

# Tongues&Grooves in the Community

## Constitution

**Name:** Tongues&Grooves in the Community.

**Status:** Voluntary, non profit making community group.

**Mission:** To increase involvement in poetry for motivation, well-being and social inclusion.

### **Aims**

- Providing platforms for local writers and musicians
- Involving people of all ages and backgrounds
- Targeting the 'quiet voice' and under-represented groups
- Developing opportunities for volunteers
- Forming partnerships
- Informing and involving our supporters
- Fundraising for charitable purposes

### **Management**

Tongues&Grooves in the Community is managed through a committee of trustees comprising chair, vice chair, treasurer, secretary and at least two other members. Committee members can be co-opted as necessary. Any vacancy occurring in the committee shall be filled from the membership. Committee meetings will be held at least four monthly. A quorum will comprise three committee members. An annual general meeting will adopt an annual report and accounts, consider members' motions and appoint a committee of trustees and independent auditor. A quorum will comprise four committee and four ordinary members. Decisions will be made by a majority of members present at any meeting. All matters will be determined by a majority of those present, with the chair having a casting vote. Minutes of all meetings will be kept and formally adopted

**Membership/Sponsorship**

Membership/Sponsorship of Tongues&Grooves in the Community is open to any person or group supporting our aims. No person shall be excluded from membership on grounds of sex, race, colour, age, religion, sexual orientation, disability or political affiliation. The committee reserves the right to refuse or rescind membership to any individual not meeting the aims of Tongues&Grooves in the Community.

**Finance**

All monies raised will be used to further the aims of Tongues&Grooves in the Community. The treasurer will keep an account of all income and expenditure and submit annual accounts. A bank account will provide for withdrawals on the signature of two independent trustees. A financial year will run from 1 January to 31 December. No income or property will be given to members.

**Independent Audit**

The independent auditor will examine financial reports and management systems on an annual basis and report to the management committee.

**Amendment or Dissolution**

This constitution may be altered by means of a resolution passed by a full management meeting and endorsed at an annual general meeting. In the event of dissolution, all proceeds will only be made available to a similar organisation or charity.