



AGM Pack 2023

To all the members of The Morris Federation.

These are the papers for the Annual General Meeting of The Morris Federation to be held on

**Saturday 30th September 2023 16:00 sign in for a 16:30 start,
at The Community College, Bishop's Castle, Shropshire SY9 5AY.**

Attend in person and online via Zoom.

<https://www.morrisfed.org.uk/agm>

w: www.morrisfed.org.uk
e: secretary@morrisfed.org.uk

IMPORTANT NOTES

1. Each member team may register for a Zoom session to attend the meeting to represent the team (individual members have access in their own right). Each person may represent only 1 member team on 1 Zoom session for the duration of the meeting. Attendance at the Zoom meeting will be counted as 'represented in person' to determine whether the meeting is quorate (requires 15 group members to be represented). We are not planning to record the meeting.
2. Other members of your team (or a different member team) will be able to sit with the representative on the Zoom session but will not be permitted to participate directly. There may also be a live stream on YouTube so that any member of any team may watch the meeting.
3. Questions about the AGM itself, how it will run, the live stream, etc., should be sent to secretary@morrisfed.org.uk. We will endeavour to answer all such questions as soon as practicable and no later than 48 hours before the AGM starts. There are no stupid questions - someone else almost certainly has the same query. We will use your questions as the basis for an AGM FAQ which we will make available to all members via our website www.morrisfed.org.uk/agm
4. Member contacts will be sent a separate document: 'AGM Voting & Registration 2023' with details of how to register for the meeting, meeting etiquette, how to submit votes in advance, proxy votes, etc.
5. Members are encouraged to vote in advance. Details on how to do so will be included in the 'AGM Voting & Registration 2023' document.
6. The 2 documents – the 'AGM Pack 2023' and the 'AGM Voting & Registration 2023' – will be sent to member contacts by broadcast email, and also made available on the Members area of the website (need to login) at www.morrisfed.org.uk/members/agm

VOTING

Member Teams have 10 votes to be apportioned to reflect the views of the side. Full Individual Members and Honorary Life Members have 1 vote. [Standing Order 10]. See the Votes Conversion Table in the AGM Voting & Registration document on how to apportion votes to reflect the views of member teams.

Member Teams and Individual Members should vote 'in advance' by midnight on Thursday 28th September if they are not planning to attend the AGM (either in person or online) and are encouraged to do so even if planning to attend. If you are the representative for your team and decide to attend after you have submitted your votes, you may do so and re-cast your votes at the meeting if you wish to change them.

All members are encouraged to vote so that the views of the entire membership are known.

Drew

Andrew Knight, Secretary, The Morris Federation

www.morrisfed.org.uk

The Morris Federation is a member of



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1 INTRODUCTION, ATTENDEES AND APOLOGIES FOR ABSENCE

These will be recorded at the meeting.

2 MINUTES OF THE PREVIOUS ANNUAL GENERAL MEETING

The minutes of the previous AGM on 24th September 2022 and the EGM on 3rd December 2022 are available online at <https://www.morrisfed.org.uk/agm/>

Meeting to vote to accept the minutes of the previous AGM on 24th September 2022 as a true and accurate record of the meeting. One paper copy will be available to the President for any amendments/signing as an accurate record.

Meeting to vote to accept the minutes of the EGM on 3rd December 2022 as a true and accurate record of the meeting. One paper copy will be available to the President for any amendments/signing as an accurate record.

3 MATTERS ARISING FROM THE MINUTES NOT OTHERWISE ON THE AGENDA

None.

4 ANNUAL REPORTS

4.1 Reports from Elected Officers:

a) President

Looking back, it has been a particularly busy year - our first grant from Arts Council England; the FedExtra magazine for reading online; the Members Manual properly online; the Longsword mag archive online; videos now searchable on the web site; two new research publications, and six extra JMO events in the pipeline. Phew. On to the details ...

ARTS COUNCIL ENGLAND GRANT. The big news is that we were awarded a grant from Arts Council England! This was the first time The MF has ever submitted a bid, and we were surprised - and delighted - to have it approved. The title is “Old dances, new people, new age” and the aims of the £27.5k grant are to create exciting new videos introducing morris dancing, a schools topic called ‘Buzzing Britain’, kit bags for classes of 30, and to teach morris dancing in 18 primary schools. There’s more info about this under the ‘projects’ section elsewhere in this pack, online at: www.morrisfed.org.uk/education/projects/

With this Arts Council England Grant we are starting to focus on reaching new audiences - with youth engagement and improving the image of morris in the media. You may think that it’s only dipping our toes into the water, but I can only see this as a growth area for The MF - we hope to build on that experience for more funding bids in the future, and to inspire our membership to do similar outreach activities.

EVENTS. Since my last report, the first event was The MF Day of Dance and AGM on Saturday 24th September in Darlington, County Durham, expertly hosted by Black Diamond Mixed Cotswold Morris. Thank you to all the organisers.

Then, over winter, we ran 10 online talks/workshops (see list below). It’s now time to try a new format, and Stephen Rowley has volunteered to do something “completely different” next winter, so watch out for that.

The JMO National Day of Dance was held on Saturday 22nd April in Exeter, hosted by Beltane on behalf of Open Morris. It was very well attended, and we all enjoyed a packed day of dancing with added bonuses of films and a ceilidh.

Later this year the Joint Morris Organisations [JMO] (Morris Federation, Morris Ring and Open Morris) are marking the 20th Anniversary of the exemption for “morris dancing” from the Licensing Act, which was celebrated in Trafalgar Square by a Day of Dance in November 2003, by holding 6 regional events, with the finale being in London (fingers crossed we will get Trafalgar Square).

MEMBERS MANUAL. In the new year I invested a lot of effort taking our extensive advice and guidance from the Members Manual (in one big PDF) and putting it on separate web pages, available to all, under a new ‘For Teams’ section on the web site: www.morrisfed.org.uk/for-teams. This has a lot of advice on setting up and running a team, running events, insurance info, and more. Please do use it.

MORRIS IN THE MEDIA. Then Boss Morris were all over the news - supporting Wet Leg at the Brits! We saw a definite upturn in interest from the press/media in writing appreciative articles about morris dancing. Long may it continue.

FEDEXTRA. Spring saw the welcome return of the magazine - Jess Searle issued a bumper edition of ‘FedExtra’! We are trialling a digital-only version for this year, to see if that can reach members of teams who might not normally get time to read it. We also continued to issue the ‘FedCast’ broadcast emails to keep everyone in touch with any morris and related news and events.

RESEARCH PUBLICATIONS. Spring also saw the launch of two new digital publications: “Morris Dancing and Pageants in Britain 1885-2022” by David Milner (Frome, Downes-on-Tour), and “Morris Dancing in Bedfordshire, a Social History, 1900-2023” by Chas Leslie (past Redbornstoke). Thanks to those researchers, and to Simon Kind (Brighton) for copyediting.

JOINT MORRIS ORGANISATIONS. The co-operation between the three morris organisations continues, and I again attended the Morris Ring's Annual Representatives meeting (their AGM) as a guest, along with our Secretary Andrew Knight and the Chair of Open Morris, Jen Cox, and I also attended the Open Morris' AGM (online). The JMO have set up a new Equality, Diversity and Inclusivity (EDI) group to help think about how we can improve EDI across our membership.

THANK YOU. Again, massive thanks to the Committee and Co-opted Committee for all their hard work and support, you will find their reports elsewhere in this section. Sally Smith (Silkstone Greens) and Abigail Banfield (Ditchling) have stood down as co-opted Communications Officer and Social Media Officer respectively and we thank them for their time and expert knowledge. More thanks are due to those working on the Arts Council England Grant - Esther Ferry-Kennington (She Shanties, ex Rivington); Sally Smith (Silkstone Greens); Barry Goodman (past President) and Jenny Everett (Treasurer). Plus Simon Kind (Brighton) for copyediting; and Alan Courtney (Sarum) for photographs, and of course all those who ran talks and workshops. Not forgetting my long-suffering partner, Dennis Taylor, without whom I could not spend so much time on MF work.

FOND FAREWELLS. It's going to be very sad to say "goodbye" to our elected officers - Jenny Everett, Mike Everett, and Jess Searle - as they step down this year. Jenny and Mike have been stalwarts of the Committee for 21 years and 20 years respectively, and I have appreciated their rock-solid support, knowledge, advice and guidance tremendously. Jess is a bundle of youth and enthusiasm and techie know-how. I am sure we will call on all three for help from time to time. Jenny and Mike are still with us, running JMO DoD 2024, and are on the working group for the 50th Anniversary book. It will be a major change for the Committee this coming year.

Wishing you all the best.

Pauline Woods-Wilson, August 2023

List of MF online events 'live' on Zoom, Winter 2022-2023

We hosted 9 MF events, and one JMO event:

Jan	"How can IT help your side?" - workshop	Brian Kelly
Jan	"Morris dances in Cumbria in the early twentieth century" - Talk	Sue Allan
Jan	"Winter Sword Dancing: a black and white issue?" - Talk	Andrew Kennedy
Feb	"Carnivals, Contests and Coronations, a social history of Morris Dancing in Trafford before the second world war" - Talk from his new book sponsored by The MF	Richard Nelson
Feb	"Exploiting IT for your outreach and marketing" workshop	Brian Kelly
Feb	"Recruitment Ideas and Experiences" (a JMO event)	Ant Veal, Michael Stimpson, Dan de la Bedoyere, Ollie Simons
Mar	"Dancing with Giants, Hobby Horses and Morris"	Stephen Rowley
Mar	"The Ancient Festival of Abram, called the Morris Dance" - Talk	Peter Bearon
Mar	"Dalliance[s] with Dance ... Clogs, Bells, Horns and Straw!" - Talk	Doc Rowe
Apr	"More morris than you can shake a stick (or handkerchief) at" - Talk from his new book 'The Ancient English Morris Dance'	Michael Heaney

b) Secretary

Most of my activities this year have been based around answering issues raised by external parties. Most of these are requests to dance at events, these are redirected to Teamfinder and I hope these translate into bookings for sides.

To make this work well for you please be sure to fill out your Teamfinder profile with as much information, pictures and videos as you can to help with these and any other enquirers; it also assists people looking to join you via online searches. Brian Kelly has written support documents to help with you with this!

Other work is based around resources and information for teams so they can function in legally and with as much ease as possible. Safeguarding information and advice was published and an update is in progress.

Further advice is upcoming which could be very impactful on team running – please review this information when the FedCast arrives, it might save a lot of your time and worry later – it's all the boring stuff that's necessary to make the fun stuff happen worry-free!

Some enquiries received do already have resources in the Members area – please remember to check there before emailing!

Again this year I have attended JMO meetings (online) and the Morris Ring ARM - all as representative of The Morris Federation, I have been at many festivals around the south, and some in the north, this year and always welcome people coming up to have a chat.

Please consider stepping forward and offer your skills to help and support the work of The Morris Federation, these are a really great group of people to work with; even if you are unsure whether you can help the team, I can assure you that the amount of help and back up support is exemplary and you will quickly grow into any role you take on!

Andrew Knight, August 2023

c) Treasurer

Membership and renewals

Membership levels have remained at a similar level this year.

To date (29/6/23) we have 500 members (509 in 2022):

476 group members

13 individuals

3 junior

5 overseas

3 associate

15 teams have failed to contact me about renewing, so their membership has lapsed.

Sadly 8 teams have folded, disbanded/aren't dancing out:

Belles & Arrows, Broads Swords, Gong Scourers, Kick Start, Leeding Edge Rapper, Shalesbrook, Twostep, Willington Morris.

Since my last report, we have 21 new members:

Boscattle Border Morris, Branglewitches, Britannia Morris (Australia), Cold Ash & Hermitage Mummers, Common Clog, Dover Hoodeners, Glaisdale Cloggers, Hevva, Kittiwake Border, Limestone Morris (Australia), Marie Graham, Moonlight Morris, Rattlejag Morris, Ravenhymn, Seven Stars, The Avocets, The Bounds of Selwood Morris, Seven Sisters Molly Dancers, Three Man Morris, Traed y Ddraig Appalachian, Wild Moon Morris.

PR sales

Sales of badges, bags and CDs have been minimal.

Bells

Sales of bells have been brisk, as both the Morris Ring Shop and One Stop Morris have had operating difficulties. Our manufacturer had a clear out and I secured their remaining stock of bells (£15,000), however 7/8" brass bells were not included so they are still out of stock. The sole manufacturer is looking to cease bell manufacture. I have investigated a manufacturer in Pakistan, but they would be quite expensive and do not sound quite the same as our English ones. The Bagman of the Morris Ring is going to investigate the way forward, maybe finding an artisan manufacturer who could take it on.

These latest bell purchases will appear on 2023-2024 accounts.

Banking

All accounts are at Lloyds bank; we have a current account, and an instant access savings account.

Accounting period

Attached is a copy of the annual accounts for 2022/2023.

Income exceeded expenditure by £9,268.02 despite the reduction in subscription rates. Because of this, I propose that membership subscription rates for 2023 remain at £30 for group members, £20 for individual members, £20 for overseas and associate members and £10 for junior members. I have taken into account that membership will include PA insurance in 2024 and this will incur extra expense.

For the first time this year, I have included a breakdown of IT services expenditure.

Grants and Sponsorships

Grants were made to the Morris Dance Database project towards web expenses and to assist with book production costs of Carnivals, Contests and Coronations.

We have been successful in obtaining a grant from the Arts Council for a Morris Federation project which is detailed elsewhere (iro £28,500).

