

# Constitution of 'Jubacana'

## **1. TITLE:**

a) The name of the group shall be 'Jubacana', herein after called 'The Group'.

## **2. OBJECTIVES:**

a) The Group's main objective is to provide an environment where musicians and dancers may develop their performance and teaching skills through the study of percussion and dance.

b) Through training and rehearsal, The Group will develop as a performance group and individuals will further their knowledge of percussion and dance in order to pass on their learning to others.

## **3. MEMBERSHIP:**

a) The Group shall not discriminate upon the grounds of race, colour, ethnic origin, gender, sexuality, marital status, religious or political beliefs, or disability.

b) Excluding exceptional circumstances, new members are to be aged between 8 and 18, and upon reaching 18 the members will either continue with The Group in a teaching role or will be signposted to further activity.

c) Members will be permitted to take part in performances when deemed ready by the Artistic Director, Musical Director and Dance Director.

d) Members may submit suggestions or complaints at any time to the Committee. These issues will be discussed by the Committee and (if necessary) put to a vote of the Committee. In the event of an equality vote, the Chairperson shall have a second or casting vote.

## **4. MANAGEMENT OF THE GROUP, OFFICERS, AND RESPONSIBILITIES:**

a) The Committee will devise the Constitution, which must be approved by a majority vote by the members of The Group. The Committee may make amendments to the Rules & Regulations, all such amendments being approved by a Committee vote.

b) The Group shall have a committee of at least four members, and meetings shall be quorate with three of these members present. The Committee shall consist of:

### *Chairperson:*

- Should organise Committee meetings.
- Should help with the organisation of The Group (rehearsals, equipment, performances etc.)
- Should act as one of three signatories to The Group account.

### *Treasurer:*

- Should help with the organisation of The Group (rehearsals, equipment, performances etc.)
- Should act as one of three signatories to The Group account.
- Should be responsible for collecting money and assisting with maintaining The Group's accounts.

*Secretary:*

- Should help with the organisation of The Group (rehearsals, equipment, performances etc.)
- Should act as one of three signatories to The Group account.
- Should take minutes of Committee meetings and supply other members of the Committee with copies of the minutes.

*Youth Committee Members/Youth Ambassadors:*

- Should help with the organisation of The Group (rehearsals, equipment, performances etc.)
- Should act as the 'youth voice' within Committee meetings and speak for The Group where appropriate.

c) Committee members may resign from their post at any time and the Committee can appoint a replacement.

d) Additional/Combined Roles:

*Artistic Director and Musical Director:*

- Should provide all necessary training and support for the musicians to perform competently.
- Should deliver rehearsals and activities which further The Group's knowledge and experience.
- Should provide members with all relevant information regarding rehearsals and performances (dates, meeting times, transport arrangements etc.).
- Should work alongside the Dance Director to create repertoire and performances.

*Dance Director:*

- Should provide all necessary training and support for the dancers to perform competently.
- Should deliver rehearsals and activities which further The Group's knowledge and experience.
- Should provide members with all relevant information regarding rehearsals and performances (dates, meeting times, transport arrangements etc.)
- Should work alongside the Artistic Director and Musical Director to create repertoire and performances.

*Project Manager:*

- Should work closely with all director(s) on the day-to-day running of the project.
- Should take charge of administration, marketing and online activities.
- Should provide members with all relevant information regarding rehearsals and performances (dates, meeting times, transport arrangements etc.)
- Should manage governance and the groups finances (when appropriate) in consultation with director(s)

*Guest Tutors:*

- Should work with the lead artists team and Committee to devise high quality training for The Group.

*Additional Volunteers:*

- Volunteers will assist with the general running and documentation of the project, also offering support to lead artists and tutors throughout training sessions. All adult volunteers will be supervised at all times by Committee members with up-to-date DBS certificates.

## **5. MEETINGS:**

- a) Any Committee meeting will be quorate if three or more Committee members are present.
- b) The Committee should hold a meeting at least every six months to discuss the progress and status of The Group.
- c) Committee meetings may be called at any time to discuss necessary/urgent issues relating to The Group.
- d) Annual General Meeting (AGM): The Group shall hold an AGM before the end of each financial year (31<sup>st</sup> December) The business to be transacted at the AGM shall be:
- Approve minutes of last AGM and any additional meetings (and deal with any matters arising).
  - To share an Annual Report on the year's workings (including financial information where appropriate).
  - To elect Committee members for the forthcoming year, all candidates chosen must be proposed and seconded. In the event of a contested post, the Committee will arrange an election, and in the event of an equality vote, the Chairperson or outgoing Chairperson shall have the casting vote.
  - To discuss any other business relating to The Group.
  - To review the Constitution and Rules & Regulations document.

## **6. FINANCE:**

- a) The financial year shall end of 31<sup>st</sup> December each year.
- b) The Group shall have a bank account where funds from performances, grants, or donations will be kept.
- c) The Group account will have three signatories, however only two of these will be required to sign for withdrawals from the group account. Any forthcoming withdrawals must be discussed and agreed upon by three Committee members who must sign the financial records to state this (this includes use of the online banking system).
- d) Weekly subscriptions will be paid by all members to The Group via the Treasurer (except in cases of bursary places being required).
- e) All lead artist, administrative roles, and guest tutor's fees will be regularly reviewed and agreed by the Committee.
- f) Funds obtained from busking or performances shall be divided at the Committee's discretion; this shall be agreed by the Committee and members of The Group in advance of a performance. In many cases, these fees will be paid directly into The Group's account to be used for artist fees, expenses, and equipment purchase.

## 7. ALTERATIONS TO CONSTITUTION AND/OR RULES & REGULATIONS DOCUMENT:

- The Committee may make alterations to the Rules & Regulations at any time.
- Any proposals to make amendments to the Constitution must be submitted in writing to the Committee for discussion. If necessary, a meeting will be arranged and members of The Group will vote on the proposed changes. Any such changes will be approved by a simple majority vote.

## 8. DISSOLUTION:

A resolution to discontinue to the work of The Group shall be considered at a group meeting of which all Committee members and at least half of The Group's members must be present. If passed by 75% of the members present, any property and monies belonging to The Group shall be donated to some charity or organisation having objectives similar to those of The Group.

## 9. FINAL STATEMENT:

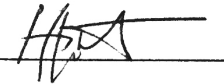
This Constitution, approved on 15.01.2021 replaces any and every former Constitution.

This Constitution has been agreed upon by all Committee members and a copy of this Constitution has been given to each group member.

*Chairperson:*

Holly Prest

Signed



*Treasurer:*

Dan Jones

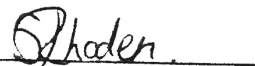
Signed



*Secretary:*

Simone Rhoden

Signed



*Youth Committee Member/Youth Ambassadors:*

Emma Marsh

Signed



Freya Bennett-Neilsen

Signed

