

CALNE MUSIC & ARTS FESTIVAL

The Presidency: Carole Browne

Calne Music and Arts Festival Society is a registered charity No. 276875



CONSTITUTION OF THE CALNE MUSIC AND ARTS FESTIVAL SOCIETY

1. NAME

The name of the Society shall be the 'Calne Music and Arts Festival Society'.

2. OBJECTS

The objects of the Society shall be to educate the public in the Arts and Sciences and in particular the arts and sciences of music, drama, poetry reading, sculpture, painting, handicrafts and all other associated arts, and to encourage the public to participate in the said arts by the presentation of concerts, performances, exhibitions and other items necessary for the better performance of the objects hereinbefore mentioned during Festival periods and at other times as occasions arise. In furtherance of the above-mentioned objects but not otherwise, the Committee shall have the power to raise funds and invite and receive contributions from any persons or person whatsoever by way of subscriptions, donations and otherwise provided that the Society shall not undertake any permanent trading activities in raising funds for its charitable objects.

3. MEMBERSHIP

Membership of the Society shall consist of the President, Officers, Committee and Friends.

4. OFFICERS

The Officers of the Society shall consist of:

- (a) Chairman
- (b) Music Director
- (c) Art Director
- (d) Secretary
- (e) Treasurer

The Officers shall be elected at the Annual General Meeting. Nominations, other than those made by the Committee, shall be in writing signed by the Proposer and the Seconder, with the consent of the Nominee, and shall be delivered to the Secretary not less than 14 days before the due date of the Annual General Meeting.

5. PRESIDENT

The President and one or more Vice Presidents of the Society shall be appointed by the Committee.

The President or a Vice President shall chair the Annual General Meeting.

6. COMMITTEE

The management of the Society shall be vested in a Committee consisting of:

- (1) The Officers
- (2) Up to 10 other members of the Society.

Election for service on the Committee shall be by way of a ballot at the AGM. A quorum shall consist of the Chairman or deputy nominated from the Committee and at least 6 other members. The Committee shall have the power to co-opt as they think fit.

7. Members of the Committee shall be Trustees for the charity.

8. FRIENDS

Membership of the Society shall be open to persons or bodies interested in furthering the objects of the Society or participating in its organisation, but no person or body shall be a member unless his or her or its membership has been accepted by the Committee.

Persons giving an annual sum of at least £10 for students and pensioners, or at least £15 for all other persons or bodies shall be classed as a Friend and may be eligible for concessions as decided by the Committee.

9. BANKING

The Society shall maintain an account at Lloyds TSB Bank plc, Calne, or such other Bank or Building Society as shall be decided by the Committee, and all cheques and other directions to the Bank shall be signed by not less than two Officers.

10. ANNUAL GENERAL MEETING

Members shall be summoned to an Annual General Meeting of the Society not later than 5 months from the end of the preceding Festival but so that no more than 15 months shall elapse between any two Annual General Meetings, upon 21 days' notice given by the Committee, for the purpose of receiving and adopting the audited financial accounts, the appointment of an Auditor, the election of members to fill vacancies on the Committee, and any other relevant business placed on the Agenda by the Committee.

11. ALTERATION OF RULES

Any proposed alteration of these Rules at an Annual General Meeting must appear on the Agenda for that meeting and unless such a proposal is sponsored by the Committee, a copy of the Resolution must be sent to the Secretary not later than 28 days before the AGM.

A two-thirds majority of Members present and voting is necessary for the passing of the Resolution. Provided that no alteration or deletion or addition may be made the effect of which would cause the Society to cease to be a charity in law.

12. EXTRAORDINARY GENERAL MEETING

An Extraordinary General Meeting may be convened upon requisition by the Committee or 12 Members of the Society, and if so convened for the purpose of considering a proposal for alteration to the Rules, such Proposal shall be submitted in writing to the Secretary at least 28 days before notice of the Meeting circulated to Members.

