

# CONSTITUTION OF Stonehaven Folk Club

## 1. Name

The name of the group is Stonehaven Folk Club, hereinafter referred to as "The Club".

## 2. Objectives

The Club's objectives are:

- a) to promote an interest and involvement in music, and in particular Folk Music, in Stonehaven and surrounding area.
- b) to actively participate in local community institutions and events.
- c) to provide its services in a way that is fair to everyone.

## 3. Inclusiveness

- a) All club meetings and any other activities are open to all, members and nonmembers alike, and are operated without prejudice to any individual in line with the Equalities Act 2010 and subsequent amendments.
- b) The management committee reserves the right to refuse entry to an activity, or ask any member or non-member to moderate their behaviour or leave an activity where their actions or behaviour are disruptive to the smooth running or general enjoyment of that activity by other attendees.

## 4. Powers

In furtherance of its objectives, The Club shall have the following powers:

- a) to organise a weekly, or otherwise, regular Club meeting open to members and non-members alike.
- b) to organise any other event or participate in any other event which has similar objectives, or which may otherwise further the Club's objectives.
- c) to liaise with other voluntary sector bodies, local authorities, UK or Scottish government departments and agencies, and other bodies, all with a view to furthering the club's objectives.
- d) to engage professional artists to perform at any Club meeting or event.
- e) to take professional artists, club members or others into local schools, institutions or other community events.
- f) to purchase, take on lease, hire, or otherwise acquire, any property or rights which are suitable for the club's activities.
- g) to improve, manage, develop, or otherwise deal with, all or any part of the property and rights of the club.
- h) to sell, let, hire out, lend, license, or otherwise dispose of, all or any part of the property and rights of the club.
- i) to borrow money, and to give security in support of any such borrowings by the club.
- j) to engage such consultants and advisers as are considered appropriate from time to time.
- k) to effect insurance of all kinds (which may include officers' liability insurance).
- l) to establish and/or support any other charitable body, and to make donations for any charitable purpose falling within the club's objectives.

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- m) to form any charitable company with similar objectives to those of the club, and, if considered appropriate, to transfer to any such company (without any payment being required from the company) the whole or any part of the club's assets and undertaking.
- n) to take such steps as may be deemed appropriate for the purpose of raising funds for the club's activities.
- o) to accept grants, donations and legacies of all kinds (and to accept any reasonable conditions attaching to them).
- p) to carry on any other lawful activities which further any of the above objectives.

### 5. Membership

Full membership of the club shall be open to all in line with the spirit of inclusiveness noted in para 3a above:

- a) Ordinary members: Individuals of any age who share an interest in the Club's objectives.
- b) Associate members: this category is open to any member of a similar group with similar objectives with regular meetings during the year; these members shall not be entitled to vote at general meetings.
- c) Honorary members: who may be appointed by the management committee at its discretion; these members shall not be entitled to vote at general meetings.
- d) Membership shall be by approval of the management committee on the submission of a request in writing, or by submission of an application form signed by or on behalf of the applicant, or by written invitation of the management committee and written acceptance.
- e) The management committee may, at its discretion and for good and sufficient reason, refuse to admit any individual to membership.
- f) The management committee shall have the right, for good and sufficient reason, to terminate the membership of any individual or organisation by written notice, providing the member, or the representative of the organisation concerned, shall have the right to be heard by the committee before a final decision is made.
- g) The management committee shall maintain a register of members, setting out their full name and address, the date on which they were admitted to membership, and the date on which any individual ceased to be a member.
- h) Membership under all categories shall be paid by subscription at a value determined annually by the management committee at the first meeting following the AGM. Membership for Honorary and Associate members shall be free.
- i) Membership will be valid for up to one year and automatically cease at the end of the membership year which shall be end of Q1 in any calendar year, or exceptionally two weeks after the AGM if, exceptionally this takes place after the end of the Q1. Membership may be automatically renewed on payment of the new fee (if applicable).
- j) All Ordinary members are entitled to vote at any general meeting; Honorary and Associate members shall have no voting rights.
- k) A person who becomes an employee of the club after admission to membership shall automatically cease to be a member.

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### 6. Meetings

- a) The management committee shall convene an annual general meeting (or AGM) in the first quarter of each year.
- b) The business of each AGM shall include: a report by the Chairperson on the activities of the club; consideration of the annual accounts; the election/re-election of members of the management committee.
- c) The management committee may convene a special general meeting at any time, if called for by the Secretary or Chairperson, or if ten members submit a request in writing. The Secretary shall arrange the meeting within fourteen days and shall give fourteen days notice to all members.
- d) At least fourteen clear days' notice must be given of any general meeting in writing by the Secretary to each member.
- e) No business shall be dealt with at any meeting of the management committee unless a quorum is present; the quorum for a management committee meeting shall be five members, present in person, or by videoconference.
- f) If a quorum is not present within 15 minutes after the management committee meeting start time, or if, during a meeting, a quorum ceases to be present, the meeting shall be adjourned to a time and place as may be fixed by the Chairperson.
- g) If the Chairperson is not present within 15 minutes after the management committee meeting start time, the members of the management committee shall elect someone from among themselves to act as Chairperson of that meeting.
- h) All questions arising at any management committee meeting shall be decided by a simple majority of the votes cast. Every member shall have one voter which (whether on a show of hands or on a secret ballot) must be given personally.
- i) If there are an equal number of votes for, and against, any resolution, the Chairperson shall be entitled to a casting vote.
- j) If a secret ballot is demanded, it shall be taken at the meeting and shall be conducted in such a manner as the Chairperson may direct; the result of the ballot shall be declared at the same meeting.
- k) The management committee shall ensure that minutes are made of all proceedings at all meetings; a minute shall include the names of those present, and (if possible) shall be signed by the Chairperson of the meeting.
- l) Where circumstances prevent any physical meeting of the management committee or any general or club meeting, meetings may be held virtually using any video or teleconferencing technology deemed appropriate by the management committee.

