

SOUTH WOOTTON EVENTS
WWW.SOUTHWOOTTONEVENTS.CO.UK

1. NAME

The name of the group shall be ***The South Wootton Events Committee***, hereafter referred to as ***The Group***.

2. GROUP AIMS AND OBJECTIVES

The aims and objects of The Group shall be:

- *To develop and organize a range of events in the heart of South Wootton, facilitating community exchange and engaging with multiple stakeholders including, residents, businesses, school's and community groups.*
- *Promote the area as a desirable place to live, work and visit.*
- *Support local charities and community causes through fundraising activities.*

3. POWERS

In furtherance of the objects, but not otherwise, the Management Committee may exercise the power to:

- (i) Promote the South Wootton area and to work together as residents irrespective of age, sex, ethnicity, ability, religion or political view.
- (ii) Promote environmental improvement and conservation by educating, encouraging and assisting the local population in environmental practice, working in partnership with similar groups and organisation's.
- (iii) Invite and receive contributions and raise funds where appropriate, to finance the work of The Group, and to open a bank account to manage such funds.
- (iv) Publicise and promote the work of The Group and organise meetings to ensure the aims and objectives are achieved.
- (v) 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 organisation's.
- (vi) Employ voluntary staff (who shall not be members of the Management Committee) as are necessary to conduct activities and events.
- (vii) Take any form of action that is lawful, which is necessary to achieve the objects of The Group.

4. MEMBERSHIP

(i) 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.

(ii) Where 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.

Members shall have the right to appeal via an independent adjudicator determined by mutual agreement of the management committee.

(iii) Any member of the association may resign his/her membership by providing the Secretary with written notice.

5. MANAGEMENT COMMITTEE

(i) The Group shall be administered by a management committee of no less than three (3) people and no more than fifteen (15), who must be at least 18 years of age. Members will be elected for a period of up to one year, but may be re-elected at The Group's AGM.

6. OFFICERS

(i) The Group shall have a committee consisting of:

- The Chairperson
- The Treasurer
- The Secretary

and any additional officers The Group deems necessary at the meeting required to carry out the required activities.

7. MEETINGS

(i) The committee shall meet at least three times a year. Meetings shall enable The Group to discuss actions and monitor progress to date, and to consider future developments.

(ii) 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.

(iii) Two-thirds of committee members must be present in order for a meeting to take place.

(iv) It shall be the responsibility of the Chairperson to chair all meetings or a designated deputy.

All meetings must be minuted by the Secretary and accessible to interested parties with clear action items within 7 days of the meeting.

(v) The AGM shall take place no later than 6th April each year. At least fourteen (14) days' notice must be given before the meeting takes place.

(vi) All members are entitled to vote at the AGM. Voting shall be made by a show of hands on a majority basis. In the case of a tied vote, the Chairperson or an appointed deputy shall make the final decision.

8. FINANCE

(i) Any money acquired by The Group, including donations, contributions and bequests, shall be paid into an account operated by the Management Committee in the name of The Group. All funds must be applied to the objects of The Group and for no other purpose.

(ii) Bank accounts shall be opened in the name of The Group. Any deeds, cheques etc relating to The Group's bank account shall be signed by at least two (2) of the following committee members: Chairperson; Treasurer; Secretary.

(iii) Any income/expenditure shall be the responsibility of the Treasurer who will be accountable to ensure funds are utilised effectively and that the group stays within budget. Official accounts shall be maintained, and will be examined annually by an independent accountant who is not a member of The Group. An annual financial report shall be presented at the AGM. The Group's accounting year shall run from 01 January to 31 December.

1.

9. ALTERATION OF THE CONSTITUTION

(i) Any changes to this constitution must be agreed by a majority vote at a special general meeting.

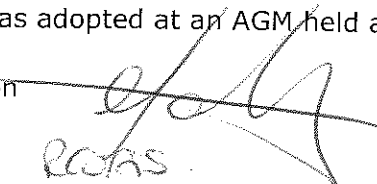
(ii) Amendments to this constitution or dissolution of The Group must be conveyed to the Secretary formally in writing. The Secretary and other officers shall then decide on the date of a special general meeting to discuss such proposals, giving members at least four weeks (28 days) notice.

