

Highworth Community Cinema Constitution



1. Name

The community cinema shall be known as 'Highworth Community Cinema', referred to here as 'HCC'.

2. Objectives

- 2.1 The objectives of HCC are:
 - a. To provide screenings of quality films in a warm friendly atmosphere and at a modest cost.
 - b. To provide a shared social experience in the local community.
- 2.2 These objectives will be met by:
 - a. Screening a regular programme of films which will be open to all.
 - b. Working with other groups in the community on matters of a mutual interest
- 2.3 In order to meet these objectives, HCC will be run by a management committee of volunteers from the local community as a not-for-profit organisation.

3. Admission

- 3.1 Admission to HCC films and events is open to all supporters of the organisation on payment of the appropriate admission fee, subject to venue capacity limits, and to age limits directed by the British Board of Film Classification (BBFC).
- 3.2 The admission fee will be reviewed by the committee on an annual basis
- 3.3 The management committee reserves the right to refuse admission, or to require to leave the premises, anyone whose behaviour or actions are deemed to be troublesome and/or dangerous.
- 3.4 HCC does not operate a membership scheme. Supporters' contact details are held on a mailing list which is maintained in accordance with the organisation's Data Management Policy. This information will only be used for communication and consultation about HCC matters, and will not be divulged to any third party.

4. Management and Meetings

- 4.1 The business of HCC shall be managed by a Committee of at least 7 members and no more than 9. Two committee members will undertake the following officer roles:
 - Chair

- Treasurer

- 4.2 The Committee will hold office for a period of three years without review. In the third year existing members can stand for a further three years and be voted in at the AGM.
- 4.3 Members can elect to stand down from the Committee at any time and new members can join the Committee at any time by a majority vote by Committee members. Any changes made during the year between AGMs will be confirmed at the next AGM.
- 4.4 HCC will hold a minimum of two minuted meetings each year: one being the AGM and the other a meeting to agree the programme of films for the upcoming season. The quorum for a Committee meeting shall be 4. Other matters and decisions relating to the running of the organisation will be dealt with via email and/or other communication methods.
- 4.5 HCC shall hold a General Meeting at least once a year. A Special General Meeting may be called at any time by the Committee or upon written request being made of the Committee signed by at least 10 people.
- 4.6 The quorum for General Meetings shall be 20, including Committee members.
- 4.7 HCC shall be non-political, i.e. it shall not espouse the cause of any political party.

5. Finance

- 5.1 HCC shall not be run for the private profit of any one person or Committee Member. Any balance at the end of the year shall be carried over and devoted to the objectives of HCC.
- 5.2 No person or Committee Member shall receive payment directly or indirectly for their services or for anything other than legitimate expenses incurred in work for HCC.
- 5.3 The treasurer will produce annual accounts which will be presented at the Annual General meeting after inspection by an independent person.

6. Review of Constitution

- 6.1 The constitution will be reviewed and amended if required every three years to ensure that it remains fit for purpose. Any amendments proposed by the committee will be discussed and confirmed at the AGM.

7. Alteration of Rules

- 7.1 No alteration of rules shall be made except by a resolution of 65% of those present at a General Meeting. No amendment shall be made which would cause HCC to cease to be a not-for-profit organisation.

8. Dissolution

- 8.1 HCC shall not be wound up except by a resolution of 75% of those present at a Special General Meeting called for that purpose. In the event of a winding up, the remaining funds of HCC will be passed to a non-profit making organisation or organisations with objectives similar to those of HCC. Such organisations shall be chosen by the Committee in consultation with Cinema for All, or a like organisation.