



# The Constitution of The Kennet Morris Men

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## 1. Name

The name of the club shall be The Kennet Morris Men.

## 2. Aims

The aims of The Kennet Morris Men will be:

- to encourage, perform, conserve and develop the tradition of English morris dancing
- to present public morris performances
- to provide training in dance and musicianship
- to recruit and encourage new members to ensure the longevity of the club
- to encourage fellowship with other morris clubs
- to maintain the principles and aims of the Morris Ring.

## 3. Membership

Membership is open to male dancers and to musicians of any gender. Under 18s may become members, provided that they are accompanied by a parent or other suitably responsible, approved adult. Membership shall not be restricted on the basis of race, ethnic or national origin, sexual orientation or religious belief.

Associate Membership is open to anyone who:

- is aged 16 years and over,
- supports the aims of The Kennet Morris Men and
- has attended 4 or more meetings, after which time Associate membership may be conferred by the club officers.

Associate members wear a red and green baldric without the Kennet badge and rosette using materials provided by the club, when kit is required.

Full Membership for dancers is open to men only who meet the required standards as determined jointly by the foreman and squire.

Full Membership for musicians is open to anyone who meets the required standards determined jointly by the squire and the master of the music (a role appointed by the squire).

The award of Full Membership shall be by presentation of the Kennet baldric badge and rosette at a time and place determined by the squire.

Life Membership for outstanding service to the club may be proposed by the squire at a general meeting, to be approved by the majority of those present. Full voting rights will continue as before, but no subscription will be levied.

Honorary Membership for non-members who the club wish to reward with membership may be proposed by the squire at a general meeting, to be approved by the majority of those present. Honorary members will not have voting rights, but will not be required to pay a subscription.

## Subscriptions

There will be an annual membership fee. Subscription levels shall be approved at the annual general meeting (AGM), taking into account the advice of the bagman treasurer.

Officers of the club shall have the ability to grant a 'bursary' or reduced subscriptions to anyone fallen on hard times.

A list of all members will be kept by the bagman treasurer.

## Ceasing to be a member

Members may resign at any time in writing to the bagman secretary.

Any member who has not paid their membership fee for one year will be contacted by an officer of the club, who will then decide whether that member is deemed to have resigned.

Any offensive behaviour, including racist, sexist or inflammatory remarks, will not be permitted. Anyone behaving in an offensive way may be asked not to attend further meetings or to resign from the club. The individual concerned shall have the right to be heard at a meeting of the club officers, accompanied by a friend, before a final decision is made.

## 4. Officers

The business of the club will be carried out by elected officers. Officers are elected at the AGM for a term of one year and may be re-elected. The officers will meet as necessary, not less than twice a year.

The officers' roles are as follows:

- Squire - who shall act as chair at formal meetings and shall take charge of the conduct of public performance. The squire shall make the final decision about the repertoire, points of style, kit and programme for all events. The squire may appoint a deputy to fulfil the role.
- Squire Elect - who may be elected at a half yearly general meeting, usually held in April.
- Bagman Secretary - whose job shall include organising the programme, day to day administration, taking minutes, and being the main point of contact for the side for bookings.
- Bagman Treasurer - who shall be responsible for payments, maintaining accounts and records of membership and the club's assets.
- Foreman - who shall be responsible for providing training in morris dance traditions.

The squire has authority to appoint persons to other roles, or to end roles, as are deemed appropriate by the side. These roles shall be reviewed, and names of the persons holding the roles recorded, at the AGM. In the event of an officer standing down during the year a replacement will be elected by the next general meeting of members.

Any officer not attending a club meeting without apology for three months will be contacted by the other officers and asked if they wish to resign.

## 5. Formal Meetings

Formal general meetings are open to all members and will normally be held twice a year or more often if necessary.

### Annual General Meetings

An annual general meeting (AGM) will be held within fifteen months of the previous AGM, usually in November.

Members will be given at least two weeks' notice of such a meeting, giving the venue, date, time and agenda, and notice may be by telephone, email or post.

