

Cambridge Swing Dance CIC Handbook

Name and Objectives

Cambridge Swing Dance CIC (Community Interest Company) exists to enable the provision and promotion of swing dance classes and events within the Cambridge area. Weekly classes provide the opportunity for regular social interaction which will have a positive effect on social inclusion, mental and physical health and cohesion within our community. Larger workshops and events bring visitors to the local area benefitting other organisations and businesses in and around the city.

Regulations of membership

Club membership is open to everyone. There will be no exclusion of club membership due to sexual or gender orientation, marital or civil partner status, age, race, colour, nationality, ethnic or national origin, religion or belief or disability. Upon applying for club membership the applicant will be required to read and sign a declaration and will be given a copy of our Safer Spaces policy which must be adhered to.

CSD CIC shall consist of a board of Directors, an organising committee and its general membership. Both Directors and committee members are required to hold club membership.

Directors and Committee Structure

There will be a minimum of 3 Directors supported by a general committee, combined there will be a maximum of ten positions.

The committee shall consist of a President, Vice president, Treasurer, General Secretary, Balboa Secretary and Blues Secretary and any other roles determined at a general meeting of the committee. Directors will hold a committee role alongside their Directorship. The President shall act as Chairman at committee meetings.

The Directors shall retain overall responsibility for the club and its administration and be signatories on all financial accounts held by CSD CIC.

The Treasurer shall be responsible for all CSD CIC money, pay bills, manage the budget, be a signatory on all financial accounts and keep a record of all financial transactions as required by the appointed accountant in order to submit an annual return.

The Balboa and Blues Secretaries shall be responsible for matters arising from their respective disciplines. They will be the leader within the committee for organising and promoting events relating to these dances.

Committee and Director Meetings

The committee shall meet at its own discretion, typically monthly. The committee shall have quorum when at least two-thirds of the committee are present at the meeting. The conduct of the committee meetings shall be at the discretion of the chairman.

Each elected or co-opted member of the committee shall have a single vote at committee meetings. A vote can be called during a meeting by any committee member present at the meeting. In the event the meeting has quorum the chair can put the motion to a vote. In the event the meeting does not have quorum the motion will be defeated. A decision shall be considered carried by majority vote. In order to register this vote, the committee member must be present at the meeting when the vote is called. In the instance of a dispute the final decision will rest with the Directors.

Notice of any committee meeting shall be given at least one week in advance unless all Committee members agree otherwise.

Aside from committee meetings Directors shall meet regularly, typically quarterly.

Director and Committee changes

The structure of the general committee (including the creation and removal of positions) may be changed at any committee meeting that is quorate, but must have at least two thirds of the committee present in favour of the motion. In the instance of a dispute regarding the composition of the committee or the directorship of CSD CIC, the Directors will have the deciding vote.

A committee member retains their position until either they decide to leave, giving at least one month's notice, or they are expelled. Their expulsion may be decided at any quorate meeting provided that at least two thirds of the present committee are in favour of the motion.

In the event of a committee position becoming vacant, this will be advertised to the club members if the role is deemed still necessary. Club members may apply in writing to take up the role. Applications will be considered by the committee and directors and a new appointment made, providing the decision is made at a quorate meeting where at least two thirds of the present committee are in agreement.

In the event of a Director position becoming vacant the current general committee will be approached initially to refill the role if it is deemed still necessary. The appointment and expulsion of Directors can only be decided upon by the other serving Directors.

CSD CIC assets and finances

CSD CIC shall maintain a bank account. Cheques drawn on this account shall require the signature of either the Treasurer or a Director.

The financial accounts shall be prepared and submitted annually by an external accountant. The cost of this is estimated to be around £800 annually and will be funded from the income generated by events.

A list of assets owned by CSD CIC shall be kept and maintained by the directors.

No club member, including committee members and Directors shall be individually liable for any debt or other obligation of CSD CIC which is legitimately incurred or entered into on behalf of CSD CIC.

The Directors will be responsible for maintaining public liability insurance for CSD CIC.