

Moniaive Michaelmas Bluegrass Festival Constitution

1. Name

The organisation shall be known as the Moniaive Michaelmas Bluegrass Festival (MMBF).

2. Objectives

The objectives of the MMBF shall be to:

- a. To organise and run an annual Bluegrass and Old Time Music Festival in Moniaive.
- b. To promote interest in, and advance the knowledge and understanding of Bluegrass and Old Time Music, its history, culture and performance.
- c. To encourage and support individuals to develop the skills required to play the musical instruments associated with Bluegrass and Old Time Music.

3. Powers

The MMBF shall have the following powers:

- a. To organise the Festival and other events that further the objectives of the MMBF.
- b. To raise funds via the sale of tickets, and by seeking and receiving grants, donations and other contributions.
- c. To pay bona fide expenses and running costs incurred in pursuance of the objectives.
- d. To buy, lease and/or maintain any equipment or materials in support of the objectives.
- e. To arrange appropriate insurance cover to cover the MMBF's exposure to risks.
- f. To publicise and promote the objectives of the MMBF.
- g. To do all such other things as deemed necessary to achieve of the MMBF's objectives.

4. Membership

- a. Membership of the MMBF shall be open to any person over the age of 16, regardless of nationality, political party, ethnic origin, disability, gender, sexuality or religion.
- b. Application to become Members of the MMBF shall be made to the MMBF Secretary who will maintain a register containing the names and contact details of the Members.
- c. All Members have the right to vote at an Annual General Meeting (AGM) or Extraordinary General Meeting (EGM).
- d. The Management Committee shall determine the annual Membership fees (if any).
- e. The Management Committee may for good and sufficient reason terminate the membership of any individual.

5. Management Committee

- a. The Management Committee (Committee) shall be nominated and elected by the members at the AGM. All nominees must be existing members of MMBF.
- b. The Committee shall consist of not fewer than 5 and not more than 12 members.
- c. The Committee shall appoint from amongst it's members the following office bearers:
 - i. Chairperson
 - ii. Artistic Director / Secretary
 - iii. Treasurer
 - iv. Vice Chairperson
 - v. Vice Treasurer
- d. If vacancies occur between AGMs, the Committee can co-opt from the membership to fill any vacancies until the following AGM.
- e. All members of the Committee shall stand down at the AGM but may be re-appointed.
- f. If a Committee Member is absent for more than three consecutive committee meetings without good reason, they will have deemed to have resigned.

6. Committee Meetings

- a. At least 3 committee meetings shall be held each year.
 - i. A quorum of 5 committee members, one of which must be the Artistic Director / Secretary, Chairperson, or Treasurer is required to hold a committee meeting.
- b. Voting at committee meetings shall be by a simple majority of those that vote. In the event of a tied vote the Chairperson shall have an additional casting vote.
- c. The Secretary shall record and issue minutes as a record of committee meetings.
- d. The Committee may appoint sub-committees as necessary.

7. Annual General Meeting (AGM)

- a. The AGM shall be held in the months of February or March on a date agreed by the Management Committee.
- b. The Secretary shall give Members at least 21 days notice of the holding of the AGM.
- c. At the AGM the Committee shall report on its work of the MMBF over the previous calendar year and state plans for the year ahead.
- d. At the AGM the Treasurer shall present independently examined annual accounts for approval.
- e. At the AGM the Members shall confirm the membership of the Management Committee.
- f. Voting at an AGM shall be by a simple majority of those that vote. In the event of a tied vote the Chairperson shall have an additional casting vote.

8. Extraordinary General Meeting (EGM)

- a. The Committee may call an EGM, of the Members of the MMBF, to discuss a topic that requires to be addressed prior to the next AGM.
- b. An EGM may also be called if a written request stating the topic to be addressed is received by the Secretary signed by a minimum of 9 members.
- c. The Secretary shall provide 21 days notice to Members of the holding of an EGM.
- d. Voting at an EGM shall be by a simple majority of those that vote. In the event of a tied vote the Chairperson shall have an additional casting vote.

9. Finance

- a. All monies raised by the MMBF shall be applied to further the objectives of the MMBF.
- b. The funds of the MMBF shall be held in a bank account in the name of the MMBF.
- c. Cheques to withdraw funds from the MMBF bank account shall be signed by two authorised signatories.
- d. The authorised signatories for the MMBF bank account shall not be connected. The Charities and Trustee Investment (Scotland) Act 2005 defines "connected" as:
 - i. Any person to whom the (signatory) is married, is the civil partner of the (signatory) is living as husband and wife or, where the (signatory) and the other person are of the same sex, in an equivalent relationship.
 - ii. Any child, parent, grandchild, grandparent, brother or sister of the (signatory) (and any spouse of any such person).
 - iii. For the purposes of the above, a person who is another person's stepchild or brought up or treated by another person as if the person were a child of the other person, is to be treated as that other person's child.
- e. No money shall be paid to the profit of any Member of the MMBF.
- f. The treasurer shall keep proper records of income and expenditure.
- g. The MMBF financial year shall end on the 31 December.
- h. The MMBF annual financial accounts shall be independently examined annual and submitted for approval at the AGM.

10. Amendments To Constitution

- a. The Secretary shall provide notice of any proposed amendments to the Constitution, to the members, 21 days prior to the holding of the AGM or EGM.
- b. Any proposal to amend the constitution shall take effect if agreed by a majority of the members present at an AGM or EGM.

11. Dissolution

- a. The Secretary shall provide notice of a proposal to dissolve the MMBF, to the members, 21 days prior to the holding of an AGM or EGM.
- b. Any proposal to dissolve the MMBF shall take effect if confirmed by a majority of the members present and voting at an AGM or EGM.
- c. After settlement all due debts and liabilities, any surplus funds and/or possessions shall be transferred to the organisation known as the Moniaive Festival Village.

Declaration:

This Constitution was adopted by the Members of the MMBF at the EGM of the MMBF held on 28 August 2015 at Cairn Mhor, Dunreggan Brae, Moniaive:



Signed:

Name: Brian Mercer

Position: Chairperson



Signed:

Name: C. Paul Lyttle

Position: Artistic Director / Secretary