

Harvington Festival Constitution

An unincorporated association.

This constitution was written to meet the needs of the Lloyds Bank with whom the Festival holds a bank account, and in line with good practice of the Charity Commission.

1. Name

The name of the group shall be **Harvington Festival**

2. Aims

The aims of **Harvington Festival** will be:

- To plan, organise, promote and deliver the annual Harvington Festival

3. Membership

Membership is limited to those approved and agreed by the Committee for the organisation of the Harvington Festival. Membership must be in agreement with the other existing members. The **Harvington Festival** must at all times have a minimum of three members taking the Committee roles of Chairman, Treasurer, Secretary.

A subscription may be changed for membership if agreed by majority at the AGM.

Ceasing to be a member

Members may resign at any time in writing to the secretary.

Any offensive behaviour, including racist, sexist or inflammatory remarks, will not be permitted. Anyone behaving in an offensive way or breaking the equal opportunities policy may be asked not to attend further meetings or to resign from the group if an apology is not given or the behaviour is repeated. The individual concerned shall have the right to be heard by the committee, accompanied by a witness, before a final decision is made.

4. Equal Opportunities

Harvington Festival will not discriminate on the grounds of sex, race (including colour, ethnic or national origin), sexual orientation, disability, gender reassignment, religious or political belief, pregnancy or maternity, marital status or age.

5. Officers and Committee

The business of the group will be carried out by a committee agreed at the Annual General Meeting. The Committee will meet as necessary, not less than four times a year.

The Committee will consist of at least 3 members, and be composed of the 3 officers and other members elected or co-opted onto the committee at the discretion of the membership at the AGM, or the committee at other times, as needed for the delivery of the Festival.

The officers' roles are as follows:

- Chair, who shall chair both general and working group meetings
- Secretary, who shall be responsible for the taking of minutes and the distribution of all papers
- Treasurer who shall be responsible for maintaining accounts

In the event of an officer standing down during the year a replacement will be appointed in the interim by the Committee and elected by the next General Meeting of members.

6. Meetings

6.1. Annual General Meetings

An Annual General Meeting (AGM) will be held within fifteen months of the previous AGM. The AGM will be public and open to everyone living within Harvington to attend. The AGM will be notified in writing at least 3 weeks before the date of the meeting, giving the venue, date and time.

Nominations for officers and Committee members may be made to the Secretary before the meeting, or at the meeting.

The quorum for the AGM will be 10% of the membership or 4 members, whichever is the greater number.

At the AGM:-

- The Committee will present a report of the work of the Harvington Festival over the year.
- The Committee will present the accounts of Harvington Festival for the previous year.
- The officers and Committee for the next year will be elected.
- Any proposals given to the Secretary at least 7 days in advance of the meeting will be discussed.

6.2 Special General Meetings

The Secretary will call a Special General Meeting at the request of the majority of the committee or at least eight other members giving a written request to the Chair or Secretary stating the reason for their request.

The meeting will take place within twenty-one days of the request.

All members will be given two weeks' notice of such a meeting, giving the venue, date, time and agenda, and notice may be by telephone, email or post.

The quorum for the Special General Meeting will be 10% of the membership or 4 members, whichever is the greater number.

6.3 General Meetings

General Meetings are open to members only, and will be held at least once every 3 months or more often if necessary.

All members will be given two weeks' notice of such a meeting, giving the venue, date, time and agenda, and notice may be by telephone, email or post.

The quorum for a General Meeting shall be 10% of the membership or 5 members, whichever is the greater number.

6.4 Committee Meetings

Committee meetings may be called by the Chair or Secretary. Committee members must receive notice of meetings at least 7 days before the meeting. The quorum for Committee meetings is three members of the Committee with at least two being Officers.

7. Rules of Procedure for meetings

All questions that arise at any meeting will be discussed openly and the meeting will seek to find general agreement that everyone present can agree to.

If a consensus cannot be reached a vote will be taken and a decision will be made by a simple majority of members present. If the number of votes cast on each side is equal, the chair of the meeting shall have an additional casting vote.

8. Finances

An account will be maintained on behalf of the Association at a bank agreed by the committee.

Three cheque signatories will be nominated by the Committee (one to be the Treasurer). The signatories must not be related nor members of the same household.

All payments will be signed by two of the signatories.

- For cheque payments, the signatories will sign the cheque.
- For other payments (such as BACS payments, cash withdrawals, debit card payments or cash payments), a requisition note will be signed by two signatories, and held by the treasurer.

Records of income and expenditure will be maintained by the Treasurer and a financial statement given at each meeting.

All money raised by or on behalf of Harvington Festival is only to be used to further the aims of the group, as specified in item 2 of this constitution.

9. Amendments to the Constitution

Amendments to the constitution may only be made at the Annual General Meeting or a Special General Meeting.

Any proposal to amend the constitution must be given to the Secretary in writing. The proposal must then be circulated with the notice of meeting.

Any proposal to amend the constitution will require a two thirds majority of those present and entitled to vote.

10. Dissolution

If a general meeting, by simple majority, decides that it is necessary to close down the group it may call a Special General Meeting to do so. The sole business of this meeting will be to dissolve 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 nominated organisation will be agreed at the meeting which agrees the dissolution.

11. Ratification

This constitution was agreed at the Inaugural General Meeting of the Harvington Festival on:-

29/November/2022

Name	Position
Annette France	Chairman
Elliot Grainger	Treasurer
Chris Rushworth	Secretary