

# **PIG'S EAR FOLK ALE CONSTITUTION**

## **1. Name.**

The name of the organization shall be the Pig's Ear Folk Ale.

## **2. Objective**

The objective of the organization is to put on a Folk Ale festival, annually or at intervals to be determined by the membership. The Pig's Ear Folk Ale festival provides a programme of live music in a friendly, relaxed atmosphere for people to enjoy listening, playing and socialising.

The Pig's Ear Folk Ale promotes and supports the traditional folk music of the British Isles, but the programme can include any type of music that the Committee and President deem appropriate, as well as comedy and storytelling.

## **3. Officers**

The officers of the Pig's Ear Folk Ale shall be the President, Festival Co-Ordinator, Treasurer, Programme Director and Site Manager.

The President shall be appointed at an Annual General Meeting for a term of five years. If for any reason the President is unable to serve their full term, they must give at least twelve months' notice of resignation from office unless there are exceptional circumstances for their resignation. Eviction of a President from office prior to the completion of their term shall require a unanimous vote of no confidence by the current Festival Committee, supported by at least six other Festival Officers or former committee members. The Committee shall then convene an Extraordinary General Meeting at which the vote of no confidence shall be put to the members. A minimum 60% majority vote of members in support of the no confidence motion proposed by the Committee is required to remove the President from office.

Other officers shall be appointed at the Annual General Meeting to organize and run a specific number of festivals within a given timescale – typically, they will be appointed for a twelve month period to run the following year's Folk Ale. Anyone may volunteer as an Officer. Officers will be elected by members at the AGM subject to final approval by the President and outgoing Committee.

Additional officers may be appointed at the AGM or co-opted by the elected officers to constitute a full organization team. See Appendix 1 for role descriptions.

## **4. Members**

Membership of the Pigs Ear Folk Ale is open to anyone who has attended a Folk Ale Festival; performed at a Folk Ale Festival; or been involved in the organization of a Folk Ale Festival.

Anyone who has been barred from attending the Pig's Ear Folk Ale or asked to leave by the Organising Committee forfeits the right to membership.

## **5. Annual General Meeting**

The AGM will take place no more than 8 weeks after the Pig's Ear Folk Ale Festival and is open to all members. The President shall ensure that notice giving the date, time and place of the AGM is issued at least one week prior to the festival.

The business of the AGM shall be:

- To receive a report from the current Festival Co-Ordinator and Committee on the festival just held.
- To receive a report on the profit/loss of the festival just held and the balance carried forward to fund the next Pig's Ear Folk Ale
- To appoint the officers who will organize and run the next Pig's Ear Folk Ale
- To gather feedback from members on the festival just held
- To consider and discuss lessons learned
- To gather suggestions from members regarding the guests and programme for the next festival.

Other General Meetings may be convened by the President, the Committee, or on receipt of a request signed by at least ten members.

**6. Other meetings**

Other meetings will be held as required to facilitate the work of the organizing committee and will be restricted to members of the organizing team, except by special invitation. Individuals may be co-opted onto the organising team by agreement of those already serving on the team.

Committee meetings are for committee members only. Other members may attend only by special invitation of the President or a Committee member.

Committee meetings will be arranged as far as possible to suit committee members diaries. Where a committee member is unable to attend a meeting, he/she should arrange for a fully briefed deputy to represent him/her.

**7. Finance**

The Pig’s Ear Folk Ale shall generate and invest such funds as will ensure:

- 1. A successful and enjoyable festival
- 2. The continuation of future Pig’s Ear Folk Ale Festivals
- 3. Fair recompense for professional contributors

The Treasurer shall keep records of financial activities of the organisation and cause accounts to be prepared, independently examined and laid before the AGM for approval.

Officers responsible for specific budgets shall keep financial records relating to their area of responsibility and ensure the Treasurer is kept informed of financial actions on a regular basis. Officers may not exceed their budget without the written approval of the Treasurer. Prior to the Annual General Meeting, Officers should submit to the Treasurer a final financial report showing actual costs incurred in their area of responsibility.

The Pig’s Ear Folk Ale shall maintain a bank or building society account for which the mandate for withdrawal shall require the signature of an appointed Officer. The organisation may maintain further accounts for the deposit of money not required for the time being. Withdrawal of such reserves requires the signature of the Treasurer or President if no Treasurer has been appointed.

The work of the Officers and organising committee shall be self funding.

**8. Constitution**

This Constitution may be amended by a three-quarters majority at a general meeting or the AGM.

