

Hexham Bluegrass Festival

Constitution

1. Name

The name of this unincorporated association shall be **Hexham Bluegrass Festival (HBF)**

2. Objectives

The objectives of HBF will be:

- i) To promote interest and participation in bluegrass and old-time music through organising and running an annual bluegrass festival in Hexham. (A successful pilot festival was held as an expanded Hexham Bandstand Session in July 2022).
- ii) For the majority of HBF to be free to audiences, funding being raised through grants and donations. Some ticketed events may be possible.
- iii) To grow a diverse range of audiences and participants in bluegrass and old-time music in Hexham and the surrounding area by making the festival accessible to all.
- iv) To offer opportunities for individuals to engage further with bluegrass and old-time music, for example, through participating in Core Music's Hexham Bluegrass; Slow and Steady Bluegrass and Old-Time; and Youth Bluegrass classes and sessions.

3. Powers

HBF shall have the following powers:

- i) To organise, promote, publicise and run an annual bluegrass festival in Hexham, organised in partnership with Hexham Town Council and Core Music CIC, Hexham
- ii) To raise funds through seeking grants, donations and other contributions

- iii) To pay performers, technicians and others an agreed fee, where required.
- iv) To raise funds via the sale of tickets for certain performances or events where appropriate
- v) To pay bona fide expenses and running costs incurred in pursuance of the objectives
- vii) To arrange appropriate insurance to cover HBF's exposure to risks
- viii) To recruit and manage volunteers in supporting roles at HBF
- ix) To do all other such things as deemed necessary to achieve HBF's objectives

4. Membership

- i) Membership of HBF shall be open to anyone over the age of 16 who supports the objectives of HBF, regardless of nationality, ethnic origin, disability, gender, sexuality, religion or political attitude.
- ii) Application to become members of HBF shall be made to the HBF Secretary who will maintain a register containing the names and contact details of the members.
- iii) All Members will have the right to vote at an Annual General Meeting (AGM) or Extraordinary General Meeting (EGM).
- iv) The Management Committee shall determine the membership fee, initially a one-off fee, subsequently an annual fee, if any.
- v) The Management Committee may for good and sufficient reason terminate the membership of any individual.
- vi) Members may resign at any time in writing to the secretary.

5. Management Committee

- i) The business of HBF will be conducted by a committee elected at the Annual General Meeting.
- ii) The Committee will consist of 4 officers and up to 6 committee members. 4 committee members must be in attendance for a meeting to be deemed quorate, with at least one officer in attendance.
- iii) The officers' roles are as follows:
 - a.) Chair, who shall chair both general and committee meetings.
 - b.) Artistic Director.
 - c.) Secretary, who shall be responsible for the production of agendas, taking of minutes, the distribution of all papers and keeping records of all members.
 - e.) Treasurer, who shall be responsible for maintaining accounts.
- iv.) In the event of an officer standing down during the year a replacement will be elected by the next General Meeting of members.
- v.) Any committee member not attending 3 meetings without apology will be contacted by the committee and asked if they wish to resign.
- vi.) The Committee meetings will be open to any member of Hexham Bluegrass Festival (HBF) wishing to attend, who may speak but not vote. Additional roles required include assistance with fundraising (including online donations and grant applications), publicity, volunteers, accommodation and food.

6. Committee Meetings

- i) At least 3 committee meetings shall be held each year. Committee meetings may be called by the Chair or Secretary. Committee members must receive notice of meetings at least 7 days before the meeting.

- ii) A quorum of 4 committee members, one of which must be the Artistic Director, Chair, Secretary or Treasurer is required to hold a committee meeting.
- iii) All questions that arise at any meeting will be discussed openly and the meeting will seek to find general agreement that everyone present can agree to.
- iv) 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 is equal, the chair of the meeting shall have an additional casting vote.
- iv) The Secretary shall record and issue minutes as a record of committee meetings.
- v) The committee shall appoint sub-committees as necessary.

7. Annual General Meetings

- i) An Annual General Meeting (AGM) will be held within fifteen months of the previous AGM.
- ii) All members will be notified in writing at least 3 weeks before the date of the meeting, giving the venue, date and time.
- iii) Nominations for the committee may be made to the Secretary before the meeting, or at the meeting.
- iv) The quorum for the AGM will be 10% of the membership or 10 members, whichever is the greater number.

At the AGM: -

- The Committee will present a report of the work of HBF over the year.
- The Committee will present the accounts of HBF 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.

8. Extraordinary General Meetings

- i) The Secretary will call a Extraordinary 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.
- ii) The meeting will take place within twenty-one days of the request.
- iii) 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.
- iv) The quorum for the Extraordinary General Meeting will be 10% of the membership or 10 members, whichever is the greater number.

9. Finances

- i) An account will be maintained on behalf of HBF at a bank agreed by the committee. Three cheque signatories will be nominated by the Committee (one to be the Treasurer). The signatories must not be related nor members of the same household.
- ii) All payments will be signed by two of the signatories. For cheque payments, the signatories will sign the cheque; for other payments (such as BACS payments, cash withdrawals, debit card payments or cash payments), a requisition note will be signed by two signatories, and held by the Treasurer.
- iii) Records of income and expenditure will be maintained by the Treasurer and a financial statement given at each meeting.
- iv) All money raised by or on behalf of HBF is only to be used to further the objectives of the association, as specified in item 2 of this constitution.
- v) The HBF financial year shall end on 31 December.
- vi) The HBF annual financial accounts shall be independently examined and submitted for approval at the AGM.

vii) No money shall be paid to the profit of any member of HBF unless they are booked as a performer commanding a fee.

10. Amendments to the Constitution

- i) Amendments to the constitution may only be made at the Annual General Meeting or a Extraordinary General Meeting.
- ii) 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.
- iii) Any proposal to amend the constitution will require a two thirds majority of those present and entitled to vote.

11. Dissolution

- i) If a meeting, by simple majority, decides that it is necessary to close down the group it may call an Extraordinary General Meeting to do so. The sole business of this meeting will be to dissolve the group.
- ii) If it is agreed to dissolve the group, all remaining money and other assets, once outstanding debts have been paid, will be donated to Core Music CIC Hexham or another local charitable organisation. The organisation will be agreed at the meeting which agrees the dissolution.
- iii) This constitution was agreed at the Inaugural General Meeting of Hexham Bluegrass Festival on:

Date24.../...01...../.....2023.....

Name and position in groupRupert Hughes, Artistic Director

Signed



Name and position in groupPenny Grennan, Chair

Signed

