

# Wolvercote & Wytham Midsummer Festival

## CONSTITUTION

---

### **1 Name**

- 1.1 The name of the organisation shall be the WOLVERCOTE & WYTHAM MIDSUMMER FESTIVAL.

### **2 Aims**

- 2.1 To organise an annual summer festival for the promotion of music, arts, entertainments and other related activities for the people of the parishes of Wolvercote and Wytham (the 'Local Community').
- 2.2 To provide opportunities to bring the Local Community together, building and strengthening community cohesion.
- 2.3 To provide opportunities for local clubs, societies and groups to interact with the Local Community.
- 2.4 To provide additional cultural activities or events throughout the year if appropriate.
- 2.5 To provide opportunities for local people of all ages to perform, or to participate, in cultural activities and events.

### **3 The Committee and Officers**

- 3.1 Election to the Committee is open to all residents of the parishes of Wolvercote and Wytham.
- 3.2 Persons wishing to stand as committee members or for office shall be nominated by two people, one of whom may be themselves.
- 3.3 Committee members shall, where possible, represent key groups within the Local Community.
- 3.4 The Committee shall not exceed 15 elected members.
- 3.5 Committee members and officers shall be elected by a simple majority of attendees at the Annual General Meeting.
- 3.6 Committee members and officers shall serve for three years and are eligible for re-election after this period.
- 3.7 The elected Officers of The Committee shall be: Chair, Treasurer and Secretary.
- 3.8 The Committee may co-opt non-committee members:
- who have specific skills or abilities needed by the group which are not available among existing members, and
  - to fill vacancies which could not be filled by the usual process of normal election. ), e.g. if suitable candidates appear subsequently.
- Co-opted members will have the same rights as the elected members of the organisation including the right to vote.
- 3.9 Members of the Committee may be removed by a simple majority vote of committee members.
- 3.10 Working groups may be formed to organise and co-ordinate specific events as agreed by The Committee. Such groups shall include at least one committee member.

### **4 Finance**

- 4.1 The organisation shall operate as a not for profit body.
- 4.2 A minimum of two, and maximum of four, committee members, one of whom shall be the Treasurer, shall be signatories to the organisation's bank account. Signatories shall not be related.
- 4.3 The financial year shall run from 1 October to 30 September the following year.
- 4.4 The Treasurer shall keep account for income and expenditure supported by receipts and invoices on an ongoing basis.
- 4.5 A third party who is neither the Treasurer nor a close relative of the Treasurer shall audit the end of year accounts before their presentation to the Annual General Meeting (AGM).
- 4.6 The Treasurer or a deputy appointed by the Committee shall present a statement of accounts to the AGM.

# **Wolvercote & Wytham Midsummer Festival CONSTITUTION**

---

## **5 Committee meetings**

- 5.1 Committee meetings shall be open to all elected Committee members. The Committee may invite other parties to committee meetings. Such persons shall not have voting rights.
- 5.2 At least four committee meetings shall be called each year by the Chair.
- 5.3 A quorum of at least four people is required.
- 5.4 Resolutions shall be determined by a majority vote. The Chair shall have the casting vote if necessary.
- 5.5 The Chair, if unavailable for a committee meeting, may elect a deputy to facilitate the meeting.
- 5.6 Working groups shall meet as and when required.

## **6 General Meetings**

- 6.1 An Annual General Meeting (AGM) shall take place before the end of each calendar year to examine the financial accounts of the organisation, and to elect Officers and Committee members.
- 6.2 An Extraordinary General Meeting (EGM) may be called by a simple majority vote of The Committee.
- 6.3 General Meetings are open to all residents of the parishes of Wolvercote and Wytham.
- 6.4 AGM or EGM attendees each have a single vote.
- 6.5 Notice of an AGM or EGM shall be posted a minimum of 14 days before the event.
- 6.6 A quorum of at least eight people is required.
- 6.7 The voting procedure at General Meetings shall be determined by The Committee.

## **7 Equal Opportunities**

- 7.1 The Committee adheres to the principles of equal opportunity. The Committee aims to ensure that all people irrespective of age, gender, ability, race, religion, ethnic origin, creed, colour, social status, sexual orientation or disability have a genuine and equal opportunity to serve on The Committee and to participate in events organised by The Committee.

## **8 Child Protection**

- 8.1 For all events involving children, The Committee recognises the welfare of the child as paramount. The Committee will appoint a Safeguarding Officer for Festival events.

## **9 Amendments**

- 9.1 Motions regarding amendments to the constitution shall be given in writing to the Chair a minimum of fifteen days before an AGM or EGM.
- 9.2 Proposals for amendments to the constitution shall be made to the AGM or an EGM.

## **10 Dissolution**

- 10.1 In the event of dissolution, any assets remaining after debts and liabilities are discharged shall be distributed to local groups as agreed by the Committee.

## **11 Revision of constitution**

- 11.1 The Committee shall review the constitution at least every three years.

Last Revised 7<sup>th</sup> November 2019