

## CAMBRIDGE VENUE GROUP CONSTITUTION

1. The name of the association shall be "The Cambridge Venue Group" hereinafter referred to as the "CVG".

### 2. AIMS AND OBJECTIVES

The objects of the CVG shall be to promote music and other related creative activities amongst the communities of Cambridge and the surrounding area, particularly through the provision of a venue and facilities for such activities.

3. In furtherance of the objects set out in 2. above, but no further, the CVG shall be entitled to open and maintain bank accounts, raise and invest funds, borrow money, lease or rent property, employ and pay staff and do all such things as it deems necessary for the achievement of its objects.

The income and property of the CVG however derived shall be applied solely towards the promotion of the objects of the CVG as set out in 2. and no portion shall be paid or transferred directly or indirectly to the members of the CVG except by way of payment in good faith for reasonable and proper wages, and repayments of expenses to any member or employee of the CVG in return for any services actually rendered or goods sold to the CVG.

In carrying out the above objects, the CVG shall have regard to promoting the physical, mental and spiritual well-being of the community and especially those who participate in the activities of the CVG and those who are directly affected by them.

### 4. MEMBERSHIP

Membership shall be open to any groups or individuals who are actively involved in the pursuit of the objects of the group. Membership shall be renewed annually (from AGM to AGM) by the payment of the appropriate subscription at a rate which shall be set at each AGM. Members joining after the AGM shall pay a subscription which is reduced in proportion to the number of quarter-years that have elapsed. *A group may affiliate by paying the appropriate subscription + have one representative vote.*

Members of affiliated organisations may gain <sup>individual</sup> voting rights by joining the C.V.G and becoming subject to the normal procedure for members in their own right. This is that members gain voting rights through attendance (or apologies received before or at the meeting) at two of the previous four meetings. *+ amended paragraph*

## 5. GENERAL MEETINGS

General meetings will conduct the regular business of running the C.V.G., and elect officers and designate powers as necessary. A minimum of four general meetings shall be held each year. Unless the meetings are taking place on a regular basis, (such as every other Wednesday,) the membership shall be informed of the date and place of the next meeting by letter, newsletter or minutes, at least one week before the date of the meeting. The accidental omission to give notice of a meeting to, or non-receipt of notice of a meeting by any person entitled to receive notice, shall not invalidate proceedings at that meeting. The quorum for general meetings shall be ten members.

General meetings shall agree a chairperson as the first item of business, whose function shall be to facilitate discussion and ensure the swift and orderly conduct of business.

Motions for all general meetings must be proposed and seconded by members of the CVG. The meeting shall attempt to achieve a consensus. Where a consensus can not be achieved, the chairperson may put the motion to a vote. In the event of a vote, each member shall have one vote (not withstanding the exception outlined in 4) : motions shall be passed only by a two-thirds majority. Where no decision can be reached, the matter shall be referred to the following meeting, where, if a two-thirds majority still cannot be achieved, the resolution shall be decided by a simple majority.

6. The general meetings shall have the power to expel members who are found to have brought the CVG into disrepute, or to have committed an act of gross misconduct (examples of gross misconduct are: theft, fraud, assault, racist or sexist abuse). Written notice of such a proposal must be given both to the general membership and to the member concerned at least one week before the meeting at which the proposal will arise. Members subject to such a proposal shall have the right to speak at length on their own behalf and/or to designate another member to do so. A motion of expulsion shall be passed only by a three-quarters majority vote.

## 7. WORKING PARTIES

The general meetings shall set up and dissolve working parties as they see necessary. The purpose of, and regulations relating to, such working parties shall be set by the general meeting, provided that these groups have a minimum of three members and that they be open to all members.



## 8. ANNUAL GENERAL MEETING

The Annual General Meeting (AGM) shall be held each year not more than six weeks before and not more than six weeks after the anniversary of the last AGM. The membership shall be notified of the date of the AGM three weeks before the AGM is due to take place. This notification shall be in the form of a letter, newsletter or minutes to each member. The quorum for the AGM shall be ten members.

