

**SCOTTISH DECORATORS'
FEDERATION**

**CONSTITUTION
AND
RULES**

Amended 1 January 2003

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ALL PREVIOUS RULES RESCINDED

RULES

1. STATUS

This Federation is an employer's federation to include self-employed, manufacturing and merchant companies, should they meet the criteria of membership.

2. NAME

The name shall be **'THE SCOTTISH DECORATORS' FEDERATION'**.

3. OFFICE

The Registered office of the Federation shall be the current address of the Federation or such other address the Council may determine. All communications shall be addressed to the administrative office of the Federation.

4. PLACE OF MEETING

The place of meeting shall be the offices of the Federation or places as the Chief Executive or Management Committee, may from time to time determine.

5. OBJECTS

The objects of the Federation shall be:

(a) To regulate the relations between employers and operatives engaged in the painting and decorating trade in Scotland, and to promote good feeling amongst the members of the Federation, and to provide for their general and material welfare.

(b) To federate the various local Associations of Painting Employers and Decorators; and persons, firms, and companies engaged in the trade or business of painting and decorating in Scotland.

(c) To amalgamate and federate persons, firms and companies engaged in the trade or business of painting and decorating in Scotland.

(d) The Federation shall negotiate all matters concerning wages, hours, and conditions of employment for the painting and decorating trade in Scotland. This to be done through the Scottish Painting

Council, Federation members of this Council to be elected at the Annual General Meeting or co-opted by National Council.

(e) To consider all questions affecting the interest of the painting and decorating trade, or allied trades, and especially of the members of the Federation. To take whatever action may be deemed necessary to promote all such interest, and to procure the improvement of any existing laws, regulations, contracts, rates, tariffs, wages, usages, or customs affecting such trades, businesses or interests. To oppose the enactment, adoption or establishment of any such laws, regulations, contracts, rates, tariffs, wages, usages or customs as may be prejudicial to such trades or interests as aforesaid.

(f) To collate and circulate statistics, changes in legislation and general information, which may be deemed of interest to members of the Federation. This information to be distributed through a newsletter or other publications.

(g) To protect members of the Federation in cases in which the Federation may consider its interests, or the interest of its members are affected against individuals, firms, companies, combinations of operatives or any other bodies, corporations, unions or associations whatsoever seeking by strike, lockout or other method to impose restrictions, obligations, or conditions on the members in the conduct or management of the their business. To secure mutual support and co-operation in dealing with specific demands made by such individual firms, companies, combinations or associations as aforesaid and to take such steps as may be deemed desirable to enforce the adoption of uniform conditions of contract, scales of charges, rates of wages, and or time and overtime in every branch of business of members. And to regulate the customs as to employing, engaging and discharging operatives. Also to resist and combine against any of the aforesaid bodies as to any question concerning conditions, charges, wages, allowances or other wise, or for or against the promotion or enforcement of any principle affecting the Painting and Decorating Trade or allied Trades generally.

(h) To secure the associated interests of the members of the Federation against the actions of individual members or of any persons, firms, companies, combinations, bodies, corporations, unions or associations, not being members of the Federation

(i) The Federation to form a Technical and Contracts Committee to provide assistance to members who, with the sanction of the Council, cease working in consequence of any dispute or question affecting the interests of the Federation.

(j) To take all such legal action for the benefit of the Federation or any of its members as the Council may think fit.

(k) To form joint councils and conciliation or arbitration boards to which may be referred disputes and questions affecting the painting trade, whether such disputes and questions be between members of the Federation or between the Federation and by of its members, or

any other person, persons, firm, company amalgamation, federation, union or body corporate.

(l) To become members of and subscribe to any bodies whose objects are the protection of the painting and decorating trade and to subscribe funds for such bodies, according to the allocation of expenses agreed to by the respective bodies.

(m) To raise a fund or funds for the purpose of maintaining and extending the usefulness and power of the Federation and or promoting, enforcing and securing its objects.

(n) To subscribe or make donations to any fund as the Council may from time to time determine.

(o) The Federation, through the Education Committee or other committee as directed by National Council, will liaise with the necessary training bodies to assist and encourage the work of registered and other apprentices to attain the necessary standards required for the painting and decorating craft in Scotland to make it possible for craftsmen to further advance via an appropriate higher qualification in painting and decorating.

