Board`, reporting directly to the Chair. The Chief Operating Officer, or equivalent, attends all Board meetings and may attend any committee meeting."	This amendment seeks to avoid having to change the R&P if the Chief Operating Officer title changes and the accountability of the post.	**7**
8	Heading changed from "Powers of the Society" to "Powers of the Management Board"	The section reflects the power of the Board specifically rather than the Society as a whole.	**8**
8	Paragraph (a): "Schools Director" is changed to "Summer School Director"	Clarification.	**8(a)**

8	Paragraph (a): "Treasurer" is deleted.	This responsibility is detailed in Section 10.	**10**
8	Paragraphs (b) to (e), (g), (i) & (k) are unchanged		
8	Paragraph (f): "strategies" is inserted after "To define".	This reflects the strategic nature of the Board,	**8(f)**
8	Paragraph (h): "firms," deleted.	This is covered by "companies".	**8(h)**
8	Paragraph (j): the wording "be it the Board directly, a Management Committee or the Executive Officer" is deleted.	It is felt that in order to simplify this paragraph, specific titles could be deleted whilst still retaining the power which the Board has under this section.	**8(j)**
9	In final line: "decision" replaced with "decisions".	Typographical error in original document.	**9**
10	In 3rd sentence: After "a further three-year term", "but that must" is replaced with "which must".		**10**
11	Paragraph 3 "The Management Board … … undertake specific tasks." is deleted.	This is covered by Article 49.	**11**
11	New Paragraph 3 inserted: "The role and remit of each Management Committee will subject to annual review by the Management Board and published on the Society's website.		**11**
11.1 **11.2** **11.3**	The "Remit" paragraph for each Management Committee has been removed.	It was felt that by inserting the Remit into the Rules this constrained the ability of Committees to adapt their Remit. However, it was felt that members should be aware of the Remit and have the opportunity to raise issues, if necessary. Therefore, Remits of each of the Committees would be made available on the RSCDS website and be subject to annual review by the Management Board. This felt to provide a	**11.1** **11.2** **11.3**

		better balance between accountability and flexibility.	
11.1	"Schools Director" has been changed to "Summer School Director and moved to follow after "… the final year of the Convenor's term" and insert "the" before "Summer School Director".	Clarification following change to 8(a.)	**11.1**
11.2	"Music Director" has been moved to follow after "… the final year of the Convenor's term" and insert "the" before "Music Director".		**11.2**
11.4 (e)	"Secretary" has been replaced with "Chief Operating Officer or equivalent".	This amendment seeks to avoid having to change the R&P if the Chief Operating Officer title changes.	**11.4 (e)**
13	New opening paragraph: "The governance requirements in relation to elections, terms of office and eligibility are detailed in the Articles of Association which take precedence over the Rules and Procedures. This section provides more detailed guidance on these topics which should be referred to when not covered by the Articles." Sections 13(a) to 13 (g) are deleted and replaced as shown below.	It is felt that this clarifies the relationship between the Rules and the Articles.	**13**
13	The following changes in this Section seek to minimise the duplication between the Rules and the Articles. The change above highlights the primacy of the Articles when interpreting between the Articles and Rules. It is felt that simplifying the Rules would minimise ambiguity between both documents whilst not changing the current accountabilities and governance arrangements. Sections 13.1, 13.2 and 13.3 have been revised and renamed, and new Sections 13.4, 13.5 and 13.6 created.		**13**
13 (a)	Moved to **13.1** (**Eligibility),** No change.		**13.1 (a)**

13 (b)	Moved to **13.2 (Elections).** Deleted full stop after "… Meeting", and inserted "and will be in accordance with the Society's Articles of Association".		**13.2**
13 (c)	Deleted.	Duplication with Article 33.	
13 (d)	Moved to New Section **13.4 Management Committees.** The wording "at which a direct election will take place." Is added to the end of the sentence. In existing lines 1, 3 (twice), 5 & 9, "will" is changed to "shall". In line 1, "is" changed to "shall be".		**13.4 (a)**
13 (e)	Deleted.	Duplication with Article 32.	
13 (f)	Deleted.	Duplication with Article 31.	
13 (g)	Moved to New Section 13.4. "the Management Board and" has been removed. The wording "and any person appointed to fill such vacancy will hold office until the next Annual General Meeting" has been removed and replaced with "in accordance with the Articles"	To simplify and avoid duplication with Article 31.	**13.4 (f)**
13.1	New Heading :**Eligibility**		
13.1	New 13.1 (a)	Formerly 13 (a)	**13.1 (a)**
13.1 (a)	1st sentence becomes 13.1 (b) "An RSCDS member" changed to "Any member" as "member' is defined earlier.		**13.1 (b)**
13.1 (a)	2nd sentence becomes 13.1(c)		**13.1 (c)**
13.1 (b)	Deleted	Duplication with Article 33.	
13.1 (c)	Moved to new Section 13.4	No change in wording.	**13.4 (b)**

