

ASHFORD FOLK CONSTITUTION



1. *Definitions*

In this document:		para
“AF”	means Ashford Folk	2
“AGM”	means Annual General Meeting	5a)
“Deputy”	means deputy appointed by a member of the MC	5e)
“GM”	means General Meeting	5a)
“MC”	means Management Committee	5a)
“Member”	means Member of AF whose membership has not been suspended or terminated	10c)
“Officer”	means Member of MC of AF or their duly appointed Deputy	5a)

2. *Name*

The name of the band shall be **ASHFORD FOLK** (“AF”)

3. *Aims*

AF is a not-for-profit association of musicians, based in Ashford, Kent, with the aims of:

- a) Supporting local musicians of all abilities and ages to develop their musical knowledge and skills, and their confidence in undertaking public performances.
- b) Maintaining and promoting the heritage of traditional folk tunes and songs of the British Isles, with an emphasis on those originating from the south east of England. Traditional and other folk music from all parts of the world may also be included in the repertoire.

4. *Objectives*

AF will fulfil its aims by:

- a) Providing informal tuition to musicians/singers within the band, including for the development of personal practical music skills together with coordinated performances within the band.
- b) Encouraging and supporting Members to perform at venues throughout the county and beyond, at Folk Festivals, Barn Dances, Fund raising events etc.

5. *Management*

- a) AF will be administered by a Management Committee (“MC”) elected at a General Meeting (“GM”) or Annual General Meeting (“AGM”). The MC shall comprise:
 - Chairperson
 - Treasurer
 - Secretary
- b) Each of these Officers may appoint a Member who is not already a Deputy as Deputy to assist them in their duties, should they so require. Officers shall not hold office for more than one year unless elected or re-elected at a GM or AGM. A Deputy may not appoint a replacement Deputy.
- c) The MC shall meet at least once per year, as soon as practical after appointment, and then on an as-required basis throughout their term of office, with dates and venues to be mutually agreed by the Officers or any Deputy duly appointed in that behalf.

ASHFORD FOLK CONSTITUTION



- d) The MC shall have the power to remove any MC member for good and proper reason. The MC shall without delay arrange a GM for the appointment of an Officer to fill any vacancy arising in the MC unless an AGM is due within four weeks of the vacancy arising.

6. *Duties:*

- a) The duties of the *Management Committee* shall include the efficient management of AF including though not limited to:
- i. Preparation of an Annual Budget for approval of Members at the AGM
 - ii. Ensuring so far as possible that there are sufficient finances for the proper functioning of AF
 - iii. Arranging venues for practice sessions of AF
 - iv. The MC shall have the power and not the duty to appoint a Musical Leader a Performance Leader or a Band Leader but such appointment shall only be made if a majority of the members so decide at an AGM or GM
 - v. (blank)
 - vi. Promoting AF to the wider community and public, including the attraction of new members
 - vii. Identification of opportunities for AF public performances
- b) The duties of the *Chairperson* shall include:
- i. Chairing meetings of the MC and all AF meetings
 - ii. Representing AF at functions/meetings and musical performances
 - iii. Acting as spokesperson for AF when necessary
 - iv. Reporting on AF's activities over the previous year to the AGM
- c) The duties of the *Secretary* shall include:
- i. Maintaining a membership list
 - ii. Ensuring that all Members are sent notice of any GM or AGM no less than two weeks before the date of the same
 - iii. Preparing the Agendas for MC meetings and AF GMs and AGMs
 - iv. Taking and keeping minutes of all MC meetings and AF GMs and AGMs
 - v. Collecting and circulating any relevant information within AF
- d) The duties of the *Treasurer* shall include:
- i. Determining the level of membership fees in accordance with the Membership Rules and collecting those fees
 - ii. Supervising financial affairs, including management of bank accounts
 - iii. Maintaining proper accounts for all income and expenditure
 - iv. Preparing a financial statement at the end of each AF Financial Year and reporting on the same and the current financial position when the draft Budget is considered at the AGM.

ASHFORD FOLK CONSTITUTION



7. Annual General Meeting (“AGM”)

- a) AF shall hold an AGM every year towards the end of the AF Financial Year
- b) All Members are entitled to attend and shall be sent at least fourteen days notice of the date and venue of the AGM
- c) Voting rights are as provided for in the Membership Rules.
- d) The business of the AGM shall include:
 - i. Chairperson’s report of AF’s activities over the previous year
 - ii. Treasurer’s report of AF’s finances over the previous year
 - iii. Election of the MC for the forthcoming year
 - iv. Any other matters required

8. General Meeting (“GM”)

- a) The MC may call a GM at any time by notice setting out the decision or all decisions to be made by such meeting.
- b) Four or more Members may require the MC to call a GM unless an AGM or a GM is due within the next four weeks. Any Member may raise additional item(s) to be considered at a GM or AGM
- c) All Members are entitled to attend a GM
- d) Voting rights are as provided for in the Membership Rules.

9. Alterations to this Constitution

- a) Changes can only be made to this Constitution if they are agreed by a two-thirds majority of those Members present and voting at an AGM or a GM
- b) Changes can be made to the Membership Rules and the Financial Terms of Membership by the MC at any time.

10. Dissolution of AF

- a) AF may be dissolved at any time, if agreed by a two-thirds majority of those Members present and voting at an AGM or GM or, if a postponed AGM is not quorate, by the majority vote of those Members present at that postponed meeting
- b) In the event of dissolution any assets remaining after the clearance of debts and other commitments shall be equally divided amongst Members

11. Membership

- a) Membership of AF shall be open to any individual without regard to age, disability, political or religious affiliation, race or gender, who is interested in music and plays an instrument and/or sings and who is willing to abide by this Constitution, and AF’s Membership Rules and Financial Terms of Membership
- b) The MC may refuse to allow an individual to become a Member, where it is considered such membership would be detrimental to the aims, objectives, management or activities of AF
- c) The MC may at any time suspend or terminate the Membership of an individual for good reason, provided that the Member concerned shall have the right to be heard by the MC, accompanied by a friend if they wish, before any final decision is made. Good reason could include, though is not limited to
 - Non-payment of fees
 - Non-adherence to the Membership Rules
 - Not upholding the Constitution
 - Behaviour which may bring AF into disrepute
 - Behaviour which creates or has the potential to create disharmony within AF

ASHFORD FOLK CONSTITUTION



12. Finance

- a) All funds obtained by AF, whether from membership fees, performance fees or any other source shall be used only by AF to promote the aims and objectives of AF
- b) Any bank account held by AF shall be in the name of AF
- c) Any cheques issued shall be signed by two signatories
- d) The MC shall use its best endeavours to ensure that AF remains within its budget at all times

13. Adoption of this Constitution

This constitution was adopted by the members present at the inaugural GM, held at The British Volunteer, New Street, Ashford on 11th December 2014

those Members being:

Simone Cummings
Jim Davies
Tony Di Stefano
Joe Fodor
Jack Guntrip
Paul Missin
Cliff Robinson

This constitution was duly amended at an AGM upon 28th September 2021

June Crow
Chairperson