(p) To carry out any other function that, in the opinion of the Council or Management Committee, is in the interest of the Federation.

6. MEMBERSHIP

(a) The Federation shall be composed of Painting Employers and Decorators, or firms of Painting Employers and Decorators in Scotland and such firms as the Council may elect and may also include any manufacturers associated with painting and decorating who meet the Federation's criteria.

(b) In the case of a Limited Company, one or more authorised representatives of such Company shall be eligible to attend the meetings of the Federation as representing such Company. The rights of such authorised representative or representatives shall be the same as those of partners as defined in Rule (c)

(c) In the case of two or more persons carrying on business partnership, only one shall have the right to vote at general meetings of the Federation. Notwithstanding this either, or both, or all such partners, shall be eligible to become members of the Council as provided for in Rule 7 (II).

(d) The Federation shall be divided into Branches, and each Branch shall appoint its own officers and conduct its own business. Every Branch shall have the powers provided by those Rules, but shall be subject, in accordance with them, to the control and direction

of the governing body of the Federation (and its officers) as constituted by these Rules.

(e) Any local association of painting and decorating employers (but only one in any town or district) desiring of becoming a Branch of the Federation may be admitted as such by the Council and all members of such Branch are members of the Federation.

(f) Any Painter and Decorator Employer or Firm or Company of Painter Employers or self employed painter and decorators, desiring to become a member of the Federation shall apply to the Chief Executive of the Federation. They will be required to complete an application form, as approved by the National Council. Should the applicant carry on business within an area covered by a branch, the Chief Executive shall forthwith report the application to the President of the Branch concerned.

The President and one other member of the Branch will carry out the necessary investigation of the applicant and report back to the Chief Executive within thirty days. Should the Branch recommend rejection of the application, reasons for such rejection should be given to the Chief Executive.

If the applicant is not in an area covered by a Branch the Chief Executive will investigate the applicant but must receive approval of the Management Committee, before sanctioning the application.

All successful applicants covered by a Branch must attend a Branch Meeting to receive their membership. Direct members should, whenever possible, collect their Membership from the Chief Executive.

The National Council will have the power to hear an appeal from any applicant who had been refused membership by any Branch. The Council's decision will be final.

In the case of an application from a manufacturer of merchant company wishing to join the Federation this must be put in writing to the Chief Executive and approved or referred at a full meeting of the National Council.

(g) The Council shall have an over-riding power to refuse any application for membership without giving any reason for such refusal. The Council may delegate its powers in this connection to the other Committees to which the Chief Executive shall submit any application for membership from an applicant without a Branch area.

(h) No member or Branch shall become entitled to the benefits of the Federation in connection with any strike, dispute or stoppage which shall have commenced before his or its election.

(i) A Painting Employer who is unattached to any Branch may be accepted as a Direct Member only in cases where no Branch exists in the town or district in which he carries on business, and on the

establishment of a Branch in such a town or district he shall cease to be a Direct Member.

Any painting and decorating member who is unattached to any Branch will be directed to the nearest Branch to their location until such times as a Branch in the member's town or city exists.

(j) Any member of the Federation, or Branch, wishing to resign or retire from the Federation may do so on giving six months' notice in writing to the Secretary of the Branch, or Chief Executive, the same to expire at the end of the current year, provided always that they meet all their current liabilities to the Federation and that no trade dispute is then pending in connection with or affecting the Federation. The retiring member or Branch shall, upon retirement cease to have any interest in or claim upon any funds of the Federation. Any member on becoming bankrupt or compounding with his creditors (or in the case of a partnership or company on being dissolved or wound up) shall cease to be a member, but any individual so ceasing to be a member shall be eligible for re-election. Any member transgressing any of the rules of the Federation or failing to pay his subscription or fines, or acting in a way contrary to the interest of the Federation, shall be liable to expulsion at the discretion of the Council. No expelled member shall have any interest in or claim on the funds of the Federation.

(k) The Council shall have power to admit any member or former member of the Federation or other person to honorary membership. Such honorary membership shall only be conferred on such persons as the Council may in its absolute discretion consider to have given exceptional service to the Federation or to have given particular service to the Painting and Decorating crafts in Scotland. No honorary member shall be under any financial obligation to the Federation by way of subscription, entrance fee or levy and shall receive information of all Branch meetings within the area of his residence and may attend and vote thereat.

