

NORTH WEST FEDERATION OF FOLK MUSIC CLUBS / VENUES

Rule 1: Name

The name of the organisation is – “North West Federation of Folk Clubs / Venues” (hereafter known as “The Federation”).

Rule 2: Aims and Purpose

The purpose of the Federation is to provide, promote, and develop Folk Music and Dance, through the organising of concerts and dances, club nights and events and the production of the FOLK NORTH WEST quarterly magazine.

Rule 3: Membership,

(a) Joining

1. Club/Venue organisers wishing to join the Federation must complete, sign and submit a Federation application form to the Membership Secretary/Treasurer, correctly filled out and accompanied by the relevant annual membership fee.
2. Membership fees are to be set at the Federation General Meeting.
3. Membership acceptance is at the discretion of the Federation Committee.
4. The Secretary and Membership Secretary/Treasurer must keep an accurate database of member clubs and venues.
5. The Subscription Secretary/Treasurer will maintain a database of all personnel who annually subscribe (and receive by mail order) the Folk North West magazine. These subscribers are then associate members of the Federation but do not have voting rights at General Meetings.

(b) Terminating

1. Any member may resign from the Federation by notifying the Secretary in writing, or by not maintaining the payment on time of the annual renewal subscription to the Membership Secretary/Treasurer. Refunds of membership fees will not normally be given but may be considered by the Federation committee under special circumstances.

(c) Information – Privacy

1. Information supplied by Federation members (on application forms for membership) will be retained on a computer database in a secure manner and shall only be used and/or disclosed for the purpose of the Federation.
2. No commercial use may be made of this information.
3. Members of the Federation committee will have access to all such membership details.
4. The information may be published in the Folk North West magazine only with the prior approval of the individuals concerned.

Rule 4: Alteration of Rules

- a) Rules may be altered, added to or rescinded at an Annual or Extra-Ordinary General Meeting of the Federation.
- b) A “notice of motion” must be received by the Secretary prior to the Annual General Meeting. If time permits, the Secretary is then to ensure it is immediately notified

to all members for replies/observations to be collated and circulated before the date of the AGM.

c) The notice must contain an explanation of what is to happen, e.g. "That rule 6 be amended by deleting"

d) To be approved a Notice of Motion must be carried by a simple majority.

Rule 5: Meetings

a. Annual General meetings should follow the following agenda:

- i) Chairpersons' welcome and report
- ii) Apologies for absence
- iii) Reading and confirmation of last General Meeting minutes
- iv) Matters arising therefrom
- v) Secretary's Report
- vi) Subscription/Membership Secretary/Treasurer's report
- vii) Advertisement Secretary's report
- viii) Webmaster's report
- ix) Election of officers
- x) Notice of motion (if any)
- xi) General business
- xii) Date of next AGM meeting

b. The agenda, AGM notice of time and place and Motion of Notification (if any) will be notified via the Folk North West magazine and by email communication from the Federation Secretary six weeks before the date of the AGM.

c. A quorum at a General Meeting will be a majority of the members of the Federation committee.

d. Only fully paid up members of the Federation may vote.

e. Resolutions must be carried by a simple majority.

f. An Annual General Meeting is to be held as soon as possible after the beginning of the financial year as dictated by the completion of the financial statement.

g. Special General Meetings are to be held as and when it is deemed necessary by the Federation committee to administer matters that affect the Federation but cannot be dealt with by the committee alone or require a change to the constitution. Quorum and notice requirements shall be the same as for an Annual General Meeting.

h. Federation committee meetings

(1) To be held as decided by the Federation committee to conduct the running of the Federation

(2) All elected officers and Federation committee members are to have one vote only and committee decisions are to be carried by a simple majority.

i. The Federation committee shall have the power to co-opt members to the committee up to the maximum permitted. These co-opted members will not have voting rights.

j. The Federation committee shall have the power to fill any office or committee position made vacant by death, incapacity, resignation etc.

k. The Federation committee shall have the power to decide on any matter not provided for in the constitution.

Rule 6: Election of Officers

The Federation committee will be made up of the below mentioned officers who must be proposed and seconded in writing to the Federation Secretary before the Annual General Meeting. Only qualified members of the Federation may propose and second nominees. If more than one nominee is proposed and seconded for an office then a vote will take place at the General Meeting and the member with the most votes will be elected.

1. Chairperson & Review Co-ordinator
2. Secretary & Diary Dates Co-ordinator
3. Subscription/Membership Secretary & Treasurer
4. Advertisement Secretary
5. Editor
6. Deputy editor
7. Webmaster

Rule 7: Funds

- a) Money received is to be banked into the Federation's bank account. The Membership/Subscription Secretary/Treasurer is to issue receipts as required.
- b) No money is to be borrowed except with the express approval of a General Meeting.

Rule 8: Winding up

- a) Members of the Federation committee, after due consultation, may make a proposal that the Federation be subject of a winding up order after having given written notice in advance of a General Meeting to all current Federation members and associate members. To be successful any such proposal must be passed by a simple majority of all valid votes cast.
- b) At the completion of the winding up process all funds or property remaining after settlement of all debts, liabilities and claims shall be disbursed at the discretion of the Federation Committee so as to further the development of folk music and dance within the North West region.

Rule 9: Private and Pecuniary Profit

- a) Any income, benefit, or advantage must be used to advance the purposes of the Federation.
- b) Any payments made to a member of the Federation by the Subscription/Treasurer must be for goods or services that have been properly expended. Appropriate receipts must accompany every expense claim.
