

RIPPINGALE FEAST CONSTITUTION

1. Name:

The organisation will be known as The Rippingale Feast Group.

For the purposes of this document, hereinafter to be known as the Group.

2. Aims & Objectives

Within the remit of Rippingale Parish Council, the group aims to plan, promote and implement the Annual Rippingale Village Feast. In so doing, the organisations objectives are to:

- a. Provide an annual, traditional family orientated event for the community to be known as **“Rippingale Feast – An Annual Festival of Fun & Friendship in Our Village”**
- b. Encourage the goodwill and involvement of the community.
- c. Foster community spirit and encourage pride.

3. Powers

In carrying out its aims, the group will work together irrespective of age, sex, ethnicity, ability, religion or political view. The organisation will:

- a. Invite and receive contributions, raise funds and finance the work of the Group as appropriate.
- b. Recruit volunteers as are necessary to conduct activities to meet the objectives.
- c. Set up a structure of subcommittees to administer various aspects of the Group.
- d. Buy or rent premises/equipment.
- e. Publicise and promote the work of the Group and organise meetings, training courses, events or seminars etc as necessary
- f. Work with groups of a similar nature and exchange information, advice and knowledge with them including cooperation with other voluntary bodies, charities, statutory and non statutory organisations both within the Rippingale Community and beyond.
- g. Take any form of action that is lawful, which is necessary to achieve the objects of the Group

4. Membership of The Group

There will be no charge for membership of the Group.

There will be no fixed period of membership.

There will be no upper limit of members.

Full membership will accorded to those aged 18 and over.

An updated record of membership will be maintained by the Management Committee,

(See Section 5)

Membership shall be open to anyone who has an interest in assisting the Group to achieve its aim and is willing to adhere to the rules of the Group.

Membership will be either by invitation from the Group or by application.

Final decisions on membership will be the responsibility of the Management Committee.

Members can be representatives of local community organisations, defined categories of people with similar interests (e.g. older people, children, disabled people or the unemployed) or individuals with an interest in supporting the aims of the organisation.

Members are entitled to attend all meetings and contribute towards discussions.

Termination of membership can be:

- a. **Voluntary.** Any member of the Group may resign his/her membership by providing the Secretary with written notice.
- b. **Necessary.** If it is considered membership would be detrimental to the aims and activities of the Group, the **Management Committee** shall have the power to refuse membership, or may terminate or suspend the membership of any member by resolution passed at a meeting of the Management Committee. Members shall have the right to appeal via an independent adjudicator determined by mutual agreement of the management committee.

5. Management Committee

The Group shall be administered by a management committee of no less than three (3) and no more than seven (7) people, who must be at least 18 years of age. Six (6) members will be elected by the Group for a period of up to one year, but may be re-appointed in subsequent years. The seventh (7th) Ex Officio member shall be the Chair of Rippingale Parish Council or an appointed representative.

The Management Committee shall be elected at the first meeting of the Group's working year, convened specifically for the appointment of officers and chaired by the Chairman of Rippingale Parish Council.

6. Officers

The Management Committee shall have seven (7) areas of responsibility:

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|------------------------|--|
| a. The Chairperson | e. Catering |
| b. The Secretary | f. Operations |
| c. Publicity/Marketing | g. Overview (Chair of Rippingale Parish Council) |
| d. Finance | |

The Management Committee shall be empowered to co-opt non-voting members for specific projects.

7. Meetings

- a. The Management Committee shall meet at least three times a year. Meetings shall enable the Committee to discuss actions, monitor progress to date, and to consider future developments.
- b. All members shall be given at least fourteen (14) days' notice of when a meeting is due to take place, unless it is deemed as an emergency.
- c. There must be at least four (4) officers present for a quorate Management meeting to take place.
- d. It shall be the responsibility of the Chairperson to chair all meetings or a designated deputy in his/her absence.
- e. Group Meetings shall be convened as deemed necessary according the requirements of the Group's ongoing responsibilities
- f. An Annual Public Meeting shall take place no later than eight (8) weeks after the Annual Feast. This meeting will be convened specifically to report on the Group's workings through the year and to receive comments and suggestions from the community. At least fourteen (14) days' notice must be given before the meeting takes place.

- g. All meetings must be minuted with minutes being accessible to interested parties.
- h. Subsequent to each Group Meeting, a Chairman’s report will be prepared for general circulation via the Village Newsletter and the Village website.

8) **Finance**

- a. Any money acquired by the Group, including donations, contributions and bequests, shall be paid into an “Events” account operated by Rippingale Parish Council.
- b. All funds must be applied to the objectives of the Group and for no other purpose.
- c. Any income/expenditure shall be the responsibility of Rippingale Parish Council’s Responsible Financial Officer (R.F.O.) who will be accountable to ensure funds are utilised effectively and that the Group stays within budget.
- d. Official accounts shall be maintained, and will be examined annually by the appointed Auditors for Rippingale Parish Council.
- e. An annual financial report shall be presented at the Group’s Annual Public Meeting.
- f. The Group’s accounting year shall run from 01 September to 31 August.

9) **Alteration of The Constitution**

- a. Any changes to this constitution must be agreed by a majority vote of the Group at a special general meeting convened for that purpose.
- b. Such a meeting can be called by any member of the Group.
- c. At least fourteen (14) days written notice of proposed changes must be given.

10) **Dissolution**

The Group may be dissolved if deemed necessary by the members in a majority vote at a special meeting.

Any assets or remaining funds after debts have been paid shall be earmarked for the benefit of the Rippingale Community and administered at the discretion of the Rippingale Parish Council having considered recommendations from The Group.

This constitution was adopted at a meeting of Rippingale Parish Council on 11th December , 2014.

Signed:J.M. Hallas..... Chairman Rippingale Parish Council (Ex Officio Committee Member)

Signed:C. Petz..... Chairman, Rippingale Feast Management Committee.