(l) The Council shall have power to admit to associate membership any person, firm or company carrying on the business in Scotland in such fields of activity associated with the painting and decorating trade as the Council shall in its absolute discretion determine. No person or Company described in paragraph 6(a) shall be eligible for associate membership. Associate members shall pay such entrance fee and/or subscription or levy as may from time to time be fixed by the Federation in General Meeting or by the Council. They shall receive such information as the Council may determine but shall not be entitled unless so resolved by the Council or in the case of a Branch, by the Branch, to receive notice of Federation or Branch business meetings. Nor shall they in any event be entitled to vote on any matter. The Council shall be entitled in its absolute discretion to accept or refuse an application for associate membership and may make such regulations or bye-laws relative to such applications as it shall think fit. Associate members shall have no interest in the assets of the Federation nor shall the provisions of Rules 12, 14, and 15 affect them.

(m) Code of Conduct

All members must abide by the Federation's Code of Conduct which may from time to time be amended by the National Council.

7. MANAGEMENT

The Management of the Federation shall be vested in a Council which shall have power to act in the name of the Federation.

II Composition of Council: The Council shall consist of a President, Vice President, or Vice Presidents, the Immediate Past President, Treasurer, Convenors of the Education, Technical and Contracts, Buying Group and Management Committees (if they are not elected or nominated members of the Council), together with four members elected at the Annual General Meeting, and representatives of all of the Branches who shall be elected as follows:

Each Branch shall elect one member of the Council. Branches having thirty-five or more members shall elect an additional member of the Council for each thirty-five members or portion of thirty-five exceeding twenty.

III Election of Officers: The President, Vice President or Vice Presidents, Treasurer and Auditors shall be elected at the Annual General Meeting.

IV Nomination of Officers: Nominations for the offices of President, Vice President or Vice Presidents, Treasurer, Legal Adviser and Auditor shall be forwarded, in writing, to the Chief Executive not less than seven days before the date of the Annual General Meeting. Nominations for these offices shall bear the signatures of five members of the Federation.

V Right to Co-opt Members: The Council may, at the first meeting following the Annual General Meeting, co-opt not more than three direct members from among the members of the Federation.

VI Status of Officers: The President and Treasurer shall not be considered to be representatives of any Branch.

VII Management Committee: At the Annual General Meeting there shall be elected a Management Committee consisting of the President, Vice President or Vice Presidents, Immediate Past President and Treasurer and at least two other members to deal with matters of urgency as may from time to time arise and to consider business which may come before the Federation in General Meeting or Council and to make recommendations thereon. The Management Committee

members shall be entitled to attend all Council meetings but, unless a member of the Council, shall have no vote.

VII.1 Management Committee: From the members of the Management Committee a Finance Committee will be formed. This will consist of President, Senior Vice President, Junior Vice President, Immediate Past President and the Treasurer/Honorary Treasurer.

This Committee will liaise with the Chief Executive and together will make decisions on the day to day management of the Federation. The Treasurer/Honorary Treasurer will be the Convenor of this Committee and will report, in conjunction with the Chief Executive, to the National Council.

VIII Eligibility for Re-election: Members of the Council, and Management Committee, shall be eligible for re-election.

IX Removal of Officers etc: Any officer, member or members of the Council or Management committee may be removed by the votes of three-fourths of the members of the Federation present at a General Meeting, provided that in the notice convening such General Meetings intimation shall have been given of the intention to move a resolution to that effect. Any vacancy amongst its members and the officers which occurs during the course of the year, and any member elected to fill such vacancy shall hold office for the un-expired period of his predecessor's term of office.

X Special or Sub-Committee: The Council or the Federation in General Meeting may from time to time appoint such special or sub-committees as it may deem necessary, and appoint representatives on any body to which the Federation may be attached or affiliated, and shall have power to decide the method of nominating and appointing such special or sub-committees or representatives.

XI Quorum: At any meeting of the Council six shall form a quorum, and at any meeting of the Management Committee four shall form a quorum.

XII Power to Call General Meetings: The Council shall have power to call a General Meeting at any time, and shall call such a General Meeting at the request in writing of not less than fifty members.