The business of the AGM shall be: to receive an annual report and accounts; to elect a Treasurer, Membership Secretary and Correspondence Secretary; and to appoint an auditor.

Election of officers shall be by the Single Transferable Vote system. Officers can be removed by an ordinary motion to a general meeting (provided that a full explanation of the proposal has been included in an agenda distributed in the usual manner before that meeting) and can be replaced at any general meeting using the same election procedure

## 9. TREASURER

Subject to the decisions of the general meeting, the Treasurer shall be responsible for the control of all income and expenditure. The Treasurer shall ensure that a record is kept of all moneys received and expended by the CVG, produce accounts annually for the AGM, and provide regular reports to general meetings as determined by the general meeting from time to time. The account books shall be available for inspection by any member of the CVG provided that the Treasurer is given a minimum of seven days written notice.

## 10. SECRETARIES

The Membership Secretary shall ensure that a record of all business and decisions taken at CVG general meetings is recorded in the minutes, and that these are distributed as directed by the meeting. The Membership Secretary shall have responsibility for maintaining an up-to-date list of members and for ensuring that subscriptions are collected and passed to the Treasurer for banking, and that the appropriate records are maintained.

The Correspondence Secretary shall be responsible for recording all correspondence sent and received. She/he will present a report to each general meeting detailing the correspondence sent and received since the last general meeting.

## 11. AMENDMENTS TO THE CONSTITUTION

Amendments to the constitution (except to clauses 1. and 12.) may be made as ordinary motions to the general meeting, Amendments relating to the aims and objectives of the CVG (Clause 2.) or to its dissolution (clause 12.) may only be made when three weeks' notice of the proposed amendment has been given in the manner specified in clause 8. for the AGM, and the proposal is passed with a three-quarters majority vote of voting members attending.

## 12. DISSOLUTION

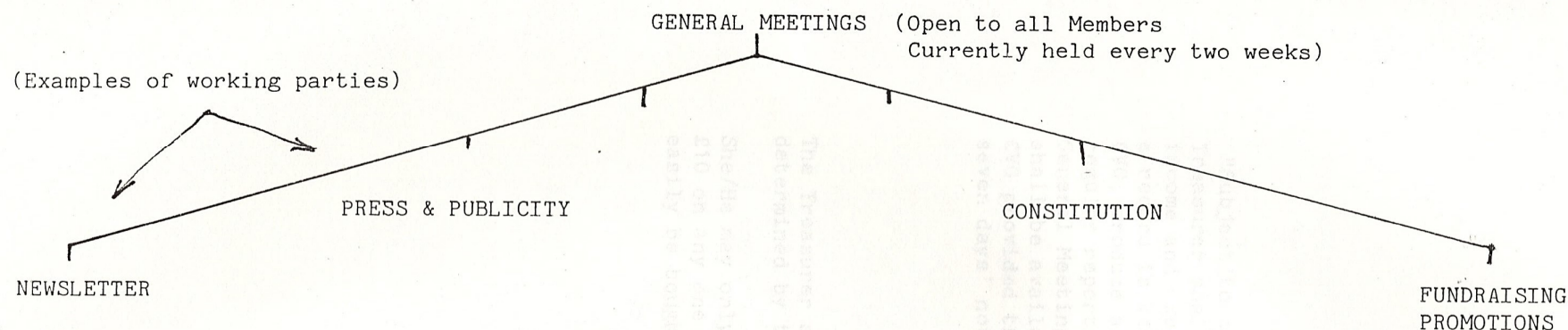
The CVG may only be wound up by a resolution passed by a three-quarters majority of an extraordinary general meeting, called with at least three weeks' notice given in the manner specified in clause 8.

After payment of all outstanding debts and liabilities, any surplus assets remaining shall not be paid or distributed to any individuals, but shall be paid or given out to some other group, association or corporate body having similar objectives to those of the CVG.

CVGCON02/301187



## HOW THE C.V.G. WORKS



## NOTES

- 1) Working Parties are open to any member. They are set-up and dissolved as necessary.
- 2) Agenda for General Meetings includes a report from each group then in existence.
- 3) ALL Major decisions are ratified by General Meetings. Working Parties present a concise case and advise.
- 4) The newsletter communicates with/involves non-active membership and spreads the word.
- 5) Apart from directions from General Meeting, the Working Parties (minimum of three members) decide how often they meet and how they wish to work.

