

Constitution of North Berwick Movies

(As changed by the AGM held on 21st November 2019)

1. NAME

North Berwick Movies is an unincorporated association formerly known as the North Berwick Cinema Club.

2. OBJECTS /AIMS OF North Berwick Movies (the Association)

The objectives of the Association are to promote appreciation of, and education about, film in the North Berwick area, and to support other community initiatives.

3. MEMBERSHIP

- a. Membership is open to anyone who subscribes to the objectives and aims of the Association and provides their contact information to the Secretary.
- b. Film shows will be open to members and to the general public subject to availability of tickets and compliance with British Board of Film Classification age ratings.

4. MANAGEMENT COMMITTEE

- a. The Management Committee shall consist of at least:

- Chair;
- Vice Chair;
- Treasurer; and
- Secretary

as Office Bearers

- and at least two, but no more than ten, Ordinary Members

- b. The main purpose of the Management Committee will be to:

- Agree the events including film shows to be held each year;
- Make arrangements for these events;
- Ensure appropriate insurance is in place to protect the Association's equipment and provide public liability cover;
- Select an appropriate team to manage each film show. The team is expected to include as a minimum
 - Film Booking Officer
 - Publicity Manager
 - Front of house manager
 - Projectionist
- Monitor the finances of the Association to ensure that each Event covers its costs

- c. Members attending the Annual General Meeting shall elect the Office Bearers and Ordinary Members of the Committee.

- d. Any member may stand for election to the Committee whether as an Office Bearer or Ordinary Member but may be elected to only one post.

- e. The Committee shall meet no less than once every quarter.

- f. The quorum for a Committee meeting shall be five.

- g. The Committee may co-opt additional ordinary members during the course of the year if fewer than the maximum has been elected at the AGM or if a vacancy occurs. Co-opted members will serve until the following AGM at which time they have the option to stand for election to the Committee.

- h. All members of the Association have the right to be observers at Committee meetings.

5. GENERAL MEETINGS

- a. The Committee shall fix the date of the Annual General Meeting on a day between October and March.

- b. The quorum for any General Meeting shall be fifteen.
- c. The date of the AGM shall be emailed to members no less than two weeks before the agreed date of the AGM.
- d. The agenda of the AGM shall be emailed to members no less than one week before the agreed date of the AGM.
- e. Other General Meetings may be called by the Committee if they think fit or following a written request of no less than fifteen members of the Association. At least two weeks notice must be given of such a meeting.

6. MANAGEMENT

- a. The current list of Office Bearers, Committee members, members, equipment owned and membership fee shall be kept as records of the Association.
- b. The Association shall be non-political (i.e. it shall not espouse the cause of any political party).
- c. The Association shall not be run for the private profit of any member or members.
- d. No members or Committee members shall receive payment directly or indirectly for their services or for anything other than legitimate expenses incurred in the work of the Association.
- e. The Association shall not be wound up except by resolution of three quarters of those present at a special General Meeting called for that purpose. In the event of winding up, the remaining funds of the Association shall not be distributed among members but shall be passed to a charitable organisation in North Berwick for the benefit of North Berwick. Such an organisation shall be chosen by the Committee.

7. FINANCIAL

- a. The Treasurer shall lodge in the Association's bank account all monies received by him on behalf of the Association. The Treasurer shall keep accounts recording the Association's receipts and payments. An annual Statement of Receipts and Payments shall be prepared by the Treasurer for every year ending on 31 August and certified by the Independent Examiner. The Statement of Receipts and Payments with the Independent Examiner's Report attached shall be placed before the membership for their approval at the Association's Annual General Meeting.
- b. The Independent Examiner shall be appointed at the Annual General Meeting and his appointment shall be effective until the conclusion of the following Annual General Meeting. The Independent Examiner need not be a qualified accountant but should be someone reasonably believed by the Committee to have sufficient knowledge and experience in financial matters to perform the role.
- c. All cheques drawn on the Association's account in excess of £200 must be signed by the Association's Treasurer and one other elected Ordinary Member or Office Bearer of the Committee. The Treasurer may also make payments due in pursuance of the Association's objectives by electronic bank transfer or other facilities providing that individual payments in excess of £200 have the prior approval of a second Committee Member.

8. ALTERATION OF RULES

No alteration of the rules shall be made except by a resolution of two thirds of those present and voting at a General Meeting.