



# Leigh Film Society C.I.C.

## Constitution

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### 1. Name

The organisation will be known as "Leigh Film Society C.I.C."

### 2. Address

**Leigh Film Society**  
16 Parkdale  
Astley  
Tyldesley  
Manchester, M297DR

### 3. Key Contacts:

Elizabeth Costello      mobile: 07969 647466  
Rob Tongeman  
Sam Rigby  
Ian Morris  
Mary Berry  
Paul Anthony Costello

### 4. Status

Leigh Film Society is a Community Interest Company.

### 5. Aims

The aim of the Film Society is to foster an appreciation for film, video, other moving-image media, audio and techniques and to preserve and disseminate knowledge about them as powerful means both of aesthetic expression and cultural understanding. We serve and seek to expand a multinational and multicultural community of artists, creative people and audiences through around the year film screenings, exhibitions, education, annotation, advocacy, encouragement of artists and celebration.

## 6. Objectives

- a. Operate as a non – profit making C.I.C.
- b. To advance the education of the public in the knowledge, understanding and appreciation of film (and allied visual techniques),
- c. To encourage interest in film as an art form and as a medium for public education and for the distribution of information, by means of the exhibition of films of artistic, cultural or scientific character,
- d. To promote the study and appreciation of films by such means as lectures, discussions, Film Festivals and exhibitions,
- e. Such lectures, discussions and exhibitions will be open to the public, unless contractual requirements restrict to members only.

## 7. Ethos:

- a. Leigh Film Society will ensure the Society is welcoming and available to ALL; implementing an anti-oppressive, equality, respect and dignity approach, to ensure diversity and participation from all groups within the local community.
- b. Leigh Film Society will ensure constant development and improvement of the Society as changing needs present themselves, maintaining an innovative approach and flexibility in meeting people's needs.
- c. Leigh Film Society will encourage all members/volunteers to attend meetings, be involved in decision making processes and contribute to the Societies development.
- d. Leigh Film Society is a group of individuals who act as one ensuring the above Ethos is followed. Communication with other organisations or people connected in the Film / Festival Industry must include prior knowledge of the Chair or Secretary to ensure that information is cascaded to other members of the Society / Festival.  
No one person will be given credit or kudos for the Film Society / Festival it is a joint / team enterprise.

## 8. Rules:

- a. Leigh Film Society is a 'not for profit' organisation.
- b. It will conform to the normal expectations of a Community Interest Company.
- c. The management group will consist of no less than 4 Directors and no more than six, without a change being agreed at an annual meeting. (During the first year, these will be the founder members)

- d. Colleagues with relevant experience or expertise working in the statutory, independent or business sectors may be asked to attend meetings of the management group to give advice.
- e. The management group will decide on chairperson, secretary, treasurer and other posts to be filled.
- f. The management group will keep members, and other interested parties informed of the activities by means of an annual report and other regular communications.
- g. The person acting as treasurer will prepare and make public an annual audited statement of accounts, on behalf of the voluntary management group.

## **9. General Membership**

- a. Membership of Leigh Film Society shall be open to anyone over the age of 16 who is interested in helping the group to achieve its aims; and willing to abide by the rules of the group.
- b. An annual nominal subscription fee will be paid by members, the amount to be agreed at a general meeting
- c. A register of members will be kept by the secretary.
- d. Every member shall have one vote at general meetings.
- e. Directors shall have the power to refuse membership, in situations where it is considered such membership would be detrimental to the aims, purposes or activities of Leigh Film Society.

## **10. Termination of membership**

- a. Directors shall have the right to vote off any member whose actions may bring the Society into disrepute or who do not appear to have the Societies best interests in mind. The voting will take place with a quorum of no fewer than 4 Directors.

