

BOURNE BORDERERS - CONSTITUTION

This constitution was accepted at an Annual General Meeting held on 6th October 2021

It will be reviewed annually at each **AGM** with the next review being scheduled for

12th October 2022

Interim reviews/amendments were made according to the protocol contained in the constitution

NAME

The organisation shall be known as **BOURNE BORDERERS MIXED MORRIS TEAM**
(Bourne Borderers)

OBJECT

Bourne Borderers is a Morris Team which exists to encourage, perform and promote Morris related activities for anyone wanting to participate or spectate.

EQUAL OPPORTUNITIES / INCLUSION

Bourne Borderers encourage an environment for Morris and related activities where all feel safe, welcomed and respected, regardless of race, colour, ethnic or national origins, gender, marital status, sexual orientation, age, ability or disability, political or religious beliefs or economic status.

HEALTH AND SAFETY

Bourne Borderers recognises the collective and individual responsibilities and seeks to maintain a safe environment for its members and for the general public when performing publicly.

AFFILIATION

Bourne Borderers shall be affiliated to the Morris Federation and, as part of that affiliation, comply with the federation's constitution.

INSURANCE

The team will take out annual Public indemnity insurance through the Morris Federation

MEMBERSHIP

Membership or renewal of membership is at the discretion of the committee and by payment of annual subscription.

All members must abide by the requirements of the constitution.

Membership may consist of

- A. Full Member
- B. Full Time Education Member

See Annex A for Conditions of Membership

KIT

Bourne Borderers believes that it is neither necessary nor appropriate for the team, participants in the team, or individual members to wear full face black or other skin tone make up irrespective of the intentions they may have.

Therefore, no team member, participants or ad hoc invited guests shall use any solid full face coloured make-up which could be taken by a reasonable observer as likely to imitate or parody a skin colour different from their own when representing Bourne Borderers.

Bourne Borderers kit will be reviewed at least annually at the AGM
All kit purchased or issued by Bourne Borderers remains the property of the group

See Annex B for Kit Requirements

SUBSCRIPTIONS

Subscriptions shall be set at each AGM. They shall be paid annually, within one calendar month of the AGM by all members to the treasurer.

A full membership fee will be levied for the members joining within 6 months following the AGM. Members joining during the second half of the year will pay 50% of the fee.

EVENTS

The season for practising and dancing out shall be between September and July each year; However, Bourne Borderers will consider commitments on an individual basis during the month of August.

QUALITY

Bourne Borderers shall at all times, present a high standard of performance when appearing in public.

Members shall not do anything to adversely affect the aims of Bourne Borderers or likely to bring the organisation into disrepute.

Eligibility to dance in public shall be determined by the Dance Leader and membership of the band, for public performances determined by the Lead Musician

See Annex C for Criteria to dance/play in Public

GUESTS

Non member dancers, musicians or performers may be invited to join the group on an ad-hoc basis, normally for one meeting at the discretion of the Lead Musician, Dance Leader (Foreman) or Squire.

COMMITTEE

A minimum committee of six members shall be elected at the AGM.

The management of the group shall be vested in the committee.

The committee shall comprise the following officers who are elected at the AGM.

Squire

Dance Leader (Foreman)

Bagman and Deputy (if needed)

Treasurer

Lead Musician

Team Representative

Any post holder may also hold the post of Squire

In the event of this situation arising at the AGM an additional committee member will be elected.

In the event of less than six committee members not being elected, posts shall be held open for the committee to co-opt at a later date

At the first Committee Meeting following the AGM the committee shall elect a chairperson

See Annex D for Terms of Reference of Committee and Committee Members

MEETINGS

Dance Practice

The group shall meet on a regular basis with the primary aim of developing the dance/music repertoire along with other morris related activities.

Bagman Time

A section of each practice meeting will be dedicated to 'Bagman Time' for the group to be updated on the developments/invitations etc. since the previous meeting

See Annex E for the Standard Agenda

Records of Meetings

A written resume of salient points from Bagman Times and Committee Meetings will be kept on record and be made available at practice meetings for reference.

Annual General Meeting (AGM)

AGM's are held every year in the second week of October

The date is fixed by the Committee

The AGM shall follow the Standard Agenda, additions to the Standard Agenda must be Provided to the Committee Chairman, in writing, at least four weeks before the date of AGM
The first Agenda must be issued to the Members at least two weeks before the date of

AGM

See Annex F for the Standard Agenda

Extra-ordinary General Meeting (EGM)

Extra-ordinary General Meeting can be called to:

- I. Propose amendments to the constitution
- II. Make decisions constitutionally demanded by way of an EGM
- III. Make specific decisions affecting the group which are not able to be made through normal constitutional routes.

