

SMALL CHARITY CONSTITUTION

1 NAME

The charity's name is: The Community Arts & Music Project (TCAMP)

2 THE PURPOSES OF THE CHARITY ARE:-

To advance in life and education and help young people through;

- a) The provision of performing arts workshops available to children aged 5 to 16 years of all abilities in Townsend, Strouden and across Bournemouth.
- b) Engaging those of all abilities to gain skills and confidence (through dance, drama and music) to perform in public. To increase self esteem and improve self expression, fitness, team spirit, memory and discover hidden talent and explore aspirations. Our experienced volunteers, partners and website are dedicated to delivering quality support.
- c) Engaging the wider community promoting an inclusive cultural activity.

3 TRUSTEES

The charity shall be managed by a committee of trustees who are appointed at the Annual General Meeting (AGM) of the charity.

4 CARRYING OUT THE PURPOSES

In order to carry out the charitable purposes, the trustees have the power to:

- (1) raise funds, receive grants and donations
- (2) apply funds to carry out the work of the charity
- (3) co-operate with and support other charities with similar purposes
- (4) do anything which is lawful and necessary to achieve the purposes

5 MEMBERSHIP

The charity shall have a membership.

- Memberships will run from April to March on a pro-rata basis.
- All memberships will expire on the 31st March. Membership can be renewed from April 1st. People who support the work of the charity and are aged 18 or over, can apply to the trustees to become a member.
- Membership is not transferable to anyone else
- The trustees will keep an up-to-date membership list.

Membership fees will be set and reviewed by the trustees on an annual basis. All members will be entitled to a discount as set by the trustees.

Membership is terminated if:

- 1) The member dies, or if the The Community Arts & Music Project ceases to exist.
- 2) The member resigns by written notice to the charity, giving 1 months notice.

- 3) If the trustee's believe it is in the best interests of the charity. The member has the right to be heard by the trustees before the decision is made and can be accompanied by a friend. Membership fees will not be refunded.

6 ANNUAL GENERAL MEETING - AGM

- (1) The AGM must be held every year, with 21 days notice given to all members telling them what is on the agenda. Minutes must be kept of the AGM.
- (2) There must be at least 4 members present at the AGM.
- (3) Every member has one vote.
- (4) The trustees shall present the annual report and accounts.
- (5) Any member may stand for election as a trustee.
- (6) Members shall elect between 3 and 10 trustees to serve for the next year. They will retire at the next AGM but may stand for re-election.

7 TRUSTEE MEETINGS

- (1) Trustees must hold at least 3 meetings each year. At their first meeting after the AGM they will elect a chair, treasurer and secretary. Trustees may act by majority decision.
- (2) At least 3 trustees must be present at the meeting to be able to take decisions. Minutes shall be kept for every meeting.
- (3) If trustees have a conflict of interest they must declare it and leave the meeting while this matter is being discussed or decided.
- (4) During the year, the trustees may appoint up to 2 additional trustees. They will stand down at the next AGM.
- (5) The trustees may make reasonable additional rules to help run the charity. These rules must not conflict with this constitution or the law.

8 MONEY AND PROPERTY

- (1) Money and property must only be used for the charity's purposes.
- (2) Trustees must keep accounts. The most recent annual accounts can be seen by anybody on request.
- (3) Trustees cannot receive any money or property from the charity, except to refund reasonable out of pocket expenses.
- (4) Money must be held in the charity's bank account. All cheques must be signed by 2 trustees.

GENERAL MEETINGS

If the Trustees consider it is necessary to change the constitution, or wind up the charity, they must call a General Meeting so that the membership can make the decision. Trustees must also call a General Meeting if they receive a written request from the majority of members. All members must be given 14 days notice and told the reason for the meeting. All decisions require a two thirds majority. Minutes must be kept.

- (1) **Winding up** - any money or property remaining after payment of debts must be given to a charity with similar purposes to this one.
- (2) **Changes to the Constitution** - can be made only at AGM's or General Meetings. No change can be made that would make the organisation no longer a charity.
- (3) **General Meeting** - called on written request from a majority of members.
- (4) Trustees may also call a General Meeting to consult the membership