**TEMPLATE FOR A CONSTITUTION FOR AN OPEN MORRIS SIDE**

For any side wishing to write a Constitution, the template below is provided as a guide.

Each item in the template is intended as a prompt, for you to consider adding to your document.

No particular wording is intended for any of the items.

Some sections or items may well be wholly irrelevant or inapplicable to your side.

If you prefer to simply amend an existing Constitution, here are some that sides have published:

[https://beormamorris.co.uk/constitution](https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fbeormamorris.co.uk%2Fconstitution&data=02%7C01%7C%7C55607be17ffe487e2fbd08d72a0a2054%7C84df9e7fe9f640afb435aaaaaaaaaaaa%7C1%7C0%7C637024095286487782&sdata=zX0Y6p36x%2BBqkwSD9SLzWZSg%2FUnJoNPRaW%2FGUzpTI9I%3D&reserved=0)

[http://www.freaksinthepeaks.com/documents/constitution.doc](https://eur03.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.freaksinthepeaks.com%2Fdocuments%2Fconstitution.doc&data=02%7C01%7C%7C55607be17ffe487e2fbd08d72a0a2054%7C84df9e7fe9f640afb435aaaaaaaaaaaa%7C1%7C0%7C637024095286497799&sdata=n4rqw%2BbX%2FwskGRSIU8wIUp85UaQzLQrkeCH6cLc3yb8%3D&reserved=0)

(NB ... this is a download)

[http://www.tynebridgemorris.org.uk/constitution-for-tynebridge.html](https://eur03.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.tynebridgemorris.org.uk%2Fconstitution-for-tynebridge.html&data=02%7C01%7C%7C55607be17ffe487e2fbd08d72a0a2054%7C84df9e7fe9f640afb435aaaaaaaaaaaa%7C1%7C0%7C637024095286507804&sdata=AIPWJW99Ke7CLy2wwbPsUVnYH35sWTayVXvl9DQH%2F1E%3D&reserved=0)

Please note that there is no requirement for an Open Morris side to have a Constitution.

Sides who work on an informal basis without a bank account may have little or no need for a formal constitution.

However …

Bear in mind that having a constitution may help to stop arguments or differences developing in the future, especially if your side grows.

Sides who need a bank account with two or more signatories will usually need to justify the application by providing the bank with some sort of formal paperwork or a constitution.

**CONSTITUTION FOR** *<SIDE NAME>*

*[date adopted or updated]*

**Aims and Principles**

*[eg … to dance whatever styles of Morris dancing the side decides]*

*[eg … to perform <genre> to as high a standard as possible]*

*[eg … to promote Morris dancing]*

**Membership and eligibility**

*[eg ... we welcome all dancers and musicians]*

*[eg ... limitations on age, gender, etc]*

*[eg … how frequently attendance is required]*

*[eg … who has a say when decisions are made]*

**Subscriptions**

amount

frequency

**Kit**

*[eg … design, colours, facepaint, etc]*

*[eg … kit for musicians]*

*[eg … who makes it]*

*[eg … who looks after it]*

*[eg … who pays for it]*

*[eg…who owns it ie when wearer leaves the side]*

**Finances**

bank account arrangements

signatories

arrangements for paying expenses to members

Treasurer’s responsibilities

*[eg … keep records of income and expenditure]*

*[eg … to deliver a financial report to members]*

*[eg … to keep an amount of petty cash]*

contents of financial report

*[eg … income/expenditure, bank statements, claim forms]*

timing of financial report

*[eg … on demand, quarterly, at AGM, etc]*

**Officers**

*[eg … there will be no elected officers – all responsibilities are shared]*

*[eg … other than our Treasurer, there are no elected officers]*

OR

* list of Officers
* roles and duties

*[eg … a nominated person will be delegated to speak for us to the press/media]*

**Election of officers**

eligibility to be an Officer

length of tenure of posts

arrangements for nomination and election

**Arrangements for Annual General Meeting**

timing of notice of AGM

who chairs the meeting

quorum to agree a decision

proportion of votes to agree a decision

**Arrangements for Extraordinary General Meeting**

procedure for calling an EGM

timing of notice of EGM

who chairs the meeting

quorum to agree a decision

proportion of votes to agree a decision

**Arrangements for dissolution of the side**

arrangements for a meeting to decide on dissolution

who chairs the meeting

quorum to agree a decision

proportion of votes to agree a decision

how the side will dispose of financial and material assets

**Membership of Open Morris**

 *<Side Name>* will pay an annual subscription for membership of Open Morris.

The members of *<Side Name>* endorse and will comply with the Open Morris Constitution and policies, as posted on the Open Morris website.

**Public Liability Insurance**

**EITHER**

Public Liability Insurance for *<Side Name>* will be included in the annual subscription to Open Morris.

OR

Public Liability Insurance for *<Side Name>* will be provided by *<Name of Organisation>.*

**Health and Safety**

When preparing a Risk Assessment, *<Side Name>* can follow the Open Morris Health and Safety Advice document on the Open Morris website.

**Changes to this Constitution**

*[eg … Any of the articles in this constitution (except this one) are subject to change]*

*[eg … changes to this constitution will only be made at an AGM or EGM]*

*[eg … at least 60% of all the members need to agree to a change to this constitution]*