

# The Constitution of Hereburgh Morris

## **1. Name and Objects**

- 1.1 The name of the side is "Hereburgh Morris" (hereinafter referred to as "The Side"). The symbol of identification is the sails of a windmill, or variations on this theme.
- 1.2 The object for which the side is formed is to promote, foster, facilitate and enjoy Morris Dancing and aim to provide entertainment and enjoyment to the people for whom we dance.

## **2. Membership**

- 2.1 There is only one status of membership. Members are expected to support the objects of the side.
- 2.2 New members may be anyone of either sex, providing they are over school-leaving age, or within a school sixth-form.
- 2.3 Persons interested in becoming members are encouraged to attend four practice sessions as visitors and partake in the dancing. During this time, they will not be required to pay subscriptions. After four practice sessions, he or she would be expected to become a member.
- 2.4 Membership would normally cease if no subscriptions are made for six months, unless prior arrangements have been made.
- 2.5 Additionally, the secretary will maintain a mailing list of 'Honorary Members' (normally past members) to whom will be sent periodic information on dance-outs, news, and invitations to social events.

## **3. Officers**

- 3.1 The Officers in the side are to be elected or re-elected annually at the side's Anniversary General Meeting. This is normally to be held during the month of April. A minimum of 1 nomination for each officer should initially be submitted to the Squire and made known to the side at least 21 days before the AGM. If any position remain vacant at that time, then the side should collectively agree a solution at regular business meetings before the AGM. Officers-elect will commence their duties on 1st September to allow continuity of that office during the main dancing season. The exception is the Bagman who will commence their duties with immediate effect from the AGM.
- 3.2 If there is a need for an Officer to resign during their period of office, their successor will be nominated and voted for during a business meeting at a convenient practice session (see Clause 13.1). The replacement officer would normally be expected to commence duties immediately.
- 3.3 No Officer would normally be expected to serve in that capacity for more than two consecutive years. If it appears desirable that an officer should remain in office for more than two years, then the circumstances should be discussed at a regular business at least 21 days before the AGM. They may be re-elected to the office after a minimum of one year has elapsed since they last served in the same capacity. An Officer may be elected to two posts at the same time in exceptional circumstances.
- 3.4 The Officers, and their duties, are as follows.

## **4. Squire**

- 4.1 Lead the side at dance-outs, including the announcements of dances, building a rapport with the audience and negotiating with the appropriate representatives of other sides with whom the side is dancing, and with the organisers of the event.
- 4.2 Chair business meetings.
- 4.3 Ensure that lines of communication with all the members are kept open and efficient, including production and distribution of newsletters.
- 4.4 Work in conjunction with the Foreman to devise the programme for an event.

## **5. Foreman**

- 5.1 Teaching and striving to perfect the style of dancing.
- 5.2 Planning and executing the weekly practice sessions.
- 5.3 Research and introduce new styles, traditions and dances to the side.
- 5.4 Decide when individual dancers have reached a satisfactory standard for dancing out, and assist with provision of kit.
- 5.5 Suggest and recommend to the Squire which dances are ready to be performed in public.
- 5.6 Work in conjunction with the Squire to devise the programme for an event, and supply a list of dancers for each dance.

## **6. Deputy Foreman**

- 6.1 Carrying out items 5.1, 5.2, 5.3 and 5.4 of the Foreman's duties during the absence of the Foreman.
- 6.2 Provide individual, or small group, tuition when it is felt appropriate by the Foreman.
- 6.3 Be of general assistance to the Foreman as and when required, and opine on matters of style when necessary.

## **7. Keeper of the Tadpoles**

- 7.1 Be responsible for the standard, style and presentation of the music at practice sessions and performances.
- 7.2 Provide and distribute to other musicians definitive scores to avoid conflicting music being played by different musicians.
- 7.3 Decide how many and which musicians have reached a suitable standard to perform for each dance-out.
- 7.4 Decide which musicians should play for which dance.
- 7.5 Arrange musician practice sessions as and when it is felt necessary.
- 7.6 Comment, advise and assist other musicians.

## **8. Bagman**

- 8.1 Collect members' subscriptions, and fees from event organisers.
- 8.2 Pay all expenses incurred by the side.
- 8.3 Keep an up to date receipts and payments account, copies of which are to be distributed to the membership with the newsletters.
- 8.4 Arrange booking and payment of practice venues.

## **9. Social Secretary**

- 9.1 Oversee the organisation of Days of Dance and other social events and, when necessary, make preliminary visits to assess potential venues.

## **10. Secretary**

- 10.1 Deal with all correspondence, including writing courtesy letters to sides who have hosted events which the side has attended.
- 10.2 Bring to the attention of the side any incoming correspondence which is felt to be of interest.
- 10.3 Keep an accurate and up to date diary of forthcoming events, and a record of the dancers available.

