

# Constitution for the Mentmore Arts Festival

## Objective

The Mentmore Arts Festival is an organisation set up to run an Arts Exhibition within the local community of Mentmore, Ledburn and Crafton, showcasing and promoting the arts whilst raising money for local charities. Included in the arts on offer are paintings, pottery, glasswork, sculpture, photography and metalwork.

The Mentmore Arts Festival aims to continue to offer artists and visitors a platform for the selling and appreciation of the arts.

## The Executive Committee for Mentmore Arts Festival 2017

All are local residents:

Patron:	Susan Scott
Chairman	Deborah Hall
Vice chairman	Caroline Gates
Treasurer	Susan Stovell
Treasurer elect	Jude Walters
Committee Member	Helen Falcon
Artist Bookings	Deborah Hall
Marketing/PR/Charity	Stephanie Johnston
Festival Co-ordinator	Caroline Gates

## The AGM

The AGM is held in October, to confirm the members for the next planned event.

The committee is formed prior to any planning meetings for the event. Any amendments to the constitution will be proposed and voted on at the AGM.

## Meetings

The agenda for each meeting is circulated in advance. Minutes of the meetings are circulated following each meeting. Meetings are held monthly from January to June with additional meetings called nearer the event date. A minimum of four committee members need to be present to make a meeting quorate.

## Dissolution of the committee and the Society

In the event of the Mentmore Arts Festival being disbanded, any funds would be allocated to the community projects in existence at that time, i.e. The Village Hall, Village Church or Village Green Projects.

## Finance

The committee must agree on any expenditure in advance and it is essential that any investments are undertaken with minimum risk. Planning and budgeting for the event to be scrutinised at each meeting.

An annual set of accounts must be presented to the AGM. Two signatories will be required on all cheques.

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