

# Brentford FESTIVAL



## CONSTITUTION

1. The name of the Organisation shall be **BRENTFORD FESTIVAL ORGANISING COMMITTEE**.
2. The objectives of the Organisation shall be as set out in the list of **AIMS**.
3. The Organisation shall be non-Party and non-Sectarian.
4. Membership of the Organisation shall be open to all interested people and groups within the local community of Brentford, Ealing and Hounslow who can offer assistance in the organisation of the annual Brentford Festival event.
5. The business of the Organisation shall be conducted by an Executive Committee consisting of the Chair, Vice Chair, Honorary Treasurer and Honorary Secretary and a number of members who shall meet as often as the Officers consider necessary. Six members will form a quorum. All Officers shall be elected at the Annual or an Extraordinary General Meeting. The committee shall have power to co-opt.
7. Finances of the Organisation will be processed through the association, **FRIENDS OF BOSTON MANOR**, whose Treasurer will provide separate and complete records of accounts for the Brentford Festival event. Continuation of this arrangement will be agreed or otherwise at each Annual General Meeting.
8. The Accounts shall be closed on 31<sup>st</sup> December for Audit by an independent auditor. All payments shall be made by the Honorary Treasurer on the authority of the Executive Committee.
9. The Annual General Meeting shall be held in January of each year, of which seven days notice must be given.
10. An Extraordinary General Meeting may be called at any time, either by the Executive Committee or by a requisition signed by at least six members who shall state the purpose of the request.
11. No alteration and/or addition to the Rules may be made except at the Annual General Meeting or at a General Meeting specifically convened for that purpose.

12. Notice of Motion must be received by the Honorary Secretary at least ten days before the General Meeting.

Signed by:

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John Chesters, Chair

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Jan Jones, Honorary Secretary

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Pauline Orpin, Treasurer

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Linda Massey, Vice Chair