

Islington Folk Club - Constitution

NAME

The name of the organisation shall be **The Islington Folk Club**, referred to below as **The Club**.

AIMS

The aims of **The Club** shall be to:

- 1 Support the folk music scene in Islington and beyond, through regular events and other activity as appropriate
- 2 Support and sustain its members' shared interest in live and recorded folk music
- 3 Support a broad definition of folk music – from the fiercely traditional to the frankly eccentric.

POWERS

To further these aims, the committee shall have power to:

- 1 Book venues and acts – with due regard to protecting the name and resources of the club.
- 2 Manage the list of members, in accordance with current law and best practice, and to keep them informed of all public and other activity of The Club.
- 3 Do all such lawful things as shall further the aims of The Club.

MEMBERSHIP

Definition: an ordinary member is a person who has paid subscription for the current calendar year and agrees to abide by the constitution in return for rights given in the constitution. The Club may agree, from time to time, to confer on certain individuals, a life membership. Life members have the same rights and responsibilities as all other members. All members will be entitled to attend the Annual General Meeting (AGM) and any other General Meeting.

- 1 The voting membership shall be all paid up and over the age of 16.

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- 2 Members not present to vote in person may nominate a proxy to vote on their behalf. The nomination of proxies must be done in an open and transparent way ahead of the meeting where the vote is to take place and shall normally be managed by the **Secretary**.
- 3 The Management Committee shall have the power to terminate the membership of any member. The member shall have the right to be heard by the committee before a final decision is made.

MANAGEMENT

- 1 A Management Committee elected annually at the Annual General Meeting (AGM) shall manage **The Club**.
- 2 The committee shall consist of a minimum of six members. Committee members shall be in the following posts:
 - a. Up to two **Bookings Officers**—to lead the process of ensuring The Club has a programme of events. They shall also ensure dates and fees are properly negotiated with all paid acts.
 - b. **Venue Co-ordinator**—to lead the process of confirming venues for all activities of The Club, including setting up the room and entry to the venue. They shall also ensure The Club has a named contact in any venue used by the club, and ordinarily be the venue's first contact with The Club.
 - c. **Secretary**—to be responsible for: keeping safe and up-to-date records of The Club's activity; a copy of the constitution; the names and contact details of all committee members.
 - d. **Membership Secretary**—to be responsible for maintaining and holding membership records and for managing e-mail and other bulk communication with members.
 - e. **Treasurer**—to manage the funds of The Club in a responsible way, to report on The Club's financial position to the AGM and to produce such reports as the Management Committee requires.

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- f. **Publicity Officer**—to take the lead on publicising all Club activity. The Publicity Officer shall delegate maintenance and supervision of The Club’s social media accounts.
 - g. **Web-site Officer**—to ensure the effective management of The Club web-site.
 - h. Other committee members (without portfolios) may be elected at the AGM. The Committee shall ensure that the size of the committee will not be unmanageably large.
 - i. Between General Meetings, the committee may co-opt up to a further four voting members who shall resign at the next Annual General Meeting.
- 1 All members of the committee are expected to take an active role, work collaboratively and uphold the aims of the club and its constitution.
 - 2 No person may hold more than 2 roles at the same time.
 - 3 The Committee shall be proactive in encouraging other Club members to join the Committee, with the aim of ensuring Committee renewal and involving a wide cross-section of the membership in the running of The Club.
 - 4 The minimum size of the committee shall be five.
 - 5 The committee shall meet at least three times each year.
 - 6 All members of the committee shall receive at least one week’s notice of all committee meetings.
 - 7 At least three committee members must be present at a committee meeting to be able to make decisions.
 - 8 A proper record, including notes on all decisions reached, shall be taken at each meeting, and kept by the **Secretary**. This record shall be shared as soon as reasonably practicable after the meeting with the rest of the committee. The record shall normally also be shared with all members.
 - 9 The Committee shall have the power to co-opt new members to the Committee between Annual General Meetings as it identifies a need to maintain the numbers of the committee at or above the required minimum or as it identifies the need for new members to adequately cover all the roles. Co-opted members may be co-opted to specific roles and are co-opted until the next general meeting, when they can stand for election, unless they resign their co-opted Committee membership.

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GENERAL MEETINGS

- 1 An Annual General Meeting shall be held each year. In normal circumstances, there shall not be more than 18 months between AGMs. In extraordinary circumstances, such as Government restrictions on activity, the management committee shall be empowered to make alternative arrangements, and to inform the membership of these.
- 2 Notices of the AGM shall be sent to members at least 42 days before the date of the AGM to allow for submissions to the agenda and possible constitutional amendments and AGM papers, including a report on the Club's financial position for the previous year, shall be made available at least 21 days before the date of the AGM.
- 3 A Special General Meeting may be called at any time, at the request of the committee, or not less than 10% of the membership. A notice explaining the place, date, time and reason for the meeting shall be sent to all members at least 21 days before any such meeting.
- 4 10% of the membership or twelve members being present, whichever is the fewer, shall enable a General Meeting to take place.
- 5 Proposals to change the constitution must be given in writing to the **Secretary** at least 28 days before a general meeting and approved by a two-thirds majority of those present and voting.

ACCOUNTS

- 1 The funds of the club, including all donations, contributions and bequests, shall be paid into an account operated by the Management Committee.
- 2 The funds belonging to the club shall be applied only to further the aims of The Club.
- 3 A current record of all income, funding and expenditure shall be kept by the **Treasurer**.

DISSOLUTION

- 1 **The Club** may be dissolved by a resolution passed by a two-thirds majority of those present and voting at a General Meeting.

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- 2 If confirmed, the committee shall distribute any assets remaining after the payment of all bills to other group(s) or organisation(s) having aims similar to **The Club** or some charitable purpose(s) as the committee may decide.