13.1 (d)	Deleted. Replaced with new clauses 13.4 (c) and (d) to cover members of Management Committees.	Duplication with Article 32 in relation to Management Board.	**13.4 (c)** **13.4 (d)**
13.1 (e) (i)	Deleted		
13.1 (e) (ii)	Moved to new Section 13.4	No change in wording.	**13.4 (g)**
13.1(e)(iii)	Moved to Section 13.3.	No change in wording.	**13.3**
13.1(e)(iv)	Moved to New Section 13.4.	No change in wording.	**13.4 (e)**
13.2	Section re-numbered **13.5**		**13.5**
13.2 (a)	No change in wording.		**13.5 (a)**
13.2 (b)	Wording in final sentence "in the hands of the Secretary" amended to "submitted to the RSCDS Office"	Clarification	**13.5 (b)**
	New Section: 13.2 Elections		**13.2**
	New Section: 13.3. Management Board		**13.3**
13.3	Section re-numbered **13.6. Voting in Elections.** In 3rd sentence, "RSCDS Secretary" amended to "RSCDS Office". In penultimate sentence the wording ", and must arrive 48 hours," is deleted.	Clarification	**13.6**
13.5(b)	Insert: " , in the case of Nominations to the Management Board Convenor and Convenor Elect, or 5 additional similarly qualified members, in the case of Nominations to a Management Committee."	The change in the number of nominations was proposed by the Management Board arising from comments received during the consultation process. It is considered to simplify to simplify the process of nominations for positions on management committees.	**13.5(b)**
15.1	**Section 15.1 Delegates** Amended to read "Delegates are appointed by each Branch from its primary members in accordance with the Articles."	Clarification	**15.1**
15.2	Inserted at end of first sentence:	To fit more closely with Articles 25-28.	**15.2**

	"in accordance with the Articles." Inserted at end of second sentence: "in accordance with the Articles."		
15.3	In 1st and final sentences of 2nd paragraph, "RSCDS" is deleted. "Secretary" in penultimate sentence changed to "Chief Operating Officer or equivalent"	Simplification. Clarification	**15.3**
15.4/15.5	These Sections are combined under the heading **15.4** "**Procedure at General Meetings**"		**15.4**
15.4	First sentence deleted. The second sentence is re-numbered 15.4 (a)	It is considered that the deleted wording is good practice rather than a Rule.	**15.4 (a)**
15.5	Renumbered 15.4 (b)	No change in wording.	**15.4 (b)**
15.6	Heading removed and Renumbered 15.4 (c)	No change in wording.	**15.4 (c)**
15.7	Renumbered **15.5** and individual paragraphs numbered.		**15.5**
15.7	1st paragraph, 1st sentence.	No change in wording.	**15.5 (a)**
15.7	1st paragraph, 2nd sentence	No change in wording.	**15.5 (b)**
15.7	Remainder of 1st paragraph becomes 15.5(c). The second sentence is amended by replacing "provisional Agenda" with "Notice calling the AGM in accordance with the Articles". "See 15.10." is deleted.	This clarifies the requirement that the text of a Special Resolution must be issued with the Notice calling the AGM, at least 16 weeks prior to the AGM (Article 21.(a) (ii)).	**15.5 (c)**
15.7	2nd paragraph	No change in wording.	**15.5 (d)**
15.7	3rd paragraph	No change in wording.	**15.5 (e)**
15.7	4th paragraph	No change in wording.	**15.5 (f)**
15.7	5th paragraph	No change in wording.	**15.5 (g)**
15.7	6th paragraph	No change in wording	**15.5 (h)**
15.7	Insert new paragraph: "The Management Board may issue guidance on the formulation of motions in order to assist Branches in submitting constitutionally	The Guidance referred was agreed by the Management Board in 2025 and issued to Branches prior to the 2025 AGM. The	**15.5 (i)**

	valid motions. Motions which meet any guidance are less likely to be deferred. Any guidance will be made available on the Society's website."	insertion of the paragraph confirms the guidance as part of the normal process when convening an AGM and aims to assist branches in developing their own motions.	
15.8	Renumbered.	No change in wording.	**15.6**
15.9	Renumbered.	No change in wording.	**15.7**
15.10	Renumbered and individual paragraphs numbered.		**15.8**
15.10	1st paragraph moved to 15.5 (j)	More appropriate location.	**15.5 (j)**
15.10	2nd paragraph numbered **15.8 (a)**	No change in wording.	**15.8(a)**
15.10	3rd paragraph numbered **15.8 (b).** "Secretary" amended to "RSCDS Office"		**15.8 (b)**
15.10	4th paragraph numbered **15.8 (c).**	No change in wording.	**15.8 (c)**
15.10	5th paragraph numbered **15.8 (d)**	No change in wording.	**15.8 (d)**
15.10	6th paragraph numbered **15.8 (e).**		**15.8 (e)**
15.10	7th paragraph numbered **15.8 (f).**		**15.8 (f)**
15.10	8th paragraphs numbered **15.8 (g)**		**15.8 (g)**
15	Insert new paragraph **15.8 (h)** "Where the AGM agrees to the inclusion of urgent business, this will be dealt with, as far as is practicable, in accordance with the procedures set out for motions."		**15.8 (h)**
16	The heading is changed from **"Branches"** to **"Licence Agreement".**	To reflect more accurately the content.	**16**
16	1st Paragraph deleted and replaced with "A Branch must be licensed by the Society. The Branch must act in accordance with the conditions of the Licence Agreement which may be varied from time to time."		**16**

16(a)(b)(c)&(d)	Delete 16 (a), (b), (c) & (d).	Covered by Licence Agreement.	
16 (e)	Re-numbered 16 (a)		**16 (a)**
16	Final paragraph is numbered 16 (b). The wording "will be" is amended to "are".		**16 (b)**
20	In 2nd paragraph, "in writing" is deleted and "Secretary" is replaced with "RSCDS Office".		**20**
21	In 1st paragraph "at least 14 clear days prior to a properly convened General Meeting" is replaced with "in accordance with the Articles".	To reduce duplication with Articles.	**21**
22	Revised to read: "Any alteration to the Rules and Procedures requires an Ordinary Resolution, the text of which must be circulated in accordance with the Articles. Such a resolution requires to be passed by more than 50% of the votes cast. A 50% majority relates only to the number of votes cast in favour compared with the number of votes cast for and against, taking no account of abstentions or absentees."	This seeks to emphasise the governance arrangements of the Society. It also brings it into line with paragraph 21.	**22**