### 7. Management Committee

- a) The maximum number of members of the management committee shall be 10.
- b) The management committee may at any time appoint any member to be a member of the committee.
- c) The management committee members shall elect from among themselves a Chairperson and a Secretary, and such other office bearers as they consider appropriate.

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- d) A member of the management committee must declare a personal interest in any transaction or other arrangement which the club is proposing to enter into; he or she will be debarred from voting on the matter in question.
- e) No member of the management committee may serve as an employee (full time or part time) of the club, nor be given any remuneration by the club for carrying out his or her duties as a committee member.
- f) Members of the management committee may be paid all travelling and other expenses reasonably incurred by them in connection with their attendance at meetings, or in connection with the carrying out of their duties.
- g) Any member of the management committee may call a committee meeting or request the Secretary to do so.
- h) The management committee may, at its discretion, allow any person who they reasonably consider appropriate, to attend and speak at any committee meeting; any such person shall not be entitled to vote.
- i) The management committee may delegate any of their powers to any sub-committee consisting of one or more committee members and other persons as it may determine; they may also delegate to the Chairperson of the club (or the holder of any other post) such of their powers as they may consider appropriate.
- j) The rules of procedure for any sub-committee shall be as prescribed by the management committee.
- k) The management committee may at its discretion appoint any other club member to perform services on behalf of the committee.

### 8. Accounts

- a) A bank account shall be opened in the name of the club. The management committee shall authorise in writing three of their members, one of whom shall be the Treasurer, to sign cheques on behalf of the club. All cheques must be signed by not less than two of the authorised signatories.
- b) The management committee shall ensure that proper accounting records are kept and maintained in accordance with all applicable statutory requirements.
- c) The management committee shall prepare annual accounts, complying with all relevant statutory requirements. Where external scrutiny is required under any statutory provisions (or if they otherwise think fit), they shall ensure that external scrutiny of such accounts is carried out by a suitably qualified person.
- d) A statement of the suitably prepared (and, where applicable, externally scrutinised) accounts for the last financial year will be submitted by the management committee to the group's AGM.

### 9. Property

The title to all property which may be acquired by or on behalf of the club shall be held either in the names of the Chairperson, Treasurer and Secretary or in the names of Trustees of a Trust, or in name of a nominee company, established for that purpose. Any person or body in whose name the club's property is held shall act in accordance with the directions issued from time to time by the management committee.

## **10. Dissolution**

- a) If the management committee determines that it is necessary or appropriate that the club be dissolved, it shall convene a meeting of the members; not less than 21 days' notice of the meeting (stating the terms of the proposed resolution) shall be given.
- b) If a proposal by the management committee to dissolve the club is confirmed by a two-thirds majority of those present and voting, the committee shall have power to dispose of any assets held by or on behalf of the club. Any assets remaining after satisfaction of the debts and liabilities of the club shall be transferred to some other charitable body or bodies having objectives similar to those of the club, to be decided by the members of the club at, or prior to, the time of dissolution.
- c) No part of the income or property of the club shall (otherwise than in pursuance of the club's charitable objectives) be paid or transferred (directly or indirectly) to the members on dissolution.

## **11. Alterations to the Constitution**

- a) The constitution may be altered by a resolution passed by not less than two-thirds of those present and voting at a general meeting, providing due notice of the meeting, and of the resolution, is given.
- b) No amendment to any clauses of the constitution may be made if the effect would be that the club would cease to be recognised by the Office of the Scottish Charities Regulator as a charity or would invalidate any other applicable status.

## **12. Stonehaven Folk Club Complaints Procedure**

At Stonehaven Folk Club, we value the opinions and experiences of our members and visitors. We are committed to addressing concerns in a fair and timely manner. If you have a complaint, please follow the steps below:

- a) Raise the Concern Informally:
  - If possible, speak directly to a committee member or event organiser at the time of the issue. Many concerns can be resolved on the spot through discussion.
- b) Submit a Formal Complaint:
  - If the issue is not resolved informally, please submit a written complaint by email to [stonefolkclub@gmail.com](mailto:stonefolkclub@gmail.com) and include the following details:
    - Your name and contact details
    - A clear description of the issue
    - Relevant dates and any supporting evidence
- c) Acknowledgement:
  - Your complaint will be acknowledged within 7 days.
- d) Investigation and Response:
  - The committee will review your complaint and conduct a fair investigation. You will receive a response, including any proposed resolutions, within 14 days.
- e) Appeals:
  - If you are not satisfied with the outcome, you may request a further review by the committee. Submit your appeal within 14 days of receiving the response.
- f) Confidentiality:
  - All complaints will be handled confidentially, with details shared only with those directly involved in the investigation and resolution.

## CONSTITUTION OF Stonehaven Folk Club

### 13. Declaration

This constitution was approved and adopted at a general meeting held on 25<sup>th</sup> April 2025.

	Chairperson	Secretary	Treasurer
Name	Meg Findlay	Lorna Collie	Dennis Collie
Address	71 Christie Crescent Stonehaven AB39 2HP	7 Rodney Street Stonehaven AB39 2AS	7 Rodney Street Stonehaven AB39 2AS
Signature			

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