

# FREE FILM FESTIVALS CONSTITUTION

## NAME

The name of the organisation is Free Film Festivals. It is a membership organisation with a steering group. Its main purpose is to support and facilitate existing local Free Film Festivals and help to start new Free Film Festivals in different areas.

## AIMS

The aims of Free Film Festivals are:

1. **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.
2. **To provide website and email facilities** by creating and maintaining these facilities and by allowing access to them for all members of the Free Film Festivals organisation.
3. **To provide access to screening equipment** by purchasing and storing projectors, screens, speakers, players and other equipment as necessary, and by maintaining the equipment and replacing items if they become beyond economical to repair.
4. **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.
5. **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.

## EQUALITIES AND DIVERSITY

- (a) Free Film Festivals values diversity, promotes good relations with all members of the community and not discriminate on the grounds of disability, race, faith, gender or sexual orientation.
- (b) Free Film Festivals provides information on all the ways that members can contribute their views.
- (c) Free Film Festivals recognises that all sections of the community, including people with neurodiversity, have a positive contribution to make to the life of their community.

## WHAT DOES FREE FILM FESTIVALS OFFER TO MEMBERS?

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

- 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 (e.g. health and safety and equal opportunities) event checklist and volunteer role descriptions.
- Access to Free Film Festivals' central store of equipment.
- 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 <https://freefilmfestivals.org>.

## MANAGEMENT

- (a) A steering group elected annually at the Annual General Meeting manages the Group.
- (b) The steering group consists of a chair, secretary, treasurer, and one representative from each member Free Film Festival.
- (c) The steering group must meet at least twice each year in person or online. If a festival representative 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 enables 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).

## **POWERS**

To further its aims, the Free Film Festivals steering group has the 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) To decide upon and collect an annual subscription for membership. – the rate 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 and carry out its other responsibilities.
- (c) Associate local authorities, voluntary organisations, individuals and others in a common effort to carry out the aims of the group.
- (d) Do all such lawful things as will further the aims of the group.
- (e) Approve the entry of new Free Film Festivals into the organization.
- (f) Approve the spending of money on new equipment, equipment repairs, or other costs as necessary.
- (g) Change the website, website hosting and email providers.

## **MEMBERSHIP**

For the purpose of this constitution, to be a member of the Free Film Festivals organisation, a festival should:

- (a) Put on a Free Film Festival at least once a year in their local area.
  - (b) Offer only free events during the Festival for which people do not have to pay money, including money for food or drink or other entertainment in order to watch the film (though it's fine to offer food or drink for people to buy, if they choose). Members can organise fundraising screenings outside the period of their Festival.
  - (c) Be organised in a specific local postcode, geographical location or neighbourhood separate to areas already covered by an existing Free Film Festival.
  - (d) Be entirely run by volunteers.
  - (e) Share aims 1, 4 and 5 (above), of Free Film Festivals.
  - (f) 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.
- Voting membership shall be open to members (called supporters) of the Free Film Festival steering group.
  - These members will be people involved in running or planning Free Film Festivals or supporters of the Free Film Festivals organisation.

- 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.

## **GENERAL MEETINGS**

- (a) An Annual General Meeting is to be held each year in person or online.
- (b) Notices of the AGM must be published three weeks beforehand and a report on the group's financial position for the previous year will be made available.
- (c) A Special General Meeting may be called at any time at the request of the steering group, 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, enables a General Meeting to take place.
- (e) Proposals to change the constitution must be given in writing to the steering group 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, are paid into an account operated by the Free Film Festival Steering Group.
- (b) The funds belonging to the group must be applied only to further the aims of the Free Film festivals organisation.
- (c) A current record of all income, funding and expenditure must be kept.

## **DISSOLUTION**

- (a) The Organisation 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 Steering Group shall distribute any assets remaining after the payment of all bills to other charitable / not for profit group(s) or organisation(s) having aims similar to the Free Film Festivals Organisation, or to some other charitable purpose(s) as the Steering Group may decide.

## SIGNATORIES

Signed		Chair	Fahzan Ahmad	13/12/23
Signed		Secretary	Ann Lazim	13/12/23
Signed		Treasurer	Alice Onion	13/12/23

## REVISION HISTORY:

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