Otley Poets
Constitution
Revised February 2025

Purpose

Otley Poets exists for the enjoyment and promotion of poetry among its members and with others. It is affiliated as a Stanza to The Poetry Society but is independent of it.

Membership

Anyone can become a member on payment of the annual fee. Members are encouraged to also be members of The Poetry Society. Otley Poets abides by the Poetry Society's Code of Conduct for Stanza groups. https://poetrysociety.org.uk/membership/poetry-society-stanzas/memorandum-of-understanding/

The annual fee is payable on 1st August. New members joining at other times will pay a pro-rata amount.

Members must provide an email address which can be made openly available to all members of Otley Poets.

Members may resign at any time but the membership fee will not be reimbursed. Any member who has not paid their membership fee within two months of the due date will be contacted by the treasurer who will then decide whether that member is deemed to have resigned.

Anyone considering membership may attend up to three members-only meetings as a guest.

Meetings

Regular meetings for the enjoyment of poetry will be held.

An Annual General Meeting will be held within 15 months of the previous AGM, usually in September.

Members will be notified in writing at least 2 weeks before the date of the AGM, giving the venue, date and time. The quorum for the AGM will be 20% of the membership.

The Chair (Stanza rep), Treasurer and Secretary and third signatory will be elected annually. Nominations can be made before the AGM meeting or at the meeting.

The treasurer will present the accounts.

Any proposal circulated to the membership at least 7 days in advance will be discussed.

Decision making between AGMs will usually be informal and take place either by email or at regular poetry meetings.

Contentious issues can be decided at a General Meeting or Special General Meetings which can be called by any three members. They should inform all other members of the meeting with one week's notice. A quorum of 40 % of all members is required for decisions to be made at such a meeting. If consensus cannot be achieved, a vote can be taken and a simple majority of those at the meeting is required.

Changes to this constitution can be made at an AGM or SGM.

Finances

Otley Poets will maintain a bank account with three signatories.

The treasurer will maintain records of income and expenditure and report to the AGM.

All income will be spent on furtherance of Otley Poets'purpose.

Dissolution

A simple majority at a Special General Meeting can decide to close down the group.

If it is agreed to dissolve the group, all remaining money and other assets, once outstanding debts have been paid, will be donated to a local charitable organisation. The organisation will be agreed at the meeting which agrees the dissolution.

This constitution was amended in accordance with the change of name agreed at a Special General Meeting on 5th February 2025

Date: 11/02/25

Signed: Jane Kite

Name and position in group: Chair