

HANHAM FOLK CENTRE

SECTION CODE OF PRACTICE

All Sections of the Hanham Folk Centre shall be governed by a Constitution embodying the following items:-

- 1) The name of the Section shall incorporate the words 'Hanham Folk Centre' unless specific agreement is made to the contrary by the Folk Centre Management Committee.
- 2) A Section of the Hanham Folk Centre shall be constituted solely and exclusively by members of the Hanham Folk Centre whose object is to pursue defined objectives within the framework of the parent body.

These objectives shall be stated within the Section Constitution and shall be such as not to conflict with the objectives of the Hanham Folk Centre.

A copy of the Section Constitution shall be lodged with the Administrator.

- 3) The Section shall appoint such Officers as the Section Constitution requires and all Officers of the Folk Centre shall be ex-officio members of the Section Committee.

As ex-officio members of the Section Committee, the Folk Centre Officers have the right to be present and to vote at all meetings, but under normal circumstances will not attend unless requested by the Section Officers or the Administrator to do so.

The Folk Centre Officers must be notified of the date and time of the Section Annual General Meeting, The Officers are: Chairman, Vice-Chairman Secretary, Treasurer and Administrator.

- 4) The funds, equipment and assets of the Section shall be the property of the Hanham Folk Centre and in the event of the dissolution of the Section shall be disposed of by the Trustees of the Hanham Folk Centre or hold by the Management Committee for future comparable use.

- 5) Election to the Section Committee shall be by ballot.

- 6) Minutes of the Committee and Section meetings shall be kept by the Section Secretary and shall be available on request to the Folk Centre Officers.

- 7) Each Section shall submit before 1st October each year a list of their own members, who must be paid up members of the Folk Centre.

- 8) If practical the Section financial year should coincide with the Folk Centre financial year and the Officers of the Section must be responsible for the auditing of the Section Accounts and for their presentation to the Management Committee of the Folk Centre not less than seven days prior to the Folk Centre Annual General Meeting.

- 9) A Section may have its own Bank Account provided that application is made to, and permission granted by, the Folk Centre Executive Committee.

- 10) The Accounts of the Section shall be available for inspection as required by the Management Committee of the Folk Centre and by the Folk Centre's Auditors.

- 11) All Sections holding Bank Accounts must only deal with the National Westminster Bank, Hanham branch.

- 12) No Section to hold any money surplus to working capital at any time.
- 13) Monies to be paid in to the Folk Centre Office as soon. as possible to meet annual target.
- 14) All monies requested to be placed to reserve, after annual target has been met, must first receive approval of the Executive Committee before the Treasurer is so instructed. Any exceptions to this will be for MANAGEMENT AGREED PROJECTS ONLY.
- 15) These reserves to be held for long-term maintenance or improvement to Section facilities.
- 16) Any Expenditure from reserve must receive Executive Committee approval for the project proposed.
- 17) Reserves held at the end of financial year to be carried forward as agreed at the Annual General Meeting.
- 18) The Executive Committee is the financial Committee of the Folk Centre and is responsible for all monies held by the Centre including' Section holdings.

HFC Executive Committee
October 1988