



SC036411

## Constitution

### **1 Name**

The organisation shall be known as Biggar Little Festival hereafter referred to as 'the Group'.

### **2 Objective**

The Group shall be a charitable organisation whose objective is to promote the advancement of **the arts, education and community development** within Biggar and its surrounding communities, without distinction of race, religion, gender, political or other opinions, by:

- developing Biggar and its surrounds as a community where the arts are encouraged and promoted
- encouraging links between local arts groups
- promoting exhibitions and performances
- developing opportunities for local, national and international artists to demonstrate their talents in Biggar and its surrounds
- encouraging artistic understanding and participation.

### **3 Membership**

3.1 Membership of the Group shall consist of:

- Elected Trustees
- Patrons
- Volunteers on the list of registered volunteers.
- Others interested in promoting the interests of the festival.

3.2 Patrons and volunteers will remain members for as long as the patron is 'paid up' or the volunteer remains on the list of registered volunteers. Patrons and volunteers not wishing to become members will be excluded.

3.3 Others interested in promoting the interests of the festival, wishing to become members by completing a membership form, will remain in membership for five years, after which they must renew their membership.

3.4 A register of members will be kept by the Secretary.

### **4 Committee**

4.1 The affairs of the Group shall be conducted by a committee (the Trustees) which shall consist of a Chairperson, Vice Chairperson, Treasurer, Secretary and Minutes Secretary (Office Bearers) together with additional elected members.

4.2 Office bearers shall be selected by the Trustees from among their membership.

4.3 The Trustees shall have the power to do all things necessary for the fulfilment of the Group's objective. They shall be responsible for running the affairs of the Group and shall take decisions on its behalf. Committee meetings shall require the presence of four Trustees to be quorate.

4.4 The term of office for Trustees shall be for 2 years. At the conclusion of a term of office, a Trustee may stand for re-election.

4.5 Membership of the committee shall be honorary. However the Trustees shall have the power to use any professional assistance necessary to ensure the efficient and effective fulfilment of their responsibilities.

4.6 The Trustees may borrow such moneys as they think fit to fulfil the objective of the Group.

## **5 Annual General Meeting**

5.1 The Annual General Meeting (AGM) of the Group shall be held early in May each year in order to:

- approve the minutes of the previous year's AGM
- receive reports from the Trustees
- receive the certified accounts for the previous year
- elect Trustees
- consider changes to the Constitution
- deal with any other competent business.

5.2 Not less than 14 days notice of the AGM shall be given to members.

5.3 Accidental failure to give notice to any member shall not invalidate the proceedings of the AGM

5.4 The members present at the AGM shall constitute a quorum.

## **6 Extraordinary General Meeting**

6.1 An Extraordinary General Meeting (EGM) of members shall be called:

- in pursuance of a resolution of the Trustees
- at any time within 28 days of the receipt by the Chairperson or Secretary of a requisition in writing by at least 10 members, stating fully the reasons for such a meeting.

6.2 Not less than 14 days notice of any EGM shall be given to members.

6.3 Accidental failure to give notice to any member shall not invalidate the proceedings of the EGM

6.4 The members present at an EGM shall constitute a quorum.

## **7 Voting**

7.1 Decisions put to a vote at either an AGM or EGM shall be resolved by simple majority of members at the meeting.

7.2 The Chairperson shall have a second, or casting vote in the event of an equality of votes.

7.3 No amendment shall be made to the constitution unless notice of such is given 14 days prior to the AGM or EGM.

## **8 Finance**

8.1 The financial arrangements of the Group shall be managed in accordance with the requirements of appropriate legislation and regulations.

8.2 The Financial year shall run from 1<sup>st</sup> April to the last day of March each year.

8.3 All monies raised by or on behalf of the Group shall be applied to further its objective and for no other purpose, except:

- the payment, in good faith, of reasonable and proper fees to professional and technical advisers,
- the repayment to Trustees and volunteers of reasonable out-of-pocket expenses
- the purchase of appropriate insurances.

8.4 The Treasurer shall be responsible for the preparation of the annual accounts for submission to OSCR and presentation to the AGM.

8.5 All cheques drawn on the Group's funds shall be signed by a minimum of two Trustees nominated by the committee as bank signatories.

## **9 Dissolution**

If, upon the dissolution of the Group, there remains after the settlement of all debts and liabilities, any property whatsoever, the same shall not be paid to the members of the Group, but shall be transferred to another charitable organisation or organisations having objectives similar to those of the Group. The organisation shall be determined by the members of the Group at or before the time of dissolution.