

# Constitution

## 1 Side Identity

- 1.1 The name of the side is “The Tattered Court”
- 1.2 The side is a member of the Morris Federation and usually dances in the border morris tradition
- 1.3 The side logo shall be based upon a top hat with a ribbon in the side colours
- 1.4 The fundamental colour scheme of the side is black with white as the main contrast colour
- 1.5 A separate more detailed style guide shall be maintained by the committee, which shall be available to everyone who requires it. This style guide can be altered by the committee as required

## 2 Aims and objectives

- 2.1 The side adopts the aims of the Morris Federation in full, which are:
  - 2.1.1 *To encourage and maintain interest in the practice of Morris Dancing*
  - 2.1.2 *To provide a channel of communication between member sides*
  - 2.1.3 *To encourage the improvement of standards of dancing among its members*
- 2.2 Additionally, the side has adopted the following as our objectives
  - 2.2.1 *To learn, teach and perpetrate border morris dancing*

### 3 Membership

- 3.1 The side is an equal opportunities side and membership of the side is open to all everyone over the age of 18
- 3.2 Membership for under 18s will be reviewed on a case by case basis, and may require an accompanying responsible adult
- 3.3 Membership of the side grants a number of benefits including, but not limited to:
  - 3.3.1 *All members of the side are covered by our public liability insurance*
  - 3.3.2 *All members of the side are eligible to vote in both AGMs and EGMs*
  - 3.3.3 *All members of the side are eligible to be nominated for the Committee*
  - 3.3.4 *All members of the side are eligible to nominate or second another person for the committee*
  - 3.3.5 *All members of the side are eligible to propose or second a motion for voting*
  - 3.3.6 *All members of the side are able to propose that an EGM is held (see 8.1)*
  - 3.3.7 *All members of the side are able to access non-capital side assets upon reasonable request*
- 3.4 Any individual who regularly attends practices and who is paying their subs is considered a member of the side (see 5.3 and 3.7)
  - 3.4.1 *Important note, as per 5.3, if an individual has come to an agreement with the treasurer with regard to the level of subs that they pay, and is paying their subs at the agreed rate, they are considered to be paying subs for all relevant purposes*
  - 3.4.2 *The inability to afford the subscription fees should never be a barrier to an individual being able to become a member of the side, providing they are sufficiently enthusiastic and committed to the side*
- 3.5 At the discretion of the committee, an individual can be appointed as a member even if they do not meet these requirements. They retain full membership rights of the side
- 3.6 At the discretion of the committee, an individual can also be co-opted into the side as a temporary member for a period of time as required. This will usually only be for the purposes of a specific event, and shall usually only confer the right to access our public liability insurance
- 3.7 In extreme cases, the committee claims the right to permanently or temporarily ban any individual from gaining or holding membership of the side, if it is deemed appropriate. If this is the case, then that individual cannot hold membership, even if they meet the requirements set out in 3.3

## 4 Committee

- 4.1 The committee is in charge of the running of the side in a responsible fashion and in line with the aims and objectives of the side as listed in this document
- 4.2 The committee shall be made up of a minimum of three individuals, one of whom shall be the chairperson, and one of whom shall be the treasurer. All members of the committee shall be re-elected at annually at the side AGM
- 4.3 The committee is considered quorate whenever a majority of the committee are present together and participating in the discussion, whether in person, remotely or a mixture of the two.
  - 4.3.1 *'Remotely' in this context can include being present via proxy, email, telephone or any other means of communication deemed appropriate*
- 4.4 Committee decisions always require a minimum of the majority of the whole committee (not just those present) to be passed, and also requires that the relevant member of the committee to the issue under discussion is present, either in person or remotely (see 4.3.1)
- 4.5 The chairperson will chair any AGMs and EGMs. It is the chairperson's responsibility to ensure all of the required tasks necessary for the running of the side are allocated to someone. The chairperson also has the casting vote where it is considered necessary and appropriate to break a deadlock
- 4.6 The treasurer is responsible for monitoring the side finances effectively, setting subscription levels and handling the side financial assets
- 4.7 Other positions within the committee are created as needed and adjusted to the needs of the side. If this takes place at an AGM or EGM, the new role and the individual are voted upon and enacted accordingly. Between meetings, the committee can co-opt any individual to a new role that lasts until the next AGM is held, at which point the individual must be elected to that role or the role is disbanded
- 4.8 A separate, more detailed description of roles and responsibilities of the committee and the individuals on it shall be maintained by the committee, which shall be available to everyone who requests it. This document can be altered by the committee as required
- 4.9 Committee members can be removed from their post by a vote of no confidence being passed at an EGM. That individual cannot be co-opted back into same role by the committee before the next AGM

