



Ukulele Bedford Constitution

1. Name

The group shall be known as **Ukulele Bedford** (henceforth referred to as 'The Group' within this constitution)

2. Aims

The aims of The Group are:

- To promote the playing and enjoyment of the ukulele among group members and others.
- To promote recreational activities and to encourage musical learning and development among our members.
- To hold regular informal musical gatherings for members to enjoy playing the ukulele in a supportive atmosphere.
- To play at gigs, charity events and similar.

3. Membership

Membership is open to anyone who:

- Is able to attend The Group meetings and events
- Supports the aims of The Group

Membership will begin as soon as the completed membership form has been received. Members will be asked to provide their name and a contact email address as a minimum. Other details may be asked for (including telephone number and address) but are not mandatory and may be used only if communication via email is not possible.

Membership fees and weekly attendance subscriptions (both initially zero) may be set at the Annual General Meeting (AGM) or an Special General Meeting (SGM).

A digital list of all members will be maintained by the membership secretary and will be available to Committee members.

To facilitate communication, all members will by default be added to our email list and will receive updates as required. Members may opt out of this service at any time.

Members' details will not be passed on to any third party without express permission.

Members have the right to speak and vote at all Annual General Meetings, Special General Meetings and General Meetings, both in person and by proxy. Non-members may be invited to speak by invitation of the Committee.

Ceasing to be a member

Members may resign at any time by writing or emailing to the secretary.

Any offensive behaviour, including racist, sexist or inflammatory remarks, will not be permitted. Anyone behaving in an offensive way or breaking the equal opportunities policy (section 4) may be asked not to attend further meetings or Group activities or to resign from The Group if an apology is not given or the behaviour is repeated. The individual concerned shall have the right to appeal to the Management Committee, accompanied by a friend, before a final decision is made by that Committee.

Non-members

Non-members will be welcome to Group activities at the discretion of the Officers of The Group. However, the Committee reserves the right to ask non-members to become members if they are regular attendees. Non-members are expected to maintain the same standards of behaviour as set out above for members, and may be asked to leave any Group activity if they do not do so.

4. Equal Opportunities

The Group will not discriminate on the grounds of gender, race, colour, ethnic or national origin, sexuality, disability, religious or political belief, marital status or age. However, weekly practice sessions or other events may take place in licensed premises to which admission by young people may be restricted by the licensee.

5. Officers and Committee

5.1 Committee composition

The business of the group will be carried out by a Management Committee elected at the Annual General Meeting. The Committee will meet as necessary and not less than four times a year.

The Management Committee will consist of at least six members, and be composed of four officers and at least two other members (up to a maximum of 10 members in total). Up to two additional members may be co-opted onto the Committee at the discretion of the Committee, and the Committee has the right to delegate other roles to subcommittees or individual members as it sees fit.

The officers are as follows:

- Chair, who shall chair both General and Committee meetings
- Secretary, who shall be responsible for the taking of minutes and the distribution of papers
- Membership Secretary, who shall be responsible for keeping records of members
- Treasurer, who shall be responsible for maintaining accounts and for maintaining a list of current assets, their value and their location.

In the event of an officer standing down during the year a replacement will be elected by the next General Meeting of members.

Any Committee member not attending a meeting without apology for two consecutive Meetings or six months will be contacted by the Committee and may be asked if they wish to resign.

The Committee is responsible for the acquisition, ownership, storage, maintenance and use of assets of The Group, including, but not limited to the PA system.

The Committee is responsible for the maintenance and any ongoing costs of The Group website (currently ukulelebedford.co.uk). All relevant passwords and web addresses are to be held by at least two members of the Committee at all times. The Committee may delegate a member (or members) to be responsible for digital updates.

