

Cheek2Cheek Constitution

1 Name

The name of the club shall be "Cheek2Cheek", hereinafter referred to the "Club".

2 Objectives

Cheek2Cheek is a social organisation for lesbians and gay men.

The objectives are to provide benefits for its members in relation to dance on a non-profit making basis, in particular, a social network, by organising classes, events, meetings, discussions and other dance activities in various geographical areas in the United Kingdom.

3 Achievement of Objectives

In order to achieve its objectives, the club may take out membership of such organisations as the Committee considers advantageous. It may take out membership of ancillary organisations and may support the activities of any organisation of which it is a member.

4 Membership

- 4.1 Membership of the club shall be open to persons over the age of eighteen years who are interested in subscribe to and have signed agreement as part of their membership application to the objectives of the club. All members shall identify themselves as gay or lesbian. Membership is subject to approval by the club.**
- 4.2 Until new joiners have signed and filled in membership forms and paid the annual membership fee they will be considered guests with no voting powers.**
- 4.3 Members are required to provide contact details to Cheek2Cheek.**
- 4.4 Membership is for one year after which membership automatically terminates.**
- 4.5 Members are required to reapply for membership on an annual basis.**

5 Behaviour

All members and club visitors must adhere to the constitution. No member shall, by action or inaction, bring the club into disrepute or behave in a discriminatory fashion, either verbally or physically, towards any member or guest of the club at any time.

6 Responsibilities of the club and members

6.1 Use of the club name

No member may make use of the club's name without the permission of the committee

6.2 Club liability

The club accepts no liability whatsoever for any accident or injury, loss of life or loss of any kind that may occur to any member or non member attending any of the club's meetings or functions.

7 Removal from membership

The committee shall have the right to terminate the membership of any club member having contravened the terms and rules of the constitution.

8 Officers

8.1 The officers of the club are voluntary (unpaid) and are:

- Chair
- Committee Secretary
- Membership Secretary
- Treasurer

8.2 Duties of the Officers:

8.2.1 **Chair:** The Chairperson will preside at all General Meetings of the Club and at all meetings of the Committee. They will be responsible for guiding the activities of the club in accordance with its rules and general policy as expressed by the majority of its members.

8.2.3 **Committee Secretary:** The Committee Secretary will be responsible for the organisation and minuting of meetings of the Committee and of the Club, and for the circulation of minutes to other members of the Committee. They will also be responsible for dealing with all correspondence relating to the general business of the Club.

8.2.4 **Membership Secretary:** The Membership Secretary will be responsible for maintaining the club membership list, as well as the administration of the club website and the maintaining of the lesson schedule published on it. The Membership Secretary will be responsible for receiving and replying to all email correspondence pertaining to membership and for forwarding any general enquiries to the Committee Secretary.

8.2.5 **Treasurer:** The Treasurer will be responsible for the collection of all monies including annual membership fees and shall keep such books of account as required by the AGM. The treasurer shall produce at the AGM balance sheets showing the financial state of each account. All cheques should have two signatures. The Treasurer must make the Committee aware of any existing or potential financial or cash flow problems.

All Committee members will take an active part in the planning and organization of Club social activities and events as agreed by the Committee. As well as attending formal Committee meetings they will also communicate regularly by e-mail with other members of the Committee, particularly at times when major events are being planned, e.g. Pride, the Ball.

8.2 Qualification of officers

All the club's officers shall be of not less than eighteen years of age and shall be members of the club and in good standing at the time of election.

8.3 Multiple officers

Officers may not be elected to more than one office.

8.4 Re-election of officers

Officers shall retire annually but shall be eligible for re-election.

8.5 Consecutive election to office

There shall be no limit to the number of consecutive years in which an officer or ordinary committee member may hold an elected position.

8.6 Taking the chair at Committee

At all committee meetings, the chair shall take the chair. In the absence of the chair, the members of the committee shall appoint an interim chair.

9 The Committee

9.1 Composition

- 9.1.1 The committee shall consist of the four officers of the club plus two elected members.
- 9.1.2 All committee members must be members of the club.
- 9.1.3 Committee members shall not be less than eighteen years of age.
- 9.1.4 Committee members shall retire annually but shall be eligible for re-election.
- 9.1.5 The committee shall have the power to co-opt additional ordinary members

9.2 Administration

- 9.2.1 The day to day affairs of the club shall be carried out by the committee
- 9.2.2 The committee is responsible for the administration and safekeeping of all club properties and monies.
- 9.2.3 The committee shall be quorate if four of its six members are present. An inquorate meeting may proceed and be minuted, but its proceedings and minutes must be ratified within four weeks by a quorate meeting.
- 9.2.4 The committee shall meet not less than four times a year
- 9.2.5 If for any reason a permanent vacancy arises in the committee during the year due to death, expulsion or resignation, an existing committee member shall take over the role temporarily and a new committee member will be voted in within two months.
- 9.2.6 If a temporary vacancy arises in the committee during the year an existing committee member shall take over the role until the committee member returns. A vacancy will be deemed permanent if it is longer than three months.
- 9.2.7 The committee shall be responsible for the purchase and maintenance of club property.
- 9.2.8 The chair shall have the casting vote in the case of a tie at a committee meeting, an AGM or an EGM. In this case the chair shall have a vote and a casting vote.
- 9.2.9 The ruling of the committee shall be final on any matter not provided for in the club constitution.

