

# Perivale Festivals Committee Constitution

## **1. Name**

The name of the local voluntary group will be the Perivale Festivals Committee ('PFC')

## **2. Aims and objectives**

The principal aims and objectives of PFC will be to:

- Organise annual community and social events for the residents of Perivale in the London Borough of Ealing, to be held in Perivale;
- Bring together residents of Perivale of all ages and from all ethnic, cultural and socio-economic backgrounds;
- Promote Perivale as an area with a strong community and identity and a proud history and future;
- Operate as far as possible on a financially self-sustainable basis and carry over any financial profit from PFC events towards the financing of future PFC events.

## **3. Membership**

- 3.1 Membership will consist of Management Committee officers and general volunteers.
- 3.2 Members may be appointed at any time by any Management Committee officer provided he or she notifies all other members of the appointment and the name and contact details of the new member.
- 3.3 Management Committee officers will have defined roles while general volunteers will assist generally but both will be broadly responsible for organising PFC events.

- 3.4 All members will be subject to the regulations of this Constitution and by joining PFC will be deemed to accept these regulations.
- 3.5 All present and future members will receive fair and equal treatment and will not be discriminated against for any reason including but not limited to age, race or ethnicity, gender, marital status, religious belief or sexual orientation.
- 3.6 All members will contribute to the PFC on a purely unpaid and voluntary basis.

#### **4. Management Committee Officers**

The officers of the PFC will include the following officers.

##### **4.1 Chairman – who will:**

- Chair and take votes at PFC meetings
- Uphold this Constitution
- Provide the main point of communication and representation between the PFC and third parties
- Liaise and negotiate, as the principal point of contact, with event performers and service providers with the aim of obtaining best value for money for services provided
- Take principal PFC executive decisions
- Generally steer the direction of the PFC and its events

##### **4.2 Vice Chairman – who will perform the roles of the Chairman in the Chairman's absence**

##### **4.3 Treasurer – who will:**

- Open and maintain the PFC bank account
- Issue cheques, pay invoices and settle other amounts owed by the PFC
- Liaise with the Chairman or Vice Chairman on the raising of funds, through sponsorship, donations, grants, entrance fees and other sources of funding
- Maintain an up-to-date set of income and expenditure and assets and liabilities balance sheet accounts to be circulated

to PFC members, sponsors, grantors and donors and other contributors upon request

4.4 **Secretary** – who will:

- Take minutes of all PFC meetings and circulate these as appropriate
- Maintain a list of PFC members and their contact details
- Maintain an up to date copy of this Constitution
- Act as the Vice Chairman in the Chairman's absence and otherwise assist the Chairman with his or her duties

4.5 **Event Promotion, Website and Media Officer** – who will:

- Inform the local press about PFC events
- Publicise PFC events by means of designing, printing and distributing posters and flyers
- Maintaining the PFC website and publicising PFC events on social media websites including Facebook and Twitter

4.6 The Management Committee officers will be formally appointed to their roles at a meeting and until such time will be deemed to have performed their roles by virtue of their particular contributions to the PFC, self-reference and/ or reference by other members of the PFC.

## 5. Meetings

5.1 The PFC will hold regular meetings.

5.2 Meetings will be open to all members of the PFC and may be convened by any Management Committee officer of the PFC.

5.3 Any decision to convene a PFC meeting must be communicated to the Chairman or Vice Chairman or Secretary who in turn must communicate the decision to convene the PFC meeting and the date of the meeting to all PFC members.

5.4 The Chairman or Vice Chairman shall chair PFC meetings and will be responsible for terminating the membership of any member who is found to infringe this Constitution or

compromises the Aims and Objectives of the PFC listed at paragraph 2 above.

- 5.4 Any proposals called to vote by the Chairman or Vice Chairman at PFC meetings will be carried by a simple majority vote in favour.
- 5.5 If two or more PFC members disagree with a decision taken unilaterally by the Chairman and inform the Chairman of their disagreement before he or she has followed through with that decision the Chairman must take a vote on whether to go ahead with his or her decision at a PFC meeting. If the decision is voted against by a simple majority vote then the Chairman must not follow through with his or her decision.

## **6. Finance**

- 6.1 All PFC income will be kept in an account held in the name of the PFC.
- 6.2 The Treasurer will be responsible for the finances of the PFC in accordance with his roles detailed in paragraph 4.3 above
- 6.3 The financial year of the PFC will begin on 5 April
- 6.4 A statement of the annual accounts will be presented by the Treasurer to PFC members at PFC meetings on request by the Chairman or Vice Chairman
- 6.5 Any cheques drawn against PFC funds will hold the signatures of the Treasurer or the Chairman.

## **7. Political neutrality**

The PFC will have no party political affiliation.

## **8. Dissolution**

A decision to dissolve the PFC may only be made with the agreement of all PFC Management Committee officers at a PFC meeting with all PFC Management Committee officers present.

## **10. Amendments to the constitution**

This constitution will only be changed through agreement by a simple majority vote of those present at a PFC meeting.

## **11. Declaration**

THE PERIVALE FESTIVALS COMMITTEE hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.