

A plain language constitution

The aim of this plain language constitution is to be short and clear so that anybody can understand and will feel encouraged to apply to be a member of our committee.

A **NAME -** The group's name is **FOLK**
folkcc@mail.com
www.folkcc.co.uk

B **THE PURPOSES OF THE GROUP ARE :-**

- 1) A particular focus on Heritage & The Arts - in the broadest sense- including 'humanities' subjects- to benefit group community group members, Shropshire public & a larger public by informing, promoting & enjoying.
- 2) A particular interest in reviving/reinterpreting the folklore& wider heritage of Shropshire through the arts.
- 3) Encouraging & developing environmentally friendly ways of working.
- 4) Ensuring our work is easily accessible to all.
- 5) Ensuring the 5 steps to mental wellbeing is embedded within our practices and activities, these being; Connect with other people, Being active, Learn new skills, Give to others & Pay attention to the present moment (mindfulness)
- 6) To utilise & use a variety of locations spread across our large county to allow access to as many group members as possible.
- 7) To provide a space where group members can safely join in, share ideas and opinions.
- 8) To provide a safe online presence for group members who are unable to attend meetings, activities and events & ensure this is an active space for a larger public to enjoy.
- 9) Encouraging collaboration with other organisations & individuals.
- 10) Having Kindness at the heart of all we do.

C **CARRYING OUT THE PURPOSES**

In order to carry out the purposes, the FOLK 'Founders' Committee has the power to:

- (1) Raise funds, receive grants and donations
- (2) To use funds, grants and donations to pay project leaders, workshop leaders, volunteer expenses and anything associated with running events or activities as agreed by the group.
- (3) To allow, help and finance sub-group projects to run within the group under the guidance of the committee members.
- (4) Do anything else within the law which is necessary to achieve the purposes

D **MEMBERSHIP**

The membership is open to anybody aged 13 and over who supports the purposes of the group.

There are three tiers to the community group;

- 1) FOLK 'Founders' Committee consisting of 3-5 members- Chairperson, Treasurer, Secretary, Second Signatory & member and member all have voting rights.
- 2) FOLK Core Community Group consisting of 15 members all have voting rights and vote in members for the FOLK' Founders' Committee annually.
- 3) FOLK Online Community Group 390 members of whom opinions will be sought & acted upon.

All members agree to a 'voted' FOLK 'Founders' Committee group who will manage the 'daily running' of projects and finances and aim to develop projects put forward by group members and develop finances to enable projects to run. The committee will appoint a designated group chairperson, secretary and treasurer.

Because we operate from many venues as a group members have agreed to the group address being that of Chairperson and this shall be the address of the group's bank account which will be checked by three unrelated signatories. If the Chairperson changes so will the group's address and the bank account will be updated accordingly.

People who wish to become a member of the Core Group should apply to the Founders Committee or can be approached by the Founders Committee. Membership lasts for 1 year and may be renewed. The Committee will keep an up to date membership list.

The Committee may refuse or end membership of any member, provided it is in the best interest of the group to do so, and the member will be given the right to be heard by the Founders Committee before the decision is made. They can be accompanied by a friend/have representation for this.

E ANNUAL GENERAL MEETING - AGM

- (1) The AGM must be held every year, with 14 days notice given to all members
- (2) There must be at least 3 members present at the AGM.
- (3) The Founders Committee shall present annual report and accounts to the Core Group and publish them on FOLK webpages so that anyone can view them.
- (4) Any Core Group member may put themselves forward for election as a Founders Committee member to be discussed at the AGM.
- (5) Every Core Group member has one vote.
- (6) Members shall elect between 3 and 5 members to the Committee. They will retire at the next AGM and may stand for re-election.

F Founders Committee

- (1) The Committee shall hold at least 3 meetings each year. They will collectively be responsible for the roles of chairperson, treasurer and secretary.
- (2) At least 3 Committee members must be at a committee meeting to be able to take decisions.
- (3) The Committee must keep accounts which may be viewed by any Core group member on request.
- (4) During the year, the Founders Committee may appoint up to 2 extra members on to the Founders Committee if circumstances mean the community group would be unable to function who will stand down at the next AGM but are eligible for re-election.
- (5) The Founders Committee may make reasonable additional rules for the proper conduct and management of the group. These rules must not conflict with this constitution or the law.

- (6) The Founders Committee reports to the Core Group and the larger online FOLK community group annually.
- (7) Sub-committee groups are allowed to form within the organisation for specific projects. These groups report directly to the Founders Committee and all finances are only released through this committee.

G MONEY

- (1) Funds must be held in the group's bank account. All cheques must be signed by 2 unrelated committee members and a record of two unrelated committee members authorising all online and card payments will be kept unless under the value of £150.
- (2) No funds will be used to pay for the role of being a Founders Committee member apart from to refund legitimate expenses.
- (3) Funds must only be used for the purposes of the group.
- (4) Unrestricted Funds – up to £2000 of funds can be kept in the bank account & used for the purpose of operating costs including emergency use for support for people with additional needs to enable them to run/access activities or as income for funding applications.

H SPECIAL GENERAL MEETINGS

Special General Meetings may be called by the Founders Committee for the following reasons. All members must be given 14 days notice and told what change is proposed.

- (1) **Changing the Constitution** - The constitution may be changed by 51% (over half) of members present and voting at a Special General Meeting or at the AGM.
- (2) **Emergency Special General Meetings** – to allow the members to decide on important issues.
- (3) **Winding up (Ended)** – the group may be wound up (ended) by a 51% (over half) majority of members present (physically or online) and voting at a Special General Meeting. Any money or property remaining after payment of debts must be given to a group with similar (charitable) purposes.

This Constitution was adopted on 30th November 2020 after the AGM & being seen & commented/adjusted by the Core Group.

Signed

Dated-

Role – Chairperson

Signed

Dated –

Role - Secretary