

Constitution – Hatherleigh Festival

1. Name

The name of the group shall be Hatherleigh Festival.

2. Objects

The objects (or purpose) are to: *‘provide an annual community led festival in Hatherleigh, Devon.*

3. Area of benefit – *Hatherleigh and surrounding outlying small villages in Devon*

4. Powers

To further the objects Hatherleigh Festival has the power to:

4.1 Work in partnership with others

4.2 Recruit and support volunteers

4.3 Invest funds in any lawful way. Professional advice should be taken when necessary

4.4 Raise funds by any lawful means except permanent trading

4.5 Accept gifts either for the general purposes of Hatherleigh Festival or for a specific purpose within or connected with the objects

4.6 Do anything else within the law which promotes or helps to promote the objects

5. Membership

5.1 Membership is open regardless of personal beliefs, gender, age, nationality, race, sexual orientation, health condition, disability, social status, level of wealth, or any other individual differences

5.2 Each Member has one vote

5.3 The committee must keep an up to date list of the members.

6.0 The Management Committee

6.1 The group shall be managed by a committee of not less than five and not more than fifteen members.

6.2 Committee Members and Officers shall stand from the end of the AGM that they were elected at until the end of the next AGM

6.3 The Officers shall include a Chair, a Secretary and a Treasurer elected and any other officers that the committee decides

6.4 A Committee Member can only fill one position

6.5 The Committee shall meet a minimum of four times a year, and must keep a formal record of all meetings

6.6 The quorum for a management committee meeting is five members.

6.7 Each member has one vote, and if the vote is tied, the chair has a second casting

vote

6.8 The committee has the power to co-opt up to three members on to the committee to fill vacant places until the next annual general meeting. Each co-opted member has one vote

7. Finance

7.1 All funds belonging to or raised for Hatherleigh Festival must be used in furthering the objects

7.2 The Treasurer shall keep an account of all income and expenditure and shall present independent examined accounts at the AGM

7.3 There shall only be one bank or building society accounts in the name of the group. Cheques must be signed by two committee members, who must not be related or live in the same house

7.4 Committee members may claim reasonable out-of-pocket expenses on terms approved by the committee. No other payments can be made to members of the group

8. Changes to the constitution

This constitution can only be changed at a general meeting. The secretary must give 21 days notice of the meeting to all the members, along with details of the proposed changes to the constitution. For the constitution to be changed over half of the members present at the meeting must agree.

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9. Dissolution

9.1 Hatherleigh Festival can only be dissolved at a general meeting. The secretary must give 21 days notice of the meeting to all the members, along with details of the proposed dissolution. For the group to be dissolved over half of the members present at the meeting must agree.

9.2 If the members agree that the group should be dissolved, any assets remaining after the clearing of all debts and liabilities shall be given to a group with similar objects, or, if this cannot be done, to any charitable purpose.

10. Arrangements until the first annual general meeting

Until the first annual general meeting takes place, this constitution shall take effect as if

references in it to the management committee were references to the people whose signatures appear at the bottom of this document.

11. A copy of this constitution shall be available to all members.

This constitution was approved at a general meeting of Hatherleigh Festival

Signed

..... **Chair**

..... **Secretary**

..... **Treasurer**

Dated: Day Date Month Year