A two-thirds majority as stipulated in Rule 10 shall be required for the passing of such Resolution. At least 14 days' notice of the Extraordinary General Meeting shall be given.

13. DISTRIBUTION OF ASSETS

Income or property from the organisation may not be distributed to its members at any time.

14. DISSOLUTION

The Society may at any time be dissolved by a Resolution passed by a two-thirds majority of those present and voting at a meeting of the Society of which at least 21 days' notice shall have been sent to all members of the Society.

15.

Such Resolution may give instructions for the disposal of any assets held by or in the name of the Society provided that if any property remains after the satisfaction of all debts and liabilities, such property shall not be paid to or distributed among the members of the Society but shall be given or transferred to such other charitable institution or institutions having objects similar to some or all of the objects of the Society as the Society may, with the approval of the Charity Commissioners or other authority having charitable jurisdiction, determine.

This present Constitution of the Calne Music and Arts Festival Society was adopted at the Annual General Meeting of the Society held on 3rd February 2000 and amended with respect to the fees for Patrons at the AGM held on 22 January 2009.

Appendix 1- SAFEGUARDING CHILDREN AND YOUNG PEOPLE

1 INTRODUCTION

Calne Music and Arts Festival (CMAF) undertakes educational working with children and young people (any person who has not attained their 18th birthday). Every child and young person who participates in the CMAF related activities should be able to participate in an enjoyable and safe environment and be protected from harm. This is the responsibility of every adult involved in the organisation. The organisation should recognise that child abuse can be an emotive subject. It is important to understand the feelings involved and not to allow them to interfere with judgment about any action that needs to be taken. CMAF should recognise its responsibility to safeguard and promote the welfare of all children and young people by protecting them from physical, sexual or emotional abuse, neglect and bullying.

2 POLICY

Anyone acting for, with, or on behalf of CMAF - when working with children and young persons must understand that:

- The welfare of the child remains paramount:
- All children whatever their age, culture, disability, gender, language, racial origin, religious beliefs and/ or sexual identity have the right to be protected from harm:
- All suspicions and allegations of abuse are to be taken seriously and responded to swiftly and appropriately:
- All persons working for and with CMAF including all volunteers have a responsibility to report concerns to the Festival Chairman.

3 PROMOTING GOOD PRACTICE

The vast majority of adults who work with children act responsibly. Some individuals will actively seek employment or voluntary work with young people in order to harm them. All concerns regarding individuals' in this regard should be reported to the General Manager and reference should be made to the guidance offered in *Safer Guidance for Safer Working Practice for Adults who Work with Children and Young People, DCSF 2009*, (copies of which are available from the Festival Chairman) to develop and implement safer working practices.

4 PROCEDURE ON RECEIPT OF REPORTS OF HARM OR ABUSE

If a young person reports harm or abuse workers should:

- React calmly:
- Reassure the child that they were right to tell, are not to blame and that their report will be taken seriously:
- Not put words into the child's mouth but ask simple questions to elicit what has happened:
- Not promise confidentiality
- Inform the child or young person what you will do next:
- Make a full, written record of what has been said as soon as possible:
- Not delay in passing on the information.

The report should include:

- The child's personal and contact details:
- Indication as to whether or not the person making the report is expressing their own concerns or those of someone else:
- The nature of the allegation, including dates, times, specific factors and any other relevant information:
- A clear distinction wherever possible between what is fact, opinion or hearsay:
- A description of any visible bruising or other injuries. Also any indirect signs, such as behavioural changes:
- Details of witnesses to the incidents:
- The child's account, if it can be given, of what has happened and how any bruising or others injuries occurred:
- Accounts from others, including colleagues and parents.

The matter should be referred to the Festival Chairman who will determine whether referral should be made to the relevant local Children's Services. In cases of emergency the matter should be reported to the police who are the only agency with statutory powers for the immediate protection of children.

Calne Music and Arts Festival - Chairman November 2012

SIGNATURE

NAME.....