

FREE FILM FESTIVALS CONSTITUTION

NAME

The name of the organisation is Free Film Festivals. The organisation will set up a Free Film Festivals steering group whose purpose will be to support and facilitate existing Free Film Festivals and help to start new Free Film Festivals in different areas.

AIMS

The aims of Free Film Festivals are:

- **to promote community cohesion and social inclusion** by bringing together (through its constituent festivals) a wide range of local residents and groups through film screenings and film making events in a specific postcode, small geographical area or neighbourhood
- **to promote skills development** by supporting the running of workshops and filmmaking events and offering volunteering opportunities which give people the chance to gain new skills and interests
- **to support local filmmaking talent** by creating, through its constituent festivals, opportunities for local filmmakers to bring their films to a wider audience by, for example, running short film events and competitions.

WHAT IS A FREE FILM FESTIVAL?

For the purpose of this constitution, to be called a Free Film Festival and be a member of the Free Film Festivals family, a festival should:

- offer **only free events** for which people do not have to pay money, including money for food/drink or other entertainment in order to watch the film (though it's fine to offer food/drink for people to buy, if they choose)
- be organised in a specific local postcode, geographical location or neighbourhood separate to areas already covered by an existing Free Film Festival
- be entirely run by volunteers
- share the above aims of Free Film Festivals and use a Free Film Festivals constitution for a template
- **use the Free Film Festivals website as its main online presence** so that all festivals benefit from hits to the site generated by any one festival.

WHAT DOES FREE FILM FESTIVALS OFFER TO CONSTITUENT FESTIVALS?

Festivals who are part of the Free Film Festivals can expect the following from Free Film Festivals:

- support and expertise to set up and develop their Free Film Festival, including advice and practical support with marketing, programming and fundraising from established festivals
- a section on the Free Film Festivals website to use as the festival's main online presence, including training to keep it up to date
- access to the Free Film Festivals emailing list to help promote individual festivals
- help with essential documents such as a constitution, volunteer agreement, risk assessments, key policies (eg health and safety and equal ops) event checklist and volunteer role descriptions
- access to Free Film Festivals' cinema projection equipment at an affordable cost – at rates to be determined by the steering group and set at a level that allows Free Film Festivals to maintain and improve its stock of equipment. NB: equipment can also be loaned to festivals (particularly new festivals) for free at the discretion of the steering group.
- training in the use of projection equipment
- to be covered by the Free Film Festivals public liability insurance
- to have the opportunity to network and communicate with organisers of other Free Film Festivals to share ideas, challenges and solutions.

Each festival is free to create its own logo and printed materials in a style of their choice. However, all printed materials should include the website address www.freefilmfestivals.org

MANAGEMENT

- (a) A steering group elected annually at the annual general meeting shall manage the Group.
- (b) The steering group shall consist of a chair, secretary, treasurer, and one representative from each Free Film Festival.
- (c) The steering group shall meet at least twice each year. If a group member cannot attend they should nominate someone else from their festival to attend, so that all festivals are represented at each meeting.
- (d) One half of the group being present shall enable the business of the group to be carried out.
- (e) A proper record of all transactions and meetings shall be kept.

- (f) In addition to the steering group, other volunteers from the different festivals are welcome to attend the meetings and vote on decisions (provided at least one half of the steering group is present).

MEMBERSHIP

- (a) Voting membership shall be open to members (called supporters) of the Free Film Festival steering group
- (b) These members will be people involved in running or planning Free Film Festivals or supporters of the Free Film Festivals family.
- (c) The steering group shall have the power to approve or reject applications for membership (supporter status) or to terminate the membership of any member provided that the member shall have the right to be heard by the steering group before a final decision is made.

POWERS

To further its aims the Free Film Festivals steering group shall have power to:

- (a) Obtain, collect and receive money or funds by way of contributions, donations, grants and any other lawful method towards the aims of the group.
- (b) Associate local authorities, voluntary organisations, individuals and others in a common effort to carry out the aims of the group.
- (c) Do all such lawful things as will further the aims of the group.
- (d) Approve the entry of new FFFs into the family
- (e) Approve the spending of money on new equipment
- (f) Maintain the website and Mailchimp e-newsletter account

GENERAL MEETINGS

- (a) An Annual General Meeting shall be held within 15 months of the date of the adoption of this constitution and each year thereafter.
- (b) Notices of the AGM shall be published three weeks beforehand and a report on the group's financial position for the previous year will be made available at the same time.
- (c) A Special General Meeting may be called at any time at the request of the committee, or not less than one quarter of the membership. A notice explaining the place, date, time and reason shall be sent to all members three weeks beforehand.

- (d) One third of membership or four members being present, whichever is the greater, shall enable a General Meeting to take place.
- (e) Proposals to change the constitution must be given in writing to the secretary at least 28 days before a general meeting and approved by a two thirds majority of those present and voting.

ACCOUNTS

- (a) The funds of the group including all donations, contributions and bequests, shall be paid into an account operated by the founding Free Film Festival in Peckham and Nunhead. All cheques drawn on the account must be signed by at least two members of the Management Committee.
- (b) The funds belonging to the group shall be applied only to further the objects.
- (c) A current record of all income, funding and expenditure will be kept.

DISSOLUTION

- (a) The Group may be dissolved by a resolution passed by a simple two-thirds majority of those present and voting at a Special General Meeting.
- (b) If confirmed, the committee shall distribute any assets remaining after the payment of all bills to other charitable group(s) or organisation(s) having aims similar to the Group or some other charitable purpose(s) as the Group may decide.

(c) Signed..... Chair Date

Signed..... Secretary Date

Signed..... Treasurer Date

4 July 2014