

Sweffling Fete Organisation

Constitution

1. **Name** - the name of this community organisation is Sweffling Fete Organisation, hereafter referred to as SFO
2. **Aims** - the aim of SFO is to run an annual fete in Sweffling, to bring together people in the village of Sweffling for mutual enjoyment and working together as a community to raise funds to be used as follows:
 - a. To provide financial support for the running of Sweffling St. Mary's Parish Church equivalent to 50% of the net profit
 - b. To provide financial support for organisations whose activities are based in the village of Sweffling and who have members or supporters who help to run the fete
 - c. To provide a grant fund for a Sweffling village project and receiving, considering and deciding on applications from potential project organisers who should also be resident in Sweffling.
3. **Membership** - SFO is run under the umbrella of St. Mary's Sweffling Parochial Church Council and benefits from their charitable status and their insurance (a) anyone who is either a Sweffling resident or who is involved in the organisation of the fete, running attractions or stalls or working as an officer for the group is entitled to attend meetings and vote on issues raised. (b) People involved with Sweffling based groups or organisations which have received financial support, or would like to receive financial support, from fete profit, may also attend meetings and vote on issues raised subject to item 10 below. There is no membership cost and anyone who meets the criteria above may be involved in meetings. Any offensive behaviour including dishonesty, racist, sexist or inflammatory remarks will not be permitted. Any member who brings the organisation into disrepute may be asked not to attend further meetings. The individual concerned may be accompanied by a friend to be heard by the management committee before a final decision is taken.
4. **Officers and Committee** - for the purpose of efficiently running SFO the officers will be a Chairman, Minute Secretary and Treasurer all of which are honorary positions. These officers form the management committee and will be responsible for day to day running of the group.
5. **Finances** - funding decisions will be taken at the AGM. The officers will decide on the amount of the retention fund required to provide for the following year's fete. The distributable profit will be calculated after the retention fund is deducted. SFO holds a bank account with Barclays Bank and there will be at least three signatories, usually the officers, with cheques requiring any two signatures. For every online banking payment 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 will be presented at the AGM.
6. **AGM** - Twenty one day's notice is required for the Annual General Meeting which will be held annually after the fete proceeds have been calculated and details of all expenses received. Eligible people will be invited to attend and vote on the appointment of officers for the following year and the use of distributable profit. A prudent amount will be retained by SFO to cover potential costs of organising the following year's fete and the officers will make the decision on what expenditure is required for this purpose. The maximum time between AGMs is 15 months, allowing for variances in the date of the fete and the timing of receipt of expenses claims.
7. **Other meetings** will be called by the Chairman, usually for organising the various attractions, putting the infrastructure in place, and clearing up after the fete.
8. **Rules of procedure for meetings** All questions that arise at meetings will be discussed openly and the meeting will seek to find a general agreement. If a consensus cannot be reached

a vote will be taken and if the numbers of votes on each side is equal, the Chairman will have an additional casting vote.

9. **Meeting Venue** - the venue for meetings will usually be Sweffling Village Hut and the Chairman will notify members of meetings no less than 2 weeks before the meeting date. In the event that the Village Hut is unavailable another suitable venue may be found.
10. **Voting** - to ensure fair voting on the allocation of donations and grants, members of the benefitting organisation or project must declare their interest. In the event of any dispute, the Chairman will make the final decision at the meeting. The quorum for a general meeting is 7 members. With no quorum the meeting will be reconvened. A simple majority is required for voting and if the votes are equal the Chairman has an additional casting vote.
11. **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 Minute 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.
12. **Money raised by SFO** will be spent solely on the aims laid out in the Constitution.
13. **Dissolution** - If a meeting by simple majority decides that it is necessary to close down the organisation it may call a Special Meeting to do so. The sole business of this meeting will be to close the organisation. If it is agreed to dissolve SFO all remaining money and other assets, once outstanding debts have been paid, will be distributed in the same proportion to the same organisations as the most recent fete distribution.

This Constitution was agreed at a Special General Meeting of Sweffling Fete Organisation held at Sweffling Hut on 15th April, 2019 commencing at 7.30 p.m.

Signed by the Chairman, Mrs. Jill Abbott _____

And the Treasurer, Mrs. Amanda Daniel _____

On date _____