Extra-ordinary General Meetings can be called following a written request to The Squire. The Squire then bears responsibility for the arrangement of the EGM within six weeks of the request and issues all members with an agenda within two weeks, which includes the points raised.

Voting rights

Voting rights exist in varying forms according to the category of membership detailed in Annex A

The Chairperson at any meeting, has the right to vote but is not afforded a casting vote.

DISSOLUTION

In the event of the group's dissolution being necessary, an EGM shall be called specifically to agree upon:

- a The dissolution of the group
- b The conclusion of business and disposal of all assets, financial and material, which will be directed to other organisations with similar aims.
No funds, nor assets shall be transferred to the officers, individuals or members.

ANNEX A

CONDITION OF MEMBERSHIP

Full Members

- i. Full Membership fee will be set at AGM
- ii. Full Members are:
 - a. Permitted to attend all meetings and contribute towards discussions
 - b. Allowed constitutional voting rights
 - c. Permitted to hold a position on the committee
 - d. Allowed to attend all events with a view to making a valid contribution towards the smooth running of that event
 - e. Permitted to wear full kit at public events
 - f. Expected to behave in a manner not detrimental to the reputation of the team when attending events whether in kit or not
 - g. Entitled to full team access rights when attending events
 - h. Will be expected to attend a minimum of 8 practice nights (meetings) or lose the right to vote at the AGM
 - i. Only allowed to use Bourne Borderers name and/or logo with discretion and full knowledge of the side.
 - j. To use social media/networking with the same discretion and full knowledge of the side

Full Time Education (FTE) Members

- i. FTE Membership is available for those between the ages of 13 and 21 if the parent/ carer is a FULL member of the side.
- ii. Parents/carers of FTE Members must provide an undertaking to bear responsibility for the member
- iii. FTE Membership fee will be set at the AGM
- iv. FTE Members are:
 - a. Permitted to attend all meetings (including AGM) and contribute towards discussions
 - b. Not allowed constitutional voting rights if under the age of 18
 - c. Not permitted to hold a position on the committee if under the age of 18
 - d. Allowed to attend all events with a view to making a valid contribution towards the smooth running of that event
 - e. Permitted to wear full kit at public events
 - f. Expected to behave in a manner not detrimental to the reputation of the team when attending events whether in kit or not
 - g. Entitled to full team access rights when attending events
 - h. Only allowed to use Bourne Borderers name and/or logo with discretion and full knowledge of the side.
 - i. To use social media/networking with the same discretion and full knowledge of the side

GRIEVANCE

All members are allowed to voice their concerns, by contact with the team representative or another member of the committee, and finally the squire. If this fails to resolve the problem then, if deemed necessary, an EGM may be called.

ANNEX B KIT REQUIREMENTS

Faces	-	Dark Green (British Racing Green) Full face or 50% minimum of face either top half of face to include forehead and nose, or bottom half of face to include chin and nose. The Squires word is final, and has the full backing of the committee.
Hat	-	Black Top Hat (decorated)
T shirt	-	Green 'Borderers' T shirt or plain black T shirt
Tattered jacket	-	Basic colours of green, gold & yellow
Tattered Waistcoat	-	As above
Trousers/J Jeans		Plain black
Socks	-	Black
Bell Pads	-	Property of Bourne Borderers (loaned to each member for duration of membership)
Footwear	-	Plain black trainers, shoes or boots (black laces only)
Covid Mask	-	Covid medical mask if chosen by each individual

ANNEX C CRITERIA TO DANCE OR PLAY IN PUBLIC

- a. **Dancing**
The Dance Leader (Foreman) will decide when a member has reached a satisfactory level of competence in a number of dances to dance in public
- b. **Playing**
The Lead Musician will decide when a member has reached a satisfactory level of competence and knowledge of the required tunes to play in public.

ANNEX D TERMS OF REFERENCE FOR COMMITTEE AND COMMITTEE MEMBERS THE COMMITTEE

The committee exists to manage, monitor, maintain and progress the team and its workings, meeting regularly on a formal basis to:

- Consider views and suggestions from members
- Make strategic decisions related to the team
- Develop new initiatives

The Committee has the right to make such temporary arrangements as may be reasonably necessary to respond to unforeseen events to protect the safety and welfare of team members even where such temporary arrangement is in conflict with the Constitution. Such temporary arrangements would be limited to the duration of the unforeseen event or until the next Annual General Meeting whichever the earlier.

