

# THE CONSTITUTION OF THE PENINSULA FOLK CLUB

as amended at AGM 5/7/2009

## PART 1: OBJECTIVES

**The Peninsula Folk Club Incorporated** will embrace sustainability measures (social, environmental and economic) in all aspects of its operations.

- (a) To remain a non-profit organisation in which club benefits are channelled back to members in a variety of ways.
- (b) To help promote music and folk arts in the community.
- (c) To keep members informed of events via a newsletter.
- (d) To enable performers to meet on a regular basis and exchange ideas and skills related to folk and other music genres.
- (f) To provide a service to the local community in the form of charity performances.
- (g) To provide workshops on styles and techniques used in playing instruments from the folk and other music genres.
- (h) To provide a buying and selling venue via the newsletter.
- (i) To obtain discount prices and rates at various retail outlets for club members.
- (j) To organise social events amid outings for members (eg BBQ's, dances trips to folk festivals, concerts etc).
- (k) To provide members with discount admission to concerts and workshops given by invited artists.
- (l) To establish and maintain contact and interaction with other, like minded clubs and organisations.
- (m) In recognition of the fact that members may have young families, to make every effort to maintain a "family friendly" atmosphere at club meetings and events.

## Part 2: ELIGIBILITY FOR MEMBERSHIP

- (a) Any person is eligible for membership
- (b) Membership of the club grants the following benefits:
  - 1. Reduced price admission to the club venue on club nights.
  - 2. Entitlement to perform at the venue on club nights.  
Note: - The executive has the power to veto any act that it considers to be unsuitable be performed in public.
  - 3. Entitlement to a monthly newsletter.
  - 4. Attendance to any functions and workshops held by the club.
  - 5. A membership card.
- (c) There is no limit to the number of persons accepted by the club for membership
- (d) The amount of the annual subscription is to be determined by resolution at a general meeting of the club.
- (e) All financial members will have the right to vote at any General Meeting of the Club. Financial members are those fully paid up at the time of the general meeting.
- (f) Non members with special skills and /or qualifications may be co-opted, but may not have voting rights.
- (g) The Executive reserves the right to refuse admission to any Peninsula Folk Club function, to any person whose behaviour it deems to be inappropriate or disruptive, or it considers likely to bring the club into disrepute
- (h) The Executive reserves the right to cancel the membership of any person whose behaviour it deems to be inappropriate or disruptive, or it considers likely to bring the club into disrepute

### Part 3: ELECTION PROCEDURES

- (a) The office bearers of the club shall be; -
  - (i) President
  - (ii) Vice-President
  - (iii) Secretary
  - (iv) Treasurer

The above will be the executive committee of the club and be the main governing body.

- (v) Three General Committee members
- (b) The executive and general committee members will be elected by secret ballot at the Annual General Meeting for a period of twelve (12) months, after which time they can stand for re-election.
- (c) All nominations for Office Bearers must be received by the end of the June club night for publication in the newsletter prior to the Annual General Meeting (AGM).
- (d) In the event of an executive position being uncontested the nominee shall automatically be appointed to that position.
- (e) If a nominee for an executive position should fail to gain that position on ballot, then that person may, should they so desire, automatically be considered for one of the three general committee positions.
- (f) If insufficient nominations to fill the committee are received by the club meeting prior to the AGM for inclusion in the newsletter, the outgoing President may call for further nominations at the AGM, prior to all committee positions being declared vacant. Those so nominated then take part in the ballot.
- (g) In the case of an officer resigning during the course of his/her term of office, the President, may in consultation with the executive committee, appoint a financial member to the executive until the next Club Annual General Meeting.

### Part 4: MEETINGS

- (a) **Club meetings** shall be held no less than once per month, during the months February to December, inclusive.
- (b) **Special General Meetings** may be called at the discretion of the executive committee with a minimum of 4 weeks notice to club members.
- (c) **Financial members** may call on the executive to convene a Special General Meeting by presenting or mailing a letter or letters calling for such a meeting to the Secretary. Such a letter or letters must state the specific reason for calling the Special General Meeting, and must combined, demonstrate by signature the support of a minimum of 20% of the club membership (at the date of the call), for the Special General Meeting. The executive must then convene the special meeting. The meeting is to be held within 6 weeks of receipt of the letter or letters. The membership is to be notified in writing of the date, time, and purpose of the meeting. An agenda specifying the matters to be dealt with is to be prepared, and must be adhered to at the meeting.
- (d) **Special General Meetings** are to be called to deal with specifically defined issues and no other issues may be raised at such a meeting.
- (e) **Quorums** are: -
  - (i) General meetings – 51% of the financial members including two executive committee members.
  - (ii) Executive Meetings – the President plus 2 other executive members.
  - (iii) A club meeting shall not be regarded as official unless two of the executive committee members are present.

### ANNUAL GENERAL MEETING (AGM).

- (a) The meeting will be for the purpose of discussing general Club business, and the election of new executive and general committee members.
- (b) Each member of the executive will report on their past year's activities within the executive.
- © The Club membership is to be advised of the date of the meeting at least 4 weeks in advance. Dates are to be posted at the club venue at the club night prior to the AGM, and included in the two newsletters prior to the AGM.

## **Part 5: POWERS AND DUTIES OF THE EXECUTIVE COMMITTEE AND IT'S MEMBERS.**

The purpose of the Executive Committee is to amend or rescind by-laws, appoint Sub-committees, fill vacancies occurring between AGM's, and generally administer the club.

- (a) **The President** shall preside at all regular, special, and executive meetings as chairperson. As part of the executive committee the president shall appoint all standing and special committees, and in the event of a vacancy, may, in consultation with the executive, appoint a member to the said committee until the next AGM. The president shall also be an ex-officio member of any formed sub-committee.
- (b) **The Vice-President** shall preside at all meetings in the absence of the president. In the event of the resignation or removal of the president, the Vice-president shall take up the vacated position.
- (c) **The Secretary** shall maintain all club records, including the membership register, cards and copies of the newsletter. He/She shall keep minutes of club meeting and executive meetings. The Secretary shall be responsible for communicating formally with all relevant outsiders to the club. The secretary shall be responsible for the collection of photographs, pamphlets, cuttings, and all relevant articles to keep the club's progress recorded.
- (d) **The Treasurer** will hold all club funds, maintain the books, and operate the club's finance accounts as approved by the executive committee. The treasurer will submit a report of the financial position of the club at each AGM. The financial records of the club will be available for examination by any financial member. Payments will be authorised by two members of the executive committee. The two signing members shall be neither related, nor married.
- (e) **The General Committee members (3)** shall provide the executive with support and assistance in running the club as directed by the executive.
- (f) **Other financial club members** may offer to provide skills and/or support as Sub-Committee members as required by the executive.

## **Part 6: ALTERATION OF THE CONSTITUTION**

Alterations or amendments to the constitution can only be made as the result of a simple majority vote at the AGM, or at a Special General Meeting called for that specific purpose.

## **Part 7: WINDING UP AND DISPOSAL OF CLUB ASSETS.**

In the event of the Club being discontinued, all club properties shall be sold, and the funds so raised distributed to one or more recognised charities.