

# **Moretonhampstead Community Film Club Constitution**

## **Name**

The Club shall be known as the 'Moretonhampstead Community Film Club' referred to here as "The Film Club"

## **Objects**

The objects of The Film Club are:

- 1.1 To offer varied, interesting and entertaining programming, bringing world cinema, classics and the very best new releases to Moretonhampstead, as well as short films, documentaries, animations and archive footage with the aim of presenting diverse films providing residents within and around the town somewhere accessible to enjoy film
- 1.2 To encourage interest in film as a medium for public education, information and entertainment by means of the exhibition of films of artistic, cultural or informative character
- 1.3 To promote the study and appreciation of film by such means as presentations, talks, discussions and events
- 1.4 To bring people together to share experiences
- 1.5 To support local charities with similar objects

## **Membership**

- 2.1 Membership of The Film Club is open to anyone over the age of sixteen, on payment of the current annual fee and at the discretion of the committee.
- 2.2 The annual subscription shall be agreed by the Management Committee, as well as any reduction applicable for early payment or payment later in the year.
- 2.3 Membership of The Film Club shall entitle the holder to attendance at all film screenings and other meetings free of charge unless these are additional fundraising events when an extra charge is due.
- 2.4 Membership of The Film Club shall entitle the holder to priority booking for any other events for which an additional charge may be made,
- 2.5 Membership of The Film Club shall entitle the holder to one vote at Annual or other General meetings.
- 2.6 Members are able to bring up to two guests for a temporary visitor fee. It is the responsibility of the member who wishes to bring guests to inform the

Membership Secretary at [moretonfilm@outlook.com](mailto:moretonfilm@outlook.com) prior to the film being shown.

## **Management**

- 3.1 The business of The Film Club shall be managed by a Committee of at least 6 members. The Committee shall consist of a Chair, a Treasurer, a Membership Secretary and a Secretary and such other Officers as may, from time to time, be appointed.
- 3.2 The Committee shall be elected at the Annual General Meeting and hold office until their successors are elected at the next AGM.
- 3.3 The quorum for a Committee meeting shall be 3 (committee members) and there shall be at least 6 such meetings in a year.
- 3.4 The Club shall hold a General Meeting at least once a year. A Special General Meeting may be called at any time by the Committee or upon written request being made of the Committee signed by at least 10 members.
- 3.5 The quorum for General and Special Meetings shall be 25% of the membership. If at the time for which a General Meeting has been called there is no quorum, the Meeting shall be rearranged to be held within five (5) weeks.
- 3.6 The Committee shall have ultimate responsibility for The Film Club activities
- 3.7 The Committee shall maintain a register of the members of the Film Club and record their membership fees
- 3.8 The Committee shall co-ordinate the arrangements for each Film Club presentation or event, including co-ordination of the selection of films each season
- 3.9 The Committee shall communicate essential information to members
- 3.10 The Committee shall ensure that any Health and Safety issues brought to its attention are communicated to the members, including items associated with selected venues
- 3.11 The Film Club shall be non-political (not espouse the cause of any political party).
- 3.12 Committee members are expected to attend committee meetings and assist at Film Club presentations wherever possible. Should a committee member fail to attend for more than 3 consecutive times it will be at the discretion of the other committee members to request that they stand down from the committee.
- 3.13 The Film Club shall not be wound up except by a resolution of 75% of those present at a Special General Meeting called for that purpose. In the event of

a winding up, the remaining funds of The Film Club shall not be distributed amongst the Members but be passed to a non-profit making organisation or organisations with objects similar to those of the Film Club. Such organisations shall be chosen by the Committee in consultation with the Moretonhampstead Parish Council.

## **Finance**

- 4.1 The Committee shall have control of the funds and property of The Film Club and its administration
- 4.2 The Committee is responsible for overseeing The Club finances, including the acceptance of annual Accounts. Such acceptance of the Accounts by the Committee shall be recorded in meeting notes
- 4.3 The Film Club shall not be run for private profit of a Member or Members; any balance at the end of the year shall be carried over and devoted to the objects of the Club.
- 4.4 No Members or Committee Members shall receive payment for their services or for anything other than legitimate expenses incurred in work for The Film Club.
- 4.5 Accounts will be produced annually and inspected by an independent person.
- 4.6 Actions and transactions are the responsibility of the Treasurer or designated officer. These include:
  - 4.7 ensuring that payments are made and recorded ensuring that receivables are banked and recorded
  - 4.8 keeping up to date Accounts of all financial transactions made by The Film Club
  - 4.9 presenting a statement of The Film Club Accounts to the Committee, as requested
  - 4.10 presenting an approved statement of The Film Club Accounts to the AGM

## **Alteration of Rules**

No alteration of rules shall be made except by a resolution of 75% of those present at a General Meeting. No amendment shall be made which would cause The Film Club to cease to be a not-for-profit organisation.