

NEWPORT FOLK CLUB

CONSTITUTION

1. STATUS

Newport Folk Club is a not for profit organisation. All financial surpluses will be reinvested into the club for the general benefit of the members. Such investment will be at the discretion of the management committee.

2. AIMS AND OBJECTIVES

To promote, support and encourage the performance of music and other related activities within the locality and through wider geographical forums.

3. MEMBERSHIP

3.1 Any interested person can become a member of Newport Folk club through the payment of a membership fee determined annually by the management committee.

3.2 Members shall agree to abide by any rules and regulations as adopted by the committee for the benefit of the club and the membership.

4. MANAGEMENT

4.1 The **Officers**, namely:- Chair; Secretary; & Treasurer will manage the affairs of the club.

4.2 The **Officers** may co-opt individuals from the membership, to become ordinary committee members to assist in the management of the club. This collective body will be known as '**the management committee**'

4.3 The management committee shall meet no less than three times per year to discharge their duties.

4.4 The **Treasurer** shall submit a financial statement at each committee meeting.

4.5 The Secretary will liaise with the **Chair** in determining an agenda prior to each committee meeting and the **Secretary** shall keep 'minutes' of such meetings.

5. ANNUAL GENERAL MEETING (AGM)

5.1 The **AGM** shall be held within 14 months of the previous meeting. A quorum of 10 members shall be required to conduct the business of the AGM.

5.2 The current management committee, including **Officers**, shall ‘stand down’ at the **AGM** but can seek re-election.

5.3 Any member of the club may seek election to the committee by completing the appropriate form which will be shown on the Club’s website or at any ‘**club night**’ in the month prior to the **AGM**.

5.4 Election of the new committee will take place by a ‘show of hands’ at the **AGM**.

5.5 The Chair and The Treasurer will present their respective reports at the club’s **AGM**.

6. FINANCE

6.1 The Treasurer shall be responsible for recording and banking all cash and cheques and will be a signatory on the Club’s cheque book. A second signatory shall be determined by the management committee.

7. ALTERATIONS TO THE CONSTITUTION.

Any alteration or amendment to the constitution shall be proposed and seconded by a member of the committee and agreed by the full management committee. The membership shall be informed by the management committee that a change has been proposed by posting a copy of the new constitution on the Club’s website and displaying a copy at four ‘**club nights**’.

8. DISSOLUTION

Should **all** members of the committee resign without a new committee being selected; the Chair, Treasurer and Secretary shall remain in charge of the club’s activities and assets for a further 1 month whilst a new committee is sought from within the membership. Should this not materialise, an ‘**extraordinary meeting**’ will be notified via the Club’s website and all members will be invited to attend. Should this final meeting fail to appoint a committee, then the outgoing Chair, Treasurer and Secretary will remain for a further 1 month and proceed to realise the club’s assets, discharging all debts and liabilities.

Any remaining assets following dissolution shall be transferred to another local not for profit organisation with similar objectives. Nominations for such a club will be sought from the members of Newport Folk Club via their website. The final beneficiary club will be determined by the outgoing Chair, Treasurer and Secretary.

9. DECLARATION

Newport Folk Club hereby adopts and accepts this constitution.

Signed:.....(Chair) **Date:**.....

Signed:.....(Secretary) **Date:**.....