Committee Expenses

A breakdown of the committee expenses for the period has been included. Should any member consider standing for a committee post, we have an expenses policy which pays for accommodation and travel costs incurred.

With reference to the continuing increased cost of fuel, I recommend that travel expenses be raised from 30p a mile to 35p a mile.

Reserves

Reserves have been set at £13,000. It should be borne in mind that insurance costs are expected to increase, and any further bell purchases may be subject to minimum order numbers.

Other activities

Committee meetings have all been online, except for the one following the AGM. It was great to have this real face to face opportunity and the shared accommodation facilitated the sharing of ideas. The online Joint Morris Organisations meetings have been fewer as several sub committees have been set up to deal with specific areas of interest.

I am also working on the 50th anniversary book project and am part of the project team 'Old Dances, New People, New Age' for which we have been awarded an Arts Council England Grant, reported elsewhere.

Accounts inspection

These accounts have been independently verified by Eddie Worrall. He is stepping down from this role and a new Verifier will need to be appointed for next year. I should like to thank Eddie for all his help and advice over the past few years.

And finally

As you know, I am stepping down from the post of Treasurer, after 21 years on the committee it's time for a change! I only volunteered on the spur of the moment because there was a big silence in the 1986 AGM when nominations for Events Officer were called. I thought to myself, well even I would be better than no-one! Little did I know how it was to change my life. I have really enjoyed working on your behalf and I shall miss being in the thick of things and all the contact with our members.

Thank you for all your messages of support and thanks over the years.

Jenny Everett, June 2023

MORRIS FEDERATION ACCOUNTS 1/4/2022 to 11/4/2023		
INCOME	2022/2023	2021/2022
GENERAL		
Subscriptions (including overpayment donations)	£14,978.02	£17,429.69
PRS contribution from Morris Ring and Open Morris	£97.93	£143.93
TOTAL GENERAL	£15,075.95	£17,573.62
AGM and Day of Dance 2022 Darlington		
Donation towards committee accommodation	£105.00	
Street collections	£188.75	
TOTAL AGM 2022	£293.75	
DONATIONS & GRANTS		
Donations from zoom sessions	£65.00	70.72
TOTAL DONATIONS & GRANTS	£65.00	£70.72
PROMOTIONS & PUBLICATIONS		
Sale of publications, CDs, PR goods (inc p&p)	£18.40	£122.08
TOTAL PR & PUBS	£18.40	£122.08
BELLS		
Sale of bells (inc p&p)	£7,021.29	£3,776.30
TOTAL BELLS	£7,021.29	£3,776.30
BANKING		
Interest on savings account	£41.62	£2.54
TOTAL BANKING	£41.62	£2.54
TOTAL INCOME	£22,516.01	£21,545.26

EXPENDITURE	2022/2023	2021/2022
GENERAL		
Subscription refunds	£0.00	£105.00
Printing (inc. renewals)	£0.51	£6.53
Stationery & postage (inc postage of goods/bells)	£211.15	£507.96
Travel expenses	£1,042.48	£177.00
PRS charge (1 year vs 2 years in 21/22)	£279.79	£411.46
EFDSS membership	£86.00	£84.00
AFO subs	£10.00	£90.00
other subs/donations	£70.20	£3.50
Conference fees and accommodation	£339.94	£54.00
Insurance	£4,274.64	£4,424.86
IT charges	£2,376.82	£1,546.14
H&S premium	£133.80	£198.80
Archive acquisitions	£59.49	£0.00
Preparation of accounts	£53.88	£31.50
Paypal charges and interest	£50.84	£29.42
TOTAL GENERAL	£8,989.54	£7,670.17
AGM 2021		
zoom charges		£55.30
TOTAL AGM 2021		£55.30
AGM and Day of Dance 2022 Darlington		
AGM committee accommodation	£1,040.00	£610.00
AGM badges	£77.10	
committee tickets	£60.00	
TOTAL AGM and Day of Dance 2022	£1,177.10	£610.00
AGM and Day of Dance 2023 Shropshire		
AGM committee accommodation	£765.00	
TOTAL AGM and Day of Dance 2023	£765.00	
JMO celebration days of dance 2023		
Council permissions	£99.60	£0.00
TOTAL JMO celebration days of dance 2023	£99.60	£0.00
DONATIONS & GRANTS		
Morris Dance database project	£80.00	£160.00
Wantsum Women		£252.00
Printing of Carnivals, Contests and Coronations	£1,000.00	
TOTAL DONATIONS & GRANTS	£1,080.00	£412.00
PROMOTIONS & PUBLICATIONS		
Publications printing		£1.00
TOTAL PR & PUBS	£0.00	£1.00
BELLS		
Purchase of bells		£11,147.48
Bell refunds	£1,136.75	
TOTAL BELLS	£1,136.75	£11,147.48
TOTAL EXPENDITURE	£13,247.99	£19,895.95

COMMITTEE EXPENSES 1/4/22 – 11/4/23**Personal Expenses**

	travel	accommodation
secretary	£181.68	
president	£225.80	£116.94
notation officer	£162.45	
treasurer		
archive officer	£76.60	
member comms		
IT admin	£150.50	
comms & IT		
JMO secretary	£245.45	
TOTALS	£1,042.48	£116.94

Organisational expenses

	Stationery	postage	printing	archive	subs/ donations	conf fees	AGM 2023	AGM 2022	JMO	accounts presentn
secretary	£1.85	£2.05								
president		£2.23			£70.20	£75.00				
notation officer		£1.50								
treasurer	£3.75	£199.77	£0.51				£765.00	£60.00	£99.60	£53.88
archive officer				£59.49						
comms & IT						£148.00				
JMO secretary										
TOTALS	£5.60	£205.55	£0.51	£59.49	£70.20	£223.00	£765.00	£60.00	£99.60	£53.88

IT Expenses

Membership Works	Microsoft for teams	Joomunited (web plug in)	Elementor (web plug in)	Web hosting	Zoom	Mailchimp
£1,046.63	£685.08	£40.94	£41.94	£119.99	£143.88	£298.36

BANKING DETAILS

Banking 1/4/2023				
	general account	designated education account	designated research account	TOTAL
Current Account	£30,255.84	£455.74	£350.00	£31,061.58
Savings Account				£21,979.11
Paypal Account				£1,147.20
Total				£54,187.89

Banking 16/04/2022				
	general account	designated education account	designated research account	TOTAL
Current Account	£21,733.98	£444.74	£350.00	£22,528.72
Savings Account				£21,937.49
Total				£44,466.21

Reserves			
	2022/2023	2021/2022	2020/2021
Unrestricted funds	£53,382.15	£43,68.47	£42,618.48
Designated funds: education account	£455.74	£444.74	£373.50
Designated funds: research account	£350	£350	£350
Total funds	£54,187.89	£44,466.21	£43,341.98
Ratio of reserves to annual operating expenditure	100%	100%	100%
Reserves	£13,000	£21,000	£27,000
Membership level	500	501	507

STOCK VALUES

	10/4/23	23/3/22
Stationery	£38.66	£187.59
Value of bells	£19,936.40	£25,682.05
Adderbury and Anniversary CDs	£420.00	£465.95
Value of Promotions	£94.50	£286.07
Stock held sale or return by Morris Shop	£383.25	£383.25
Total	£20,872.81	£27,004.91

Jenny Everett, June 2023

Accept the Treasurer's Report

Note to the meeting: The Treasurer's report needs to be proposed, seconded & accepted here. In summary, the Treasurer proposes:

- keeping the subscription rates the same for 2023/24
- increasing travel expenses for volunteers from 30p to 35p per mile
- reducing reserves from £21,000 to £13,000

d) Archive Officer

After twenty years of looking after The Morris Federation archive and library (and doing many other jobs as they were needed), I'm standing down. At the time of writing this report, we have had a few expressions of interest but no nominations for somebody to succeed me. Could it be you?

There are many generous people in the morris world who donate material to the archive and the past year has been no exception. One of the largest and most recent donations has been 28 volumes of photographs from Rochdale Morris. We are also gaining a few archives from dance sides as they fold. Look after your sides' archives and consider placing a copy in the Federation's archive.

The Morris Federation supported the publication of Carnivals, Contests & Coronations – Morris Dancing in Trafford by Richard Nelson. A copy has been donated to the library.

The library purchased a copy of Michael Heaney's The Ancient English Morris Dance. This has already gone out on loan.

We also have two new online publications that can be accessed and downloaded from The Morris Federation website: Morris Dancing and Pageants in Britain 1885-2022 by David Milner, and Morris Dancing in Bedfordshire, a Social History, 1900-2023 by Chas Leslie.

Chas Leslie has continued his Voices of Morris oral history project and has provided a separate update.

It has been a privilege to hold this post and my thanks go to all the committee members that I've had the pleasure of serving with. My thanks also go to all the members of The Morris Federation, particularly those who ask questions or leave comments on the social media posts that I've been responsible for, such as Tribute Tuesday and Throwback Thursday on Facebook.

Please support whomever my successor(s) will be and pass the archive into safe hands.

I'm not disappearing. I'm still dancing, organising next year's JMO National Day of Dance, co-writing the book on the second 25 years of The Morris Federation, and lots more. But, for now, it's "so long and thanks for all the fish!"

Mike Everett, August 2023

e) Notation Officer

My thanks to those who have sent me material - and a reminder to teams that we are very happy to accept copies of your dance notation and/or side history either as publicly accessible or privately held material.

All material received goes into the Archive (thanks, Mike!) with notation intended to be publicly accessible uploaded the Notation Library. The old "Google site" has gone but the Notation Library is still a work in progress. It can be found at <https://www.morrisfed.org.uk/notation-library/>.

By the nature of things, the Notation Library is a historical record, as it was formed from the notes on individual dances produced for MF workshops in the late 1970s, 1980's and 1990s. Many of these notes were created or collated by Roy Dommett and you can find his 5-volume opus, covering all types of Morris as it was in the last half of the twentieth century, online via <https://cdss.org/> (search 'Dommett').

The Notation Library is also "historical" in the sense that the written notation we receive often only arrives when a team folds! Fortunately, these teams do not want all that has been created to be entirely lost to posterity and are more than happy to pass their material on to other teams to enjoy.

But you do not have to be closing down to send us your notation! Make sure **your** dances are among those preserved for the 22nd Century's Morris Revival...

Not everyone wants their dances to be danced by others, however, and we will accept any form of documentation (including videos) on a "not-for-publication" basis and will keep donated dance notation private during the life of a team (or longer on request).

"Publication" normally means "uploading PDF scans onto the website", but The Morris Federation have in the past commissioned and published proper typeset booklets on various dance styles, all of which are now available for FREE download from our website (<https://www.morrisfed.org.uk/publications/>). These include dance notations for some Cotswold Morris traditions (Adderbury, Hinton, Raglan, Wheatley), a selection of North-West dances from Trevor Owen's collection, and some notes on Border Morris from Andy Anderson and on Molly from Tony Forster.

For those of you interested in "original" sources concerning Cotswold Morris, you can get Mary Neal's The Espérance Morris book (1910) online via <https://www.maryneal.org/>, and/or Sharp & Macilwane's Morris Books Parts 1-V (1912-1924) though a 1991 reprint available through the Morris Shop. Other researchers' work is also available!

Of course, if you really want "original" material, go and find the hand-written field notes made by the researchers themselves, many of which are now online, and others which can be found in the Vaughan Williams Memorial Library at Cecil Sharp House, Regents Park, London. You'll see firsthand the difficulty the researchers had in trying to record movements for which there was no accepted written notation and which was probably danced quite differently by different people supposedly dancing together in the same team!

The above notwithstanding, there has been relatively little activity with notation this year and I have mostly been focused on the revamp of the Constitution. My thanks also go to everyone who has been involved, to all those who have commented on drafts, and especially those team representatives who have sat through General Meetings whilst the minutiae were discussed! The results can be found elsewhere in this AGM pack.

Jerry West, July 2023

f) Membership Communications Officer

Despite the need to step down after one year due to unforeseen personal circumstances, I'm so pleased that I put myself forward for this role. It's been a joy to work alongside such a passionate, welcoming and supportive committee, with a particularly special nod in the general direction of our wonderful President, Pauline, who is not only absolutely brilliant in every way, but to thank for completing the parts of this role (such as the monthly FedCast) that I've been unable to fulfil.

Before I started my tenure, I thoroughly enjoyed designing the 2022 Morris Federation Christmas card, which was a lovely and wholesome steppingstone from which to spring into the official role at the turn of the New Year.

I'm pleased to have relaunched the FedExtra, with thanks to all those who submitted articles. Special thanks go to Simon Kind for his assistance, Dorset Morri'Arty and Dorset Bays for kindly letting me use their photographs, and to Sam Ross, the previous Newsletter Editor, for giving me free reign in terms of design.

I look forward to seeing a new, more able Membership Communications Officer take on this role next year, as they enjoy the passed-down freedom of making future editions of the FedExtra very much their own.

In the meantime, do please continue to submit your articles ready for the next edition of the FedExtra – it's always brilliant to see and hear what you're all up to, and helps us feel like we're not talking to ourselves!



Reiterated thanks to the rest of the Committee for their continued support, understanding, and for generally being amazing. Always happy to help wherever I can on a more casual basis down the line, especially if there's need for a Mascot (any excuse for an additional ridiculous outfit!)

Hugs of the bear-crushing kind.

