

The Constitution Of *WOKING FESTIVAL OF DANCE*

- 1) The name of the Festival is Woking Festival of Dance (hereinafter referred to as the "Festival").
- 2) The objectives of the Festival are to assist in advancing the education of, and to promote the art of dance with, children and young people.

In order to achieve its objectives, the Festival shall:

- a) hold and promote annual competitive festivals;
 - b) present and promote public performances;
 - c) be affiliated to The British and International Federation of Festivals;
 - d) be a nominated festival and sponsor of The All England Dance Competition;
 - e) endeavour to cover all other matters necessary to the attainment of the objectives of the Festival.
- 3) The income and property of the Festival shall be applied solely towards the promotion of its objectives as herein set forth, provided that nothing herein shall prevent the payment, in good faith, by the Festival to any member of the Committee, Member or Officer:
 - a) of reasonable and proper remuneration for services actually rendered, including reasonable and proper fees and usual charges for any professional services;
 - b) of reasonable interest on monies lent to the Festival;
 - c) of expenses reasonably incurred on behalf of the Festival.
 - 4) Membership of the Festival is open to any person who is interested in the objectives of the Festival and is invited to join by the Festival Committee. Membership of the Festival is not subject to the payment of any fee. Members of the Festival may resign or withdraw from membership at any time but the dismissal of a Member, or the termination of an Official's tenure of office, shall only be effected at a General Meeting, convened for that purpose in accordance with Article 10 below.
 - 5) The Officials of the Festival are:
 - a) a Chairman;
 - b) a Vice-Chairman;
 - c) a Secretary;
 - d) a Treasurer.The Officials of the Festival are also deemed to be Members of the Festival.
 - 6) The Officials of the Festival shall be elected annually at the Annual General Meeting of the Festival from the Members of the Festival.
 - 7) The Committee consists of the Festival Officials and two Members of the Festival, to be elected annually at the Annual General Meeting of the Festival.

- 8) All of the powers and the management of the Festival are vested in the Committee, save insofar as the same are expressly required to be exercised by the Festival in General Meeting and further save that the Committee shall not be empowered to wind up the Festival, but that such winding up shall be decided upon only by a General Meeting of the Festival for which a quorum shall be six.
- 9) All monies belonging to the Festival shall be paid into an account in the name of the Festival held at such bank as may be specified by the Committee. All payments and disbursements made from said account, whether by cheque or electronic or on-line payment, shall be made only on the authority of either the Chairman or Treasurer. All property and investments of the Festival (other than money at the bank) shall be held in the name of the Festival by the Chairman, Secretary or Treasurer for the time being or by a nominated Member of the Festival, where deemed appropriate by the Committee.
- 10)
 - a) The Annual General Meeting of the Festival shall be held annually and, at such meeting, the Officials of the Festival and the Committee shall retire but shall be eligible for re-election.
 - b) The Annual General Meeting shall be convened by the Secretary in writing with not less than twenty-one days notice being given to Members of the Festival.
 - c) At the Annual General Meeting, the Treasurer shall present the accounts of the Festival, up-dated to a point not more than one month prior to the date of said Meeting.
 - d) Members of the Festival may raise matters and bring forward motions and resolutions for discussion (and voting, where appropriate) at an Annual General Meeting but must use their best endeavours to contact the Secretary as early as possible in the twenty-one days period of notice, to have such matter, motion or resolution included in the agenda.
 - e) An Extraordinary General Meeting shall be convened by the Secretary, in the same manner as set out above for the Annual General Meeting, upon receipt by the Secretary of a written request from not less than three Members of the Festival, such notice to state the business to be conducted at such Meeting.
 - f) Any four Members of the Festival, personally present, shall form a quorum at any General Meeting.
 - g) At every General Meeting, the chair shall be taken by the Chairman or, in his/her absence, by the Vice-Chairman. In the absence of both the Chairman and Vice-Chairman, a chairman shall be elected by the Members present.
 - h) The voting at a General Meeting shall be by a show of hands but the Chairman, or any three Members personally present, may demand a poll, which shall be immediately taken and the result thereof declared by the Chairman. In the event of equality of votes, the Chairman of the Meeting shall have a second, or casting, vote.
- 11) At any General Meeting, every Member of the Festival shall have one vote (except for the Chairman's casting vote as specified in 10) h) above), and no person other than a Member, duly registered, shall be entitled to vote.

- 12) a) The Committee shall meet at least twice in every year, including the Annual General Meeting.
- b) Meetings of the Committee shall be convened by the Secretary by giving at least fourteen days written notice to each Member, or such shorter notice as the Festival Chairman may decide.
- c) Any three Members of the Committee, personally present, shall form a quorum.
- d) The provisions set out herein in relation to voting and the taking of the chair at General Meetings shall apply to meetings of the Committee.
- e) The Committee shall have the power to fill casual vacancies on the Committee from the Members of the Festival. The Committee shall also have the power to co-opt not more than two additional persons to serve on the Committee and such co-opted persons need not be Members of the Festival.
- 13) A resolution to wind up the affairs of the Festival may only be moved at a General Meeting convened for such purpose. Such resolution will be carried only if a majority of Members, personally present, vote in favour. If upon the winding up or dissolution of the Festival there remains, after the satisfaction of all its debts and liabilities, any property or monies whatsoever, the same shall not be paid or distributed among the Members of the Festival but shall be given or transferred to The British and International Federation of Festivals for its general purposes, or to some other institution or organisation having objectives similar to those of the Festival, which shall prohibit the distribution of their income and property among its members
- 14) The Constitution of the Festival, as herein set forth, may be added to or repeated or amended at any General Meeting provided that no such resolution shall be deemed to have been passed unless it be passed by a majority of the Members, personally present at the meeting and entitled to vote, and further provided that no amendment shall be made to the Objectives Article 2, the Dissolution Article 13 and this Article.

Signed: Jennifer Lowde
(Jennifer Lowde – Chairman)

Date: 2nd June 2014