**New Moon Morris**

**Constitution – Version 1.11 (date: 27/09/2017)**

**1.0 Identity**

1.1 The group is called New Moon Morris (hereafter referred to as NMM, or the 'side')

1.2 The side is based at: The Town Hall, High Street, Ivinghoe, LU7 9EP

**2.0 Purpose**

2.1 The aim of NMM is to enjoy, promote and entertain via music and dance. The style of NMM is primarily based on, but is not limited to, traditional English Morris.

2.2 We aim for excellence in all areas of performance, but this is secondary to our enjoyment.

2.3 Our events include dancing and music at a variety of venues.

2.4 Dancers are encouraged (but not required) to learn an instrument so that they can play when not dancing.

2.5 Musicians are encouraged (but not required) to learn dances.

2.6 All members are encouraged to develop new dances and tunes, but these must go through the respective leaders before being taught to the side.

**3.0 Activities**

3.1 **Practice sessions.** These currently take place at Ivinghoe Town Hall, most Tuesday evenings from 20:15 pm to 22:15 pm. These may be swapped for other activities or cancelled altogether, as deemed appropriate by the side.

3.2 **Regular Meetings.** During each practice session, there will be a regular meeting of members present, to discuss and make decisions relating to the side and its activities. Under normal circumstances, all decisions about the side are made collectively by the side in regular or general meetings.

3.3 **Dancing in public (‘dancing out’)**.  The Dance Leader, aided by the Squire, will decide which dancers have reached a sufficient standard to dance any specific dance in public. When performing in public, the Squire is responsible for overall communications and organisation; the Dance Leader is responsible for choosing the dances and allocating members to dance positions as appropriate to their fitness.

3.4 **Other Activities.** All or part of the side may, from time to time, take part in any other activities (e.g. parties, barn dances) deemed appropriate by the side. By appearing in kit, members are identified as “New Moon Morris” and deemed to be representing the side; so any monies generated shall go to the side.

**4.0 Kit**

4.1 This comprises:

* Patchwork waistcoat (all members),
* Black trousers, a black kilt, or a coloured full (bespoke) skirt (member’s choice) with leggings or tights,
* A black shirt/t-shirt or other appropriate black top,
* Black boots (coloured laces optional),
* “Ribbon sticks” - painted wooden sticks, adorned with ribbons at both ends.

4.2 Waistcoats and skirts are made to measure by our seamstress/tailor, to a colour scheme chosen by the individual member. The material costs for waistcoats and skirts are paid for by the individual member. Once completed and paid for, these become the personal property of the individual member.

4.3 Members will be provided with “blanks” for their ribbon sticks, to paint and adorn in their chosen colour scheme.

4.4 Members are required to provide their own boots, trousers, kilts and/or shirts/t-shirts.

4.5 Individual members may augment their personal kit with hats, scarves, badges, jewellery, etc.

**5.0 Membership**

5.1 Membership shall be available to all, without regard to age, gender, race, nationality, disability, sexual orientation, religion or belief, and is at the discretion of the side.

5.2 Membership is open to all ages, but those under 18, or any vulnerable adults, must be accompanied by an appropriate adult at all times (see 5.2.1).  Members below the age of 18 or over the age of 70 must be aware that they are not covered by our corporate Morris Federation insurance policy.

5.2.1 **appropriate adult** is a parent, guardian or social worker or adult with enhanced DBS

5.3 Membership of the side is gained through signing of an acknowledgment of an understanding of the side's constitution and a payment of a non-refundable monthly membership fee, which is set at the AGM.

5.3.1 In joining the side all members agree to adhere to the side’s “Standards of conduct” as outlined in section 9.0 of these rules.

5.4 Practice meetings are open to non-members for up to 4 weeks, after which time they must decide if they wish to join the side.

5.5 Members may resign at any time by informing the Squire, at which time they may terminate their monthly subscription.

5.6 Any member who absents themselves for 6 consecutive meetings, without any communication with any Officers, will be deemed to have resigned.

**6.0 Side Officers**

**6.1 Primary Officers (Committee):**

Squire - The Squire is chair of all side meetings, represents the side in public, coordinates activities when dancing out and is considered the person in authority when the side is performing at an event.

Treasurer - The Treasurer is responsible for collecting subscriptions, paying the hall hire and other fees and reimbursing members for agreed NMM expenditure (on proof of payment).

Dance Leader (Foreman) – The Dance Leader is responsible for teaching and leading the side's dances and keeping an up-to-date list of positions that dancers are able to dance. This list will be circulated to all dancers by the end of March each year to allow corrections/ amendments to be made. At other times it will be made available to members on request.

Bagman - The Bagman is responsible for

* booking the side to perform in public at events, handling invitations
* keeping a record of which dancers and musicians will able to attend which events
* confirming or cancelling events if the side is able/unable to perform.

Publicity – The Publicity Officer is responsible for advertising and recruiting for the side, including magazine articles/adverts and management of NMM Facebook page and group, website and blog

Deputy Squire - The Deputy Squire is responsible for representing the side when the Squire is unavailable

6.2 A further role of the Primary Officers is to collectively make decisions on behalf of the side in urgent and disciplinary matters – in this case a member of the Primary Officers will take minutes which will be made available for inspection upon request. In the event of a split decision, the Squire has a casting vote.