Jess Searle, August 2023

4.2 Reports from Co-opted Officers & Advisors:

a) JMO Secretary

As I mentioned previously, I'm trying to develop the role of secretary to the Joint Morris Organisations, which primarily was an administrative requirement, into one of liaison and background support to officers of all three organisations. Consequently, most of what I've been doing since we last met has been attending annual meetings - the EFDSS AGM at Cecil Sharp House in November, the Morris Ring's Annual Representatives' Meeting in March, and the Joint Morris Organisations' Day of Dance, hosted by Beltane Border of Open Morris in Exeter in April.

I'm also sitting on the committee to bring about the twentieth anniversary Day of Dance to celebrate the exemption for morris dancing from the Licensing Act in 2003, which we originally celebrated in Trafalgar Square. As I write we're waiting on confirmation from the Greater London Authority whether we can have this (by the time you read it the decision will no doubt have been made!); if we can't get the Square we have other plans to have tours in Victoria Park, and Diane Moody & Izzy Hancock of New Esperance Morris are working exceptionally hard on all of this, so enormous thanks to them!

I'm also working on the equality, diversity and inclusivity group led by Liz Scholey, treasurer of Open Morris, who herself is hugely knowledgeable in this area as she has done similar work for her day job. The purpose of this group is to examine ways of making morris dancing as accessible as possible to all comers and to support officers of all three Morris organisations in offering advice to their teams. Following a request to look at Morris songs - those sung prior to (or sometimes during) dancing, we'll be sending out a questionnaire shortly, and it would be really useful if your side could fill it in. Thanks v m in advance!

So - lots of background stuff and keeping in touch with as many people as possible. I remain a co-opted member of The Morris Federation and will be incredibly sad to see Jenny Everett and Mike Everett leave the committee as treasurer & archive officer respectively. They're amazing people who've done huge amounts of work for the Federation and I shall miss them. I am also Individual Member of Open Morris (there's no Individual Membership of the Morris Ring I can apply for, unfortunately).

I hope to see some of you in Bath in October as well as in Shropshire for the AGM.

Fee Lock, August 2023

b) IT Administrator

Throughout the last year we have focussed on the following IT projects:

- Merging the Notation Library into The Morris Federation website.
- Development of an online voting system.

Notation Library

For several years The Morris Federation's Notation Library was hosted on a Google website. This website was associated with our free legacy subscription to Google Workspace.

Following the announcement that the legacy Google Workspace subscription would be discontinued we needed to make plans for future hosting of the notation library.

After exploring various options, the decision was made to integrate the library into the website, reasoning that it would be more accessible and would help improve The Morris Federation's website search ranges.

New pages to host the Notation Library content went live in January.

Online voting system

At time of writing this report, the online voting system, currently named *Cast Round*, is still under development.

Cast Round shall allow members to vote on motions using a computer or a mobile device.

Members shall be able to sign in to cast their votes using their Members Area username and password.

Group Members shall be able to assign a delegate to cast votes on their behalf.

Users of an online voting system will need internet connectivity. In cases where members or their delegates have difficulty accessing or using cast round, vote assistants shall be able to submit votes on members' behalf.

All code for Cast Round can be accessed at:

- <https://github.com/morrisfed/cast-round-api>
- <https://github.com/morrisfed/cast-round-client>

Daniel Watford, July 2023 admin@morrisfed.org.uk

c) Communications & IT Officer

Summary

The main focus in 2023 has been in helping to promote Morris Fed sides through digital marketing. In addition, new content areas have been added to The MF website, alongside enhancements to the user interface.

Digital Marketing for Sides

Importance of Video

Morris and traditional dance are multimedia experiences with exciting visual and audio features, so the importance of exploiting video is self-evident. And with the popularity of smart phones and digital channels for sharing resources it is now much easier to exploit the benefits of video. However initial investigation shows the dangers of simply publishing long, unedited videos on YouTube – they won't be watched. So, the focus of recent work has been:

- Use of existing videos which have been made by MF sides which is edited into short form footage (less than 2 mins long)
- Ensuring videos provide a short 'call to action' so that viewers are able to find out more about featured sides and other morris sides and make contact if the desire.
- Understanding strategies for gaining popularity with appropriate audiences (a YouTube search for "*isolation instructional*" finds Morris Fed workshop videos at the top, which may not be what many are looking for - and is the likely reason why viewers leave after the first few seconds!
- Working with stakeholders for whom collaboration will provide mutual benefits. In particular folk festivals may provide channels for (a) larger numbers than typical morris sides and (b) new dancers and musicians.

Swanage Folk Festival – Case Study

Swanage Folk Festival agreed to host and publicise a small number of short videos which featured some of The MF sides dancing at the festival in September 2023. A total of ten sides agreed to take part and provided access to their videos (typically hosted on YouTube and Facebook). The [three videos have been published](#) and have proved popular, both in terms of the viewing figures and the feedback from featured sides.

Next Steps

Based on experiences gained we intend to create further videos which can be used by MF sides. We would like to make further short videos which can be hosted by folk festivals, as well as videos which sides can host on their digital channels. Get in touch if this is of interest to you or you are able to liaise with a folk festival.

New / Enhanced Sections of MF Website

Teamfinder Profiles

Between 1 May – 31 July 2023 over 50% of pages on the Morris Fed's website visited via Google searches were team profiles on the Teamfinder service! As 2 years ago only brief contact information was provided (and profiles were not indexed by Google) this provides a significant development for the website (note other search engines do not have the same coverage as Google).

To maximise discoverability of information we have published a number of documents on how to update your profile so that queries such as "*I'm looking for a mixed morris side in Dorset which welcomes new members*" will find your profile at the top of Google search results. See "[Writing Your Teamfinder Profile \(and other Web Content\)](#)" on advice on writing profiles. Including ways of writing inclusive content which can attract more diverse audiences.

An example of a fictitious profile for Ambridge Morris is shown below. Notice (A) short factual opening with name and location at start; (B) a longer description (omitted); (C) addressing concerns (cost of joining) and (D) hashtags.

We have enhanced profiles so hashtags can be used. Use of structured information such as #Founded and #Kit will be self-evident but the benefits of the #MFsidehashtag are perhaps the most important.

A hashtag for your side can be used for marketing (*"Find out more about us by searching for #RivingtonMorris"*) and aggregating resources others publish (*"If you liked us publish your photos and videos using the #HaymarketRapper hashtag"*) This works across different social media and other channels – and Haymarket Rapper discovered a pub had published a video of the side a few hours after performing in a pub!



The "[Survey: Use of Hashtags to Identify Morris Federation Sides](#)" shows hashtags for 60+ sides are used to find a wide range of resources about the sides. You can search for [#RivingtonMorris](#) or [#PoacherMorris](#) – with [a search for #Branglewitches](#) illustrating the benefits for (a) a side which doesn't have a website and (b) a newly-formed side.

Magazines

The Morris Fed now hosts past issues of [Morris Matters](#) (1978-2021) and [Rattle Up My Boys](#) (1987-2020). We are working on improving interfaces to these and the FedExtra newsletter, available from the [Magazines](#) page:

- Individual issue pages of the three newsletters provides access to all issues.
- Many of the issues can now be viewed directly without needed to download the PDF file.
- Searches for #MorrisFedNewsletter, #MFMorrisMatters and #RattleUpMyBoys can be used.

Videos of MF Workshops

The backlog of video recordings of MF Zoom workshops have been processed and are now available from the [Videos of recorded talks and workshops](#) section of the website. A search for #morrisfedvideo will find the videos.

Preparing for the Future

If you want to attract younger members to your side it can be useful to understand new digital channels which may be gaining popularity (remember that Facebook has been dismissed as something [for old\(er\) people](#)).

We have a [Threads channel](#) (@Morris Federation). Follow us as we evaluate its potential as a Twitter rival.

We continue to [monitor how TikTok is being used](#) by the community, and the popularity of [TikTok hashtags such as #BorderMorris](#) - this clip of [Five Rivers Morris from Sheffield dancing 'Highland Mary](#) has had over 3,800 views (if your side has a TikTok channel, please add it your Teamfinder profile).

The most significant development is likely to be AI – a video of a talk on "[What relevance does OpenAI's ChatGPT \(and other AI writing tools\) have for the Morris community?](#)" is available (but is now rather out-of-date)

Over to Our Members!

What can you do to support the developments to the IT environment?

- **Marketing:** Update your Teamfinder profile, including a rich description of your side and relevant hashtags.

- **Videos:** Get in touch if you'd like a short video made – you provide access to videos and we edit them. We will prioritise sides with rich profiles, new sides or those with anniversaries of recruitment plans in 2024.
- **Folk Festivals:** If you're involved with a festival get in touch (e.g., see [Bridport](#) and [Swanage](#) Folk Festivals).
- **Governance:** Sides should address governance of IT resources to avoid potential problems. Start by auditing online service used (list services used and who manages them – and what would happen if things go wrong?!)

Brian Kelly, July 2023 (email: comms-it@morrisfed.org.uk).

d) Social Media Officer

Thanks to a large increase this year in content volume across all channels, we have seen an increase in engagement, impressions, and reach. Last year (May 2022), the Instagram page was launched. This page has been growing ever since which is great to see.

Thanks to the effort of people on the committee, there has been a consistent stream. Other best performing posts include promoting talks and sharing relevant news articles.

The key marker for comparing year-on-year should always be the engagement rate and how many people are liking posts. For most channels this is up, with Twitter gaining a huge 2% over the year despite posting less frequently. This shows that what is going out is really hitting the mark with the audience MF has.

All platforms have gained followers, and all have had some really lovely interactions and stories shared.

It's a strange time for social media with lots and lots of change. Twitter was bought out by Elon Musk, and after lots of faffing about, he's changed the platform to 'X'. The huge change to the platform has weakened it, and many people have looked to leave. Offering a new option, was Zuckerberg's 'Threads', but after its record-breaking start where millions joined the platform overnight, it now sits largely disused.

So, what's the future for organisations like Morris Dancing groups? Mainly, it's to hold on and not worry too much about what can be done to influence the shape of social media platforms. For The Morris Federation, who go from strength to strength on social media, the focus must be doing more of what's already working and enjoying the interactions generated.

Abigail Banfield, August 2023

e) Health & Safety Advisor

After a few hectic years, I am glad to report that things have gone back to how they were before the pandemic, with a steady trickle of enquiries and requests for advice. Since the last AGM, I have:

- updated the Covid information on MF's website
- updated the risk assessments on MF's website to include Covid
- responded to three requests relating to risk assessments
- provided advice and guidance on first aid and paramedics at morris events
- agreed to support the organisers of the JMO day of dance in London.

I am currently generalising the first aid advice I have provided plus writing information on the Purple Guide for events, all of which will be available MF's website when completed.

Sally Wearing, August 2023

4.3 Projects - reports from others working on projects or in receipt of funding:

a) Arts Council England Grant “Old dances, new people, new age”

The big news is that we were awarded a grant from Arts Council England! This was the first time The MF has ever submitted a bid, and we were both surprised - and delighted - to have it approved.

The aims of the £27k grant are to create exciting new videos introducing morris dancing, a schools topic called ‘Buzzing Britain’, kit bags for classes of 30, and to teach morris dancing in 18 primary schools across 3 regions. The regions chosen were ‘levelling up for culture’ areas with a diverse cultural community – Preston, Kirklees, and NE Derbyshire – and the teaching will happen in Spring term 2024. The teaching will culminate in 3 regional showcases where all the schools in that region get together to display their dances. As tutors for Preston and Kirklees we have Damien Barber, with musician Cohen Braithwaite-Kilcoyne, and for NE Derbyshire we have Sarah Matthews and Folk 3D.

Our first activity is the videos, which will be shot at various festivals over this summer, by interviewer Hashu Mohammed (aka SMASH Bengali from the BBC Asian Network <https://radiotoday.co.uk/2022/05/youtuber-and-comedian-smashbengali-joins-bbc-asian-network/>) filming and talking to various morris/sword/clog teams at festival dance outs, starting at Warwick Folk festival.

This success of the Arts Council bid was due mainly to the hard work, experience, and persistence of Esther Ferry-Kennington, working with a small but beautifully formed team of Barry Goodman (past MF President and teacher in primary schools); Sally Smith (Silkstone Greens, a teacher and videographer); Jenny Everett (Treasurer and costume maker); and Pauline Woods-Wilson (President).

Progress will be report at: www.morrisfed.org.uk/education/projects/

Pauline Woods-Wilson, August 2023

b) Book: “You’ll never stop it!” The Morris Federation: the First 25 years (1975-1999)

We are delighted to report that the text of the book has been completed, having been proofread, very kindly, by Beth Neill. We are now concentrating on identifying and selecting the illustrations, including arranging to borrow more of the materials held in MF’s archive.

Sally Wearing, Val Parker & Shirley Dixon, August 2023

c) Book: 25th - 50th Anniversary (2000-2025)

Work on The Morris Federation book covering the years 2000-2025 has made slow progress this year due to other commitments for the co-authors. We plan to make more progress once Whitby Folk Week is out of the way.

All the chapters and sections are planned and most still need text and illustrations to be added.

There will be, we hope, an extensive series of appendices which will be accessible online or as a separate download. We would like this to include photographs of all the dance sides that are or have been members of the Federation since 2000. Although we have photographs of most members sides, some are better than others and a few may have copyright restrictions so if you have suitable pictures of your side(s) that could be included please send electronic copies of them to archive@morrisfed.org.uk. We want all of you to be included, even though that is more than 850 teams!

Mike Everett, August 2023

d) Morris Dance Database (MDDb)

The Morris Dance Database www.morrisdancedatabase.org.uk continues to expand and provide a valuable source of reference both for exponents of our noble art and for the general public. The sponsorship of The Morris Federation is much appreciated. New features introduced over the past year include a facility for recording the location of club archives (particularly useful for clubs that cease to operate), and a year of formation (and demise, where appropriate) feature. It has never been the policy of the database to display notation of a side's composed dances but teams are encouraged to provide a link to where such notation may be found.

