**RULES & REGULATIONS OF**

**THE NINE INCORPORATED TRADES OF DUNDEE**

(As revised 2017)

1. **QUALIFICATION OF MEMBERS**

All persons who have paid their dues on admission, to any individual trade and to the General Fund, shall be members of the Nine Incorporated Trades and shall be entitled to vote as such.

1. **THE DUES OF ADMISSION**

Payable to the General Fund shall be as follows: –

Member’s son, daughter or son-in-law or daughter-in-law **£15**

All other persons  **£25**

The foregoing dues may be altered by the General Fund Court, as may be necessary.

1. **OFFICE-BEARERS**

The Office-Bearers of the Nine Incorporated Trades shall be: –

The Deacon Convener

The Collector

The Clerk and Boxmaster

(which offices may be held by one or separate persons)

1. **BIENNIAL STATED GENERAL MEETING**

A Stated General Meeting shall be held to elect the Deacon Convenor and Collector and to transact other relevant business. It shall be held every second year within the City Chambers on the first Tuesday of October or on such date as the Deacon Convenor may consider appropriate.

Whilst the General Fund Court shall nominate a candidate for each office, other candidates can be proposed (intimation to do so must be intimated to the Clerk twenty one days before the meeting). Voting shall be by ballot.

The Deacon Convenor and Collector shall on election immediately assume office. They shall hold office for two years.

The Collector, having served two years, shall become, if elected, the ensuing Deacon Convenor.

Should the Deacon Convener fail to complete his/her period of office, the General Fund Court shall have power to appoint the Collector as Interim Deacon Convener for the remaining period (whom failing the immediate past Deacon Convener). Thereafter, the Collector, if elected Interim Deacon Convener, shall become the ensuing Deacon Convener, and be eligible for re-election for a second year.

The Minister of St Andrews Church shall be the Chaplain of the Nine Trades and shall be so appointed at the first General Meeting following his or her induction to the Charge.

1. **SPECIAL GENERAL MEETINGS**

The Deacon Convener shall have authority to summon a Special General Meeting when the need arises. The Deacon Convener shall be bound to hold such a meeting when requested by three Deacons or ten Members. Twenty Members shall form a quorum.

1. **PURPOSES OF SPECIAL GENERAL MEETINGS**
2. To elect representatives to Trusts or other Public Bodies.
3. To consider Petitions from individual Trades.
4. To debate general issues relevant to the Trades.
5. To instruct the General Fund Court in pertinent matters of importance.
6. **ALL GENERAL MEETINGS**

The Clerk shall call all meetings. Special General Meetings shall be intimated to each of the nine Clerks twenty one days beforehand.

The Clerk shall attend all Meetings, shall keep the Minutes thereof, and conduct any correspondence arising.

The Deacon Convener or his/her Deputy shall be Chairman of all Meetings.

When voting takes place, the Chairman shall record his/her vote, and in addition, when necessary, must exercise his/her casting vote for the *status quo.*

1. **THE GENERAL FUND COURT**

The General Fund Court shall comprise **the Deacon Convener, the Collector, the preceding Deacon Convener, the Trustees of the General Fund Charity**, the Archivist, the nine Deacons and one other representative from each trade. In the absence of the Deacon Convener, the Collector will preside, failing whom, the preceding Deacon Convener. Seven shall be a quorum.

There shall be stated meetings of the General Fund Court on the **first** Tuesday of November and the **first** Tuesday of May annually or such other date as the Deacon Convener may decide.

At the November meeting, the Court shall : –

1. Deal with routine matters
2. Appoint the Clerk and Boxmaster of the Nine Trades who must be a member of one of the Trades
3. Appoint Trustees where required of the General Fund Charity
4. Receive a report on the work of the General Fund Charity which shall be given by the Deacon Convenor, Collector or Clerk and Boxmaster
5. Receive and make recommendations to the General Fund Charity relating to financial assistance for members of any Trades and to widows, children and other dependents of such persons being in need of such assistance. Recommendations relating to these individuals should be made in the first instance to the Court by the Deacon of the respective Trade.

A balance sheet, duly audited up to December of the previous year, shall be presented annually to the General Fund Court in the following calendar year.

**HISTORIC RELICS**

The Clerk shall keep a Register of all historic relics pertaining to the Nine Trades. He shall further indicate where they are separately lodged.

**THE TITLE OF COLLECTOR**

When the Incorporation of the Nine Trades took place in 1575, a Collector was appointed to ingather monies and to act as Deputy for the Convener. By 1670 the office had fallen into abeyance. The title "Collector" is now revived to designate one who serves as Deputy for the Deacon Convener, gaining experience towards becoming his successor.

**ORDER OF SENIORITY OF TRADES**

1. Bakers
2. Cordiners (Shoemakers)
3. Glovers
4. Tailors
5. Bonnetmakers
6. Fleshers
7. Hammermen
8. Weavers
9. Waulkers (Dyers)