

The following model is offered to film societies and community cinemas as a practical guide to the minimum acceptable requirements for a Constitution for an organisation that operates a membership scheme and opens its screenings to the public. Various options are indicated by () for each organisation to insert its own information. Some may wish to add further regulations but this version is strongly recommended as a minimum since many of its provisions are insisted on by film industry bodies and funding agencies.

The Constitution

1. Name

The Society/Community Cinema shall be known as (full name), referred to here as X ('The Society' /'The Community Cinema' - specify as appropriate).

2. Objects

The objects of X are:

- a) To advance the education of the public in the knowledge, understanding and appreciation of film (and allied visual techniques).
- b) 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.
- c) To promote the study and appreciation of films by such means as lectures, discussions and exhibitions.
- d) Such lectures, discussions and exhibitions will be open to the public, unless contractual requirements restrict to members only.

3. Membership

- a) Membership of X is open to anyone over the age of sixteen, on payment of the current fee and at the discretion of the committee.
- b) The Annual Subscription shall be set by a proposal at the Annual General Meeting.
- c) Membership of X shall entitle the holder to attendance at all film screenings and other meetings.
- d) Membership of X shall entitle the holder to priority booking for any other events for which an additional charge may be made.
- e) Membership of X shall entitle the holder to one vote at Annual or other General meetings.

4. Management

- a) The business of X shall be managed by a Committee of at least (#) members and no more than (#). The Committee shall consist of a Chair, a Treasurer, a Secretary and such other Officers as may, from time to time, be appointed.
- b) The Committee shall be elected at the Annual General Meeting and hold office until their successors are elected at the next AGM (or after # years).
- c) The quorum for a Committee meeting shall be (#) and there shall be at least (#) such meetings in a year.
- d) X 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 (#) members.
- e) The quorum for General Meetings shall be (# or x%) Members and for Committee Meetings (# or x%).
- f) X shall be non-political, ie it shall not espouse the cause of any political party.
- g) X shall not be run for the private profit of a Members or Members. Any balance at the end of the year shall be carried over and devoted to the Objects of X.
- h) No Members or Committee Members shall receive payment directly or indirectly for their services or for anything other than legitimate expenses incurred in work for X.
- i) Accounts will be produced annually and inspected by an independent person.
- j) X shall not be wound up except by a resolution of 75% (x%) of those present at a Special General Meeting called for that purpose. In the event of a winding up, the remaining funds of X shall not be distributed among the Members but be passed to a non-profit making organisation or organisations with objects similar to those of X. Such organisations shall be chosen by the Committee in consultation with the British Federation of Film Societies or a like organisation.

5. Alteration of Rules

No alteration of rules shall be made except by a resolution of 67% (x%) of those present at a General Meeting. No amendment shall be made which would cause X to cease to be a not-for-profit organisation.