

THE UNIVERSITY OF WARWICK FOLK
SOCIETY CONSTITUTION

AS LAID DOWN BY THE ANNUAL GENERAL MEETING OF

FEBRUARY 2009

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1 General

1.1 This society shall be named “The University of Warwick Folk Society”, hereafter referred to as “the Society”.

1.2 This document shall serve as the definition of the Society. Amendment of this document shall be made only by motion passed at a General Meeting (see below).

1.3 The administration of the Society’s activities shall be coordinated by “The Warwick Folk Society Board”, hereafter referred to as “the Board” and “The Warwick Folk Society Executive Committee” hereafter referred to as “the Executive Committee”, both defined herein.

1.4 The Society is a member of The University of Warwick Students’ Union, hereafter referred to as “the Union”, and the Society’s Officers, funds, and all its activities shall be subject to the provisions of the Union’s Constitution, Regulations and Policy

1.5 The Society is based in and around The University of Warwick, hereafter referred to as “the University”.

1.6 The Society is affiliated with the following organisations:

- The University of Warwick Music Centre.
- The Inter-Varsity Folk and Dance Festival (IVFDF).

1.7 The Society may provide services for free or for payment. The Society will not however permit payment in the form of alcoholic beverage unless this is by prior mutual arrangement.

2 Mission Statement

2.1 The Society shall have a written statement of its aims and objectives as part of this constitution, which shall be reviewed annually by the Executive Committee.

2.2 The aims and objectives of the Society shall be:

- To facilitate and develop interest in folk dance and music on and around the University campus and in other areas where appropriate.
- To be welcoming and all-encompassing.
- To be a thriving social scene.
- To promote the continuation of tradition and excellence in the activities of the Society.

3 Membership

3.1 Membership of the Society shall be open to all full, associate and honorary members of the Union upon payment of the required subscription.

3.2 Full membership of the Society shall be open only to those full or part time students of the University who are also full members of the Union.

3.3 Associate membership of the Society shall be open to associate members of the Union at a subscription rate reflecting the true cost of the facilities made available to the members of the Society. Associate members do not hold the power of vote, but may hold non-executive offices in the Board (see below).

3.4 Subscriptions shall be set by the Executive Committee and be subject to review.

4 General Meetings

4.1 The Society General Meeting shall be the sovereign body of the Society and may decide on any matter pertaining to the running or activities of the Society.

4.2 The Society will hold at least one General Meeting a year, hereafter referred to as “The Annual General Meeting” or “AGM”. The calling of the AGM shall be the responsibility of the Executive Committee, who are required to give at least 14 days notice to the membership. They shall, at that time, also specify the Board offices available for election.

4.3 Further General Meetings shall be called either at the discretion of the Executive Committee or by request of 20% or more of the full Society membership, and are referred to as “Extraordinary General Meetings” or “EGMs”. An EGM must be preceded by at least 7 days notice to the membership, specifying the reason it is being called.

4.4 The quorum of a General Meeting is 20% of the full membership.

4.5 General Meetings shall be chaired by the President or another member of the Executive Committee at his/her discretion.

4.6 The AGM shall elect the Board and the Executive Committee, and determine the handover date. Further elections can be held at EGMs.

4.7 New offices of the board may be created via motion at a General Meeting.

4.8 Motions proposed at a general meeting shall be subject to the following:

4.8.1 Motions may be proposed and voted on by any full member of the Society present at the General Meeting.

4.8.2 Before it can be voted on a motion must be seconded by a full member of the Society.

4.8.3 Motions may be voted on by show of hands or by ballot.

4.8.4 A quorum must be present for motions to be passed.

5 Elections

- 5.1 Elections may be held at any quorate General Meeting.
- 5.2 Elections confer membership of the Board to those elected, (see the Board below.)
- 5.3 Election will confer office immediately and until the handover date agreed at the next AGM.
- 5.4 There is no limit on consecutive re-election.
- 5.5 Votes in elections shall be by anonymous, single transferable vote.
- 5.6 All full members of the Society may vote in elections. Associate members may not vote.
- 5.7 A quorum must be present for elections to be held.
- 5.8 Any member of the Society may stand for election into the Board.
- 5.9 Nominations for election shall be open from the announcement of the General Meeting until the ballot of the relevant position.
- 5.10 Candidates shall be given free and fair opportunity to make a speech should they so wish.

6 The Board

6.1 Membership of the Board shall be by election as detailed above. All those elected to the Board will hold one of the offices detailed below. Full members of the Society who are members of the Board are said to hold executive office and are members of the Executive Committee, unless they are specified to hold non-executive office at the time they are elected. There are some offices for which full membership is a requirement (see below).

6.2 No member of the Executive Committee can receive provision from the Society funds for any service or cause.

6.3 The Executive Committee shall be responsible for:

- The day to day running of the Society
- Communicating all appropriate information to the membership of the Society
- Communication with other bodies and organisations in line with the aims of the Society
- Organising the activities of the Society
- Facilitating non-Society local activity in line with the aims of the Society
- The direction of the Society's funds and assets
- Calling the AGM
- Facilitating any requirement of the Society due to its membership of the Union
- Maintaining The Scroll (see Section 7).
- The continued existence and membership of the Society and Board

6.4 Officers of the Board who are not on the Executive Committee shall be responsible for:

- Assisting the Executive Committee in all detailed in 6.3

- Providing support and advice to the Executive Committee
- Further responsibility according to the details of their post, to include specifics of organising and running the Society.

6.5 The offices of the Board shall include but not be limited to the following:

- President
- Treasurer
- Secretary

These positions are required to be held by members of the Executive Committee.

6.6 The President shall have overall responsibility over the Board and the Society. He will chair all Board meetings and General Meetings.

6.7 The Treasurer's responsibilities include:

- Overseeing the funds and assets of the Society
- Formulating and submitting an annual budget request to the relevant Union Department, after consultation with the board.
- Being the next in line to the duties of the President
- Be responsible for all transactions with Society assets
- Keeping an accurate and up-to-date record of all Society assets

6.8 The Secretary's responsibilities include:

- Communication within and without the Society
- Ensuring all meetings are accurately minuted

6.9 The Board may or may not include the following offices:

- Vice-President

- Vice-Treasurer
- Vice-Secretary

These offices may only be held by members of the Executive Committee:

6.10 The Board may further include other offices including but not limited to the following:

- Activity/Event Coordinators
- Publicity Officers
- Webmasters
- Liaison Officers

These and other positions are not required to be held by members of the Executive Committee.

6.11 One person may hold several offices if elected separately for each office, but no person shall hold the offices of Treasurer and President simultaneously.

6.12 The Board shall keep a written record detailing the responsibilities of each office not detailed in this document. This record will form a part of The Scroll (see Section 7)

6.13 The Board will hold regular meetings to discuss and organise the current activities of the Society.

6.14 Decisions amongst the Board shall be by vote. Only Executive Committee members hold the power of vote.

7 The Scroll

7.1 The Scroll is a living document maintained by the Board with the purpose of defining, recording and assisting in the activities of the Society past and present.

7.2 The Scroll shall include a record of all members of the Board, past and present

7.3 The Scroll will contain a guide to running the society to be utilised by members of the Board.