
FILM FORRES CONSTITUTION



Name

1. The organization shall be known as Film Forres and shall operate as a Voluntary Association as described by the Scottish Council for Voluntary Organizations.

Objective

2. The objective of Film Forres is to support and create a vibrant local community by promoting, educating and engendering an appreciation of film and film-making.

General Structure

3. The structure of the association shall consist of:
 - a. Members. Any person wishing to become a member must apply for membership. Once accepted, the payment of an annual membership fee will confer membership status. The annual membership fee will be set annually, or otherwise, by the Management Committee. In addition, Film Forres relies on volunteers to facilitate and enable its activities. By dint of their status, volunteers are automatically members of the association and will have their annual payment waived at the discretion of the Management Committee. Only members of Film Forres will have voting rights at General Meetings.
 - b. Management Committee. The management committee will hold regular meetings to control and supervise the activities of Film Forres. In particular, the management committee is responsible for monitoring the financial position of the association.

Powers

4. Film Forres shall have the following powers:
 - a. To purchase, lease, hire or otherwise acquire any property, or rights, which supports Film Forres's objective.
 - b. To sell, let, hire or otherwise dispose of all, or any part of, the organization's property or rights in support of the objective.
 - c. To effect insurance, including third party liability insurance, of all kinds.
 - d. To invest any funds, which are not immediately required for the organization's activities, as may be considered appropriate.
 - e. To liaise with other voluntary sector bodies, local authorities and agencies in order to further Film Forres's objective.
 - f. To establish or support any other charitable body, including making donations for any charitable purpose, which supports the organization's objective.

-
- g. To take such steps as deemed appropriate to raise funds in support of Film Forres' activities.
 - h. To accept grants, donations and legacies of all kinds, including any reasonable conditions attached to them.
 - i. To carry out any activity which may be incidental or conducive to the furtherance of the objective.

5. Membership

- a. The membership is open to all.
- b. The Secretary shall be responsible for ensuring the maintenance of a register of members.
- c. The management committee has the right to decline membership provided that reasons are clearly stated.
- d. Members are entitled to vote at all General Meetings.

6. Office Bearers

Film Forres shall elect the following office bearers annually from within the membership of the Management Committee:

- a. Chair.
- b. Vice-Chair.
- c. Secretary.
- d. Treasurer.

Office bearers shall be in post for one year or until relieved by the subsequent nominee. In addition, the organization shall appoint any other office bearers that it deems necessary for the efficient running of the organization.

7. Management Committee

- a. The policies and management of the affairs of Film Forres shall be directed by a Management Committee. The Management Committee shall consist of a minimum of 7 members.
- b. Election to the Management Committee shall be for one year.
- c. Office bearers are to be elected from members of the Management Committee.
- d. The Management Committee may appoint sub-committees and shall determine their composition, terms of reference and duration as required.
- e. A quorum of the Management Committee, or sub-committee, shall be one third of the total membership of that committee. No decisions shall be taken unless the meeting is quorate.
- f. Meetings of the Management Committee shall be minuted. The minutes shall contain, as a minimum, a record of those present and any decisions taken.

-
- g. Decisions shall be taken by a simple majority, excepting the provisions required by Paragraph 12. Where there is an equality of votes the Chair shall exercise a casting vote.
 - h. The Management Committee may co-opt representatives of other relevant organizations onto the committee in order to help fulfil Film Forres' objective. It shall be at the discretion of the committee whether this shall be as a voting member or as a non-voting advisor.

8. General Meetings

- a. An Annual General Meeting (AGM) is to be held within 12 months of any previous AGM. Exceptionally, this can be extended to 15 months from the previous meeting at the discretion of the Management Committee.
- b. The AGM shall confirm the election of the Management Committee and approve the financial plan for the subsequent year. The Chair shall also present a report on the previous years activities.
- c. A Special General Meeting (SGM) can be convened at the discretion of the Management Committee provided that the membership is given a minimum of 14 days notice. A SGM shall also be convened if 50% of the membership informs the Secretary in writing of their desire to do so. The date and time of the meeting will be at the discretion of the Secretary.
- d. For all General Meetings, decisions shall be taken by a simple majority. Where there is an equality of votes, the Chair shall exercise a casting vote.
- e. A Quorum of the General Meeting shall be 10% of the total membership.

9. Finance

- a. All monies raised by, or on behalf of, Film Forres shall be applied solely towards the objective of the organization.
- b. The Treasurer shall be responsible for maintaining proper accounts of the finances of Film Forres.
- c. The financial year shall run from 1 April to 31 March.
- d. The accounts shall be subject to an annual audit by an independent accountant.
- e. The treasurer shall provide a financial update, as a standing agenda item, at every Management Committee meeting.
- f. Where payments are to be made by cheque, a minimum of two authorized signatories is required.
- g. Members of the Management Committee shall bear no personal liability in respect of the commitments of the organization, whether financial or otherwise.

10. Property

-
- a. The title to all property, heritable and moveable, which may be acquired by or on behalf of Film Forres, shall be vested in the names of the Chair, Secretary and Treasurer for the duration of their exercising the responsibility for those offices.

11. Alterations to the Constitution

- a. The Management Committee may amend the constitution by majority vote subject to the caveat that any such amendments shall be ratified at the subsequent AGM.

12. Dissolution

- a. Should the Management Committee decide, on the grounds of financial sustainability or otherwise, to dissolve the organization it shall be by a minimum of two thirds majority of the Management Committee.
- b. The Management Committee shall have the power to dispose of any assets held by or on behalf of Film Forres. Any assets remaining after the settling of any proper debts or liabilities shall be given or transferred to such other charitable organization or organizations, having similar objectives to Film Forres, as determined by the Management Committee.

This constitution was adopted on: 20 Mar 19