

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 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 - To bring together people for activities and events that encourage enjoyment, happiness, companionship, enquiry, learning, good health and confidence.
 - 2- To use a variety of locations, with an interest in local & rural, to allow access to as many group members & other participants as possible.
 - 3- To make sure activities and events are easily accessible for all.
 - 4- To provide a space where group members can safely join in, share ideas and opinions.
 - 5- To provide a safe online presence for group members who are unable to attend meetings, activities and events.
 - 6- A particular focus on the Arts - in the broadest sense- including humanities subjects & folklore - to promote, preserve & enjoy.
 - 7- An interest in reviving the hidden histories of women of our county.
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C **CARRYING OUT THE PURPOSES**

In order to carry out the purposes, the 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 18 and over who supports the purposes of the group.

There is no hierarchy to the group; it operates as a cooperative, whereby each core member has an equal status to other core members and decisions will be made democratically, and by a majority vote if necessary.

For the purposes of funding applications members have agreed to a voted core 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 and as online 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 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 should apply to the 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, provided it is in the best interest of the group to do so, and they are given the right to be heard by the Committee before the decision is made. They can be accompanied by a friend 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 __5__ members present at the AGM.
- (3) The Committee shall present the annual report and accounts.
- (4) Any member may put themselves forward for election as a Committee member at the AGM.
- (5) Every 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 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. Minutes shall be kept for every meeting.
- (3) The Committee must keep accounts which may be viewed by any member on request.
- (4) During the year, the Committee may appoint up to 2 extra members on to the Committee who will stand down at the next AGM but are eligible for re-election.
- (5) The 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 Committee reports to the larger FOLK community group annually.
- (7) Sub-committee groups are allowed to form within the organisation for specific projects. These groups report directly to the main committee and all finances are only released through the main 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 £300.
- (2) No funds will be used to pay for the role of being a 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 £3000 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 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 20th October 2019 at the AGM which was brought forward one month with given notice to all group members to enable having 5 sitting Core Committee Members voted in. These being; Anne Marie Lagram (Chairperson & Finance), Mandy Dyson (Secretary), Sandra Ridgewell (Core Committee Member), Richard Taylor (Admin), Carole Thorpe-Gunner (Core Committee Member)

Signed Anne Marie Lagram

Dated- 20th October

Role – Chairperson

Signed Mandy Dyson

Dated – 20th October

Role – Secretary

Signed Sandra Ridgewell

Dated – 20th October

Role – Core Committee Member