XIII Power of Council: The Council shall have power to institute any propaganda which may be deemed necessary and in accord with the objects of the Federation; to make bye-laws with regard to management and procedure as shall from time to time be deemed expedient, such bye-laws to be in conformity with these Rules; to authorise the payment of any moneys for expenses incurred in carrying out the work of the Federation; to call upon the members of the Federation to pay such levies

as may be found necessary to meet any deficiency that may occur in the funds through excess of expenditure over ordinary contributions.

- XIV Annual General Meeting:** An Annual General Meeting of the Federation shall be called by an order of the Council, signed by the Chief Executive, not later than 30th April in each year for the election of officers and the transaction of any other business of the Federation. Notice of the Annual General Meeting shall be posted to each member at the address on the list of members seven days at least prior to the meeting.
- XV Annual Report:** At the Annual General Meeting the Council shall present a report of the affairs of the Federation, together with a duly audited statement of accounts prepared by the Treasurer.
- XVI Auditors:** An Auditor or Auditors, not necessarily members of the Auditors Federation, shall be appointed by the Federation at the Annual General Meeting, who shall audit all the Accounts of the Federation at least once in every year, and continue in office until the next Annual General Meeting, unless he or they be previously removed by a resolution of the majority of the members present personally and voting at any General meeting called for that purpose. In case an Auditor appointed at an Annual General Meeting shall die or retire or be removed as above prior to the next Annual General Meeting, the Council shall appoint a person to fill the vacancy for the interim period.
- XVII Notice of Special General Meetings:** Notice of every Special General Meeting of the Federation must be posted to each member of the Federation at the address on the list of members seven days at least prior to the meeting.
- XVIII Voting at General Meetings:** At General Meetings each member shall have one vote either upon a show of hands or upon a poll.
- XIX Poll:** A poll may be demanded by any fifty members; on a poll votes may be given personally or by proxy. A poll shall be taken at such times and in such manner as the Chairman of the meeting may direct.
- XX** At any General Meeting, unless a poll is demanded by at least fifty members, a declaration by the Chairman that a resolution has been carried or carried by a particular majority, and an entry to that effect in the Minute Book of the Federation, signed by the Chairman of the meeting, shall be sufficient evidence of the fact, without proof of the number or proportion of the votes recorded in favour of or against such resolution. Any General Meeting may nevertheless decide to refer any matter to the votes of members in terms of the succeeding sub-clause.

XXI On any matter which, in the opinion of the Council or any General Meeting, should be decided by the members of the Federation, the votes of Direct Members may be taken through the post and sent to the Chief Executive, and the votes of member of Branches shall be taken at specially summoned meetings of the Branches or directly as the Council or General Meeting may determine. The number of members voting for and against shall immediately be transmitted in such a manner as the Council or General Meeting as the case may be made to determine to the Secretary, who, with two members of the Management Committee, shall add up the same and the matter shall be decided by a majority of the total number of members voting.

XXII Meeting of the Council: The Chief Executive shall call a meeting of the Council as may be decided by the Council.

XXIII The President or Management Committee shall have power to call a meeting of the Council at any time.

XXIV Meeting of Management Committee: The Chief Executive shall call meetings of the Management Committee at any reasonable time when instructed by the President, or any Vice President or three members of the Committee.

XXV Reports re Matters of Urgency: Any demand or question urgently affecting the general interests of the Federation shall be reported immediately to the Management Committee, who shall at once consider the same.

XXVI Expenses of Officers and Delegates: Any person or persons appointed to act on the Council or Management or other Committees or to transact business on behalf of the Federation shall receive out-of-pocket expenses. Any persons appointed by the Council or Management Committee to act in the Federation's business in a professional capacity shall receive such fees as the Council shall determine and also their out-of-pocket expenses.

8. DUTIES OF OFFICERS

President

The President shall enter on his duties at the Annual General Meeting at which he is elected. He shall be *ex officio* member of all Committees. He shall preside at all Council and General Meetings, be the sole judge of order, may take part in all discussions, but not vote unless there is an equality, when he may give a casting vote, or may call for another vote by ballot, in which he may take part.

Vice President

The most senior Vice President shall, in the Presidents absence, preside over the meetings, and have similar powers, but shall have a vote if representing his Branch. In the absence of the president, and

any Vice President a Chairman shall be elected from the members, who shall have the same powers as the Vice President.