The database administration often receives requests for information on dance displays in a particular area or enquiries about booking a side for a function. While neither of these requests fall within the objectives of the database we always try to direct the person making the enquiry to teams in that person's locality. It would be very helpful if all sides had an active link to a website or social media site where such information could be found. Surprisingly, a significant number of teams do not publish details of their dance displays on the internet.

The number of sides listed on the database remains fairly constant at just under 1000 active teams and just under half that number defunct. Cotswold and Border sides still make up about 75% of those listed. There has been a steady increase in the number of single sex sides that have become mixed gender. The number of dances listed continues to grow, with a total of 4439 (as at 27th July 2023), of which 2025 are Cotswold style and 1100 Border. However, there are still many dances for which the origin is uncertain, and it would be very helpful to establish the provenance of the dances.

One aspiration of the database when originally set up was for it to become self-sustaining, with every side having someone responsible for keeping their data current. Regrettably, the number of sides that have set up a team editor still remains at around 25% of the active sides and, even among these, one gets the impression that updating their database entry is low priority. Perhaps even more surprising is that a small number of sides are reluctant to post any information about their repertoire. Apart from mddb admin (all 2 of us!) each of the morris organisations has at least one person with editorial access to member clubs, and for overseas clubs there is at least one representative in their country with editorial access. (This applies to the USA, Canada, Australia & New Zealand).

I hope member sides of The Morris Federation will feel inspired to support the database by providing up-to-date information about their repertoire and their activities. Assistance can always be sought from administrators.

Colin Andrews, MDDb Administrator, July 2023

e) Voices of Morris

It has been a difficult year with less progress than originally hoped as for family reasons I have been unable to commit as much time to the project as I would have liked.

Since the 31 July 2022, ten further interviews have been added to the archive bringing the total number to twenty-nine. A further five interviews have been recorded and are in the process of being transcribed or are awaiting transcription. Two of these interviews were via a Zoom link.

One problem has been that, while some people are willing to be interviewed, it is proving difficult to actually find a mutually suitable date/time. A further complication has been that most of the volunteers who came forward during the summer of 2022 to help with the transcribing have since withdrawn from the project. They give a variety of reasons, including illness and family commitments but many did not fully appreciate the time involved in transcribing.

As planned a further article has been published in *Morris Matters* [Jan 2023] using material from the interviews to explore the idea that there are "Good" sides and "Fun" sides. I also used the material from the

interviews in a series of talks on morris dancing in Bedfordshire (my home county). In June 2023 The Morris Federation published a paper based on these talks.

It has also been agreed that copies of the interviews relating to Bedfordshire (nine interviews at present) will be held by the Higgins Museum in Bedford as part of their local oral history collection. This is an indication that, as well as being a resource about the history and development of morris as a whole, the material is also part of the history of the localities they relate to.

In closing I would like to thank The Morris Federation for its continued support for this project and all those who have participated so far, whether as volunteers or as interviewees.

Chas Leslie, July 2023

5 MOTIONS

5.1 MOTION 1 - Include Personal Accident Insurance with the Public Liability Insurance

Proposed by	Committee
Seconded by	Shrewsbury Morris
Proposal:	
<p>We propose that Personal Accident Insurance be included as a benefit to membership.</p> <p>The Treasurer intends that this extra benefit be included within the current membership subscription rates at no extra cost to members for 2024.</p>	
Rationale:	
<p>The JMO Insurance Officer currently negotiates our Public Liability insurance which is provided free to members (Group, Individual and Junior) as a benefit of membership.</p> <p>They also negotiate Personal Accident insurance which is an optional benefit. This can be taken up by individuals, provided they are members of a member side, at an additional cost (£2.50 pa per person in 2023).</p> <p>The JMO Insurance Officer could negotiate a bulk Personal Accident insurance policy for 2024-2025 which could be included within membership for an extra cost to The Morris Federation of under £4 pa per member side. All members of member sides (Group and Junior) would be included automatically.</p> <p>Combining PA insurance within the package of membership benefits will greatly reduce the amount of work for the JMO Insurance Officer and the JMO Treasurer. It may be that they will no longer be able to provide the current PA insurance option in coming years.</p> <p>For sides who currently take up the PA option, this will greatly reduce their outlay and effort (paying £2.50 and submitting details, each year, for each of their members who wish to be included).</p> <p>For sides who do not currently take up the PA option, there would be no change except that this extra benefit would be included.</p> <p>In future years, MF membership rates may need to be increased to cover this extra benefit.</p>	

5.2 MOTION 2 - Adopt the revised Constitutional documents

Proposed by	Committee
Seconded by	Sally Wearing
Proposal:	
<p>To replace our current Constitution and Standing Orders at https://www.morrisfed.org.uk/about/constitution/ by those included as Appendix 2 in this AGM Pack, to take effect after the end of the meeting. This motion requires 2/3 of votes cast to be in favour.</p>	
Rationale:	
<p>As noted at our AGMs in 2020 & 2021, we have been looking to replace the Constitution and Standing Orders. Our original Constitution was deliberately kept simple, but its simplicity meant a lot of ad-hoc changes were necessary over the years. Furthermore, key areas were either out of date, or simply not documented, such as:</p> <ul style="list-style-type: none">• voting (in a world of electronic meetings and online voting),• what the Officers could and could not do and how they should do it,• financial management including the treatment of Federation assets,• how members became members (or ceased to be members),• how to handle complaints against officers or other members, <p>etc.</p> <p>Initially we looked at amending the current Constitution but eventually realised that starting afresh would be more effective. Having established a working party to produce the first draft, we have received feedback through multiple rounds of review and comment from both expert individuals and keen members. This has been a long and careful process. An examination of Appendix 2 will show that the working group has kept true to the spirit of the original Constitution and Standing Orders which were as much “instruction manual” (on how to run General Meetings, for instance) as they were “bill of rights”.</p> <p>We now believe we have a 'final' version and are seeking your votes on whether to accept them (or not).</p> <p>The initial papers were sent to the membership on 3rd November 2022 by broadcast email. Feedback was received, and revised documents (with the rationale) were sent in the EGM Pack on 22nd November.</p> <p>An Extraordinary General Meeting (EGM) was held on Saturday 3rd December online over Zoom. However, just prior to the meeting, 33 proposed amendments were received. The vast majority of these were reviewed until the meeting ran out of time.</p> <p>Follow-up meetings of a smaller Working Group (all those who attended the EGM were invited) were held on 13th December 2022 and 25th April 2023 to consider the remaining amendments. The 'close to final' version was circulated to members on 9th May, and further feedback received about Financial Management. The documents in Appendix 2 are what we believe to be the 'final' version.</p>	

6 DISCUSSIONS

None received.

7 ELECTION OF COMMITTEE

No nominations for the posts of Treasurer or Archive Officer have been received.

For these two posts, nominations before the meeting are welcome up to Tuesday 19th September using the 'Committee Post Nomination Form' on the AGM web page: www.morrisfed.org.uk/agm/ . Any nominations received will be circulated to the membership prior to the meeting and voted on at the meeting.

If no written nominations are received by the deadline, then verbal nominations may be submitted at the meeting.

For any posts unfilled by the end of the meeting, there will be a new deadline for nominations of Friday 20th October, which can go out for electronic voting before the end of December.

7.1 Treasurer

Jenny Everett, Treasurer since 2007, is standing down this year. This is a 3-year post starting 1st January 2024. If needed, Jenny is happy to continue in this role until the end of March to complete the membership renewals in January.

7.2 Archive Officer

Mike Everett, Archive Officer since 2004, is standing down this year. This is a 3-year post starting 1st January 2024.

Several people have shown interest in being involved with supporting our Archive endeavours, but who feel unable to commit to the whole role. We therefore propose that we establish an Archive Group over the winter. Mike is happy to be involved with this Archive Group until a successor is found.

7.3 Membership Communications Officer

Jess Searle, Membership Communications Officer since the start of 2023, is standing down at the end of the year, which is part way through her 3-year term. This is therefore a 2-year post starting 1st January 2024. One nomination has been received:



Committee Post:	Membership Communications Officer
Name of Nominee:	Eliza Russell
Proposed by	Worthing Larks
Seconded by	Knights of King Ina

Please state what skills, knowledge & experience you have that support your application for this post:

I grew up with morris dancing and have been involved with various forms of morris for 26 years of my life.

I am currently Squire and Foreman of Worthing Larks and run our website, Facebook and Twitter pages, and have also had several blogs over the years on different subjects. I have experience with website building via Wordpress, am an avid social media user, am very keen on technology, and am also experienced in creating publications for advertisement, having previously run the advertising side of operations for a local rat rescue.

I also believe I have leadership and organisational skills, as evidenced by my experiences as Squire and Foreman for Worthing Larks, as well as previous experience as a Team Leader for an international dog rescue organisation.

I have a BTEC in Art and Design, am always creating something, and am very keen to channel my creativity into Fed Extra, having been a fan of the publication for a fair number of years. I believe my mix of passion, creativity, leadership, organisational and technological skills could help me excel in this role.

Please state what other skills, knowledge & experience you can bring to the Committee as a whole:

I will bring passion and enthusiasm to the Committee. Having been raised with morris since 1997 at the age of 3, I believe I have a unique perspective of the tradition which is, sadly, fairly uncommon within the morris community at present, with many folks turning to folk arts later in life rather than experiencing it from the inside during childhood as I did. I have been involved with morris in various forms, including Cotswold, Border and jig dancer, as a Squire, a Foreman, Musical coordinator, Webmaster and as a musician (not all at once!) for the last 26 years, and would like to give back to the morris community by putting my love of everything morris to good use.

I have been an officer and sat on the committees of two different morris sides and have danced with 3, and in this time have seen many changes come about including the increase in number of mixed and women's sides, as well as the beginning of the era of social media, and am keen to help our beloved traditions adapt and grow to our changing world in order to keep them alive for many generations to come.

8 NOMINATIONS: HONORARY LIFE MEMBERSHIP, OR FRIEND, OF THE MF

Honorary Life Membership is intended for an individual within The Morris Federation community and gives the same benefits as Individual Membership. Friend is intended for an individual or organisation outside The Morris Federation community. The nominations state what unique contribution they have made to morris dancing and related activities in general, or what exceptional contribution they have made to furthering the aims of The Morris Federation. Nominations have been received for:

8.1 Honorary Life Membership - Beth Neill



Nomination for:	Honorary Life Membership
Name of Nominee:	Beth Neill
Proposed by	Sally Wearing
Seconded by	Valerie Parker
Seconded by	Windsor Morris
Seconded by	Great Western Morris
Seconded by	Sue Swift
Seconded by	Seven Champions Molly Dancers

I am pleased to nominate Beth Neill as an Honorary Member of MF, for her time as MF's Secretary but primarily for her excellent work in producing Morris Matters for over thirty years.

Beth was elected as The Morris Federation's Secretary in 1993. She held the post for six years until she decided to stand down in 1999. I was President when she was elected and found her to be organised and efficient; exactly the right kind of person for the role. Secretaries are often underrated as their work can be seen as 'just' admin, but no organisation can succeed without an effective one. Beth was just that, providing excellent support.

But her six years as the Secretary seems brief compared to her sterling work as the Editor of Morris Matters. This was started by Windsor Morris in early 1978 as a forum for the Women's Morris Federation. From the beginning, it was intended to stimulate debate about morris-related concerns that were wider than those simply about so-called women's morris. It soon became independent of WMF, increasing both its circulation and influence. It thrived in the early 1980s, but, unfortunately, Jenny Joyce and Alan Whear who did most of the work in publishing it, faced increasing calls on their time. The number of issues of MM dwindled, until the last one was published in 1988.

Many of us mourned its passing! But a conversation in the Radway Inn in Sidmouth at the 1990 festival inspired Beth, Windsor Morris's Secretary at the time, to take up the mantle and start again. As a long-term member of Windsor, she had been involved in the earlier issues. She restarted with Volume 10 and has published it successfully twice a year ever since.

Beth created and maintained a well-respected forum for the dissemination and discussion of all things morris-related. She continues to find interesting articles, reviews, photos and other material. The latest issue, Volume 42 no.2, includes morris references in 19th century newspapers, how Hartley Morris Men ended up being featured on a deck of tarot cards, memories of an American morris dancer, and the history of the May Day Festival in Holmes Chapel before World War I. Plus reviews of books and events, including Mike Heaney's brilliant book on the Ancient English Morris Dance and the recent folk costume exhibition at Compton Verney. Something for everyone!

I propose that MF recognises Beth's work by making her an Honorary Life Member. She has indeed made a unique contribution to morris dancing, as well as her hard work as an Officer for MF. And I hope this encourages more people to subscribe to Morris Matters.

8.2 Honorary Life Membership - Fee Lock



Nomination for:	Honorary Life Membership
Name of Nominee:	Fee Lock
Proposed by	MF Committee
Seconded by	Rockhopper Morris
Seconded by	Hammersmith Morris
Seconded by	New Esperance Morris
Seconded by	Mad Jacks Morris
Seconded by	Hannah's Cat Morris

Fee Lock was Secretary for The Morris Federation for 22 years (2000-2021), the longest ever serving officer on the committee.

Fee was always a steadying hand on the committee, whose carefully considered contributions often helped to sum-up issues and give us a direction in which to move. Her encyclopaedic knowledge of the membership and her ability to liaise closely with members of the other organisations were of immense benefit to The MF, and her dedication to the role of Secretary, together with her obvious enthusiasm for all things Morris, made her an invaluable member of the committee.