## **5 Side Finances**

- 5.1 Side finances are the responsibility of the treasurer.
- 5.2 The rate of the membership subscription fees (subs) shall be set at an appropriate level by the treasurer to ensure the side remains solvent. This shall be reviewed annually as a part of the AGM
- 5.3 Any individual may come to an agreement with the treasurer with regards to their own personal financial circumstances and the level of subs that they pay. This may lead to the treasurer having an unofficial level of subs for unwaged, retired or student members. The details of this agreement is always confidential between the treasurer and the individual(s) concerned. Any member who has such an arrangement with the treasurer and is paying at the agreed rate is considered to be paying their subs for all relevant purposes in this document and elsewhere within the side's documents

## **6 Elections and voting**

- 6.1 Elections of an individual to a committee role can take place at any EGM and must take place every AGM
- 6.2 Nominations for an elected role can be received beforehand, or can be made from the floor. Every nominee requires a nominator and a seconder, which can be made before hand or from the floor. Ideally, nominations will be in place prior to the publication of the agenda of the meeting to allow votes by proxy to be made by those not able to attend
- 6.3 If necessary and appropriate, candidates can have an opportunity to make a statement before the election takes place
- 6.4 For other issues or motions, a proposer and seconder will be required to put the topic to a vote
- 6.5 Any member can propose a vote or nominate someone for election, and any member can second that
- 6.6 In any case, voting is conducted by all members that are present plus any proxy votes, using the single transferable vote system. "Re-open Nominations" shall always be present on the ballot paper

## **7 AGM**

- 7.1 The AGM shall preferably be held annually within 8 weeks of the Morris Federation AGM. This usually means October or November
- 7.2 There shall be 4 weeks' notice given to all members about the AGM, which shall include an opportunity for members to submit items for the agenda. The agenda shall be circulated at least a week before the meeting takes place, and members shall have an opportunity to submit any votes by proxy. Any item submitted after the agenda is circulated shall be considered for Any Other Business (AOB) at the discretion of the Chairperson
- 7.3 The AGM is chaired by the incumbent Chairperson, or a nominated committee member in their absence. Minutes shall be taken by any member of the side. It is the Chair's responsibility to call for votes, to tally their results, and to ensure that they have been minuted.
- 7.4 The following items must always be on the Agenda for the AGM
  - 7.4.1 *A reading of the previous year's minutes*
  - 7.4.2 *Annual summary – by the Chair, or another individual as appropriate – to contain an overview of the year's events and performances*
  - 7.4.3 *Treasurer's report – to contain a summary of the present financial state and the year's finances*
  - 7.4.4 *Election of Chairperson – including, if appropriate a discussion on the direction for the side for the year ahead and hustings from potential candidates*
  - 7.4.5 *Election of Treasurer – including, if appropriate a discussion on the subscription levels for the year ahead and hustings from potential candidates*
  - 7.4.6 *Election of other committee roles already extant*
  - 7.4.7 *AOB*

## **8 EGM**

- 8.1 An EGM can be called for by any member of the side and must be seconded by any member of the committee.
- 8.2 Once seconded, the EGM must be held as soon as is reasonably possible
- 8.3 An EGM requires two weeks' notice which must include the reason the EGM was called, and an opportunity for those shall not be present to express their views and register votes by proxy
- 8.4 The EGM Agenda shall usually only contain the topic that led to its calling, plus any other relevant issues or elections that are connected to it

## **9 Disbanding of the side**

- 9.1 Disbanding the side requires a motion at an AGM or EGM and a unanimous vote of all members of the side. Alternatively, the side automatically disbands in the instance that it is not able to form a committee
- 9.2 In the event that the side is disbanded, side finances shall in the first instance be used to pay any outstanding money owed by the side to an outside creditor, then any outstanding money owed to a member of the side. If there is still any capital left over, the decision on what to do with this money shall be made as a part of the vote to disband the side, with preference given to any option that involves keeping the money within Morris Dancing
  - 9.2.1 *This may include keeping the money safe in case of the opportunity to reform the side again in future, donating it to another side or donating it to the Morris Federation or any other such significant organisation within the Folk Dancing community*
- 9.3 The distribution of non-capital side assets shall be made as a part of the vote to disband the side with preference given to any option that involves keeping the assets within morris dancing (see 9.2.1)
- 9.4 Someone, appointed amongst those present at the side's disbanding, shall take responsibility for informing the Morris Federation and any other relevant organisations of the fact that the side no longer exists

## **10 Changing this constitution**

- 10.1 Any changes to this constitution requires a motion at an AGM or EGM and a vote of all members of the side
- 10.2 Changes to any other documents, such as the style guide of the Officer's responsibilities can be made at the discretion of the committee, providing that it does not change the remit of those documents. The constitution is primary to any such documents and overrides those documents if a discrepancy arises between the two