

# **ARCO IRIS CONSTITUTION**

27th November 2013

## **1. NAME AND STATUS**

- a) The name of this non-profit making community and voluntary organization that is run by an elected committee as an "unincorporated association" is ARCO IRIS.
- b) ARCO IRIS may use the secondary name "Cambridge Community Samba Band" for explanatory purposes on publicity letters, etc.

## **2. OBJECTIVES**

ARCO IRIS is established to:

- a) promote access to music making through the use of carnival and street music styles from around the world.
- b) involve the community in the performance of carnival music.

## **3. POWERS**

ARCO IRIS may do anything lawful to further its objectives, including:

- a) employ and pay a music leader and any visiting tutors (who are not members of ARCO IRIS) to carry on the work of ARCO IRIS;
- b) aim to work with all sections of the community, but especially those who traditionally do not have access to music making opportunities;
- c) aim to promote forms of music from around the world which are not exclusively part of a western European music tradition;
- d) arrange meetings, discussions and visit other companies and performances;
- e) co-operate with other organisations working in similar fields;
- f) support charities;
- g) raise funds and invite and receive contributions from any source provided that ARCO IRIS shall not undertake any permanent trading activities to raise funds for its objectives;
- h) use and manage surplus monies made from performances and other activities for the benefit of ARCO IRIS in accordance with the provisions of this constitution;
- i) publish books, periodicals or other publications;

## **4. MEMBERSHIP**

- a) Membership of ARCO IRIS is open to any individual of the age of majority or organisation interested in furthering its work. An organisation in membership of ARCO IRIS will appoint an individual of the age of majority to represent it and vote on its behalf at meetings of ARCO IRIS, at the Committee's discretion.
- b) The Committee has the right, for good and sufficient reason, to reject an application for membership or to terminate the membership of any member provided that the person concerned has the right to be heard by the Committee before a final decision is made.
- c) ARCO IRIS is a non-discriminatory organisation; however it is an adult-only group. Workshops and band membership are open to everyone of the age of majority. ARCO IRIS especially welcomes those without access to other music making opportunities.
- d) Members and affiliated groups agree to abide by the code of conduct for members of ARCO IRIS (as amended from time to time by the Committee). This code of conduct is a standalone policy.

## **5. SUBSCRIPTIONS**

- a) All individual members and affiliated groups will pay an annual membership subscription as agreed by the

Committee.

b) The subscription to be paid at practice, the charge for workshops, and the membership subscription will be reviewed annually at the AGM.

## **6. COMMITTEE**

The Committee must endeavour to make itself approachable.

### 6.1 Responsibilities of the Committee

Apart from the responsibilities assigned to a specific office holder, members of the committee are responsible for:

- a) Keeping themselves informed of the business of ARCO IRIS including its financial transactions and ensuring that the organisation acts in accordance with this constitution.
- b) Protecting the interests and assets of ARCO IRIS.
- c) Any agreements made by ARCO IRIS (such as hiring rooms, signing contracts etc.).
- d) Reporting at the AGM the accounts, record of activities, membership and status of the band for the preceding year.

### 6.2 Composition of the Committee

- a) The Committee shall consist of a minimum of
  - a chairperson
  - an organising secretary
  - a treasurer
  - an events co-ordinatorand such other officers which may from time to time be decided.
- b) The Committee will be elected annually at the Annual General Meeting of ARCO IRIS by members of ARCO IRIS.
- c) Any vacancy in the Committee that arises between Annual General Meetings may be filled by the Committee from among the members of ARCO IRIS without election. Any person appointed to fill a vacancy shall hold office until the next AGM and may be elected at that meeting.
- d) The quorum at Committee meetings will be a simple majority of the entire Committee
- e) Committee members shall serve for not more than three consecutive years in the same post. After serving three consecutive years in the same post a person must wait at least one year before being re-elected to that post.
- f) The Committee will meet a minimum of four times a year.
- g) Minutes of Committee meetings shall be made easily accessible to all band members.