10.4 Negotiate fees for dance-outs. (See Appendix "B").

### 11. Keeper of the Scrapbook

- 11.1 Mount into the Scrapbook photographs, newspaper clippings, appropriate correspondence and general memorabilia relating to the side and its activities.
- 11.2 Making available the Scrapbook at events where publicising the side is felt appropriate, and also at our own social events.

### 12. Co-opted Members

- 12.1 When an occasion arises which necessitates the fulfilment of duties outside the parameters of the Officers, the side may co-opt a member or members to carry out these duties.

### 13. Decision Making

- 13.1 For matters arising which require a decision being made which is beyond the scope of the appropriate Officer's duties, or which pertain to the election of a new officer, the matter will be put to the entire membership for a vote. The majority decision will hold. The Squire may only use a casting vote. When a Constitutional motion is going to be voted on, it will be published to all members a minimum of 14 days before the date of the vote. If a member is unable to attend the meeting when the vote is to take place, he or she may make a proxy vote via another member. A quorum of 60% of the membership, including proxy votes, is required before a vote can be taken.

### 14. Finances.

- 14.1 Subscriptions will be paid by every member attending practice sessions except the Foreman, or acting Foreman.
- 14.2 The subscriptions are paid per practice session OR quarterly OR annually in accordance with Appendix "A". Annual or Quarterly payment is irrespective of the number of practice sessions attended; hence no rebate will be given in respect of non-attendances.
- 14.3 When dancing at charitable events, the fee would normally be as shown in Appendix "B". The fee may be waived by the decision of the side.
- 14.4 Appendices "A" and "B" will be reviewed and, if necessary, revised at the Anniversary General Meeting.
- 14.5 The Bag will be used for assisting in the financing of members attending workshops. If a member attends a workshop which will result in the whole side deriving benefit, all expenses may be met by the Bag, though agreement should be made by the side before the subsidy is made. Other workshops will be financed to a certain percentage, which will be discretionary and agreed by the side.
- 14.6 The bank account is in the name of "Hereburgh Morris" and requires that all cheques and withdrawals be signed by two of the Officers. New accounts will be opened and old accounts closed in accordance with the provisions of Clause 13.1.
- 14.7 Should any member feel that the Bag should finance any particular item, event or charity, they may propose this at any business session in accordance with Clause 13.1.
- 14.8 In the event of the whole side disbanding, the Bag will be used to pay off all outstanding debts, and the residue allowed to rest in the account for at least one year during which time it may drawn upon to promote new Morris Dancing ventures which may start within Harbury. Should no such venture be forthcoming, the residue is to be donated in its entirety to a relevant charity which is to be democratically decided by the last remaining members of the side..

### 15. Kit

- 15.1 The kit comprises:
  - Straw boaters with floral decorations and long red and blue ribbons;
  - PLAIN, WHITE shirts;
  - Blue and Red baldricks with rosettes and badges;
  - Black breeches (if braces are to be worn with breeches, they are to be plain white);
  - Long Red Socks;
  - Approved pattern Bell Pads;
  - All-black, lace-up shoes;
  - Tattered jackets may be worn between dances, or during dances at the Squire's discretion;
  - Non-kit badges should NOT be worn on the kit except on the hat or tattered jackets;

*Uniformity of kit colours is to be maintained at all times.*
- 15.2 All performers, including musicians, are to wear full kit when dancing out, though musicians need not wear bell-pads and kit badges.

### 16. General

- 16.1 The side will be members of "The Morris Federation", "Open Morris", or an equivalent organisation and be insured for public liability by one of these organisations. The side will support and take part in the activities run by the organisations whenever desirable.
- 16.2 Members must not expect to be permitted to dance out at performances if they have not attended any of the preceding three practice sessions.

### 17. Appendix "A"

<u>Subscriptions</u>	Monthly:	£4.00
	Quarterly:	£12.00 *
	Annually:	£45.00 #

\* Quarterly fees are payable 1<sup>st</sup> May, 1<sup>st</sup> August, 1<sup>st</sup> November and 1<sup>st</sup> February.

# Annually fees are payable 1<sup>st</sup> May.

### 18. Appendix "B"

Charitable Fees: £ 60.00; At greater distances, the Secretary will negotiate a higher fee to allow for travelling costs.

Commercial Fees: £ 80.00; At greater distances, the Secretary will negotiate a higher fee to allow for travelling costs.

**NB:** These fees are intended as a minimum quote. Where an event may be thought to yield a higher fee, then negotiation should commence at the higher fee, using the above suggested fees as a minimum.

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