

**Cymdeithas Ddawns Werin Cymru**



**Welsh Folk Dance Society**

## **THE CONSTITUTION**

### ***I. THE SOCIETY***

1. The Society shall be called "Cymdeithas Ddawns Werin Cymru" (The Welsh Folk Dance Society).
2. Welsh shall be the official language of the Society.
3. The Society shall be a non-profit making organisation.
4. The object of the Society shall be to publicise and promote Welsh Folk Dancing by :
  - (i) providing courses of instruction
  - (ii) organising events such as festivals and competitions
  - (iii) encouraging Welsh social dancing.
  - (iv) giving advice and assisting others on all matters relating to Welsh Folk Dancing
  - (v) publishing or producing, where necessary, material or teaching aids in connection with Welsh Folk Dancing
  - (vi) carrying out further research and assisting others on this work.

### ***II. MEMBERSHIP***

1. There shall be the following categories of membership:
  - A. Full membership for the following (hereinafter referred to as 'members'):
    - (a) Individuals:
      - (i) Life membership
      - (ii) Annual membership
    - (b) Joint Husband & Wife/Partners
    - (c) Young Members:
      - (i) Member between 12 and 18 years old
      - (ii) Child under 12 years old of members
    - (d) Groups and Organisations
  - B. Associate Membership (hereinafter called Associates) for members of a team/group, which is a Member of the Society.

2. All members and associates shall be entitled to attend all General Meetings but no associate or member under 18 years shall be entitled to any voting rights at any General Meeting or in any postal ballot.
3. A Group or Organisation or Joint Member shall be entitled to only one vote in all votes taken in a General Meeting or in any postal ballot.
4. Only individual and one representative of a joint membership over 18 years of age shall be eligible for any of the Society's Offices or committee.
5. Membership fees for the following financial year shall be decided at each Annual General Meeting.
6. All Full Members, except Life Members, are Annual Members.
7. Annual Members must pay the appropriate annual membership subscription for the relevant year.
8. The membership year shall be the same as the financial year - i.e. April 1st of one year to 31st March of the following year.
9. Annual membership shall be renewed on receipt of the annual membership subscription, which shall fall due on the 1st of April.
10. Membership for new members shall begin on receipt of the appropriate annual membership subscription.

### **III. MANAGEMENT OF THE SOCIETY**

1. (i) The affairs of the Society shall be managed by an Executive Committee (hereinafter called the Committee) that shall consist of a President, four Executive Officers, five Non-executive Officers, six elected members and the co-opted members.
  - (ii) the four Executive Officers shall be:
    - \* Chairman
    - \* Vice-chairman
    - \* Secretary
    - \* Treasurer
  - (iii) the five Non-executive Officers shall be:
    - \* Editor – **“Dawns”**
    - \* Editor – Publications
    - \* Publicity Officer
    - \* Webmaster
    - \* Sales Secretary
  - (iv) Every Committee member must be a member of the Society.
  - (v) The Committee can nominate any suitable person to work on behalf of the Society.

2. (i) Every elected Committee member shall retire at the end of his elected three-year period, but all retiring Committee members, with the exception of the President shall be eligible for re-election.  
(ii) In the manner hereinafter provided elections shall take place:  
In 2004 and every third anniversary thereof for the posts of Secretary, Publicity Officer, Website Officer and two elected members;  
In 2005 and every third anniversary thereof for the posts of Chairman, Vice-chairman, Sales Secretary, Editor – “*Dawns*” and two elected members;  
In 2006 and every third anniversary thereof for the posts of President, Treasurer, Editor – Publications & two elected members
3. (i) Election of Committee members shall be concluded by secret postal ballot. Nominations for the posts becoming vacant each year should be received by the Secretary ten weeks before the Annual General Meeting. Each nomination should give the name of the proposer and seconder and guarantee the willingness of the nominee to stand.  
(ii) Details of all nominees together with voting forms should be sent to all Society members five weeks before the Annual General Meeting and a postal ballot concluded two weeks before the Annual General Meeting.  
(iii) An independent teller shall count the votes and to record the result of the postal ballot.  
(iv) If and only if no nominations are received for any post an election for that post or posts may take place by secret ballot at the Annual General Meeting.
4. (i) The term of service of each Committee member shall commence immediately after the conclusion of the Annual General Meeting.  
(ii) Each President on conclusion of their term of office shall be honoured by being made a Past-president and Life Member of the Society.  
(iii) The President shall not be eligible to be elected to any other post on the Committee.  
(iv) Each retiring Executive Officer shall be a non-voting member of the Committee for the year following their retirement.
5. (i) The Committee shall have power to co-opt up to three additional Committee members for up to two years.  
(ii) The Committee shall have power to fill any vacancy arising in the course of the year but an election shall be held as provided for in paragraph (3) for the residue of the term of office of the post vacated.
6. The Committee shall meet at least three times a year. Two weeks notice of ordinary meetings of the Committee shall be given to all Committee members in writing. The quorum shall be one half of voting Committee members.
7. Extraordinary Committee meetings shall be called by the Secretary on receipt of a written request containing particulars of the reason for the request and signed by not less than one third of the voting members of the Committee. The quorum at an Extraordinary

Committee meeting shall be two thirds of the voting Committee members and seven days notice in writing shall be given to all Committee members.