### 6.3 Liability of Committee Members

- a) The risk of personal liability for committee members will be mitigated by the provision of adequate public liability insurance taken out by ARCO IRIS.
- b) The treasurer is responsible for maintaining all ARCO IRIS insurance policies.

## **7. MEETINGS**

- a) An Annual General Meeting will be held to elect the Committee, to consider the work of ARCO IRIS during the preceding year, to consider the accounts, and to consider any other business which has been notified to a Committee member at least seven days prior to the meeting. At least 14 days' notice of the meeting will be given to all members.
- b) A Special General Meeting (SGM) may be called at any time by the Committee or by the secretary following a written request made by not less than five members or 1/8th of the membership, whichever is the greater, clearly giving their reasons.

- c) The quorum at general meetings is 1/3rd of the membership or 30 members, whichever is the smaller.
- d) For each resolution every member of ARCO IRIS will have one vote. In the case of equal votes the chairperson will present the resolution for a revote. If the votes remain equal, the resolution may be offered for amendment by any member.

## **8. FINANCE**

- a) All monies raised by ARCO IRIS will be used to further its objectives and for no other purpose provided that nothing shall prevent the payment in good faith of reasonable remuneration to any employee (not being a member of ARCO IRIS) or the repayment of reasonable out of pocket expenses.
- b) Proper accounts will be kept by the treasurer.
- c) The financial year of ARCO IRIS will run from 1st September to 31st August.
- d) A bank account will be maintained in the name of ARCO IRIS. All cheques must be signed by at least two authorised signatories, at least one of whom is a Committee member.

## **9. ASSETS**

- a) All funds and assets of ARCO IRIS will be used solely for the activities of ARCO IRIS in accordance with this constitution.
- b) The Committee is responsible for the upkeep and insurance of ARCO IRIS' assets, and for the production and administration of rules regarding the borrowing of instruments belonging to ARCO IRIS.

## **10. ALTERATIONS TO THE CONSTITUTION**

This constitution may be altered by a 2/3 majority of the members present and voting at a general meeting provided that at least 14 days' notice of the meeting, setting out alterations proposed, has been given to all members.

## **11. DISSOLUTION**

ARCO IRIS may be dissolved by a two-thirds majority at an AGM or SGM, which must include a two-thirds majority of the Committee. If a motion of dissolution is to be proposed at an AGM or SGM, this motion shall be referred to specifically when notice of the meeting is given. In the event of the dissolution of ARCO IRIS, any available funds shall be transferred to one or more charitable institutions having objects similar to, or reasonably similar to, those of ARCO IRIS, as chosen by ARCO IRIS at the meeting at which the decision to dissolve ARCO IRIS is confirmed. On dissolution, the records of ARCO IRIS shall be passed to a successor organisation or lodged with the Cambridgeshire Collection at the City Library.

## **12. MISCELLANEOUS**

ARCO IRIS shall take no party political alignment.

ARCO IRIS does not tolerate unlawful discrimination.

ARCO IRIS does not tolerate its members or Committee members acting in a spirit contrary to the stated objectives of ARCO IRIS.

Misconduct, gross negligence or acts contrary to the spirit of the stated objectives of ARCO IRIS will not be tolerated.

The Committee will investigate and consider any allegations of such conduct and take appropriate action where necessary as it sees fit.

The Committee will maintain policies as necessary to ensure the safety and wellbeing of the members and the good name of the band. The policies should be made available to all band members, and ideally should be provided with the Constitution. The policies will include, but are not limited to:

- A vulnerable adults policy
- A child protection policy

- A health and safety policy
- A code of conduct

In the event of uncertainty on a point of order when pursuing its interests, then the latest online edition of Robert's Rules of Order Newly Revised shall be used by the band to determine protocol (This does not mean that all business should be conducted as per RONR, only that it should be referred to to confirm the correct protocol in the event of uncertainty).

(This constitution was agreed at the ANNUAL GENERAL MEETING of ARCO IRIS OF AUTUMN 2013)