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| Newport Folk Club @ Junction 26 |

## Constitution

Date 14th Day of July 2005

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1. Name

 The Club shall be called

 Newport Folk Club @ Junction 26

 Hereinafter referred to as Newport Folk Club

2 Statement

Newport Folk Club is a non-profit making organisation. All profits and surpluses will be used to maintain, improve or develop the clubs equipment, facilities or general ability to achieve the objectives stated within this Constitution.

3 Objectives

The objectives of Newport Folk Club are.

3.1 To promote folk and acoustic music and traditional performing arts.

Not exclusively through performance of members, visitors and Guest Artists.

3.2 To explore the possibility of links and associations with other organisations who have similar objectives to Newport Folk Club or that we can derive benefit from by association, artistic or financial.

3.3 To offer support to other organisations whether constituted or not, that have similar objectives to our own and that may be considered to provide a benefit to Newport Folk Club and it’s prime objective (3.1).

3.4 Newport Folk Club is committed to encouraging its members, visitors and guests to adopt standards of behaviour that do not offend others. All individuals involved in Newport Folk Club should conduct themselves with integrity, transparency, accountability and in a fair and equitable manner.

4 Membership

4.1 The Membership shall consist of one category of member to be termed as.

Member

4.2 Members shall pay Membership fees as fixed at each Annual General Meeting.

4.3 All members joining Newport Folk Club shall be deemed to accept the terms of this constitution and any rules adopted by Newport Folk Club.

4.4 Any person seeking to join Newport Folk Club shall submit an application to the Committee. The committee only shall confirm membership. Membership is open to all and no application for membership will be refused on other than reasonable grounds. There will be no discrimination on grounds of race, occupation, sex or religious, political or other opinion.

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1. Management

5.1 The affairs of Newport Folk Club shall be conducted by the committee, which shall consist of the elected officers of Newport Folk Club with the addition of no less than one and no more than three ordinary committee members. The members of Newport Folk Club at each Annual General Meeting shall determine the number of ordinary committee members, consistant with this constitution, all of whom shall be elected at the Annual General Meeting.

5.2 The Officers of Newport Folk Club who shall be honorary shall be the Chairman, Vice-Chairman, Treasurer and Secretary. If the post of any officer or ordinary committee member should fall vacant after such an election, the committee shall have the power to fill the vacancy until the succeeding Annual General Meeting.

5.3 All Committee members must be members of Newport Folk Club.

5.4 All candidates offering themselves for election must agree to abide by the constitution and rules of Newport Folk Club and all of its contractual and agreed liabilities notwithstanding future unforeseen liabilities or claims.

5.5 The said officers of Newport Folk Club shall also be trustees *ex officiis* of Newport Folk Club who shall hold any property belonging to Newport Folk Club in their names and shall further be entitled to use what legal measures that are required on behalf of Newport Folk Club as trustees *ex officiis*. They shall be entitled to personal indemnity out of the funds of Newport Folk Club where they are acting in their capacity as Officers of Newport Folk Club.

5.6 The committee shall have full power to deal with all matters relating to Newport Folk Club not reserved to a General Meeting in terms of this constitution, including power to make public and enforce such rules as the committee feel necessary to govern the activities of Newport Folk Club (including rules relating to discipline).

* 1. The committee are required to meet at least once in every quarter year period.

The points that are to be addressed at each meeting, not exclusively, will be Current Finance, Projected Finance, the booking of Guest Artists, Advertising and Publicity and events.

1. Fundraising

6.1 The committee shall organise and operate, not exclusively, such events, competitions and raffles to add interest and marketing potential to Newport Folk Club without the necessity of financial gain.

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7 General Meetings

7.1 Annual General Meeting

7.2 Newport Folk Club shall hold an Annual General Meeting at the earliest convenient date in the month of January each year.

7.3 The minimum requirement for an Annual General Meeting to be conducted will be that at least 10 Newport Folk Club members are present to provide a minimum quorum.

7.4 Approve the minutes of the previous year’s AGM.

7.5 Receive reports from the Chairman that will consist of activities over the past 12 month period, acknowledgement of assistance from members and report on future events.

