The Little Savoy Community Picture House, Robert Street, Colne BB8 0NW

Constitution Policy Version 01

1. OBJECTS

The objects for The Little Savoy Community Picture House are:

To provide a community film showing for members of the public.

2. MEMBERSHIP

Membership of the Little Savoy Community Picture House Committee is open to any person interested in furthering the objectives of the group as listed in clause 1.

3. OFFICERS OF THE ORGANISATION

The Officers shall consist of a Chairperson, Secretary and Treasurer, elected from interested parties at the Annual General Meeting.

There shall be at least 5 and no more than 11 members of the Committee.

4. MEETINGS

4.1 Meetings of the committee shall take place from time to time as is necessary to conduct the business of the organisation.

4.2 A quorum shall be not less than 60% of the committee members of the organisation and a minimum of 4

4.3 Voting shall be by simple majority, the Chairperson having a second (casting) vote in the event of a tie.

4.4 Minutes of each meeting shall be kept.

4.5 A General Meeting shall be held once a year to receive the Treasurer’s Report and the independently examined accounts and review the policies and procedures of

The Little Savoy Community Picture House.

4.6 Additional committee members may be co-opted as necessary up to a maximum of one third of the number on the committee.

5. FINANCE

5.1 A bank account shall be opened in the name of “The Little Savoy Community Picture House”

5.2 At least two signatures shall be required to approve expenditure from any of the 3 Officers

5.3 All financial transactions will be in accordance with the approved Financial Regulations Policy of The Little Savoy Community Picture House.

5.4 A full record of all transactions shall be kept by the Treasurer.

5.5 No committee member or volunteer may receive payment from The Little Savoy Community Picture House’s funds except agreed re-imbursement of expenses.

 An allowance for mileage to deliver and return equipment is agreed at the current HMRC agreed mileage rates.

5.6 The Little Savoy Community Picture House will operate at all times as a “not for profit voluntary group”

6. Public Protection

The Little Savoy Community Picture House will adhere to the “British Board of Film” classification on regard to screening age restrictions

The Little Savoy Community Picture House does not seek to influence the opinions of others in regard to politics, race, sexual orientation, gender or disability via screening of films. Films are screened for entertainment purposes only.

6. ALTERATIONS TO THE CONSTITUTION

Alterations to the Constitution can only be made at a meeting specially convened to do so and after the proposal has been circulated to all committee members. 28 days written notice is required of the date, time and place. Two thirds majority is required to carry the proposal.

7. ASSETS

Any assets shall be held in trust on behalf of the charity and will not belong to any sole individual of the group. In the event of The Little Savoy Community Picture House closing, any money or assets will be donated to a charity or voluntary group with similar objectives.

8. DISOLUTION

The Little Savoy Community Picture House may be dissolved at any time by a resolution passed by a two thirds majority of those present and voting at a meeting of the Committee of which at least 21 clear days’ notice has been served.

9. THE LAW

This document is subject to English Law.

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