



# Festival of Senses Committee Constitution

## 1. Name

The name of the group shall be **the Festival of Senses Committee**

## 2. Aims

The aims of **the Festival of Senses Committee** will be:

- To hold an annual food, craft, fashion and music festival in the heart of Llandeilo promoting the town and increasing revenue for its businesses
- To promote the town locally, regionally and nationally as a destination shopping and leisure venue
- To engage with the local community and be a vehicle to enable local charities to raise funds and their profile over the Festival weekend and for the committee to donate surplus revenue to local charities where available.

## 3. Membership

Membership to the committee is open to anyone who is:

- aged 16 or over; and
- lives in Llandeilo and the surrounding area; and
- supports the aims and ambitions of **the Festival of Senses** committee and
- Upholds the values and behaviors of the equal opportunities policy detailed on article 4 of this constitution.

A list of all committee members will be kept by the secretary.

## Ceasing to be a member

Members may resign at any time in writing to the secretary.

Any offensive behavior, including racist, sexist or inflammatory remarks, will not be permitted. Anyone behaving in an offensive way or breaking the equal opportunities policy may be asked not to attend further meetings or to resign from the group if an apology is not given or the behavior is repeated. The individual concerned shall have the right to be heard by the management committee, accompanied by a friend, before a final decision is made.

## 4. Equal Opportunities

*"We aim to create a safe and welcoming atmosphere for everyone. We want to challenge all forms of oppression including those based on race, ethnicity, nationality, creed, gender, sex, class, sexuality, gender reassignment, learning ability, physical impairment, mental illness, HIV status, age, occupation, income, wealth and unrelated criminal conviction. We aim to design our activities, services and decision making processes specifically to encourage and support participation from people who face disadvantage in society, including women, BME people, disabled people, LGBTQ people, and people on low incomes."*

The Festival of senses committee will not discriminate on the grounds of gender, race, colour, ethnic or national origin, sexuality, disability, religious or political belief, marital status or age.

## 5. Officers and committee

The business of the group will be carried out by a Committee elected at the Annual General Meeting. The Committee will meet as necessary but not less than eight times a year.

The Committee will consist of 12 members, and be composed of 3 officers and 9 committee members. Additional members of the committee who do not hold a specific role within it are entitled to attend an ordinary meeting and are entitled to a one member one vote during these meetings.

The management officers' roles are as follows:

- Chair, who shall chair both general and committee meetings
- Secretary, who shall be responsible for the taking of minutes and the distribution of all papers
- Treasurer who shall be responsible for maintaining accounts

In the event of an officer standing down during the year a replacement will be elected by the next General Meeting of members.

Any committee member not attending a meeting without apology for three months will be contacted by the committee and asked if they wish to resign.

## 6. Meetings

### 6.1. Annual General Meetings

An Annual General Meeting (AGM) will be held within fifteen months of the previous AGM.

All members will be notified in writing at least 3 weeks before the date of the meeting, giving the venue, date and time.

Nominations for the committee may be made to the Secretary before the meeting, or at the meeting.

The quorum for the AGM will be 4 members, of which at least 2 will be from the officer group.

At the AGM:-

- The Chair will present a report of the Festival of the senses committee work over the year.
- The Treasurer will present the accounts of Festival of the senses committee for the previous year.
- The officers and Committee for the next year will be elected.
- Any proposals given to the Secretary at least 7 days in advance of the meeting will be discussed.

## 6.2 General Meetings

The Secretary or Chair will call a General Meeting at any time during the year but will not exceed 8 in any one calendar year. It is an intention to hold these meetings every quarter.

The meeting will be open to all members of the committee.

All members will be given two weeks' notice of such a meeting, giving the venue, date, time and agenda, and notice may be by telephone, email or post.

This meeting is to review decisions made by the committee to ensure that all interested parties are kept up to date with progress.

The quorum for the General Meeting will be 6 with at least 2 officers being present.

## 6.3 Committee Meetings

Committee meetings may be called by the Chair or Secretary. Committee members must receive notice of meetings at least 7 days before the meeting.

Committee meetings will comprise of members with specific roles as detailed below. These meetings will discuss general operational matters in detail and in relation to the Festival.

Chair	Secretary	Treasurer	Business Liaison	Entertainment/Fundraising
Volunteering	Media and PR	Welsh language	Trader Rep	Stalls / Event Co-ordinator

The restriction of members attending to only those with specific roles is to ensure that the focus of these meetings is concentrated on the core areas of the organisation of the festival.

The quorum for Committee meetings is Six Committee members.

## 7. Rules of Procedure for meetings

All questions that arise at any meeting will be discussed openly and the meeting will seek to find a consensus that everyone present can agree to.

If a consensus cannot be reached a vote will be taken and a decision will be made by a simple majority of members present. If the number of votes cast on each side is equal, the chair of the meeting shall have an additional casting vote.

## 8. Finances

An account will be maintained on behalf of the Festival Committee at a bank agreed by the committee. Two cheque signatories will be nominated by the Committee (one to be the Treasurer). The signatories must not be related nor members of the same household.

All payments will be signed by two of the signatories.

- For cheque payments, the signatories will sign the cheque.
- For other payments (such as BACS payments, cash withdrawals, debit card payments or cash payments), a requisition note will be signed by two signatories, and held by the treasurer.
- Records of income and expenditure will be maintained by the Treasurer and a financial statement given at each meeting if available.

All money raised by or on behalf of Festival of the Senses committee is only to be used to further the aims of the group, as specified in item 2 of this constitution.

## 9. Amendments to the Constitution

Amendments to the constitution may only be made at the Annual General Meeting or a Special General Meeting.

Any proposal to amend the constitution must be given to the Secretary in writing. The proposal must then be circulated with the notice of meeting.

Any proposal to amend the constitution will require a two thirds majority of those present and entitled to vote.

## 10. Dissolution

If a meeting, by simple majority, decides that it is necessary to close down the Festival or its committee it may call a Special General Meeting to do so. The sole business of this meeting will be to dissolve the group.

If it is agreed to dissolve the group, all remaining money and other assets, once outstanding debts have been paid, will be donated to a local charitable organisation. The organisation will be agreed at the meeting which agrees the dissolution.

This constitution was agreed at the Inaugural General Meeting of the Festival of the senses committee on:-

Date 4 / 4 / 2017.

Name and position in committee C. Wilett, Chair

Signed 

Name and position in committee DAVID WCE. SECRETARY

Signed 

February 2017