

Loddon and Chedgrave Arts Festival

Constitution

Dated: 07-04-2025

1. Loddon and Chedgrave Arts Festival is a not for profit community project, aimed primarily at the residents of Loddon/Chedgrave areas and the wider community and to include all abilities

Aims

2. The organisers have the following aims:

- a. To develop a community atmosphere, to achieve the best of individual abilities;
- b. To promote community activity, enjoyment and social inclusion through the Arts
- c. To provide educational, recreational, leisure and social activities through the promotion of the Arts

Event Management

5. The management of the event is the responsibility of the Chairperson and organising Committee. The Committee will ensure that the event is managed in a democratic way and all Committee members take collective responsibility for the decisions made at a meeting of the Committee or a sub-Committee. The Committee should consist of no less than 5 members.

6. The Committee is to consist of the following officers:

- a. Chairperson
- b. Secretary
- c. Treasurer
- d. I T Officer
- e. Sub Committee Members

7. A Committee member automatically ceases to hold office if he or she:

- a. Is found guilty by a Court of fraud or any offence against a person;
- b. Becomes incapable by reason of mental disorder, illness or injury of managing and administering his or her own affairs;
- c. Is absent without permission of the Committee from all their meetings held within a period of three months and the Committee resolves that his or her office be vacated, or
- d. Notifies to the Committee a wish to resign. Resignation from the Committee must be made in writing and the Committee has the authority to fill the vacancy until the next election takes place at the AGM.

9. Event members can be co-opted into roles such as press officer and events co-ordinator as necessary. The Committee can also appoint sub-Committees from time to time to take on specific tasks, such as the organising of performances or concerts.

10. In order to maintain continuity, all elected officers shall serve for a period of one year (until the next AGM in the case of co-opted members), but are eligible for re-election in subsequent years.

11. Responsibilities:

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Chairperson.

The Chairperson is an honorary post appointed by members of the event and is responsible for the efficient running of the event, making sure that the management committee functions properly, provide leadership and support to the group, oversee and control meetings to delegate tasks,

Secretary.

The Secretary is an honorary post and appointed from the membership of the event. The Secretary is to be a point of contact for the public and also to take and record minutes of all Committee meetings. The Secretary will notify Committee members of meetings and (when necessary) provide them with notice of agenda. . The Secretary will also maintain a membership list and write communications on behalf of the organisers.

Treasurer*.

The Treasurer is an honorary post, appointed from the membership of the choir. It is the responsibility of the Treasurer to keep accounts correctly, up to date and in good order, to pay invoices promptly and to form a good professional relationship with funders. The Treasurer must keep the Committee informed of the financial position of the event.

Members. As required.

12. The Committee is to meet not less than four times per year, on a day to be agreed mutually, to discuss event business and finance. The Chairperson or Secretary can call a meeting of the Committee at any time, but with not less than four days' notice.

Equal Opportunities

13. All individuals will be included for membership of the event and none will be debarred from any official capacity on the Committee on the grounds of gender, race, colour, religion, sexual orientation, disability or political affiliation.

Annual General Meeting

14. The event AGM will normally be held in September, with at least 14 days notice given in writing to members. The purpose of the AGM shall be to:

- a. Receive a report from the Chairperson, on the events activities in support of its Aims;
- b. Receive the statement of accounts from the Treasurer;
- c. Receive the report from the Secretary;
- d. Receive a report from the IT officer
- f. Elect/re-elect the honorary officers;
- g. Consider changes to the Constitution;

15. Nominations for election to the Committee must be made by members of the event in writing and must be in the hands of the event Secretary at least seven days before the AGM. Should nominations exceed vacancies, an election is to be held during the AGM.

16. Other matters can be discussed at the AGM if prior notice has been given in writing to the event Secretary at least seven days prior to the meeting.

17. All members of the event attending the AGM will have an equal vote and a simple majority will suffice in any matter.

Special (Extraordinary) General Meeting:

18. A Special General Meeting (also known as an Extraordinary General Meeting), for which at least 14 days' notice in writing must be given to members, may be called by the Committee or upon written request to the Secretary, signed by at least four members of the event. The notice must state the business to be discussed.

Finance & Accounts

19. The event financial year will run from 1 September and the Treasurer will be responsible for the preparation of the annual accounts. A banking account is to be opened in the name of the event, into which all grants and other income is to be paid and from which all payments are normally to be made.

20. A minimum of two authorised signatures are to be required for all cheque payments.

21. The income and property of the event, however derived, is to be applied solely towards promoting the Aims of the event as set forth above. No portion thereof shall be paid and transferred either directly or indirectly to any member or members of the event except in payment of legitimate expenses incurred on behalf of the event.

22. In the event that the event ceases to exist, all remaining funds are to be donated to a charity, property donated to a similar event, both selected at that time by the Committee and which are based or meet within 10 miles of Loddon and Chedgrave.

Signed and dated

Chairperson:

Treasurer:

Secretary:

IT Officer: