

Selkirk Colonial Society

PROCEDURAL GUIDELINES (adopted on 3rd April 2014)

NAME

The name of the Society shall be Selkirk Colonial Society

MEMBERSHIP

Applications for membership shall be decided by existing members and should be made in writing.

The general criteria for local membership is-

- A Souter who has lived overseas for two years or more and has returned to live in Selkirk or
- A blood descendant of a Souter who meets the conditions in section 1 above or
- A Souter or blood descendant of a Souter who has lived away from the town for a minimum of two years

Overseas membership is generally open to those who are-

- A Souter and who has lived, and continues to live, overseas for a minimum of two years.
- A blood descendant of a Souter who has lived, and continues to live, overseas for a minimum of two years.

MEETINGS

- There shall be meetings of the Society, open to all members, at least three times yearly.
- The Chairperson shall chair the meeting.(see duties)
- The Annual General Meeting should be held during the month of February. The election/re-election of office bearers should be carried out at this meeting.
- Matters discussed at Society meetings are confidential and failure to maintain confidentiality may result in withdrawal of membership.

FINANCE

- Membership subscriptions are payable at the Annual General Meeting.
- All subscriptions must be paid by the Wednesday immediately prior to the Reception. Lapsed members shall not be entitled to attend the Reception or any other formal Society event until such time as they successfully re-apply for membership.
- New members who join after the AGM are not liable to make their subscription until the following AGM.
- An auditor will be appointed by the Society to independently verify the annual accounts.

ELECTION OF OFFICIALS

The officials shall be, The Chairperson, Secretary and Treasurer, representative to the Common Riding Trust and Standard Bearer.

- The officials shall be elected/re-elected at the Annual General Meeting as necessary
- The term of office for Chairperson, Secretary and Treasurer will be three years after which they will vacate office although retiring Officials are eligible to stand for re-election. Where possible no two Officials shall retire at the same time.
- The Standard Bearer (ideally) shall be formally appointed at the Annual General Meeting for a period of one year (this being dependant on an application having been received).
- The representative to the Common Riding Trust shall be elected for a period of three years. They must be a long-standing member of the Society and have held a senior official position at some stage and who must be prepared, if required, to become Provost of the Trust for a three year period and be aware of all that entails.

DUTIES OF OFFICIALS

The Chairperson: shall instruct the Secretary at all meetings of the Society by individual notices to Members and he/she shall chair at all such meetings. In the absence of the Chairperson meeting shall be chaired by the immediate ex-chairperson, failing whom, the Secretary shall preside. The Chairperson shall represent the Society at meetings of the Common Riding Executive.

The Secretary: shall call meeting as instructed and prepare a record of all proceedings. The Secretary will deal with all correspondence on behalf of the Society, including web site and the issuing members with minutes of all meetings.

The Treasurer: shall be responsible for the funds of the Society and the collection of annual subscriptions. The Treasurer will make payments of behalf of the Society and maintain appropriate records of all transactions so that a financial statement may be presented to members at the Annual General Meeting. The Treasurer will also ensure that the accounts are verified independently prior to the Annual General Meeting.

The Standard Bearer: shall carry the Society Colours at public appearances of the Society as determined by the members and cast these Colours on the Common Riding morning.

The Common Riding Trust Representative: shall attend all meeting of the Common Riding Trust on behalf of the Society to ensure that the views of the Society are properly represented and report back to the Society meeting as and when appropriate/necessary.

COMMITTEES AND RUNNING OF SOCIETY

- The Society does not have a formal Committee because all members are entitled to attend meetings and to make contributions to the matters being discussed.
- The appointed officials are however empowered to deal with all business of the Society.

- As agreed by the Society members shall be co-opted, as necessary, to assist the Officials to carry out the business of the Society, and sub-groups may be established to undertake specific tasks on behalf of the Society, reporting back to the members.

CRITERIA FOR APPOINTMENT OF STANDARD BEARER

All applications should be in writing which will be read out to the Society. Applications from prospective candidates must, ideally, be in the hands of the Society secretary no later than the 30th September of the preceding year.

- The applicant should be a Souther or a blood descendant of a Souther and have lived overseas for a minimum of two years.
- In the event of no applications from overseas and a UK member, who has lived abroad, wishing to apply the criteria would be - he should be a Souther or blood descendant of a Souther and have lived away from the town for a minimum of two years.
- Other criteria which may be considered would be a special year for the applicant, e.g. anniversary of relative having been Colonial Standard Bearer.

In the event of several applications the following would be taken into consideration, distance travelled, age, anniversary (as above). An older person may be given priority over a younger one on the ground that the younger one would probably be able to return at a later date.

STANDARD BEARER'S FLAG PRACTICE - A local member should be nominated to teach the Standard Bearer the flag casting routine and also take and assist him during the unofficial flag practices (if he is here in time) and also the final casting practice on the Wednesday prior to the Common Riding.

STANDARD BEARER'S SASH – the Sash must be handed back to the Chairman after the Casting at the official Foy.

RECEPTION

Priority for ticket allocation to reception will be as under.

- Colonial Standard Bearer, Lady Busser: Society Chair and Partner: Provost and Partner:
- Royal Burgh Standard Bearer and two Burleymen.
- Guest Chair and Partner
- Gala Souters (2) Edinburgh Souters (2)
- Artistes
- Colonial Standard Bearer's immediate family (parents, siblings, etc. or close friends if no family)
- Exiles
- Local Members
- Casting Organisation Standard Bearers and Lady Bussers
- Overseas Visitors

The Society will make tickets available to the Colonial Standard Bearer and Royal Burgh Standard Bearer of 50 years and parents of Royal Burgh Standard Bearer and to those making the presentation of Walter Waldie Memorial medal, if appropriate, and official photographer.

Flexibility will apply should places be available and notwithstanding the list above consideration will be given to special requests; however the limits on seating numbers will dictate the result. The Chairperson has the final decision

During the evening overseas visitors may be asked if during the evening they would like to stand and say a few BRIEF words (e.g. name, where they are from and how many years away)

Unless members decide otherwise complimentary Reception tickets are appropriate for.

- *Provost and Partner*
- *RBSB and Burleymen*
- *Guest Chair*
- *Colonial Standard Bearer and Lady Busser*
- *Gala and Edinburgh Souters*
- *Artistes*
- *Walter Waldie medal presenter (if not members)*
- *Photographer*
- *Colonial Standard Bearer of 50 years (or widow should this be appropriate)*

COLONIAL FLAG AND OTHER REGALIA

- Ten ribbons shall normally be placed on the flag, comprising the current Standard Bearer and the nine immediately preceding. With the agreement of the Chairperson additional ribbons, e.g. a relative of Standard Bearer may also be placed on the flag.
- Chairperson has responsibility to make the necessary arrangements.
- The Society regalia (flag, ribbons etc) shall be stored in a secure manner under the control of the Chairperson and Secretary (the current location being Border Safeguard, Selkirk) Only the Chairperson and Secretary shall have access to the regalia.

ROSETTES: these should only be worn by the current and past Standard Bearer and Lady Bussers. This guideline should be included in the information pack to the Exiles.

NAME BADGES FOR LOCAL MEMBERS: local members should (if they wish) wear badges. These should show their name along with position in Society (e.g. Secretary etc.). This would help identify local members to the Exiles.