

Constitution for the Hastings and St. Leonards Folk Dance Group

Name of Group: Hastings and St. Leonards Folk Dance Group

Aim and Objective: Promote the enjoyment of Folk Dancing

Membership is open to all and is unbiased.

Membership shall be by annual subscription.

The subscription amount will be reviewed annually by the committee.

Officers and Committee: A committee shall be elected as below and will be responsible for the day to day running of the group.

General Meetings:

ANNUAL. Once in every calendar year and within two months of the end of the financial year (31st of March), the Committee shall convene an Annual General Meeting of all paid up members to receive the report and accounts of the committee, to elect Committee members and to transact such other business as shall be deemed appropriate.

Nominations for elections to the committee shall be made at least one week before the AGM in writing to the secretary. The person nominated must have agreed to be on the committee before the nomination can be given to the secretary. In the event of there being more nominations than vacancies voting shall be either by a show of hands or secret vote as deemed appropriate by the Chairman at the time.

EXTRAORDINARY. The Committee may, or if so requested in writing by 5 members of the group, within 2 weeks of such request, convene an Extraordinary Meeting of all the members of the electoral body and shall specify the purpose of the Extraordinary Meeting in the notice convening the same. No other business shall be transacted at this meeting.

NOTICE. At least three weeks notice of the date and location of the AGM will be given in writing to all paid up members.

QUORUM. No business shall be transacted at a General Meeting unless a quorum of paid up members be present. For this purpose, a quorum shall be ten. Should a quorum fail to be present the meeting shall be re-convened within a further 30 days. Should this second attempt fail consideration should be given to winding up the group.

THE COMMITTEE.

The committee shall consist of a Chairman, Treasurer and Secretary and three other members.

The Officers of the committee shall be elected at the AGM.

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Officers and committee members shall retire annually but be eligible for re-election.

A person may not hold the office of Chairman for more than three years consecutively.

The Committee shall keep proper records of its proceedings and accounts. It shall maintain a register of members.

A quorum of four members of the committee shall be present before any business may be transacted.

The Committee may co-opt additional members if required, who can serve until the next AGM.

The committee shall meet at least twice a year.

Finances:

The group's financial balance will reside in a Building Society or Bank account with the account name of the group.

The signatures of two committee members so authorised shall be required for any credit withdrawal.

The treasurer shall provide details of the current financial position at the committee meeting and formal accounts for the year at the AGM.

The accounts are to be audited by an auditor appointed annually by the Committee.

DETERMINATION

Any question on the interpretation of these rules shall be determined by the Committee, but any such determination must be put to the next General Meeting for ratification or revision.

DISSOLUTION

The Group may be dissolved at a Meeting called specifically for that purpose. A two-thirds majority of those paid up members present and voting will be required to dissolve the Group.

After payment of any debts and liabilities, all assets of the Group including equipment, should be passed to the Sussex Folk Association.

Dated: January 1996