

# **P U C K L E C H U R C H   R E V E L C O N S T I T U T I O N**

## **1. Name**

The name of the group shall be “Pucklechurch Revel”, hereafter in this document referred to as the “Revel”.

## **2. Aims**

The aims of the Revel shall be to raise funds for the community and village/local organizations.

## **3. Management**

- a. The management of the Revel shall be vested in a committee that shall be elected from interested parties attending the Annual General Meeting and shall consist of the following:-

Officers: Chair      Vice Chair      Secretary      Treasurer (these positions are statutory) plus other committee members including a Pucklechurch Community Association rep. If for any reason, an office cannot be filled at the A.G.M , there must be an E.G.M held within four weeks to resolve the matter. If it is not resolved, funds will be frozen from the date of the meeting, for a period of six months and if not resolved during that period then the funds will be distributed to the Pucklechurch Community Association. The E.G.M and subsequent actions should be overseen by the previous committee officers.

The roles of the officers and other committee members, are set out in Appendix 1 for guidance

- b. The Committee or the AGM shall have the power to co-opt additional members for special purposes.

- c. The Chairperson or Secretary plus two other committee members shall have the power to make spot decisions regarding any urgent business of the Revel (other than financial.) which should be recorded and brought to the next meeting.

## **5. Finance**

- a. The financial year of the Revel shall run from 1 September to 31 August.
- b. The Revel Committee shall be in control of funds and administered by the Treasurer. All monies and property belong to the Revel. In the event of the Revel ceasing to exist, the remaining funds and any property will become the property of the PCA.
- c. An annual Balance Sheet shall be presented to the AGM.
- d. The accounts of the Revel shall be audited yearly.
- e. Members of the committee may spend money on the Revel’s behalf without the approval of the Treasurer in accordance with the following guidelines.

- 1) The maximum amount a committee member may spend without the authorization of the committee shall be £50.00.
- 2) Any expenses incurred otherwise will be the responsibility of the purchaser.
- 3) All proposed expenditure over £50.00 must come before a full committee. For any financial decision to be made the meeting should be quorate

## **6. Meetings**

- a. The Revel shall have a minimum of six meetings per year. These meetings must be quorate (5 members) and should follow the agenda set. Members of the public may attend these meetings with prior notice to the secretary.
- b. All voting at any meeting shall be conducted on a simple majority of hands shown, the Chairperson to have authority to cast the deciding vote, if required.
- c. Minutes of the meeting should be distributed to members within fourteen days
- d. Sub-committees may be formed with the agreement of Revel and will remain under their jurisdiction. All correspondence from sub-committees must be copied to the Revel secretary.
- e) The chair of the sub-committee organizing the Beer Festival will be decided at the first Revel meeting following the A.G.M. Any expenditure of this committee must comply with the constitution
- f) Extraordinary General Meetings may be called by the Committee or by any other member of the Revel, supported by at least 5 other members, giving notice in writing to the Secretary.
- g). Members shall be given 14 days notice of an AGM and 7 days notice of an EGM. In either case, the agenda shall be published by the Secretary, in advance.

## **7. Constitution**

The Constitution may be altered only by a quorate committee. Any proposed alteration must be handed to the Secretary in writing 7 days before the date of the meeting.

## **APPENDIX 1**

### **Committee Role Descriptions:-**

#### **Chairperson:**

- To chair committee meetings
- To cast deciding vote as required at any AGM or EGM
- To ensure that the Revel's programme of events - meetings are planned and organised

#### **Vice Chairperson:**

- To stand-in for the Chairperson as required

#### **Treasurer:**

- To keep the Revel's accounts up-to-date
- To raise cheques to cover the Revel's expenditure and obtain authorised signatures
- To reimburse members for authorised expenditure
- To receive and bank the Revel's income
- To report on Revel accounts at committee meetings
- To publish annual accounts at the Revel's AGM and ensure that such accounts are audited

#### **Secretary:**

- To take Minutes at committee meetings, AGMs and any other formal meetings.
- To circulate Minutes within fourteen days of the meetings
- To receive and circulate any mail, as required
- To book the Community Centre and other venues required by the Revel for its meetings and events.
- To keep an up-to-date list of Revel members' names, addresses, e-mail and telephone numbers and to circulate this list to Revel members after the A.G.M.
- To compose and send letters on behalf of Revel.

#### **PCA Representative:**

- To attend General Council and Annual General Meetings of Pucklechurch Community Association.
- To report to the Revel and to committee meetings on matters raised at such meetings, which are pertinent to the Revel
- To speak on behalf of the Revel at such meetings

*Adopted September 2012*