She always offered support over and above her role to new fellow committee members while they found their feet - while also holding down a stressful full-time job.

During her tenure, she saw enormous changes to the work of the committee and to the organisation itself. These include:

- the fight for exemption from the restrictions of the new Licencing Act;
- the formation of the Joint Morris Organisations and the growing collaboration between the three organisations;
- the issue of full-face black makeup;
- the changing world from paper and postal communications to web based online working.

Her work has benefitted all our members and those within the Morris Ring and Open Morris too.

Fee is now co-opted onto the committee as JMO Secretary. We are fortunate to still have her input and the benefit of her years of experience. We would have missed her well-reasoned, pithy comments, her sensitivity, and the way she always asked us "how will this benefit our members?".

To quote one of the committee - "No one can argue that she has been anything but exceptional".

8.3 Honorary Life Membership - Frank Lee



Nomination for:	Honorary Life Membership
Name of Nominee:	Frank Lee
Proposed by	Crook Morris
Seconded by	Hexham Morris Men
Seconded by	Amble Sword
Seconded by	Black Gate Morris
Seconded by	Maltby Sword Dancers
Seconded by	Mabel Gubbins Rapper. Silver Flame Rapper.

What a magnificent stalwart of the traditional dance world this man is. There are very few people who have contributed anywhere close to what Frank has given us all. Crook Morris happens to be one of the first sides who ordered 4 sets of swords back in the mid 1990's. Those early blades are still flashing well and haven't even needed reblading!

Carlisle Morris Men was started by Ed Mycock and Sue plus a small select band of men from around the Carlisle area. Frank joined in 1975. They asked us in Kendal Morris Men to go up and teach them some Cotswold around 1976 and so started off as a Cotswold side. It was obvious to all of KMM that here was a man who really cared about the traditions and dances, with a deep questioning on detail and nuances.

We also heard what a superb musician he was, but we weren't able to tempt him to move or travel 50 miles south to join us. Oh well we tried!

On a personal front, a number of traditional sides – Carlisle Morris Men, Feet First Appalachian Dancers, Hexham Morris, Flag & Bone Gang, Carlisle Clog & Sword and Black Gate Morris have benefited hugely from his superb playing. Also, innumerable entrants in the Sidmouth Folk Week John Gasson Jig Competition have stood a far better chance of success with Frank as their musician.

First thrown into repairing some swords Frank then made a set for Carlisle and he's never looked back. I'm not at all sure that Frank realised what he was letting himself in for, but he's made over 2,500 rapper swords since then and counting. All are numbered as well. Crook Morris is pleased and proud to recommend to The Morris Federation that he absolutely deserves to be made an Honorary Life Member of The Morris Federation.

By Martyn Harvey on behalf of Crook Morris.

8.4 Honorary Life Membership - Michael Stimpson



Nomination for:	Honorary Life Membership
Name of Nominee:	Michael Stimpson
Proposed by	MF Committee
Seconded by	OBJ Morris
Seconded by	Enigma Border Morris
Seconded by	Whitethorn Morris
Seconded by	Hertfordshire Holly
Seconded by	Jackstraws Morris
<p>Michael Stimpson has handled The MF Insurance and then the JMO Insurance for over 20 years. During that time he has used his negotiation skills and knowledge of the Insurance industry, plus collective purchasing, to keep our insurance costs to a minimum. This has benefitted all teams across The Morris Federation, the Morris Ring, and Open Morris.</p> <p>Michael first insured Open Morris with Royal Insurance in 1985, before their merger with Sun Alliance. Then in 2001 took over the policy for The Morris Federation and the Morris Ring. He merged them into one JMO policy in 2003/4 and increased the cover from £5M to £10M, saving money for all three organisations.</p> <p>Michael has also done so much to promote morris dancing and folk music in Hertfordshire.</p> <p>Michael is Squire of Phoenix Morris, which is a member of all three organisations.</p> <p>Last year Open Morris awarded Michael life membership of their organisation.</p>	

9 DATE(S) OF FUTURE ANNUAL GENERAL MEETING(S)

In 2024, our Day of Dance and AGM will be held on Saturday 5th October 2024, hosted by Cardiff Morris.

For 2025, we have had some interest from teams in Sheffield.

We are looking for teams to host this event in 2026 and beyond, so if you would love to host a Day of Dance and AGM, please either let us know now, or please discuss it with your team and contact us.

10 ANY OTHER BUSINESS

This is usually reserved for urgent business that could not be foreseen at the time the papers were sent out.

11 PRESENTATIONS AND VOTES OF THANKS

Commemorative badges are presented to retiring committee members in recognition and gratitude for the time they have devoted to The MF. This year we have three to present:

A commemorative badge is to be presented to Jenny Everett, our Treasurer for 17 years, from 2007 to 2023 inclusive. Which in addition to her 4 years as Events Officer (1986-1999) makes 21 years. It's difficult to quantify how much an individual brings to a committee - Jenny's achievements in managing the membership database have been helped by her astonishing knowledge of IT systems and abilities to manage a complex budget. Plus, her ability to bring wisdom and insight into finely tuned debates has made her not only invaluable as a committee member, but also her departure will leave us better for having had her experience, particularly as she had been on the committee previously and has been able to use her vast network of contact to the betterment of the Federation. One recent major achievement for Jenny was working with Mike Adamson to implement a new membership database, MembershipWorks, and helping to make the Public Liability Certificates online for download, rather than being posted out, which saved a lot of work for her and future Treasurers. She was also involved in the many and various initiatives by the Committee over the years, represented The MF at JMO meetings, supported zoom sessions during lockdown, and is currently on the team for the Arts Council Bid. She is a strong team player, and we will all miss her advice and guidance.

A commemorative badge is to be presented to Mike Everett, our Archive Officer for 20 years, from 2004 to 2023 inclusive. Mike's amazing attention to detail has made him not only a fantastic archivist, in that he constantly is on the lookout for not only for new works and updated research, but he also knows that the minutiae of a tiny piece of information holds the key to understanding a whole aspect of our shared history that had eluded many of us. To say nothing of his ability to proof-read all our reports and documents with a rigour that keeps all of us on the straight & narrow. One recent major achievement for Mike was producing the double CD "And the Ladies go Dancing" for The MF's 40th Anniversary, and he has plans to do similar for our 50th in 2025. He too was involved in the many and various initiatives by the Committee over the years, has represented The MF at various meetings, and supported zoom sessions during lockdown. We have benefitted from Mike's keen eye for detail over the years, which we shall miss. His departure will leave a huge hole in our committee and we wish both he and Jenny all the best.

A commemorative badge is to be presented to Jess Searle, our Membership Communications Officer for one year, 2023. As a relative newcomer to the committee, Jess has nonetheless managed to leap into the slightly quirky, intense, and sometimes rather introverted thought process that is committee work, and has brought a new insight into how we see ourselves. Taking on FedExtra in a new format, particularly as we all re-embarked, post-lockdown, she has been able to tap into this strange, weird, and delightful thing we all do and love, and has demonstrated her own love of Morris dancing. We only wish she was able to stay for longer as good people are hard to find! During this short time, Jess has re-started the FedExtra as a digital publication with improved accessibility, and applied her design skills to a marvellous Christmas Card.

Commemorative badges will also be presented to our hosts, Shropshire Bedlams and Martha Rhoden's Tuppenny Dish.

Thanks to Sam Ross and Dan Watford for setting up and running the online part of this 'hybrid' meeting and to Dan for working on the electronic voting system 'Cast Round'.

A reminder that the results of votes are embargoed until 20:00, so please don't share anything from the meeting on social media until after then.


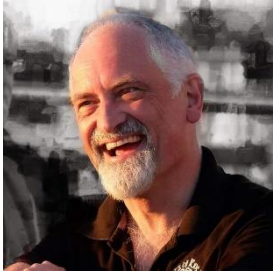




The draft minutes will be emailed to member contacts, to be approved at next year's AGM.

12 MEETING CLOSE

The meeting will be formally closed.

APPENDIX 1 – WHO’S WHO

Elected Committee:

			
Pauline Woods-Wilson President	Andrew Knight Secretary	Jenny Everett Treasurer	Mike Everett Archive Officer
			
Jerry West Notation Officer	Jess Searle Member Comms		

Co-optees and Advisors

			
Fee Lock JMO Secretary	Dan Watford IT Administrator	Brian Kelly Communications & IT	Abigail Banfield Social Media
			
Lin Steel Keeper of the Bells	Sally Wearing Health and Safety Advisor	Michael Stimpson JMO Insurance Officer	

APPENDIX 2 – REVISED CONSTITUTIONAL DOCUMENTS

These follow on the next pages.

THE MORRIS FEDERATION - CONSTITUTION

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1. Name and Aims

- 1.1 The association's name is The Morris Federation ('the Federation').
- 1.2 The Morris Federation's aims ('the Aims') are:
 - (a) To encourage and promote Morris and related activities, for anyone who wants to participate or to spectate, and where all feel safe, welcomed, and respected.
 - (b) To provide a channel of communication between member sides.
 - (c) To encourage improvements in standards of dancing and related activities among its members.

2. Membership

- 2.1 Membership is by annual subscription. The subscription rate for each class of membership for the forthcoming membership year must be decided at each annual general meeting.
- 2.2 All applications for membership or for renewal of membership must be considered by the Officers. If a majority vote to refuse membership, the Secretary must inform the applicant, in writing, of the reasons for the refusal within seven days of the decision.
- 2.3 Membership is terminated at the end of the membership year or immediately, should:
 - (a) an Individual Member die, or a Group Member cease to exist; or
 - (b) the Member resigns by written notice to the Treasurer; or
 - (c) the Member fails to pay in full their subscription within 28 days of the Treasurer giving a final written demand for payment.
- 2.4 If the Officers, having followed the Policy on Complaints against Members (Discipline) then in effect, pass a resolution that in its opinion a named Member has:
 - (a) failed to comply with or observe the Constitution, Standing Orders or Policies of the Federation for the time being in force; or
 - (b) acted in a manner which is not in the best interests of the Federation or its Aims;then the Member shall be suspended from Membership, and
 - (i) The Secretary shall forthwith give notice to the Member of the terms of the Officers' resolution and the Member shall within 28 days thereof be entitled to request in writing that the question of their Membership be referred to the next general meeting of the Federation.

- (ii) Both the Member and the Officers shall be entitled to submit written representations for consideration at that Meeting or to attend and make such representations as they may consider appropriate.
- (iii) In the event of the Member failing to request such a referral then their Membership shall cease on the expiry of the said period of 28 days.

3. Classes of membership

3.1 Individual Membership

- (a) Individual Membership is open to any natural person of eighteen years or older who wishes to further the Aims of The Morris Federation.
- (b) Individual Members pay subscriptions at the rate currently set. They enjoy the rights arising from, and commit to the obligations of, membership as set out in the Constitution and Standing Orders.

3.2 Group Membership

- (a) Group Membership is open to any organisation performing Morris or related activities that wishes to further the Aims of The Morris Federation.
- (b) Group Members pay subscriptions at the rate currently set. They enjoy the rights arising from, and commit to the obligations of, membership as set out in the Constitution and Standing Orders.
- (c) Each Group Member must appoint one of their own members (their 'Named Contact') to act on the Member's behalf to access membership information or to receive such communications as may be necessary.
- (d) The Named Contact has the responsibility for maintaining the contact details of, and information held about, the Member on the Federation's membership database. The details provided on the database will be conclusive as to the identity of the Named Contact and the address(es) to use for correspondence with the Member.
- (e) Any notice given or communication sent by The Morris Federation to the address provided by the Named Contact will be conclusive evidence that notice has been served on or communication received by the organisation.

3.3 Honorary Life Membership

- (a) Honorary Life Membership may be bestowed on any individual by a majority vote of members in general meeting, provided the nomination for such membership reaches the Secretary by the deadline specified in the notice of the meeting. A nomination may be made by the Officers or by any member other than the nominee and must be seconded by at least five other members.
- (b) Honorary Life Members maintain the full rights and obligations of Individual Membership but pay no subscription.

3.4 Friendship of The Morris Federation

- (a) Friendship of The Morris Federation is a recognition of services rendered by non-members to or on behalf of The Morris Federation or in pursuit of its aims.
- (b) Friendship of The Morris Federation may be bestowed on any individual or organisation by a majority vote of members in general meeting, provided the nomination for such status reaches the Secretary by the deadline specified in the notice of the meeting. A nomination may be made by the Officers or by any member and must be seconded by at least five other members.
- (c) Friends of The Morris Federation pay no subscription and have none of the rights or obligations of membership excepting they are entitled to attend and speak at general meetings.

3.5 Associate Group Membership

- (a) Associate Group Members have all the rights and obligations of Group Members except that they pay a reduced subscription and cannot benefit from the insurance cover normally arranged by The Morris Federation on behalf of its membership.

3.6 Junior Group Membership

- (a) Junior Group Membership is available for practising Morris sides comprised in the majority by young people of compulsory education age residing in the United Kingdom.
- (b) Junior Group Members have all the rights and obligations of Group Members except that they pay a reduced subscription.

3.7 Additional classes of membership differing in entitlement, obligations and/or subscription may be introduced by a motion passed by not less than two-thirds of the votes cast ('a Special Resolution').

3.8 In this Constitution and Standing Orders and any Federation Policies, except where otherwise specified, 'Individual Member' means any person with individual membership whatever their class of membership and 'Group Member' means any member organisation whatever their class of membership.