Chief Executive

The Chief Executive shall convene and attend all meetings, keep record of proceedings in the minute book, conduct all correspondence, and act generally under the instructions of Council and Management Committee. He will provide secretarial support to all Branches and attend and minute Branch meetings at no cost to Branches. He will be responsible for the smooth running of the offices of the Federation and shall see to the performance of all statutory obligations. He will also be responsible for all staffing issues including disciplinary matters. He will be responsible for the collection of all subscriptions. He will be responsible to the Treasurer for the day to day running expenses of the Federation and shall therefore deal with the accounts and payments. The Chief Executive shall receive and account for all monies of the Federation, deposit the same within 7 days in some Bank approved by the Council. Pay all charges and accounts against the Federation on the order of the Council or delegated Committee, and preserve all orders or vouchers and account for same. He shall not be entitled to vote at any meeting.

Treasurer/Honorary Treasurer

The Treasurer will be the Convenor of the Finance Committee and will report the finances of the Federation to the National Council and General Meetings of the Federation. The Treasurer will only have a vote if he is a fully paid member of the Federation otherwise he will have no vote. Honorary Treasurers shall not have a vote at any meeting.

Security

The Chief Executive and Treasurer shall give such security, if any, as may be required by the Council or Management Committee.

9. CONTRIBUTION

- (a) The financial year of the Federation shall commence on the first day of January and end on the thirty-first day of December each year.
- (b) Each member shall pay in advance, not later than 31st March, an annual subscription to the offices of the Federation. Failure to pay by the said date will result in the member losing benefit of all services and voting rights. Further delay in payment, without due reason, could result in expulsion. Any expulsion, must be sanctioned by National Council.
- (c) The Federation in General meeting shall determine the amount of the Annual Subscription, which may be fixed for each member, or may be graded according to the number of employees employed by each member or otherwise, or a combination of both methods as the meeting may determine. The meeting of the Council may make regulations for

determining the method of assessment of a member's liability and subscription pertaining to any manufacturing company or merchant company who meet the criteria.

- (d) The Federation in General Meeting may at any time by an ordinary resolution make such change in the amount or method of subscription, or the date of payment thereof, and may impose such entrance fee (if any) as it so decides.
- (e) The Council shall have power to require for special purposes (of which it shall be the sole judge) from each member any additional subscriptions or levies.
- (f) The Council has the power to agree and apply any penalty, for any member, who is more than 3 months in arrears of subscription.

10. CONTROL AND INVESTMENT OF FUNDS

All monies belonging to the Federation shall be received by the Chief Executive, who shall therefrom pay all monies as instructed by the Council. The Council may frame bye-laws as to the signing of cheques, and alter same from time to time. So much of the funds of the Federation as may not be wanted to meet the usual accruing liabilities may at the discretion of the Council be placed on deposit at the bank or invested in any security authorised by law for the investment of trust funds in the names of Trustees to be elected at a General Meeting.

The Trustees must be members of the Federation, but not necessarily of the Council. They shall hold office for three years, and shall be eligible for re-election.

The books and accounts of the Federation and the list of members shall be open at all reasonable times to the inspection of every person having an interest in the funds of the Federation.

The Funds of the Federation (both Capital and Income) may be applied in the furtherance of the object of the Federation in such a manner as the Council may decide.

11. ACCOUNTS

True accounts shall be kept of all sums of money received and expended by the Federation, and of the matter in respect of which such receipt and expenditure take place, and of the property, assets, credits and liabilities of the Federation; and shall be open to the inspection of the members, subject to any reasonable restriction that may be imposed, as to the time and manner of inspecting the same, in accordance with the regulations of the Federation for the time being.

12. NATIONAL AND LOCAL AGREEMENTS

The Federation's representatives on the Scottish Painting Council shall have right in conjunction with representatives of the Operatives to determine National and Local Working Rules in regard to wages, hours and working conditions. Such agreements shall be binding on all members of the Federation. Branches may meet in consultation with the Operatives and arrive at agreements regarding local conditions so far as not covered by National Agreements.

13. INTERVENTION IN DISPUTES

The Council, or the Technical and Contracts Committee on behalf of the Council, may intervene in disputes and may, where the dispute involves a stoppage of work or failure to work normally, reach a settlement on behalf of all members who may be involved in the dispute.

14. DISPUTES WITH CUSTOMERS

The current dispute's procedure, as agreed by the Technical & Contracts Committee and approved by the National Council, will apply.