5.2 Committee interests

Any committee member must:

- Declare the nature and extent of any interest, direct or indirect, which he/she has in a proposed transaction or arrangement with UkuleleBedford or in any transaction or arrangement entered into by UkuleleBedford which has not previously been declared; and
- Absent himself/herself from any discussions of the UkuleleBedford committee in which it is possible that a conflict of interest will arise between his or her duty to act solely in the interests of UkuleleBedford and any personal interest (including but not limited to any financial interest).
- Any committee member absenting himself/herself from any discussion in accordance with this Clause must not vote or be counted as part of the quorum in any decision of the committee on the matter.

6. Meetings

6.1. Annual General Meetings

An Annual General Meeting (AGM) will be held within 15 months of the previous AGM.

All members will be notified by email at least three weeks before the date of the meeting, giving the venue, date and time.

Nominations for the Committee may be made to the Secretary before the meeting, or at the meeting.

The quorum for the AGM will be 10 members or one-third of the current membership, whichever is fewest.

At the AGM:-

- The Chair will present a report of the work of The Group over the year.
- The Treasurer will present the accounts of The Group for the previous year.
- The officers and Committee for the next year will be elected.
- Any proposals given to the Secretary at least 7 days in advance of the meeting will be discussed.

6.2 Special General Meetings

The Secretary will call a Special General Meeting at the request of the majority of the committee or at least eight other members giving a written request to the Chair or Secretary stating the reason for their request.

The meeting will take place within 28 days of the request.

All members will be given two weeks' notice of such a meeting, giving the venue, date, time and agenda, and notice may be by telephone, email or post.

The quorum for the Special General Meeting will be 10 members, or one-third of the current membership, whichever is fewest.

6.3 General Meetings

General Meetings are open to all members and will be held at least once every 3 months or more often if necessary.

All members will be given two weeks' notice of such a meeting, giving the venue, date, time and agenda, and notice may be by telephone, email or post.

The quorum for a General Meeting shall be five members.

6.4 Committee Meetings

The Committee may, occasionally, call separate meetings, the outcomes of which will be shared via General Meetings or other communications. Members of The Group may be invited to attend and speak, but not vote.

7. Rules of Procedure for meetings

All questions that arise at any meeting will be discussed openly and the meeting will seek to find general agreement from everyone present.

If a consensus cannot be reached, a vote will be taken and a decision will be made by a simple majority of members present. If the number of votes cast on each side are equal, the Chair of the meeting shall have an additional casting vote.

8. Finances

An account will be maintained on behalf of the Association at a bank agreed by the committee (initially Lloyds Bank plc, Biggleswade). Two cheque signatories will be nominated by the Committee (one to be the Treasurer). Both signatories must sign every cheque. Digital transactions must be agreed by the signatories. The signatories must not be related nor members of the same household.

Records of income and expenditure will be maintained by the Treasurer and a financial statement given to each meeting.

All money raised by or on behalf of The Group is to be used only to further the aims of the group, as specified in item 2 of this constitution, or donated to charitable causes agreed by the Committee.

9. Amendments to the Constitution

Amendments to the constitution may be made only at the Annual General Meeting or a Special General Meeting.

Any proposal to amend the constitution must be given to the Secretary in writing. The proposal must then be circulated with the notice of meeting.

Any proposal to amend the constitution will require a two-thirds majority of those present and entitled to vote.

10. Dissolution

As provided by the Dissolution Regulations, the Group may be dissolved by resolution of its members. Any decision by the members to wind up or dissolve the Group can be made only:

- At a general meeting of the members for which not less than 14 days' notice has been given to those eligible to attend and vote:
- By a resolution passed by a 75% majority of those voting; or
- By a resolution passed by decision taken without a vote and without any expression of dissent in response to the question put to the general meeting; or

- By a resolution agreed in writing by all members of UkuleleBedford.

If it is agreed to dissolve The Group all remaining money and other assets, once outstanding debts have been paid, will be donated to a local charitable organization, the organisation to be agreed at the meeting which agrees the dissolution.

This constitution was agreed at the Inaugural General Meeting of The Group on:-

Date/...../.....

Name and position in group

Signed

Name and position in group

Signed

Updated December 2016