Nominations for officers' positions may be made to the bagman secretary before the meeting, or at the meeting.

The quorum for the AGM will be 33% of the membership entitled to vote.

At the AGM:-

- The officers will present a report of the activities of The Kennet Morris Men over the year.
- The bagman treasurer will present the accounts of The Kennet Morris Men for the previous year and recommend the amount of money available for charitable donations. The selection of recipients and the amounts they receive shall be agreed by vote at the AGM. Recipients may not be officers of the club.
- The officers for the next year will be elected or appointed, where appropriate.
- Proposals that are seconded and given to the bagman secretary in writing at least 7 days in advance of the meeting will be discussed.
- "Any Other Business" may be allowed if approved by the chair.

### Half Yearly General Meeting

The "Half Yearly" general meeting will normally be held towards the end of the practice season. Nominations for the appointment of squire or any other officers shall be seconded and may be made to the bagman secretary before the meeting, or at the meeting (see 4 above).

Members will be given at least two weeks' notice of such a meeting, giving the venue, date, time and agenda, and notice may be by telephone, email or post.

### Special General Meetings

The bagman secretary will call a special general meeting at the request of the majority of the officers or at least eight other members, giving a written request to the squire or bagman secretary stating the reason for their request.

The meeting will take place within twenty-eight days of the request.

Members will be given at least two weeks' notice of such a meeting, giving the venue, date, time and agenda, and notice may be by telephone, email or post.

### Rules of Procedure for meetings

All questions that arise at any meeting will be discussed openly and the meeting will seek to find a general resolution that everyone present can agree to. If a consensus cannot be reached a vote will be taken and a decision will be made by a simple majority of members present. If the number of votes cast on each side is equal, the chair of the meeting shall have an additional casting vote.

## 6. Finances

An account will be maintained on behalf of the club at a bank agreed by the officers. Cheque signatories will be bagman treasurer, bagman secretary and squire. The signatories must not be related nor members of the same household.

- All payments must be agreed by the bagman treasurer and at least one other officer.
- Cheque payments must be signed by two signatories.
- Payments made by other means (BACS etc.) must be authorised by the bagman treasurer and one other officer (the latter in writing or by email, to be retained by the bagman treasurer).
- Only officers of the club and designated persons shall claim expenses.

Records of income and expenditure will be maintained by the bagman treasurer and a financial statement given at the AGM.

All money raised by or on behalf of The Kennet Morris Men is only to be used to further the aims of the club, as specified in item 2 of this constitution. However at the annual general meeting the bagman treasurer may recommend disbursement of club funds generated as charitable donations for the approval of a majority of those members attending.

## 7. Amendments to the Constitution

Amendments to the constitution may only be made at the AGM or a special general meeting.

Any proposal to amend the constitution must be given to the bagman secretary in writing. The proposal must then be circulated with the notice of meeting.

Any proposal to amend the constitution will require a two thirds majority of those present and entitled to vote.

## 8. Rules of the Club

Additional club rules may be agreed where they do not conflict with the constitution. The rules will normally cover standards, dress codes and the like and may be added to or varied by simple majorities at a general meeting.

## 9. Dissolution

If at a general meeting two thirds of those present decide that it is necessary to close down the club it may call a special general meeting to do so. The sole business of this meeting will be to dissolve the club and will require a simple majority to confirm the decision.

The special general meeting to dissolve the club shall agree:

- The donation of the monies held by the bagman treasurer to suitable charitable organisations and/or the Morris Ring.
- The disposal of the physical assets (melodeons, swords etc.) for the furtherance of the aims of the club (section 2) and to encourage the continuation of morris dancing, preferably in the local area.
- Any monies raised through the disposal of assets are to be donated to suitable charitable organisations and/or the Morris Ring as above.

On dissolution of the club none of its funds shall be transferred to its officers or members for their personal use.

This constitution was agreed at the General Meeting of The Kennet Morris Men on:-

Date ...../...../.....

Name and position in The Kennet Morris Men .....

Signed .....

Name and position in The Kennet Morris Men .....

Signed .....