15. PENALTY

In the event of any violation of any rule, regulation or bye-law, the National Council shall, upon the receipt of information, fully investigate the complaint and with the approval of the Council, take steps if deemed necessary, to enforce the observance of the rule, regulation or bye-law, and also of the findings, by the infliction of a fine not exceeding £500.00 or by the expulsion of the offending member, or by both, or otherwise as the Council shall deem appropriate. The member shall have right of appeal to the Council; notice of such appeal shall be lodged with the Chief Executive within four weeks of the decision of the National Council being conveyed to the member.

16. BRANCHES

(1) Any number of qualified painter and decorator employers may form and be admitted as a Branch of this Federation on being proposed and seconded in accordance with the Rules of the Federation, provided no other Branch exists in the same town or district. All members of Branches shall be subject to these Rules

(2) Each Branch shall be entitled to make bye-laws for their guidance, provided such bye-laws are not contrary to the spirit of the

Rules of the Federation and are submitted to and approved by the National Council of the Federation.

(3) Each Branch shall be entitled to nominate representatives to the National Council of the Federation in the proportions laid down by Rule 7 (2) of this Federation.

(4) Should any case come before any Branch on which the Rules are silent or not clearly defined, such case with full particulars, shall be immediately sent to the Chief Executive of the Federation to submit to the Management Committee for its decision, and the case with the decision of the Management Committee thereon shall be circulated amongst the other Branches and shall henceforth be a guide to the remainder of the Federation. All such decisions shall be inserted in the Branch minute book.

(5) No Branch shall take any independent action contrary to a decision of the National Council, the Management Committee, or any Special or Sub-Committee appointed by the National Council.

(6) In the event of any Branch disagreeing with a decision of the Management Committee, or of any Special or Sub-Committee appointed by the National Council, such Branch may request the Chief Executive in writing to call a meeting of the National Council within fourteen days to hear representations against such decision. The cost of such meeting shall be defrayed by the Branch requesting the calling of such meeting, but the National Council may remit such cost if such Branch shows just cause for calling such meeting.

(7) Each Branch shall have Auditors or Auditor, to be elected annually from its members, who shall present and read over the Annual Meeting of the Branch an account of the income and expenditure for the past year, and shall thereafter forward a copy of such account to the Treasurer of the Federation.

(8) Any member of the Federation desirous of attending a meeting of a Branch to which he does not belong may be admitted thereto, and if a majority of the members consent, shall be allowed to take part in the proceedings, but not to vote.

(9) No dispute, strike or lockout by any Branch will be recognised by the Federation unless the same is carried out with the consent of the National Council or Management Committee of the Federation in consultation with the offices of such Branch.

(10) Branches shall respectively be named, as a sub-title, "Branch of the Scottish Decorators Federation".

(10a) In the event of any Branch failing to carry out the provisions of these Rules or failing to appoint office bearers or hold a General Meeting at least once in each year, it shall be competent for the National Council or the Management Committee to summon a meeting of the Branch members and if the National Council or a General Meeting of the Federation should thereafter so decide, the

Branch may be dissolved, and the members thereof shall, unless the National Council or General meeting shall so decide otherwise, be direct members of the Federation. In the event of the dissolution of a Branch its whole funds and assets as at the date of the dissolution shall be placed in the hands of the Treasurer of the Federation for the benefit of the Federation.

17. DISSOLUTION

The Federation may be dissolved whenever the Federation has passed a resolution in favour of dissolution by a majority of not less than two-thirds of the number present at a Special General Meeting of which fourteen days notice specifying the intention to propose such resolutions has been duly given. In the event of a resolution dissolving the Federation being carried, the same General Meeting shall decide as to the disposal of the remaining assets of the Federation after liquidation of all liabilities due by it by a resolution carried by a majority of not less than two-thirds of the members present at the General Meeting.

18. DELIVERY OF RULES

A copy of these Rules shall be delivered by the Chief Executive to any member or other person on demand on payment of the sum not exceeding £5.00 or any other sum as decided by the National Council.

19. ALTERATION OF RULES

No new Rules shall be made and no existing Rules shall be altered or rescinded unless the consent of two-thirds majority of the votes of the members of the Federation present at a General Meeting specially called for the purpose. Any alteration, amendment or rescission of such rules must be preceded by a written notice of motion to the Chief Executive, the same be printed on the circular convening such General Meeting.