4. General meetings

4.1 An annual general meeting must be held each year and not more than 15 months may elapse between successive annual general meetings.

4.2 The Officers may call a general meeting at any time.

4.3 The Officers must call a general meeting if requested to do so in writing by as many members as would constitute a quorum at a general meeting. The request must state the nature of the business that is to be discussed. If the Officers fail to call the meeting within 28 days of a proper request being received by them, the members may proceed to call the meeting.

4.4 Each class of membership holds voting rights as agreed at their creation or subsequently amended. Unless specified otherwise, each and every Individual Member has one vote and each and every Group Member has up to ten votes in total.

5. Governance

5.1 All funds and assets of The Morris Federation shall be used only for the furtherance of its Aims.

5.2 The Morris Federation is managed and administered in the furtherance of its Aims by a committee of Officers elected by majority vote of Members.

5.3 The Morris Federation must have at least six Officers, including:

- (a) a President;
- (b) a Secretary;
- (c) a Treasurer

5.4 These Officers are responsible for determining what other Officers are required, their titles and roles, provided that at no time are there more than nine Officers including those named in clause 5.3.

5.5 Should an Officer holding a position not named in clause 5.3 retire or fail to be re-elected and there is no candidate to replace them then the position lapses.

5.6 Should the number of serving Officers fall below the minimum required, the continuing Officers must act to hold elections or fill the vacancies by appointment, such appointment:

- (a) to be of a person willing and able to act as an Officer;
 - (b) not to be to a role already occupied by an elected Officer;
 - (c) to be reasonably publicised to members;
 - (d) to be subject to election no later than the next annual general meeting.
- 5.7 The Officers may from time to time make and amend Federation Policies binding on themselves and on members for the good conduct of Morris Federation business.
- 5.8 No Federation Policy may be inconsistent with, or materially affect or repeal, anything contained in this Constitution or Standing Orders.
- 5.9 The Officers must issue a Notice to bring a new or amended Policy to the attention of members. No Policy may take effect until 28 days after this Notice is issued.
- 5.10 Members may amend any provision of the Constitution, Standing Orders and Federation Policies provided that:
- (a) the full text of the proposed amendment is set out in a Notice circulated to all Members; and
 - (b) any resolution to amend the Constitution or the Standing Orders is passed by not less than two-thirds of the votes cast. Amendments to Federation Policies require a simple majority.
 - (c) No amendment can have retrospective effect to invalidate any prior act of the Officers or Members.

6. Dissolution of the Federation

- 6.1 The Morris Federation may only be dissolved by a Special Resolution.
- 6.2 The Officers currently in place will remain in office and be responsible for winding up the affairs of the Federation. The Officers must apply any remaining Federation property or money as soon as practicable:
- (a) to pay outstanding liabilities; and/or
 - (b) directly in support of the Aims; and/or
 - (c) by donation to a recognised public archive or museum (for property only, plus any money strictly necessary for that archive or museum to accept or process the donation to make it publicly available); and/or
 - (d) by transfer to any not-for-profit organisation or charity whose purpose is the same as or similar to that of The Morris Federation.

For the avoidance of doubt, in no circumstance may the property or money be distributed to the Officers, nor to the Members, nor to any other persons except as above.

THE MORRIS FEDERATION – STANDING ORDERS

OFFICERS’ RESPONSIBILITIES

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1. General

- 1.1 Officers are appointed to represent the interests of the membership in furthering the Aims of The Morris Federation. The Officers may regulate their proceedings as they think fit, subject to the provisions of the Constitution and Standing Orders.
- 1.2 Officers and others exercising delegated powers or responsibilities on behalf of The Morris Federation must use the level of care and skill that is reasonable in the circumstances, taking into account any special knowledge or experience that they have or claim to have (‘the duty of care’).
- 1.3 No Officer, and no one exercising powers or responsibilities that have been delegated by the Officers, is liable for any act or failure to act unless, in acting or in failing to act, they have failed to discharge the duty of care.

2. Members’ Resolutions

Members have passed resolutions at annual general meetings that impose restrictions on what Members can or cannot do but that did not explicitly amend the text of the Constitution. These resolutions are captured here as it is the Officers’ responsibility to ensure that they are put into effect.

- 2.1 Customarily, The Morris Federation holds a day, or weekend, of dance alongside its annual general meeting. At these days of dance:
 - (a) The Morris Federation shall not allow ‘combination’ sets to perform in any public displays that may form part of the annual day(s) of dance. ‘Combination’ sets arise when dancers from different teams, wearing different kit, dance together in the same set.
 - (b) Sides attending the annual day(s) of dance must ensure in advance that they have a musician to play for them in any public display. No musician is to play for a side unless invited to do so by that side.
- 2.2 No Group Member, nor their members, nor any Individual Member shall use any solid full face coloured makeup which could be taken by a reasonable observer as likely to imitate or parody a skin colour different from their own.

3. Financial Management

- 3.1 The Morris Federation's financial year runs from the 1st of April to the 31st of March of the following year. All subscriptions are payable annually, due on or before the date that the Public Liability Insurance takes effect for the 12 months that follows (see clause 3.13).
- 3.2 The Treasurer must keep suitable accounting records for The Morris Federation, such accounts to be independently examined each year.
- 3.3 The Treasurer will prepare an annual budget to be approved by the Officers before or very shortly after the start of each financial year. This budget to include all expected income and proposed costs of the operation of The Morris Federation in the year ahead including a contingency not to exceed 10% of total costs.
- 3.4 The Treasurer must present last year's budget and accounts and Examiner's report to members at each AGM, together with the budget for the current year.
- 3.5 RESERVES. Total Morris Federation funds should always be sufficient to ensure approximately one year's expected expenditure is available to act as a reserve against unexpected costs and/or loss of income.
- 3.6 RESTRICTED FUNDS. A restricted fund is a donation or grant accepted by the Officers, from any source, intended to be spent on a specific purpose (and only that purpose). There is an express duty on the Officers to ensure the funds are spent in the appropriate fashion. Restricted funds may only be re-purposed with the express permission of the donor/grantor. If the purpose is frustrated (cannot be completed) and the donor/grantor is not available to give permission, restricted funds may be re-purposed through a Special Resolution of Members. For the avoidance of doubt, Officers are not obliged to accept a donation or grant that would establish a restricted fund if in their opinion it would not be in the Federation's current or future interests to do so.
- 3.7 DESIGNATED FUNDS. Any un-restricted funds in excess of the reserve, however raised, may be designated by the Officers or by a simple majority of Members for use for a specific project or purpose, the Officers being required to make reasonable efforts to achieve that purpose.
- 3.8 The Officers must report at each AGM on the progress made towards purposes funded through both restricted and designated funds.
- 3.9 Funds 'left-over' at the proper end of a project or specified purpose (whether funded through restricted or designated funding) may be re-designated to some similar project or purpose or re-classified as unrestricted at the Officers' discretion unless otherwise determined by the terms of a donation or grant.
- 3.10 STOCK PURCHASES. The Treasurer may designate funds as needed, in one year or over several years, to ensure funds are available to bulk-buy purchases of stock to be resold (in furtherance of the aims of the Federation). This may be considered a priority in considering proposals for use of funds as per clause 3.11 below.
- 3.11 Where the total of un-restricted funds not otherwise designated exceeds the reserve requirements of clause 3.5, the Officers will propose, at each AGM, activity that would draw down these funds (either in the immediate year or over multiple years) to further the Aims of the Federation.

- 3.12 The Treasurer will recommend Subscription Rates for each class of membership for consideration at each AGM, taking into account the budget for the year and the funds held by The Morris Federation at the time. For the avoidance of doubt, provided that clauses 3.5 through 3.11 are honoured, it is permitted for the Treasurer to recommend a subscription level below that strictly required to cover anticipated costs or to enable the provision of appropriate products or services to members at below cost price.
- 3.13 The Officers will arrange Public Liability Insurance cover for Members resident in the United Kingdom for practices and performances of the Morris and related activities in the United Kingdom unless such insurance is not available to the Member by reason of their class of membership.
- 3.14 The Officers may also facilitate Members' access to Personal Accident and other forms of insurance.
- 3.15 The Officers must take reasonable steps to keep in good repair all the assets of The Morris Federation (including any stock for resale or issue) and are authorised to take out insurance on those assets having taken proper advice on the matter.
- 3.16 The Officers may arrange trustee indemnity insurance and/or legal costs insurance for themselves and/or co-optees having taken proper advice on the matter.

4. Minutes

The Officers must keep minutes of all:

- 4.1 Proceedings at meetings of The Morris Federation.
- 4.2 Committee meetings including:
- (a) the names of the Officers present at the meeting;
 - (b) the decisions made at the meetings, and where appropriate the reasons for the decisions;
 - (c) appointments by the Committee of persons to act on behalf of The Morris Federation;
 - (d) gifts made to Officers or persons acting on behalf of The Morris Federation.

5. Committee Meetings

- 5.1 An Officer may not appoint anyone to act on their behalf at meetings of the Officers.
- 5.2 The quorum for any meeting or decision within a meeting is half of the number of elected Officers, to include at least two of the Officers named in clause 5.3 of the Constitution unless all such Officers are conflicted.
- 5.3 Officers must declare conflicts of interest. Any officer subject to a conflict of interest must not be counted towards the quorum for, and must not vote or set policy on, the matter.
- 5.4 A simple majority only is required to exercise any of the Officers' powers.
- 5.5 In the case of an equality of votes, the President has a second or casting vote.
- 5.6 Committee meetings are normally held four times a year, but the Secretary must call a meeting at other times if requested to do so by as many Officers as would constitute a quorum.
- 5.7 Meetings may not be called unless at least seven days' notice has been provided to all Officers.
- 5.8 Meetings may be held in-person or electronically provided those participating are able to vote in real time at the meeting, hear the proceedings of the meeting, speak, and be heard at the meeting.

- 5.9 An electronic resolution will be as valid and effectual as if it had been passed at a meeting of Officers duly convened and held, provided that it conforms to the Standing Orders on Electronic Resolutions appropriately amended to replace 'Member' by 'Officer'.

6. Co-optees

The Officers may co-opt persons to act on the Morris Federation's behalf in certain matters.

- 6.1 Accountability and authority remain with the Officers and the nature and the terms of any such delegation must be recorded in the minutes.
- 6.2 Co-optees are not Officers and do not have a vote in committee meetings.
- 6.3 Co-option is not subject to ratification by members but may be terminated upon a resolution passed by a majority of members.
- 6.4 No expenditure may be incurred by co-optees on behalf of the Morris Federation except as previously agreed with the Officers.
- 6.5 All acts and proceedings of co-optees must be fully and promptly reported to the Officers.
- 6.6 The Officers may revoke or alter co-option arrangements at any time.

7. Notices

- 7.1 The Morris Federation, through its Officers, may give notice to a Member either:
- (a) in writing, personally or by post or by leaving it at the address of the Member or their Named Contact; or
 - (b) using electronic communications individually or by 'broadcast' to the address provided by the Member for that purpose; or
 - (c) by publication on the Morris Federation website, provided that:
 - (i) reasonable steps are taken to ensure members are notified; and
 - (ii) written notice is given to members who have not provided an electronic address.
- 7.2 A notice is deemed to be given 48 hours after the envelope containing it was posted or, in the case of an electronic communication, 48 hours after it was sent or published.
- 7.3 A Member who does not register an address (either postal or electronic) with the Morris Federation or who registers only a postal address that is not within the United Kingdom is not entitled to receive any notice from the Morris Federation.
- 7.4 Any Notice properly given to the address provided by a Member that does not reach the Member shall nonetheless be considered as properly served.
- 7.5 A Member present in person or online at any meeting of the Morris Federation is deemed to have received notice of the meeting and of the aims for which it was called.
- 7.6 Notice of annual general meetings:
- (a) The date of the next AGM is provisionally agreed at the previous AGM. This may be changed if it proves necessary to do so.
 - (b) An invitation to attend the AGM and the accompanying Day of Dance is usually issued by the host team(s) in early spring, often setting a mid-summer deadline for teams to reply so as to allow the hosts to be able to plan for the numbers expressing interest.

(c) A first Notice confirming the date, time and venue will be sent to all members 12 weeks before the AGM. This Notice will include an invitation for members to submit:

- (i) details of any items of business to be discussed;
- (ii) the text of any motion members may wish to propose;
- (iii) details of any person wishing to stand for election;
- (iv) nominations for Honorary Life Membership and/or Friendship of the Federation.

All responses must be received no later than 8 weeks before the AGM.

(d) A second Notice will be issued 4 weeks before the AGM containing the full details of the business to be transacted including the full text of any motions proposed.

- 7.7 General meetings other than the annual general meeting may be called with 4 weeks' notice provided that the Notice contains not only the date, time and venue of the meeting but the full details of the business to be transacted including the full text of any motions proposed.
- 7.8 Notice may be given to the Officers or to The Morris Federation by post or by email to the Secretary at the addresses published for that purpose.

THE MORRIS FEDERATION – STANDING ORDERS

GENERAL MEETINGS

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1. Management of general meetings

- 1.1 The Officers shall determine in relation to each meeting the means of attendance at and participation in the meeting, whether by simultaneous attendance and participation at a physical place, or by means of electronic facilities, or partly in one way and partly in another.
- 1.2 All those participating must be able to vote in real time at the meeting, hear the proceedings of the meeting, speak and be heard at the meeting.
- 1.3 General meetings are private to Members and those invited to attend by the Chair.
- 1.4 Group Members must appoint one of their own members to be their Designated Representative to cast the group's votes.
- 1.5 No person may be the Designated Representative of more than one Group Member at any given meeting.

