

# Dalgety Bay Folk Club

## Constitution

### **1. Title - Dalgety Bay Folk Club**

The association shall be known as Dalgety Bay Folk Club.

### **2. Object - The object of this Folk Club shall be:**

- a) To promote traditional and contemporary folk music.
- b) To cooperate with other folk clubs and other clubs with similar aims.
- c) To educate and entertain members and guests in the history, links and life of traditional and contemporary music.

### **3. Powers**

In order to promote these objects, the Folk Club may:

- a) Take out membership of organisations whose activities and interests would be beneficial and compatible with the aims of the association.
- b) Raise funds and invite and receive contributions by way of subscriptions and donations.
- c) The Chairperson, Vice Chairperson, Secretary and Treasurer may execute legal documents on behalf of the Folk Club. Such documents shall be signed by any two of the Club's office bearers.

### **4. Membership**

- a) The membership will be open to all individuals who wish to further the objects of the organisation. (Subject to maximum number as may be determined by the Committee)
- b) Life Members may be elected at the recommendation of the Management Committee (and approved at AGM) but these members shall not be entitled to vote
- c) The Management Committee shall have the right for good and sufficient reason to terminate the membership of any individual. The individual member concerned will have the right to be heard by the Management Committee before a final decision is taken.
- d) The Membership Secretary will maintain a register of full membership.

## **5. Officers**

- a) The Folk Club shall elect from its membership at the Annual General Meeting a Chairperson, a Vice Chairperson, a Secretary, and a Treasurer, and any other officers as the association consider necessary.
- b) The Officers of the Folk Club shall hold office until the conclusion of the Annual General Meeting following their election but shall be eligible for re-election.

## **6. Committee**

- a) The Committee shall be known as the Dalgety Bay Folk Club Management Committee.  
The Committee shall comprise of a maximum of 8 and a minimum of 4 members, comprising of 4 elected officials and 4 others.
- b) Any member of the Management Committee who fails to attend three consecutive Management Committee meetings, without proper noted apologies, will deem to have resigned.
- c) The Committee shall have the power to co-opt other members, as they consider necessary to further the Folk Club's aims and objectives.
- d) The Committee shall meet not less than 6 times per calendar year. Minutes shall be kept of all Committee meetings.
- e) The proceedings of the Management Committee shall not be invalidated by any failure to elect or any defect in the election, appointment, co-option or qualification of any member.
- f) The Management Committee may appoint sub-committees as necessary and shall determine their terms of reference, powers, duration and composition. All acts and proceedings of such sub-committees shall be reported back to the Management Committee as soon as possible.

## **7. AGM**

The Committee shall hold an Annual General Meeting of the Membership in the first quarter of each Financial Year and shall give a minimum of twenty-one days' notice in writing to the membership.

The following procedures will be conducted:

- a) Receive and confirm minutes of previous AGM and Special Meetings (if any)
- b) Receive report from Chairperson
- c) Receive report from Treasurer and adoption of accounts for the previous year.
- d) Consider changes to Constitution (if any) – 21 days notice required prior to AGM
- e) Consider nominations for Life Members (if any)
- f) Decide annual fees/subscriptions. The committee will put forward a recommendation to be discussed with members present.
- g) Election of Office bearers and Committee Members
- h) Any other business – must be given in writing at least 7 days before the date of the AGM

## **8. Rules of Procedure at all Meetings**

### **a) Special General Meeting**

The Chairperson shall at his/her discretion call a special general meeting of the Association membership. The Secretary will notify the membership of any such meeting, giving 21 days' notice, and giving the reasons for the meeting.

### **b) Quorum**

The quorum at an Annual General Meeting or Special Meeting of the Folk Club shall be one quarter of the total membership of the association or such other number as the Committee from time to time may determine.

A committee meeting will be deemed quorate by having a majority present, including at least one office bearer.

### **c) Voting**

Unless it is otherwise specified in this constitution, all questions arising at any meeting shall be decided by a simple majority of those present and entitled to vote. No person shall exercise more than one vote. In the case of an equality of votes the Chair at the meeting shall have the casting vote when appropriate. Such casting vote shall be second vote and final.

### **d) Minutes**

The minutes of the meetings of the Folk Club, the Management Committee, and sub committees, shall contain a record of all proceedings, resolutions and decisions.

## **9. Financial Authority**

a) All monies raised by or on behalf of the Folk Club shall be applied to further the aims and objects of the Folk Club, and for no other purpose, excepting the payment of any membership fees in a situation where another organisation provides a building for the Folk Club to meet and in return requires an agreed number of the Management Committee to be members of that organisation, or for professional fees. No payment shall be made to the members of the Management Committee or of any committee or sub-committee other than reasonable out of pocket expenses. Any person undertaking duties on behalf of the club at an event will not be required to pay admission to that event. The committee can authorise any other expenses that they adjudge to be to the benefit of the club and its members.

b) An independent examination of the Folk Club's accounts, as required by statute, will be undertaken once a year.

c) An independent examined statement of the accounts for the last financial year shall be submitted by the Management Committee to the Annual General Meeting.

d) A bank/building society account shall be opened in the name of the Association, as the Management Committee shall decide. The Management Committee shall authorise, in writing, three members of the Management Committee to be signatories, one of whom

shall be the Treasurer, plus two others as nominated. All cheques must be signed by not less than two of the three authorised signatories.

- e) The financial year will run from 1st April to 31st March. The membership year will run from September to August.

## **10. Alterations to the Constitution**

Any alteration of this constitution shall require the agreement of not less than two thirds of the members of the Folk Club present and voting at a general meeting, whether annual or special, providing that notice of any such alteration shall have been received by the Secretary in writing not less than 21 clear days before the meeting at which the alteration has to be proposed. Notice in writing of such a meeting setting forth the terms of the alteration, shall be sent by the Secretary to each member of the Folk Club in writing no less than 21 days before such a meeting.

## **11. Dissolution**

If the Management Committee by a simple majority, decides that at any time on the ground of expense or otherwise it is necessary or advisable to dissolve the Folk Club, it shall call a special general meeting of the Folk Club, of which meeting not less than 21 days' notice (stating the terms of the resolution to be proposed thereat) shall be given. If the decisions are confirmed by a two-thirds majority of those present and entitled to vote, the Management Committee shall have power to dispose of any assets held by or on behalf of the Folk Club. Any assets remaining after the satisfaction of any proper debts and liabilities shall be split equally among the current membership . Current members will be deemed to be members that have paid their membership fees for the year in which Dalgety Bay Folk Club is dissolved. No former members shall receive any share of the assets.

## **12. Adoption**

This constitution was certified and adopted at the Annual General Meeting of Dalgety Bay Folk Club on

Signed .....Signed .....

Chairperson Committee Member

Name..... Name.....

Address..... Address.....