

# Andover Film Club Constitution

## 1. name

The Club shall be known as **Andover Film Club**, referred to here as AFC.

## 2. objectives

The objectives of AFC are:

- 2.1 to encourage interest in film as a medium for public education, information and entertainment by means of the exhibition of films of artistic, cultural or informative character
- 2.2 to advance the education of the public in the knowledge, understanding and appreciation of film
- 2.3 to promote the study and appreciation of film by such means as presentations, lectures, discussions and exhibitions
- 2.4 to bring people together to share experiences

## 3. membership

- 3.1 membership of AFC is open to anyone aged sixteen (16) or over, on payment of the current fee and at the discretion of the committee
- 3.2 membership of AFC shall entitle the holder to attendance at all film screenings and other meetings, subject to applicable law(s) concerning film certification, venue capacity and payment of any applicable entry charge
- 3.3 membership of AFC shall entitle the holder to priority booking for any other AFC events
- 3.4 membership of AFC shall entitle the holder to one vote at Annual or other General Meetings.
- 3.5 membership of AFC is subject to an annual subscription which shall be set at the AFC Annual General Meeting (AGM)
- 3.6 the Committee may remove a person from membership for good cause

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## 4. management and administration

### 4.1 committee

4.1.1 AFC's affairs shall be managed by a Committee of at least four (4) members and no more than eight (8)

4.1.2 the Committee shall consist of a Chair, a Treasurer and such other officers as may from time to time be appointed

4.1.3 Committee members shall be elected at the AGM and hold office until their successors are elected at the next AGM

4.1.4 in the event of resignation of an elected officer or other reason for becoming unavailable, the vacancy shall be filled by a member appointed by the Committee

4.1.5 no member of the committee shall be removed from office except by the approving votes of two-thirds (2/3) of those present at a General Meeting of members

4.1.6 members may be co-opted on to the Committee at the discretion of the Committee

### 4.2 committee responsibilities

4.2.1 the Committee shall have ultimate responsibility for AFC activities

4.2.2 the Committee shall have control of the funds and property of AFC and its administration

4.2.3 the Committee shall raise funding for AFC's activities, including determination of the subscriptions payable by the members of the society

4.2.4 the Committee shall maintain a register of the members of the Society

4.2.5 the Committee shall co-ordinate the arrangements for each AFC presentation or event, including co-ordination of the selection of films each season

4.2.6 the Committee shall give notice of meetings of the members and prepare notes of those meetings

4.2.7 the Committee shall communicate essential information to members

4.2.8 the Committee shall take other actions necessary to fulfil AFC's Objectives

4.2.9 the Committee shall ensure that any Health and Safety issues brought to its attention are communicated to the members, including items associated with selected venues

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## 4.3 committee meetings

4.3.1 there shall be at least six (6) Committee Meetings in a year

4.3.2 the quorum for a Committee meeting shall be three (3) Committee members

4.3.3 the Chair will have the casting vote in the event of a tied Committee Meeting vote

4.3.4 when any financial business is to be transacted in a Committee Meeting, either the Treasurer or a member of the committee deputed by the Treasurer shall be present

## 4.4 members' meetings

4.4.1 AFC shall hold a General Meeting at least once a year (AGM). The AGM shall

4.4.1.1 receive the annual report of the committee for the previous year and AFC Accounts for the previous year, the report and accounts having been approved by the committee

4.4.1.2 elect members of the committee

4.4.1.3 consider any motions of which due notice has been given, and any other relevant business

4.4.2 not less than 14 days' notice of a General Meeting will be given by the committee, stating the reason for which the meeting is to be called

4.4.3 an Extraordinary General Meeting may be called at any time by the Committee or upon written request being made of the Committee signed by at least eight (8) members

4.4.4 the quorum for General Meetings shall be ten percent (10%) of members

4.4.5 in matters of voting, all members present shall have one vote each. In the event of a tie, the Chair has the casting vote. Additionally, the Committee may from time to time conduct a ballot on members' opinions, wherein participating members will have one vote each

4.4.6 notes of meeting proceedings shall be kept by the Committee. These notes will be made available to all members on request

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## 5. finance

### 5.1 responsibilities

5.1.1. the Committee is responsible for overseeing AFC finances, including the acceptance of annual Accounts. Such acceptance of the Accounts by the Committee shall be recorded in meeting notes

5.1.2 actions and transactions are the responsibility of the Treasurer or designated deputy. These include

5.1.2.1 ensuring that payments are made and recorded

5.1.2.2 ensuring that receivables are banked and recorded

5.1.2.3 keeping up to date Accounts of all financial transactions made by AFC

5.1.2.4 presenting a statement of AFC Accounts to the Committee, as requested

5.1.2.5 presenting an approved statement of AFC Accounts to the AGM

### 5.2 rules

5.2.1 AFC funds shall be used only for the purpose of AFC Objectives

5.2.2 AFC shall not incur debts or liabilities

5.2.3 AFC shall not be run for the private profit of a member or members

5.2.4 no payment shall be made to any members except as reimbursement of expenses incurred on behalf of AFC

5.2.5 any balance at the end of the year shall be carried over and devoted to the Objectives of AFC

## 6. affiliations

6.1 AFC shall be non-political; that is, it shall not espouse the cause of any political party or movement

6.2 no affiliation of any kind shall be entered into which would cause AFC to cease to be a not-for-profit organisation

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## 7. dissolution

- 7.1 AFC shall not be wound up except by a resolution of three-quarters (75%) of those present at a Special General Meeting called for that purpose
- 7.2 in the event of a winding up, all outstanding financial liabilities will be settled before distribution of any remaining funds
- 7.3 in the event of a winding up, remaining funds may be distributed among the Members in proportion to any unfulfilled elements of paid subscriptions
- 7.4 all funds remaining after 7.2 and 7.3 have been paid shall be passed to a non-profit making organisation or organisations with Objectives similar to those of AFC. Such organisations shall be chosen by the Committee

## 8. alteration of rules

- 8.1 no alteration of rules or constitutional changes shall be made except by a resolution of three-quarters (75%) of those present at a General Meeting
- 8.2 no amendment or constitutional changes shall be made which would cause AFC to cease to be a not-for-profit organisation

## 9. committee agreement

chair	
treasurer	
committee member	
committee member	
committee member	
committee member	
committee member	
dated	