2. Chair

- 2.1 The Officers shall appoint a Chair for the meeting.
- 2.2 If no person is appointed or if the appointed person is not present and willing to chair the meeting within fifteen minutes of the time appointed for holding it, the members present and entitled to vote must choose one of their number to chair the meeting.
- 2.3 The Chair may stand aside for any motion or proceeding of the meeting and must stand aside if they have a conflict of interest, appointing some suitable substitute who will for the duration of the relevant proceeding(s) hold all the powers previously held by the Chair.

3. Quorum

- 3.1 No business shall be transacted at any general meeting unless a quorum is present. If a meeting becomes inquorate unexpectedly (e.g., during an internet outage) the Chair may adjourn the meeting for up to half an hour to attempt to restore the quorum.
- 3.2 A quorum is:
- (a) Fifteen (15) Group Members entitled to vote upon the business to be conducted at the meeting; or
 - (b) One-tenth of the total membership entitled to vote at the time;
- whichever is the fewer.**
- 3.3 If either:
- (a) a quorum is not present within half an hour from the time appointed for the meeting; or
 - (b) the meeting becomes inquorate and a quorum cannot be restored,
- then
- (i) all business conducted up to that point (if any) stands as if passed by a quorate meeting;
 - (ii) all Officers currently in post remain in post;
 - (iii) the meeting shall proceed as an Open Committee Meeting, and will follow the agenda as closely as possible, differing in that no binding vote may be made with respect to any motion and no elections can take place for committee posts;
 - (iv) the Chair may either adjourn the meeting to a later date to be within two months of the date of the original meeting, or arrange for motions to be put to vote by an electronic resolution (GM9).

4. Election of Officers

- 4.1 At the time they are elected, Officers must be either Individual Members or members of a Group Organisation that is a member.
- 4.2 Candidates seeking election as an Officer must be proposed and seconded and must confirm their willingness to be appointed. Nominations should be received by the Secretary by the deadline set in the Notice for the meeting at which the election is to take place.
- 4.3 Retirement in rotation
- (a) Officers must stand for re-election every three years, with the President, the Secretary, and the Treasurer each standing down at consecutive annual general meetings thus establishing a tri-annual system of retirement in rotation.
 - (b) Elections may occur outside of this rotation scheme:
 - (i) Members may challenge an incumbent Officer by proposing alternative candidates for election at any general meeting.
 - (ii) Officers may resign and if an election is required to fill the vacancy arising it must be held no later than the next annual general meeting.
 - (iii) Officers appointed under clause 5.6 of the Constitution must stand for election no later than the next annual general meeting.
 - (c) Any Officer elected 'out of rotation' must stand for re-election when the tri-annual rotation for that position requires it, whether that is one or two years from their original election.

(d) Therefore, every year, the following persons must stand down, but all are eligible for re-election:

- (i) The President, or the Secretary, or the Treasurer, as appropriate;
- (ii) Officers standing down under sub-clause 4.3(c);
- (iii) Officers who have reached the third anniversary of their last election.

5. Motions and amendments

- 5.1 Every motion and amendment must be proposed either by a Member present at the meeting or by an Officer on behalf of the Committee.
- 5.2 All motions and amendments must be seconded by a Member present at the meeting who is not an Officer nor represented by an Officer.
- 5.3 No motion requiring a Special Resolution to pass, that lies substantially outside the matters of which non-attending members will have received notice, may be accepted at any meeting.
- 5.4 The proposer of a motion may speak to introduce the motion and has the right to reply to any amendment put forward and to speak again at the close of the debate.
- 5.5 The proposer of any amendment may speak to introduce the amendment but has no further right to speak except by permission of the Chair.
- 5.6 The first proposition on any subject shall be known as the Original Motion and all succeeding propositions on that subject shall be called amendments.
- 5.7 Amendments are voted upon immediately after discussion. If an amendment is carried, it displaces or alters the Original Motion and the resultant text becomes the Substantive Motion, which shall be carried forward for further discussion, amendment, or vote.
- 5.8 Motions to
 - (a) move immediately to a vote (terminating discussion); or
 - (b) adjourn the discussion (and hence any vote) to some later time; or
 - (c) move immediately to the next item on the Agenda without further discussion or vote; or
 - (d) adjourn the whole meeting (this motion requires a two-thirds majority);may be proposed at any time and if seconded must be put to the vote immediately. If defeated, that proposal may not be put again until at least half an hour has elapsed.
- 5.9 In the case of a successful motion to adjourn the meeting:
 - (a) The Chair shall decide the date, time and place at which meeting is to be re-convened unless those details are specified in the resolution.
 - (b) No business shall be conducted at an adjourned meeting unless it could properly have been conducted at the original meeting had the adjournment not taken place.
- 5.10 If a meeting is adjourned by a resolution of the members for more than seven days, at least seven clear days' Notice must be given of the re-convened meeting stating the date, time and place of the meeting.

- 5.11 On a matter of great urgency, the Chair may accept a motion for the suspension of Standing Orders. The member moving such suspension must clearly state the nature and urgency of the business, the numbered clauses of the Standing Orders affected, and the length of time (not exceeding 30 minutes) the member desires the suspension to last. No suspension shall take place except by a seven-eighths (7/8) majority of the members present and entitled to vote.

6. Voting on show of hands

A show of hands is intended to be a simple, rapid mechanism for the Chair to determine the views of Members at a meeting. It may be used as an informal 'opinion poll' or it may be used to determine the result of a formal vote on any motion, including those tabled for discussion or those raised at the meeting (for instance under GM5.8).

- 6.1 A vote on show of hands may be conducted using any mechanism that allows for the unambiguous recording of singular votes by any person either for or against. Each person has one vote, regardless of class of Membership. This is a simple way to determine the majority opinion.
- 6.2 At the Chair's discretion, a 'block vote on show of hands' is a vote on show of hands allowing Group Members to exercise their ten votes 'en-bloc' (either all for, or all against the motion) while Individual Members still hold a single vote.
- 6.3 If there is an equality of votes the Chair has a casting vote in addition to any other vote they may have.
- 6.4 Provided that all participants can see how all others have cast their vote, where there is an appropriate majority on a show of hands, the number of votes cast need not be counted. The Chair may announce the result and that declaration shall be conclusive unless challenged by two or more Members whereupon a ballot must be held.

7. Ballots

- 7.1 Two members together may at any time call for a ballot instead of a show of hands.
- 7.2 The Chair may call for a ballot at any time.
- 7.3 In a ballot, Designated Representatives of Group Members may split their ten votes, some for, some against, some to abstain. How this split is performed is entirely at the Member's discretion.
- 7.4 Ballots may be conducted using any mechanism that allows for the unambiguous recording of split votes. The Chair may appoint tellers to verify the count.
- 7.5 If there is an equality of votes the Chair has a casting vote in addition to any other vote they may have.
- 7.6 The Chair shall announce the votes for and against and that declaration of the result shall be conclusive.

8. Votes in advance

- 8.1 Voting instructions may be received by the Chair in advance of a meeting, including from Members who are unable to attend the meeting.

- 8.2 Votes in advance will be applied to the relevant motion(s) except when a motion is to be or has been amended at the meeting. In that case the Chair must decide whether the Member, in deciding to cast their vote for or against the Original Motion, would on the balance of probabilities now choose to cast their vote for or against the amendment and/or the amended motion. In doing so, the Chair must consider whether the amendment alters the sense of the motion sufficiently to render the inclusion of advance votes in any ballot as unsafe or contrary to the sense of the meeting. If circumstances call for it, the meeting may be asked to postpone the discussion under clause 5.8.
- 8.3 Votes cast in person at a meeting supersede any voting instructions previously received.

9. Electronic resolutions outside meetings

- 9.1 An electronic resolution will be as valid and effectual as if it had been passed at a meeting of Members duly convened and held, provided that:
- (a) A Notice containing an identical copy of the motion is circulated to all Members entitled to vote; and
 - (b) the Notice identifies a mechanism to record the votes, a Returning Officer who is responsible for counting the votes, and the method by which the result shall be declared (brought to the attention of Members);
 - (c) the notice sets a reasonable deadline for the receipt of votes;
 - (d) reasonable care is taken to ensure votes received can be confirmed as being made by a Member entitled to vote on the matter;
 - (e) sufficient votes are received before the deadline to meet the quorum normally expected at a meeting; and
 - (f) the Returning Officer declares the result of the vote within 7 days of the deadline set.
- 9.2 The date of an electronic resolution shall be the date of the announcement by the Returning Officer confirming the result.

10. Good conduct at meetings

- 10.1 Persons invited to attend meetings other than by right of membership will have no speaking rights except when invited to speak by the Chair.
- 10.2 Persons present at a meeting who are members of Group Member organisations other than the Designated Representative, must ensure that they do not obstruct or otherwise hinder participation in the meeting by Individual Members or the Designated Representatives of Group Members.
- 10.3 Members wishing to speak should raise their hand and wait until called upon by the Chair. When called to address the meeting, they must give their name and, where applicable, the name of the organisation that they represent.
- 10.4 If any person eligible to vote interrupts the speaker or uses abusive language, or causes a disturbance, or refuses to obey the Chair when called to order for a second time, they may be expelled from the meeting and will not be allowed to enter again until an apology and undertaking of good behaviour has been given.
- 10.5 Disruptive or abusive persons who are not eligible to vote may be expelled from the meeting by the Chair and will not be allowed to re-enter.

- 10.6 Exceptionally, and only for the correct and proper functioning of the meeting, the Chair may clear a general meeting of all but Individual Members, the Designated Representatives of Group Members, those specifically invited by The Morris Federation, and those otherwise necessary to the proper functioning of the meeting.

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APPENDIX ONE – AGM AGENDA

This is a standard agenda for use at Morris Federation Annual General Meetings.

1. Introduction, Attendees and Apologies for Absence
 2. Minutes of the previous Annual General Meeting
 3. Matters arising from the minutes not otherwise on the agenda
 4. Annual Reports:
 - a. Elected Officers
 - b. Co-opted Officers & Advisors
 - c. Projects
 5. * Motions
 6. * Discussions
 7. * Election of Committee
 8. * Nominations for Honorary Life Membership or Friend of the Morris Federation
 9. Date(s) of Future Annual General Meeting(s)
 10. Any Other Business (usually reserved for urgent business that could not be foreseen at the time the papers were sent out)
 11. Presentations and Votes of Thanks
 12. Meeting close
- * Motions, discussion topics and nominations will be circulated separately to members with each year's AGM notice. See Officers' Responsibilities section 'Notices'.

MORRIS FEDERATION POLICY: RESOLVING COMPLAINTS AGAINST THE OFFICERS OR THEIR ACTIONS ON BEHALF OF THE MORRIS FEDERATION.

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1. Introduction

- 1.1 It is the policy of The Morris Federation that its Committee and its agents should act at all times in accordance with the law, with The Morris Federation's policies and in an ethically appropriate fashion.
- 1.2 General concerns around the overall performance of the Committee or about established Morris Federation policy are not covered by this procedure. These concerns should be addressed first with the President, or if that fails to satisfy, then by the Membership in General Meeting as they apply, presumably, to all Members, or to a class of Members, equally.
- 1.3 Members of the public (or groups representing interested parties) who have concerns about Federation policy but have no standing at General Meetings should raise their concerns with the President, who is likely, but is not obliged, to follow a form of the procedure set out below.
- 1.4 Individuals (including Individual Members, members of Group Member organisations, and members of the public) may raise grievances under this policy concerning their treatment as individuals by an Officer or Officers or by the Committee or its agents when acting on behalf of The Morris Federation.
- 1.5 Group Members may raise grievances if it is their membership (or their organisation's relationship with certain Officers or with the Committee) that is the root of the grievance.
- 1.6 Persons raising grievances are referred to here as 'complainants'.

2. Informal resolution

- 2.1 Many potential grievances can be resolved informally. A private discussion is often all that is required to resolve an issue.
- 2.2 Complainants should in the first instance raise their concerns with the relevant Committee member or with the President directly. This does not prejudice the complainant's right to subsequently pursue a formal grievance.
- 2.3 Where an issue cannot be resolved informally then it may be pursued formally.

3. Formal process

- 3.1 The process for handling conflicts of interest described in The Morris Federation's Disciplinary Policy (Complaints against Members) applies to this Policy.

- 3.2 Complainants wishing to declare a formal grievance should do so in writing to the President (or if their concern is with the President, to the Secretary), laying out the nature of their grievance. Receipt of the grievance will be acknowledged as soon as is practicable.
- 3.3 Within 14 days of receipt, the President (but see conflicts of interest above) will appoint an Officer, or an independent person, (the 'Appointed Officer') to hear the grievance and determine a resolution. The Appointed Officer will respond to the complainant within a further 7 days setting out the process and suggested timetable for resolution.
- 3.4 Where appropriate (e.g. representations by third parties objecting to Morris Federation policy), and at the Committee's sole discretion, the Committee may sit in full or in part as the Appointed Officer.