#### **IV. FINANCE**

1. The financial year shall end on the 31st March.
2. A full record of all the Society's receipts and expenditure must be kept during the year and a financial report, for the year, prepared at the end of the financial year.
3. The accounts must be audited or examined by an independent person within 6 months of the end of the financial year. This person shall prepare a statement on the contents of the financial report which subsequently will be included as part of the financial report.
4. The financial report will comply with the Charity Commissioners' requirements.

#### **V. GENERAL MEETING**

1. An Annual General Meeting of the Society shall be held in each year before the end of October at a place to be determined by the Committee. Twelve weeks notice in writing of the meeting shall be given to all members.
2. At the Annual General Meeting the following business shall be conducted:
  - (i) The presentation and, if passed, the acceptance of the financial report for the year that came to an end on the 31 March prior to the Meeting. The acceptance of the financial report will be contingent on a positive report following the audit or independent examination of the financial report.
  - (ii) Receive a report on the Society's activities since the previous Annual General Meeting.
  - (iii) The declaration of the result of the postal ballot for members of the Committee and the undertaking of any outstanding elections.
  - (iv) Appoint an auditor or an independent examiner for the current financial year and a teller for the following year.
  - (v) The instruction of the Committee as to the wishes of the members on all matters concerning the Society.
  - (vi) The making of any alterations to the constitution in accordance with paragraph VIII below.
  - (vii) Decide on the membership fees for the next financial year.
  - (viii) Such other business as shall have been communicated to the Secretary.
3. Only when the Annual General Meeting is unable to undertake its duties may the Committee exercise these same duties.
4. (i) An Extraordinary General Meeting shall be called by the Secretary:

- (a) on a motion proposed and carried at a previous General Meeting.
  - (b) on a motion proposed and carried at a previous Committee meeting.
  - (c) on receipt by the Secretary of a written request containing particulars of the reason for the request and signed by not less than 10% of the members.
- (ii) Fourteen days notice of an Extraordinary General Meeting shall be given in writing to all members and in the case of a meeting called pursuant to paragraph 4. (i) (c) above the meeting shall be held no later than 28 days after receipt by the Secretary of the request.
5. The quorum at all General Meetings shall be 5% of members.

## **VI. PROCEDURE AT MEETINGS**

1. The following orders of procedure shall be observed at General Meetings and Committee meetings:
- (i) The chair shall be taken by the Chairman but if he is either absent or relinquishes the chair it shall be taken by the Vice-chairman. If neither can take the chair the meeting shall elect a chairman.
  - (ii) Proceedings shall be recorded in the minute book and at the next meeting shall be presented for ratification by the meeting and for signature by the chairman of the meeting.
  - (iii) The chairman of the meeting shall have a casting vote only.
  - (iv) Voting on all issues shall take place by show of hands unless the chairman of the meeting directs otherwise.
  - (v) The ruling of the chairman of the meeting on all matters of procedure shall be final.

## **VII. VICE-PRESIDENTS**

It is hereby declared that the Vice-presidents of the Society as at 1.4.1986 shall each retain for life the status conferred upon them by the Society as voting members of the Committee and paragraph III 1(i) shall be amended accordingly. For the avoidance of doubt, it is further declared that any Vice-president elected to be President shall retain his/her voting rights on the Committee committee.

## **VIII. ALTERATIONS TO THE CONSTITUTION:**

1. Alterations to this constitution shall receive the assent of two-thirds of the members present and voting at an Annual General Meeting, a resolution for the alteration of the constitution must be received by the Secretary of the Society at least 21 days before the meeting at which the resolution is to be brought forward. At least 14 Days notice of such a meeting must be given by the Secretary to the membership and must include notice of the alteration proposed: Provided that no alteration to the clause (objects); clause (Dissolution), or this clause shall take effect until approval in writing of the Charity

Commissioners or other authority having charitable jurisdiction shall have been obtained, and no alteration shall be made which would have the effect of causing the Society to cease to be a charity in law.

2. The Society may be dissolved by a Resolution passed by a two-third majority of those present and voting at a Special General Meeting convened for the purpose of which 21 days' notice shall have been given (to the members). Such resolution may give instructions for the disposal of any assets held by, or in the name of, the Society, provided that if any property remains after the satisfaction of all debts and liabilities, such property shall not be paid to or distributed among the members of the Society, but shall be given, or transferred, to such other charitable institution, or institutions, having objects similar to some, or all, of the objects of the Society as the Society may determine and if, and in so far, as effect cannot be given to this provision, then to some other charitable purpose.