**9. Dissolution**

In the event of the organisation closing, any remaining funds of The Pig’s Ear Folk Ale shall, upon dissolution, be passed on to The Grant Rule Trust.

This Constitution was agreed at a meeting of the Pig’s Ear Folk Ale held on 10<sup>th</sup> June 2018 and signed by the following Officers duly elected:

..... (President)

..... (Treasurer)

..... (Festival Co-Ordinator)

..... (Programme Director)

# **APPENDIX 1**

## **ROLE DESCRIPTIONS**

The officers of the Pig's Ear Folk Ale shall be :

President,  
Treasurer  
Festival Co-Ordinator,  
Programme Director  
Site Manager.

### **PRESIDENT**

The role of the President is to ensure that each Pig's Ear Folk Ale festival reflects the values and principles of the founding group, as set out in the Objectives of the constitution. The 'founding group' means the members of the Pig's Ear Folk Group and associated members of the Rule family, namely:

Grant Rule, Keith Rule, Sue Rule, Lyndsey Rule, and Helen Rule.

The President is not a member of the Organisation Committee, though may take on an organizational role by agreement with the current Festival Co-Ordinator.

### **TREASURER**

The Treasurer is appointed at the Annual General Meeting to manage the financial aspect of the following year's festival.

The Treasurer shall be responsible for ensuring all bills incurred by the festival are paid in a timely manner. When other members of the organising team pay bills on behalf of the Pig's Ear Folk Ale, the Treasurer shall reimburse such costs on receipt of a written application from the team member detailing the amount spent and the reason for the expenditure.

The Treasurer shall monitor the Pig's Ear Folk Ale bank account and ensure sufficient funds are available to meet budgeted costs.

The Treasurer shall provide a financial report to the AGM following the delivery of the event for which they are responsible. This report should include the detailed Profit and Loss for the event and the balance of the Pig's Ear Folk Ale account once all festival income has been received and all costs have been paid.

The Treasurer will arrange audits of the accounts as necessary to comply with legal requirements.

### **FESTIVAL CO-ORDINATOR**

The Festival Co-Ordinator is appointed at the Annual General Meeting to plan and deliver the following year's festival.

The Co-Ordinator chairs meetings of the Organising Committee, agrees the dates and frequency of committee meetings with current committee members. The members of the Organising Committee are the Festival Co-Ordinator, Programme Director, Site Manager and Treasurer. The Committee may choose to appoint other Committee members. There should be a minimum of 4 committee meetings between the AGM and the next festival. (See Timeline). Meetings can be held face-to-face, on-line or by teleconference.

The Co-Ordinator shall update the Pig's Ear Folk Ale Event Plan for the next festival to show the current organization plan, budget and organization team members. A copy of the updated Event Plan should be emailed or posted to the President at least six months prior to the date of the next Pig's Ear Folk Ale.

The Co-Ordinator is responsible for ensuring effective communications between all members of the organisation team and for resolving any issues which might prevent the successful delivery of the Pig's Ear Folk Ale. The Co-Ordinator shall inform the President of any significant threats to the successful

delivery of the Pig's Ear Folk Ale (eg resignation of one of the key officers, significant financial shortfall etc.) and state what actions have been taken to mitigate such threats.

The Co-Ordinator shall provide a post-festival report to the AGM following delivery of the event for which they are responsible. The report should include any recommendations for next year's organization team.

### **PROGRAMME DIRECTOR**

The Programme Director is appointed at the Annual General Meeting to plan and deliver the programme of events for the following year's festival, and to publicise/promote the festival.

It is expected that the Programme Director will co-opt a team of volunteers to help deliver this wide-ranging role. Individuals may fulfill more than one role, but the Programme Director must ensure all responsibilities listed under the Programme Team section of the Event Plan are covered unless the Committee agrees they are no longer necessary.

The Programme Director shall be responsible for co-ordinating members of the Programme Team.

The Programme Director is authorized to negotiate and contract with artists and is responsible for ensuring that contract terms are met.

The Programme Director should seek to maintain good relations with all artists and performers

### **SITE MANAGER**

The Site Manager is appointed at the Annual General Meeting to manage all aspects of the venue(s), equipment and volunteers required to run Folk Ale.

It is expected that the Site Manager will co-opt a team of volunteers to help deliver aspects of the Site Management role. Individuals may fulfill more than one role, but the Site Manager must ensure all responsibilities listed all Site Management section of the Event Plan are covered unless the Committee agrees they are no longer necessary.