## **11. Management of Leigh Film Society**

- a. The policy and general management of Leigh Film Society shall be conducted by a number of Directors, who will be responsible to the annual general meeting of the organisation.
- b. Directors will have full powers to supervise and manage the day to day work of Leigh Film Society.
- c. These Directors will initially be made up of founder project members and others who have been invited to lead the organisation to its first general meeting
- d. All volunteers over the age of 18 are eligible to be nominated as Directors. Individuals interested in serving as Directors will need to be nominated by two people who have been members for a year, preferably including an existing director. References will/may be taken.
- e. Directors will determine Chairperson, Secretary and Treasurer plus additional committee members, to represent the membership as a whole.
- f. If vacancies for a Director occur during the year, the committee shall have the power to fill these until the next AGM from amongst the members of the association.

## **12. Conditions of Membership as a Director**

- a. Directors will demonstrate an interest in the aims of Leigh Film Society
- b. Directors will demonstrate a commitment to the ongoing management and development of Leigh Film Society
- c. Directors will agree a corporate approach to the management of Leigh Film Society.
- d. Directors will meet at least 4 times a year. A written record of the meeting will be made. A quorum at a Directors meeting shall be 4, including at least 2 officers.

## **13. Annual General Meetings of Leigh Film Society (AGM)**

- a. Chairperson of the Directors will organise an annual meeting after the year end of 31 March and before the 31 May each year.
- b. Subsequently, an AGM shall be held each year.
- c. At least 14 days' notice shall be given of the AGM and at which the Treasurer's, Chairperson's and Secretary's report shall be presented.
- d. Any proposals to amend the constitution shall be received 7 days prior to the AGM.
- e. An extraordinary general meeting (EGM) may be held at such times as directors may determine or at the request of at least 10 members of Leigh Film Society.

## **14. Finance**

- a. Leigh Film Society is partly dependent on financial support from grant making bodies. Any monies received as grants will be used solely for the purposes for which they were applied.
- b. Local fundraising may be undertaken by the directors/trustees to augment grants received.
- c. All monies will be properly accounted for and an annual statement of accounts will be published. Directors have the power to determine how monies raised will be allocated and all monies raised will be used to help with the running costs and development of Leigh Film Society
- d. The Treasurer shall keep proper account of the finances of the project and shall open a bank account in the name of the Leigh Film Society
- e. The accounts shall be independently audited every 3 years by a person independent of the committee and appointed by the annual general meeting.

## **15. Equal Opportunities**

- a. Leigh Film Society is committed to providing equality of opportunity for all our members and volunteers who assist at Leigh Film Society
- b. Leigh Film Society will treat all persons equally and in a non-discriminatory manner.
- c. Leigh Film Society recognises that, as a 'responsible community group', it has a role in defining, developing and challenging the attitudes of people within our local communities.

## 16. Amendments

- a. Amendments to this constitution can be made by the directors as required. If minor, such changes will be recorded at an Annual Meeting; if major changes are deemed necessary a special meeting will be called to discuss and agree any changes for presentation to an AGM.
- b. Changes to the constitution may be proposed by any Director. Any amendments to the constitution may be approved by a simple majority at either an AGM or EGM called for that purpose. 7 days notice, given to the Chair, prior to an AGM or EGM is expected.

## 17. Dissolution

- a. Leigh Film Society will be dissolved if/when Leigh Film Society ceases to operate. At this time, any financial balances will be used for the benefit of the members using the services or returned to the relevant grant making body as appropriate at that time.
- b. If directors, by a simple majority, decides at any time on the ground of expense or otherwise it is necessary or advisable to dissolve the project it shall, giving at least 14 days notice, call an EGM of all members of the project
- c. . If such a resolution shall be confirmed by a simple majority of those present at such meeting the committee shall have the power to dispose of any assets held by or in the name of the project. Any assets remaining after meeting of any proper debts and liabilities shall be donated to The Pelican Centre Tyldesley or donated to a charity for the benefit of the local community.

THIS CONSTITUTION was adopted as the constitution of Leigh Film Society CIC, at a meeting held at: Pelican Centre, Tyldesley on 6<sup>th</sup> May 2016

### Directors

Paul Costello \_\_\_\_\_ (Chairperson)

Elizabeth Costello \_\_\_\_\_ (Secretary/Treasurer)

Rob Tongeman \_\_\_\_\_ (Director)

Sam Rigby \_\_\_\_\_ (Director)

Mary Berry \_\_\_\_\_ (Director)