6.3 **Secondary Officers**

Band Leader - The Band Leader is responsible for organising music rehearsals, providing sheet music and arrangements, for leading the band at events.

Seamstress/Tailor – Responsible for manufacture, maintenance and inspection of costumes.

Secretary – Responsible for publication of agenda and giving notice of AGMs, EGMs and Election of Officers, also updating of important documents such as the Constitution. Will work closely with the Squire and other Primary officers.

Minutes secretary - Responsible for maintaining a record of decisions made and discussions held during regular and general meetings.

6.4 As deemed appropriate, any Officer may delegate tasks to other members of the side

6.5 Officers are appointed at the AGM and will stand for a period of 2 years, after which they can stand for re-election.  The posts will be staggered each year, such that 3 Primary appointments and 2 Secondary appointments are made at each AGM. The remaining appointments will not be up for election, in order to ensure a continuation of experience in the Officers of the side.

6.5.1 Members of the side may be elected to more than one appointment concurrently, if agreed as appropriate by the voting members.

6.6 Should a Primary or Secondary Officer subsequently need to vacate their position it is requested that they give as much notice as possible.

6.6.1 The remaining Committee may either, call an Extraordinary General Meeting (EGM) to elect another side member to the role until the end of the period for that appointment, appoint a temporary post holder from within the membership until the next AGM, or until the next AGM take on the responsibilities of that position among remaining Primary and Secondary Officers.

**7.0** **General Meetings**

7.1. An Annual General Meeting shall be held in September of each year. The date, time and venue of the Annual General Meeting shall be announced by the Squire at least four weeks in advance, the agenda circulated by the Secretary at least 2 weeks in advance.

7.2. Nominations (proposed, seconded and with the consent of the nominee) for Officers and any proposed changes to the constitution (with proposer and seconder), must be submitted in writing to the Secretary, who must pass all information to the Squire, in time for circulation with the agenda.

7.3 The quorum for an Annual General Meeting shall be the Squire, 3 other Primary Officers and half the remaining members.

7.4 All members except the Squire, shall have a vote in the AGM and may vote by proxy if unable to attend in person. In the event of a tie in any decision, the Squire has the casting vote.

7.5 An Extra-ordinary General Meeting (EGM) may be called to discuss urgent business at the discretion of a majority of the Primary Officers or by request of one-third of the members. Details will be circulated by the Secretary 2 weeks before the meeting, otherwise AGM rules are followed. Decisions at an EGM must be ratified at the next AGM.

7.6 Outgoing Officers are expected to assist their replacements by passing on and relinquishing all relevant post details, documentation and controls, on vacating the role.

**8.0 NMM Finance**

8.1 NMM is a non-profit organisation.

8.2 NMM funds will be administered by the side Treasurer.

8.3 The Treasurer will provide a verbal summary of the current account at each meeting and an internally audited balance sheet at the AGM.

8.4 A receipt must be obtained for all side expenditure over £10, checked by the Treasurer prior to member reimbursement.

8.5 Decisions involving expenditure in excess of £60 will be made by majority vote of side members at a regular meeting. The Squire and the Treasurer may make decisions on day to day running and expenditure of up to £60.

**9.0 Conduct and disciplinary procedure**

9.1 All members are expected to:

* show common sense in all matters
* treat all members of the side in a friendly and civil manner
* treat all members of the side as equals
* recognise and be respectful of other peoples' feelings

9.2All members are expected to abide by the inclusive ethos of the side, rather than just to the letter of the constitution. It is expected that any minor differences between members are resolved between themselves by private discussion. However, in the event of more serious or persistent difficulties, a formal procedure will be implemented, as follows.

a) A member may submit a complaint about another member to the Squire – which must be documented.

b) The Squire will ask the complainee to explain their side.

c) The Squire will present this information to the Committee (Primary Officers) and discuss the complaint.  If it is deemed to be justified by a majority of the Committee, the Squire will issue a written and dated warning to the complainee.

d) Any member who is the subject of a third written warning will be excluded permanently from the side, without any reimbursements.

e) A written warning will expire after 3 years.

9.3 In the event of a member being accused of a serious or criminal offence, e.g. violence or theft, they may be suspended immediately from the side awaiting the result of criminal procedures, and following a majority decision of the Primary Officers.  It is the right of all members to contact the police if they feel that they are the victim of a crime from another member.

9.4 In the event that a Primary Officer other than the Squire of the side is involved in any dispute within or involving the side, the Squire will co-opt a member of the side to take the place of that Primary Officer to ensure impartiality in the discussions. In the event of the Squire being the subject of a complaint, or making a complaint against another member, the Deputy Squire will act in the Squire's role for the disciplinary process.

9.5. It is the duty of the Squire to ensure that the Primary Officers who are making a decision are impartial, and it is the responsibility of the Squire to co-opt impartial members of the side to stand in for any of the Officers of the side who may be judged not to be impartial - including the Squire.

**10.0 Assets**

10.1 The Assets of NMM are deemed to belong to the members.

10.2 Should the side close, the side's funds will be used to pay off any debts*,* then any surplus will be donated to a charity or charities to be decided by the remaining members.

10.2.1 All non-monetary assets will be auctioned to members of the side - or failing interest from the side, via public auction. The funds to be used in the same way as monetary assets*.*

**11.0 Alterations to the Constitution**

11.1 Any changes to this Constitution must be agreed by at least two-thirds of those members present and voting at any General Meeting.