ERIC ORME  
DEC. '87

## TREASURER (GUIDELINES)

"Subject to the decisions of the General Meeting, the Treasurer shall be responsible for the control of all income and expenditure. The Treasurer shall ensure that a record is kept of all monies received and expended by the CVG, produce accounts annually for the AGM, and provide regular reports to General Meetings as determined by the General Meetings from time to time. The account books shall be available for inspection by any member of the CVG provided that the Treasurer is given a minimum of seven days' notice."

(Proposed CVG Constitution)

The Treasurer shall maintain the accounts in the manner determined by the General Meeting.

She/He may only authorise expenditure up to a total of £10 on any one item, and here, only when it cannot easily be bought to a General Meeting.

## THE TREASURER

The Treasurer should hold:

Account ledger  
File Holding Credit Vouchers  
File Holding Receipts  
The Cheque Book  
A4 Duplicate Book for Treasurer's Report  
Cheque Requisition Slip Booklet

### EXPENDITURE:

i) Receipts should be obtained for all expenditure.

Cheque Requisition  
Slip

ii) Chq. requisition slips completed  
for all cheques.



Cheque Signed  
and sent

iii) Cheque signed by two signatories.



Bank Record  
completed

iv) Bank Record gives constant idea  
of business.



Accounts Ledger  
completed

v) Receipts numbered - number  
included in account ledger.



Receipt/Invoice  
numbered in file

vi) Receipts fastened in file.



INCOME

i) Credit Vouchers give details of all income.

Paid in Bank  
and receipt

ii) Income should be paid into  
bank as soon as possible -  
this stops it being lost.

Bank Record  
completed

iii) Bank Record gives constant  
idea of balance.

Account Ledger  
completed

iv) Credit vouchers numbered and  
numbers recorded in ledger.

Receipt/Cr.Voucher  
numbered & in file



MEMBERSHIP SECRETARY (GUIDELINES)

"The Membership Secretary shall ensure that a record of all business and decisions taken at CVG General Meetings is recorded in the minutes, and that these are distributed as directed by the meeting. The Membership Secretary shall have responsibility for maintaining an up-to-date list of members and for ensuring that subscriptions are collected and passed to the Treasurer for banking and that the appropriate records are maintained."

(Proposed CVG Constitution)

The Membership Secretary may, in agreement with, and with support from, the General Meetings, be invited to become involved in any membership recruitment campaigns launched by the CVG.

To ensure that any new members are introduced at meetings.

To have access to information necessary to involve them in the group, i.e. constitution, past agendas etcetera.

### CORRESPONDENCE SECRETARY (GUIDELINES)

"The Correspondence Secretary shall be responsible for recording all correspondence sent and received. She/he will present a report to each general meeting detailing the correspondence sent and received since the last general meeting."

(Proposed CVG Constitution)

- i) To deal with any mail received and despatched both concerning internal (but not membership) and external affairs. To keep the General Meetings informed of mail received and sent and to consult with others where important or delicate issues are concerned.
- ii) To prepare certain reports for presentation to the CVG and other bodies as requested and agreed with the General Meetings.

In giving opinion, to reflect the general feelings of the CVG and to consult with other members and where possible General Meetings on the content of statements given.



(2 X ) PRESS CONTACTS (GUIDELINES)

To offer themselves as the main means of contact with the press and other publicity media.

- a) In giving opinions, to reflect the general feelings of the CVG and to consult with other members and, where possible, General Meetings on the content of statements given to the press.

Where possible, to develop amiable and useful contacts with reporters, producers, new editors, etc., to maintain a supportive attitude from the press.

- b) To undertake to be sensitive in personal communications with the press bearing in mind that personal statements may be confused with CVG statements.

- c) Press contacts need to be on the telephone.

To work with members of the press group to promote a positive and cohesive image of the Venue Group and its aims.