10 Voting

10.1 Each member is entitled to one vote on any one proposal.

10.2 Guests are not entitled to vote.

11 Administrative Meetings

11.1 Conduct of the Annual General Meeting

11.1.1 The Annual General Meeting for the transaction of business and election of officers and ordinary committee members of the committee shall be held not later than March of each year.

11.1.2 The date, time and place shall be decided by the committee.

11.1.3 All club members shall receive not less than 14 days notice of the meeting by way of announcements at classes, the website, email and/ or in writing if necessary.

11.1.4 Any member desiring a matter to be brought forward at the AGM shall send the text of such matters to the secretary for consideration by the committee, not later than one week before the meeting so that it may be included in the agenda.

11.1.5 The committee may place items minuted at their meetings on the agenda and such items will be deemed to have been proposed, seconded and properly submitted to the secretary.

11.2 Extraordinary General meetings

11.2.1 An extraordinary general meeting shall be convened by the secretary within one month of receiving a written demand to do so signed by two members.

11.2.2 The demand for a meeting shall contain particulars to the satisfaction of the secretary of any resolutions to be proposed. (This refers to satisfaction that correct procedure has been followed and does not refer to the matter of the demand itself)

11.2.3 The secretary shall give all club members fourteen days notice by announcement, the website, email and/ or in writing if necessary of any such meeting together with the agenda.

12 Club finance

12.1 The funds of the club or a percentage of such funds shall be invested in such manner as the committee decides.

12.2 Proper books of accounts shall be kept by the committee and the treasurer shall submit accounts annually to the members at the AGM.

12.3 The committee shall determine the definition of the financial year of the club which will normally be the twelve months ending 31 December in any year.

13 Club Properties

13.1 All properties and monies belonging to the club shall be vested in the club and its activities (e.g. classes, workshops, dance outings etc.). The committee shall determine the usage of all properties and monies.

13.2 Procedure for members borrowing

13.2.1 Members may borrow the club's non-cash assets with the permission of the committee.

13.2.2 The member is responsible for any borrowed non-cash asset in their possession and must replace it with an identical or equivalent at their cost if damaged, lost or stolen.

13.3 Purchase, replacement and maintenance

13.3.1 Replacements, maintenance of and any additions to club equipment shall be provided for from club funds on approval by the committee.

14 Club meetings (dance lessons)

14.1 Appointment of the teacher.

14.1.1 When a vacancy arises, the committee shall appoint a new teacher after an appropriate trial period on terms that are agreeable to both parties.

14.2 Details of the dance lesson schedule will be published on the club website or given out by announcement, or email.

14.3 Location of club dance lessons

14.3.1 All lessons shown on the club's website are will be held at an appropriate venue.

14.3.2 Both the committee and the teacher, in agreement with each other, have the authority to alter any venue if conditions are unsuitable.

14.3.3 In the event of a change of venue, the club secretary shall endeavour to notify members of the change of venue.

15 Constitutional amendments

- 15.1 Constitutional amendments may only be passed at an AGM or EGM (extraordinary general meeting) and must be passed by three-quarters of the voting members present. A minimum of two thirds of the committee must also be present and voting for the proposal to be passed.**
- 15.2 Members wishing to submit constitutional amendments must submit them in writing, duly proposed and seconded by members, to the secretary, who shall set up an EGM within one month of receipt of the member's application. A minuted proposal by the committee is deemed to have been proposed and seconded and delivered to the secretary.**
- 15.3 Fourteen days notice shall be given to all members of such proposals, along with an agenda of the meeting.**

16 Dissolution

- 16.1 In the event of dissolution, which shall be by EGM, the consent of three quarters of the members there present and two thirds of the committee shall be required.**
- 16.2 All club monies including those raised by the sale of the club properties or existing cash assets shall, after paying off all debts, be distributed to any non profit organisation as determined by the committee.**
- 16.3 In the absence of specific instructions from an AGM or EGM, it shall be left to the discretion of the committee as to the appropriate disposal of the club's cash and non cash assets.**
- 16.4 No club member or other individual may benefit financially by the disposal of club assets.**
- 16.5 The clubs assets may not be disposed of to any private individual(s).**