10. DISSOLUTION

(i) 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 returned to their providers or transferred to local charities or similar groups at the discretion of the Management Committee.

This constitution was adopted at an AGM held at:

Signed: Chairperson



Signed: Treasurer

ROAS

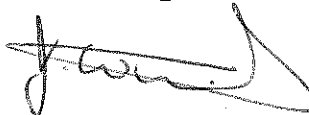
Signed: Secretary

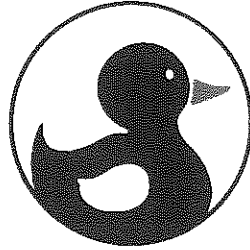


Signed: Member



Signed: Member

JMS




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Equalities Policy April 2016

The aims and objectives of the South Wootton Events Committee is to

- Develop and organize a range of events in the heart of South Wootton, facilitating community exchange and engaging with multiple stakeholders including, residents, businesses, school's and community groups.
- Promote the area as a desirable place to live, work and visit.
- Support local charities and community causes through fundraising activities

We fully accept and welcome that society consists of many diverse groups and individuals and this diversity is an asset to our community, we also recognise that certain groups and individuals are discriminated against and we are opposed to this.

We recognise that we have a moral and legal responsibility to promote equal opportunities and we will pursue equality in all of our work and the events that we organise.

This document has been prepared to set out our commitment as South Wootton Events committee and as a statement of its intent. The Policy will be reviewed annually to ensure effective implementation.

The South Wootton Events Committee is an Equal Opportunities Organisation. It is committed to the development of policies to provide for equality of opportunity in all aspects of its work. We will work to ensure that all our services are provided in a way that promotes awareness of the rights and needs of people from minority groups and enables all people to access to them.

The South Wootton Events Committee will take whatever steps are necessary including, if appropriate, use of the disciplinary mechanisms laid out within its code of conduct to enforce the policy. In addition, anyone connected to our organisation who considers that he/she is suffering from unequal treatment on any grounds may use this policy to bring it to the committee's attention for action. The Management Committee will bring to the attention of all members, staff and volunteers the provisions of the policy and will provide such training as is necessary to ensure the effective implementation of the policy.

The Management Committee shall have responsibility for the operation of the policy. However, all staff, volunteers and members have a duty to do everything they can to ensure that the policy operates in practice.

Code of Conduct.

- People will be treated with dignity and respect regardless of race, nationality, gender, sexual orientation, disability, religion or age.
- At all times people's feelings will be valued and respected. Language or humour that people find offensive will not be used, e.g. sexist or racist jokes or terminology that is deemed derogatory.
- No one will be harassed, abused, excluded or intimidated on the grounds of their race, sex, age, nationality, disability, religion or sexual orientation.
- Foul, insulting, abusive or racist remarks will not be tolerated from anyone associated with the organisation and behaviour of this type may lead to expulsion from the organisation. Incidents of harassment will be taken seriously. If the matter cannot be resolved by way of an acceptable apology and an undertaking that the offence will not be repeated, the following action will be taken:

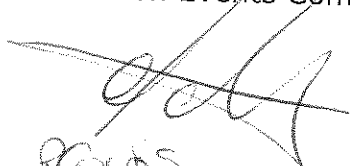
1. The person in question will be requested to attend a meeting of the full Management Committee/Board to explain their actions
2. In the case of a helper/volunteer, action may be taken as appropriate and if deemed necessary their involvement with the organisation may cease.
3. In a case involving a member of the organisation, membership to the organisation may be withdrawn.

Any directly involved person has the right to appeal against a decision made by the management committee who will consider that appeal before a decision is made and that decision will be final.

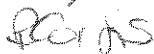
Further information about Equal Opportunities can be found by going to **www.equalityhumanrights.com**, the website for the Equality and Human Rights Commission.

Adopted by the South Wootton Events Committee on:

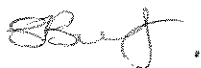
Signed: Chairperson



Signed: Treasurer



Signed: Secretary



Signed: Member



Signed: Member