7.6 Receive report from the Treasurer that will consist of

Total cash and bank balance at the commencement of the previous year

Received income from club nights and guest artist nights

Expenditure for Artist and other expenses

Balance of those events

Income from Raffle and other fundraising activities

Expenditure of raffle and other activities

Balance

Other Miscellaneous expenditure

End of year Balance

Financial Commitments for the forthcoming year

7.7 Receive a report from those responsible for auditing and certifying the accounts of Newport Folk Club.

7.8 Deal with any outstanding business relating to the previous year.

7.9 At this point the entire committee is required to resign from Office.

7.10 The outgoing Chairman will then conduct an election of a new committee

7.11 Take nominations for each of the minimum five posts required by the constitution from those present at the AGM

7.12 Record those who second each nomination

7.13 Call for a show of hands for each candidate and record votes cast

7.14 Notify the new elected committee members of the Office they have been elected to.

7.15 Hand over the running of the AGM to the newly elected Chairman.

7.16 Appointment of someone responsible to audit the accounts for the forthcoming year.

7.17 Fix Subscription charges for the forthcoming year

7.18 Consider changes to the constitution

* 1. Review and consider rules
	2. Deal with other relevant business ( relevance to be determined by the committee ).

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8 Extraordinary General Meetings

8.1 An Extraordinary General Meeting will take place in the month of July each year at the earliest convenient date.

8.2 Or an extraordinary General Meeting can be called by an application in writing to the Chairman or Secretary signed by at least 4 members detailing the nature and content of the meeting to be held. This application must allow for a 4 week notice period.

9 Notices

9.1 The Agenda for all General Meetings must be published and available to the membership at least 7 days prior to any meeting.

10 Voting

10.1 All voting will be conducted in accordance with the constitution and decisions will be taken on a majority vote of those members of Newport Folk Club attending at any constitutionally recognised meeting.

11 Quora

11.1 The Quorum at any constitutionally recognised meeting will deemed to be a Minimum of 10 members of Newport Folk Club attending that meeting.

12 Changes to the Constitution

12.1 All proposed changes to the Constitution must be submitted in writing to the Secretary signed by at least 4 Newport Folk Club members.

12.2 Any proposed changes to the Constitution must be notified to attendees of Newport Folk Club over a 2 week period prior to any meeting taking place or vote being taken.

12.3 Any change to the Constitution shall require a two thirds majority of those members present and eligible to vote at a meeting in accordance with the constitutional rules of Newport Folk Cub.

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13 Finance and accounts

13.1 The Newport Folk Club Financial Year shall run from 1st January to the 31st December of each year.

13.2 The Honorary Treasurer shall be responsible for the maintenance of all accounts which will include all income categorised by area of revenue and all expenditure categorised by area of expense, to include a statement of current balance of cash held and banked funds it is also a requirement to maintain a financial projection for the current financial year that will be available to all committee members at each meeting.

13.3 The Honorary Treasurer will arrange with the elected auditor at a convenient point after approximately 6 month to have the accounts audited at the mid year point. Also the treasurer will be responsible for arranging a final audit during the month of December for a final financial year end audit that will be presented at the AGM.

14 Banking and Funds

14.1 The Honorary Treasurer will advise the committee in the capacity of a unqualified advisor to secure Newport Folk Club funds in a location or locations that are considered secure and able to provide an acceptable return on funds invested. The balance between invested / banked funds and those to be retained to operate the cash requirements of Newport Folk Clubs financial commitments will remain with the Honorary Treasurer.

14.2 Under normal circumstances cash held by the treasurer will not exceed 25 % of the total money in Newport Folk Clubs funds.

15 Money held on Account

15.1 Newport Folk Club will maintain at its own expense a Bank Account or account in a similar organisation that will provide a cheque account facility. The signatories to this account will the Honorary Treasurer and 2 other members of the committee by agreement.

15.2 All accounts and signatory responsibility will be transferred from the retiring treasurer to the newly elected treasurer within 3 weeks of an election or appointment.

15.3 It is the responsibility of the outgoing treasurer to ensure that all account information is handed over to the new incoming treasurer and that all necessary documentation is completed to transfer the account holder and signatures.

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16 Health and Safety

16.1 The membership does not charge the committee with sole responsibility for compliance with Health & Safety regulations. The membership recognises and accepts collective responsibility for the health & safety of the members of Newport Folk Club its visitors and guest artists at any venue or function organised by Newport Folk Club.

17 Dissolution

17.1 If, upon the winding up or dissolution of Newport Folk Club there remains after the satisfaction of all its debts and liabilities any property whatsoever, the same shall be transferred to some other organisation or organisations having objectives similar to the objectives of Newport Folk Club, such an organisation or organisations to be determined by the members of Newport Folk Club by resolution passed at a General Meeting or in the absence of a General Meeting should it be impossible to convene such a meeting. A resolution must be made by the Committee to affect a transfer of property and funds to the elected recipient organisation or organisations.

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