The committee may co-opt extra members for specific projects and purposes. Co-opted members will not have committee voting rights.

In the event of a vacancy during the year, the committee shall decide upon recruiting a new Member for the remaining period of the year or leaving the position unfilled.

In the event of a new member being recruited, the committee may choose to:

- a. Co-opt a new member
- or
- b. Invite nominations from the group membership

COMMITTEE MEMBERS

Members shall be elected at each AGM

Other posts can be created or dissolved at AGM and EGM

The reports of the members are constructively reviewed at each AGM

Members may deputise some of their responsibilities to other team members, whilst maintaining responsibility for their actions

If a member fails to attend more than 3 consecutive committee meetings then the committee shall review that person's membership

SQUIRE

The Squire is ultimately responsible for the actions and success of the team. (S)He directs And co-ordinates the activities of the team and its representatives

(S)He is the team spokesman and is the first point of contact at public events

BAGMAN

The Bagman is:

- a. The first point of contact for the team in administrative duties
- b. Responsible for the organisation of venues and events
- c. The person who provides liaison between the team and other teams and organisations
- d. The person who maintains a list of members' details, availability and willingness to perform
- e. The person who keeps up to date records of meetings and their outcomes
- f. Responsible for keeping the team profile high in the public eye and providing the promotional material required.

DANCE LEADER (FOREMAN)

The Dance Leader is responsible for the ongoing development of a dance repertoire, teaching and improving the standard of the dance, and dance interpretation. Implementation of the Dance Leaders role entails a close liaison between the Dance Leader and the Lead Musician.

LEAD MUSICIAN

The Lead Musician is responsible for the ongoing development of a musical repertoire with a regular introduction of new tunes, teaching and improving the standard of the music and music interpretation and leading regular band practices, implementation of the Lead Musician's role entails a close liaison between the Lead Musician and the Dance Leader.

TREASURER

The Treasurer is responsible for ensuring that the financial needs of the team can be provided from the general income from the team.

(S)He is responsible for receiving subscriptions from each member, organising collecting, handling the team bank account, maintaining accounts and collecting money from past venues.

TEAM REPRESENTATIVE

The representative presents member's viewpoints at committee meetings and acts as a liaison agent between the group and the committee when required.

ANNEX E

STANDARD AGENDA FOR BAGMAN TIME

- i. General Notes (to include a resume of most recent committee meeting if appropriate)
- ii. Invitations to Dance
- iii. Correspondence
- iv. Squire's Comments
- v. AOB

ANNEX F

STANDARD AGENDA FOR AGM

ATTENDANCE

All members of Bourne Borderers are entitled to attend the meeting

VOTERS

Only Full Members are eligible for voting.

These Members will be identified by the Treasurer at the beginning of the meeting.

QUORUM

A General Meeting shall be considered quorate if over 40% of ALL the Voters are present. If this figure cannot be achieved within half an hour of the designated start time, then the meeting is cancelled and re-scheduled for another day. Adequate notice will be given to ALL members and the new meeting shall be considered quorate, irrespective of the number of voters attending.

STANDARD A.G.M. AGENDA

Apologies for Absence

Minutes of previous AGM (Circulated)

Matters Arising

Annual Reports

- i. Squire
- ii. Bagman
- iii. Foreman
- iv. Lead Musician
- v. Treasurer (Annual Accounts Circulated)
- vi Team Representative

Identification of Voters

Membership Fee Review

Kit Review

Charity Donation

Election of Teller

Elections

Constitution Review (proposals previously received and listed)

Additional Motions (proposals previously received and listed)

Any Other Business (votes cannot be taken on items raised in AOB)

THE CHAIR

The Chair shall be ordinarily taken by the Squire. If the Squire is absent the Chairman shall be elected by the majority of Voters present.

MINUTES

Minutes shall be taken by the Bagman or a designated representative.

TELLER

Prior to voting a Teller is elected to handle any voting which may be necessary

VOTING ON CONSTITUTIONAL CHANGES

Votes for motions which change the Constitution shall be executed by a show of hands for present voters.

Changes can only be made with a vote of more than 66% of ALL voters.

VOTING ON NON CONSTITUTIONAL ISSUES

Votes for motions which do not change the Constitution, shall be executed by a show of hands,

VOTING FOR OFFICERS

More than one nominee may be proposed for each post.

Nominees may be proposed by fellow team members or self nominated

Voting is to be based on a simple secret ballot.

The Teller announces the Member with the highest count.

The Teller destroys all voting slips once the post is accepted.

In all cases of dispute the Committee's decision is final.