

Constitution of the Instep Research Team

1. Name

- 1.1 The name of the group shall be the The Instep Research Team, hereafter referred to as the IRT.

2. Membership

- 2.1 Membership of the IRT shall be open to all those with an interest in clog and step dance research.
- 2.2 Membership is subject to confirmation by a simple majority of the members of the IRT for the time being. In the event of equality, the Chairperson shall have the casting vote.

3. Aims and Objectives

The aims and objectives of the IRT shall be:

- 3.1 To undertake research into clog and step dancing;
- 3.2 To publish the results of that research and, as appropriate, the research of others;
- 3.3 To teach clog and step dance and to encourage participation clog and step dancing generally.

4. Committee

- 4.1 The IRT shall have a committee consisting of at least the following:
 - (a) Chairperson – Co-ordinator
 - (b) Secretary – responsible for correspondence and note taking
 - (c) Treasurer – responsible for financial control
- 4.2 The role of the committee is to manage all aspects of the IRT's administration.
- 4.3 The committee may invite persons to attend any of its meetings as a participant without the power to vote.
- 4.4 Any vacancy within the committee shall be filled from the ordinary membership and agreed by committee.
- 4.5 Any person who has ceased to become a member of committee shall be eligible for re-election.
- 4.6 No member of the committee, sub committee or any of the ordinary

membership shall receive remuneration from the committee in money or monies worth with the exception of out of pocket expenses.

- 4.7 The committee shall meet at least twice a year and at other times as they shall, in their absolute discretion, decide.
- 4.8 The chair shall have the power to call special meetings open to all members and can be held for the purposes of altering the constitution and for considering any matter that should be referred to the members in general. The chair should call a special meeting at the request of not less than two committee members or not less than three ordinary members.

6. Annual General meetings (AGM)

- 6.1 The committee shall convene an AGM not more than 12 months after the previous AGM.
- 6.2 The committee shall give not less than 21 days notice in writing of the AGM to all members.
- 6.3 At the AGM the ordinary members shall elect a Committee including a chair, secretary, treasurer and any other honorary officers as the committee will decide.
- 6.5 The chair, officers and honorary officers of the committee shall hold office until the conclusion of the AGM.

7. Rules of Procedure

- 7.1 QUORUM: a minimum of two committee members shall form a quorum at committee meetings and a minimum of all committee members and four ordinary members shall form a quorum at an AGM.
- 7.2 VOTING: every matter shall be determined by a majority of members present and voting. In the case of equal votes the chair of the meeting shall have the casting vote.
- 7.3 MINUTES: a minute of all meetings shall be kept and formally adopted.

8. Finance

- 8.1 The financial year shall run from 1st April to 31st March in the following year.
- 8.2 The treasurer shall keep proper accounts of the finances of the committee. All cheques, relating to the club's bank account shall be signed by any two of the committee members.

9. Alterations to the constitution

- 9.1 Any alterations to this constitution shall receive the assent of no less than two-thirds of the members present and voting at an AGM or special meeting. Provided that the secretary has received such notice of any alteration in writing no less than 21 clear days before the meeting at which the alteration is proposed.

10. Dissolution

- 10.1 The club may be dissolved by a resolution passed by a majority of members present and voting at a special meeting convened for the purpose.
- 10.2 Any assets remaining after the settling of any debts and liabilities shall be applied to such body as may be decided and approved by the aforesaid majority.

We certify that this is a current copy of the constitution of the Instep Research Team which was adopted at an AGM held at

Signed: Chairperson

Signed: Secretary