

# HIGHBURY FILM CLUB

## CONSTITUTION

31 March 2014

### 1 Name

- 1.1 The name of the organisation is the Highbury Film Club (HFC).

### 2 Headquarters

- 2.1 The headquarters of the HFC is the Highbury Theatre Centre, Sheffield Road, Sutton Coldfield B73 5HD.

### 3 Aims and Objectives

- 3.1 To run a club that will screen an exciting range of films at Highbury Theatre Centre.
- 3.2 To develop partnerships so that we actively promote film in a fresh and original way.
- 3.3 To join the network of venues showing commercial live digitally streamed performances.
- 3.4 To offer film makers in the area a venue for experimental film.
- 3.5 To interest the new film audience in the activities of the Highbury Theatre Centre.

### 4 Membership

- 4.1 All people wishing to be Members of the Highbury Film Club shall apply for membership and pay an annual subscription.
- 4.2 Membership of the HFC shall be managed by the Highbury Film Management Committee or Steering Group as constituted in section 6.
- 4.3 At the end of each season, the Highbury Film Management Committee as constituted in section 6 shall examine the membership list and may invite existing members to re-register for membership in the subsequent season.
- 4.4 All members of the Highbury Theatre Centre, including Highbury Players and Youth Theatre shall be eligible to attend HFC screenings.
- 4.5 Purchase of a ticket to an HFC screening by any person who is not a Highbury Theatre Centre member shall be subject to the prior purchase of either full or temporary membership of the Highbury Theatre Centre.
- 4.6 Membership shall be subject to the rules (The Memorandum of Association of Highbury Theatre Centre Limited) referred to in the licence (A Club Premises Certificate) issued by Birmingham City Council.

### 5 Finance

- 5.1 The financial year shall start on 1<sup>st</sup> August and end on 31<sup>st</sup> July.
- 5.2 An agreed percentage of box office receipts will be transferred to the Highbury Theatre Centre as a contribution to Centre overheads.
- 5.3 Any surplus accruing from HFC activities may be used for the furtherance of the aims of the HFC. Any balance remaining will be transferred to Highbury Theatre Centre.

## **6 Management**

- 6.1 The HFC shall be managed by a committee called the Highbury Film Management Committee (HFMC). This shall comprise the officers appointed under clause 6.2 plus the members of the Board of Trustees appointed under clause 6.5.
- 6.2 The HFC will elect at their AGM the following officers: Chairman (who must be approved by the Highbury Theatre Centre Board of Trustees), Vice Chairman, Curator, Secretary and Treasurer. The HFC will also elect as committee members two Highbury Film Club Representatives.
- 6.3 Nominations shall be made in writing, and must reach the Secretary no fewer than 7 days prior to the AGM.
- 6.4 All nominations must be seconded and have the approval of the person nominated.
- 6.5 Two members of the Highbury Theatre Centre Board of Trustees will be appointed by the Board of Trustees as members of the HFMC with full voting rights.
- 6.6 The HFMC has the right to coopt other committee members with or without full voting rights as it deems necessary.
- 6.7 The HFMC has the right to set up subcommittees.
- 6.8 The choice of all HFC screenings shall be recommended by the HFMC Committee for approval by the Highbury Theatre Centre Board of Trustees.
- 6.9 Before the establishment of an HFMC, the affairs of the HFC shall be managed by a Steering Group comprising at least four members of the Highbury Theatre Centre and two members of the Highbury Theatre Centre Board of Trustees. This group can co-opt additional members as it sees fit.
- 6.10 All members of the HFMC or Steering Group will act in an honorary capacity.

## **7 Meetings**

- 7.1 All HFC Committee or Steering Group meetings shall take place at Highbury Theatre Centre with a quorum of four members.
- 7.2 An AGM shall be held in November or December for which 21 days notice will be given and for which the quorum is one third of the membership or 15 members (whichever is the lesser number).
- 7.3 An Extraordinary General Meeting may be called at any time by the HFMC or by a request made in writing to the Secretary and signed by at least ten members of HFC. 21 days notice shall be given. A quorum shall be one third of the membership or 15 members (whichever is the lesser number).
- 7.4 The HFMC shall meet at least three times per year and minutes will be made available via the Highbury Theatre Centre noticeboard.

## **8 Revision of the Constitution**

- 8.1 This Constitution may only be revised by a 75% vote of the members present and voting in favour following a formal motion at the AGM or an EGM.
- 8.2 Any proposed change shall be presented in writing to the Secretary 7 days before the relevant meeting.
- 8.3 No proposal for change will be accepted which will affect the charitable status of the Highbury Theatre Centre.

## **9 Dissolution**

- 9.1 If the HFC is dissolved or wound up, and after the payment of all debts and liabilities, any property or monies shall not be paid to or distributed among the members of Highbury Film Club but shall be retained by Highbury Theatre Centre Limited.