4. Grievance Hearing

- 4.1 The first step is usually to meet with the aggrieved complainant or, for Group Members, their appointed representative. The Appointed Officer has the right to seek sufficient confirmation that the person raising the grievance is a proper representative of a Group Member.
- 4.2 The aim of the meeting is to:
 - (a) Determine the nature of the grievance (to the complainant's satisfaction), in particular, the action(s) that gave rise to the grievance and to understand why they ought to be considered unfair or unreasonable.
 - (b) Explore possible solutions.
- 4.3 The meeting will be chaired by the Appointed Officer. They will usually be accompanied by one other person - to take notes, etc. and to provide advice if asked to do so.
- 4.4 Designated Representatives and Individual Members may prefer to be accompanied at this meeting. Typically, persons accompanying Members:
 - (a) provide moral support;
 - (b) take notes;
 - (c) help with papers, evidence etc;
 - (d) quietly give advice.
- 4.5 There is no right to legal representation in these circumstances.
- 4.6 The complainant will be asked to explain their grievance, and how they would like it to be resolved.
- 4.7 It may be necessary to adjourn the meeting to allow time for necessary investigations to be undertaken. The nature and scope of such investigations will be agreed with the complainant, though the Appointed Officer may conduct any additional investigation as may be necessary to determine the full facts of the matter.
- 4.8 Complainants should note that it may not be possible, or desirable, to agree the ultimate solution at the hearing itself. Although all parties may agree, it may be necessary to consult or inform others or make arrangements that cannot be confirmed at the time.

5. Resolution

- 5.1 The Appointed Officer will provide a report within 21 days of the meeting (or of the completion of any investigations and/or subsequent meetings that may be necessary). The report will summarise the nature of the grievance, the possible solutions explored, the conclusions reached and final recommendations.
- 5.2 The report will be presented to the Officers in Committee (excluding the President and those recused or excluded) for ratification. The Officers by majority vote may:
 - (a) Accept the report and commit to implementing its recommendations, in full or in part.
 - (b) Refuse to accept the report's recommendations.
- 5.3 The Committee decision should be communicated to the complainant within 28 days of ratification.

6. Right of appeal

- 6.1 Where a complainant does not feel that the Committee decision satisfactorily concludes their grievance, they may appeal. They must do so in writing and without undue delay. If satisfactory conclusion requires waiting for a future opportunity to demonstrate the proposed solution any appeal should follow without undue delay after that opportunity has arisen (and the solution has been shown to be unsatisfactory).
- 6.2 Appeals should be made to the President (subject to Conflicts of Interest) who, commencing to review the situation within 14 days, may at their discretion:
 - (a) Conduct any meeting, investigation, etc. as they see fit and reach a new determination in an effort to resolve the grievance.
 - (b) Refer the case back to the Appointed Officer to explore new solutions or to reconsider rejected solutions.
 - (c) Appoint a new Officer to reconsider the case or to start afresh.
 - (d) Refuse the appeal.
- 6.3 **All timescales are advisory.** Failure to meet these timescales does not in itself invalidate the outcome nor constitute a right of appeal.

MORRIS FEDERATION POLICY: COMPLAINTS AGAINST MEMBERS (DISCIPLINE)

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1. Introduction

- 1.1 It is unusual, but not unknown, for complaints to be made against Members of The Morris Federation on matters that are directly relevant to the Aims of the Morris Federation or concerning the activities of Members under the Constitution, Standing Orders or Morris Federation Policies.
- 1.2 Matters of interest only to the parties concerned (such as may arise when a team splits or should two teams clash over some issue of performance rights) are not subject to this Policy. Teams may apply to the Committee for advice or to ask for an informal mediation process, though the Committee may refuse any such request if it feels it lacks competence in the matter.
- 1.3 Relevant complaints under this Policy may be raised by:
 - (a) other Members;
 - (b) third parties (including the public);
 - (c) The Morris Federation through its elected Officers.
- 1.4 We wish to ensure that any such complaints are treated fairly and transparently.
- 1.5 Fairness and transparency are promoted by developing and using rules and procedures for handling disciplinary and grievance situations. Our policy aims to ensure that:
 - (a) Issues can be raised and dealt with promptly. The Committee must not unreasonably delay meetings, decisions, or confirmation of those decisions. Members must co-operate to enable rapid action to be taken.
 - (b) The Committee and Members act consistently.
 - (c) Any necessary investigations are conducted to establish the facts of the case.
 - (d) Members are informed of the basis of the problem and given an opportunity to put their case in response before any decisions are made.
 - (e) There is a right of appeal against any decision made.

2. Definitions

- 2.1 'Appointment'. The process of appointing of some suitable person to complete a certain task or role under this Policy. 'Appointee' – the person so appointed.
- 2.2 'Committee'. For the purposes of this Policy, references to the Committee should be taken to include:
 - (a) The officers of The Morris Federation elected as per the Constitution ('Officers'); plus
 - (b) Co-opted members of the Committee at the discretion of the President (or, if the President is conflicted (see below), at the discretion of the majority of Officers).
- 2.3 'Misconduct'
 - (a) Action in breach of The Morris Federation's Constitution, including action that demonstrates an unwillingness to accept or abide by the Aims of the Morris Federation.
 - (b) Action in breach of The Morris Federation's Standing Orders.
 - (c) Action in breach of Morris Federation Policies intended to apply to all members until rescinded.
 - (d) Action that disrupts or is intended to disrupt the legitimate business of The Morris Federation and/or its Committee and/or anyone working under the authority of the Committee.
 - (e) Action that brings The Morris Federation into disrepute.
 - (f) Any other action that a reasonable observer would take to be misconduct.
- 2.4 'Gross Misconduct' is misconduct sufficient in its nature to justify immediate suspension of Membership.

3. Handling conflicts of interest

- 3.1 A conflict of interest arises if an Officer is associated with (e.g. is a member of) any of the Member teams raising a grievance, or against whom a complaint has been made.
- 3.2 Due consideration should be given to other forms of conflict of interest that may exist.
- 3.3 All Officers must declare any conflicts of interest and if conflicted should withdraw from further participation.
- 3.4 If the President is deemed to have a conflict of interest:
 - (a) Appointments lie with the majority decision of the Officers, excluding any members in conflict.
 - (b) The outcome of any appeal by the Member lies with the majority decision of the Officers, excluding any members in conflict and excluding any Appointees.
- 3.5 Should fewer than three Officers be unconflicted then all Appointments must be independent of the Committee. That leaves the remaining Officers unencumbered and free to consider any appeal.
- 3.6 The rules in this Section may be amended as reasonably necessary to address unusual circumstances not allowed for by these arrangements. Such amendments must be explicitly justified and minuted.
- 3.7 All other clauses in this Policy must be interpreted so as to give effect to these rules, either as stated or as amended under clause 3.6.

4. Allegation

When misconduct is alleged, it is important to carry out necessary investigations without unreasonable delay to establish the facts of the case.

- 4.1 Within 7 days of receipt of an allegation of misconduct, the President will:
 - (a) Appoint one of the Officers, or an independent person, as Investigator, to establish the facts of the case insofar as they may reasonably be determined on the balance of probabilities.
 - (b) Appoint one of the Officers, or an independent person, to act as Determining Officer, whose task is to determine whether there is a case to answer and to preside over the implementation of the disciplinary process described below.
- 4.2 Where a person independent of the Committee has been appointed, it is permissible for the Investigator and the Determining Officer to be one and the same person.

5. Investigation

- 5.1 The Investigator may conduct their investigation in any reasonable manner as they see fit. They should seek to discover on the balance of probabilities:
 - (a) The nature of the action that has given rise to the complaint or allegations of misconduct.
 - (b) The circumstances surrounding the action.
 - (c) The likely type of any misconduct. NB: It is not for the Investigator to determine whether misconduct has occurred, merely to bring possible interpretations to the attention of the Determining Officer.
 - (d) The participants, insofar as they can be identified. Personal identification is required only for Individual Members under investigation, otherwise it is sufficient to identify Member sides.
 - (e) The role played by different participants (especially Members).
 - (f) Any other matters that may be relevant to the determination of the issue.
- 5.2 It is not necessary to show that any action that might be misconduct was the official policy of, or sanctioned by, a Group Member. It is sufficient to show that the action took place and on the balance of probabilities could be reasonably ascribed to members of the Group Member.
- 5.3 The Investigator may contact the participants to determine the facts of the matter. They are not obliged to do so, however, if there is prima facie or third-party evidence available. The participants have a right to be heard later in the process.
- 5.4 It is highly desirable that the investigation be conducted as swiftly as practicable.
- 5.5 The Investigator will report the results of their investigation to the Determining Officer.
- 5.6 The Determining Officer will determine whether the complaint or likely misconduct is of such a nature as to warrant further action and inform the Member accordingly.

6. Hearing

- 6.1 Assuming further action is required, the Determining Officer will arrange a hearing at which the evidence gathered by the investigation will be presented to the Member in order to understand the Member's side of the story.

- 6.2 Details as to the nature of the misconduct alleged must be provided to the Member and they must have time to prepare for the hearing (14 days is recommended).
- 6.3 In the interests of speedy resolution, the Determining Officer should endeavour to arrange for the hearing to take place within 28 days.
- 6.4 It is usual, but not required, that the hearing be 'face-to-face'.¹ Where the situation is particularly complex (or indeed, particularly simple), it may be preferable to present and consider written submissions from the parties involved either in advance of or in replacement for a meeting. In this case, the procedure described below should be amended accordingly. The underlying principles must be retained: that there is timely and adequate notice, that the charge laid against the Member be explained, and that an opportunity be afforded for the Member to put forward counterarguments.
- 6.5 Assuming an oral hearing (meeting):
- (a) The Determining Officer will chair the meeting, accompanied by up to two colleagues, one whose primary function is to maintain the record of the meeting and one to assist with files, reports, evidence, etc. Both may provide advice if requested.
 - (b) Group Members may be represented by up to two persons, both must be members of the Member Organisation. One must be nominated as the primary spokesperson, held to be representing the Member team and their members.
 - (c) Individual Members should attend in person and may be accompanied by another person of their choice.
 - (d) The second person is there to:
 - (i) provide moral support;
 - (ii) take notes;
 - (iii) help with files, reports, evidence or other case notes;
 - (iv) quietly give advice on any aspect of the conduct of the case.
- They may not speak to the meeting without permission (which will not be unreasonably denied) but, for the Individual Member, cannot act as their agent nor represent them.
- If a Member or their supporting person asks to bring a solicitor or lawyer to the meeting, the answer is **no**. There is no statutory right to legal representation in these circumstances.
- 6.6 The purpose of the hearing (or consideration of written evidence) is to determine, on the balance of probabilities:
- (a) Whether the evidence presented is an accurate representation of events.
 - (b) Whether the Member can be held responsible for their actions.
 - (c) Whether there are mitigating circumstances that should be considered.
 - (d) Whether there are aggravating circumstances that should be considered.

7. Determination

- 7.1 The Determining Officer will consider all findings and write a brief report within 14 days that sets out their conclusions and any recommendation regarding disciplinary action. Such action may include:

¹ In person or electronically.

- (a) Taking no further action.
 - (b) Issuing a warning requesting the Member cease and desist from the misconduct. Should the Member repeat the offensive behaviour after a warning has been issued, the repeated offence may be considered as gross misconduct and further penalties may be enforced.
 - (c) A refusal to renew membership either indefinitely, or for a set period of time, or during the likely duration of (or repetitions of) the misconduct, or until a solemn declaration is made that the misconduct will not recur.
 - (d) Termination of membership (see section 9).
- 7.2 The report will be placed before the Officers in Committee (excluding the President and those recused or excluded) within a further 7 days for acceptance. The Officers may:
- (a) Accept the recommendations of the report as they stand;
 - (b) Reduce the severity of the action to be taken against the member. The justification for such a reduction should be explicitly minuted.
- 7.3 The Officers must not impose a greater penalty than that recommended by the Determining Officer.
- 7.4 The Determining Officer will then send the (possibly revised) determination to the Member within 7 days. The Member must be informed of their right of appeal (see below) and the timescales they must adhere to.
- 7.5 **All timescales are advisory.** It is highly desirable that the time period between hearing and receipt of determination by the Member should not exceed 28 days but failure to meet these timescales does not in itself invalidate the outcome or constitute grounds for appeal.

8. Appeal

- 8.1 The Member has a right to appeal any penalty applied. The Member must indicate their intent to appeal within 14 days of receipt of the determination and must lodge the details of their appeal within a further 14 days (28 days in all).
- 8.2 An appeal may be made on any of three grounds:
- (a) A substantive error of fact exists in the determination, or new evidence previously unavailable has arisen, that is likely to alter the balance of probabilities.
 - (b) The conduct of the inquiry and/or hearing was so unreasonable as to be perverse.
 - (c) The penalty is disproportionate to the offence.
- Full and sufficient argument must be provided before the first two grounds will be considered.
- 8.3 Appeals will normally be considered by the President or by an independent Appeals Officer appointed by the President.
- 8.4 Unless otherwise unreasonable, the person(s) hearing the appeal should commence their consideration of the appeal within 14 days of receipt of the full argument as to the grounds for appeal. The duration of the appeal will depend on the grounds presented. It is highly desirable that 'simple' appeals be completed quickly and that an estimated timetable be published for more complex arrangements.
- 8.5 The person(s) hearing the appeal may:
- (a) Issue a new determination based on corrected facts or new evidence and proceed accordingly.

- (b) Refer the case back to the Investigator and/or Determining Officer to correct facts or consider new evidence.
 - (c) Appoint a new Investigator and/or Determining Officer and either refer the existing determination back for their consideration or request a new inquiry and/or determination be launched.
 - (d) Reduce the penalty.
 - (e) Refuse the appeal.
- 8.6 The rationale for the outcome decided upon must be set out in writing and communicated to the Member within 7 days.

9. Termination of membership

- 9.1 Should the penalty determined be termination of membership, all members have the right of final appeal to a General Meeting as per clause 2.7 of the Constitution.