



CONSTITUTION

1. Name:

The name of the Festival shall be Evesham Festival of Words.

2. Object:

The object of the Evesham Festival of Words shall be to promote appreciation of words in all their forms, and of writing and literature within Evesham and surrounding area through a professionally organised and widely accessible Festival event.

3. Aims:

- To nurture and support reading and writing activities in Evesham and surrounding area though an event that is accessible to all.
- To create a positive and creative learning environment for those wishing to improve their writing skills, and those wishing to present their written material.
- To present a range of literary genres, including use of novel approaches to encourage participation by those who may not normally be attracted to traditional literary events.

4. Organisation:

The Evesham Festival of Words shall operate as a not for profit organisation.

Organisation of the Festival will be in the hands of a Steering Group appointed with the sole aims of developing and promoting the Evesham Festival of Words in line with the Constitution. The Steering Group may work in partnership with other relevant organisations in order to promote and deliver the Festival.

A Steering Group meeting will be quorate when at least one officer and three ordinary members are present.

Officers:

An initial Chair will be identified to form a Steering Group and agree assignment of roles with Steering Group members. Subsequently the Chair will be identified from among the Steering Group, and be appointed with the support of all Steering Group members. There will be appointment to the role of Treasurer. Depending on need, there may also be appointment to the role of Secretary.

Steering Group members:

A Steering Group will be appointed to work with the Chair in taking forward the aims of, and actively promote, the Festival. The number of Steering Group members will remain flexible in order to ensure a full range of skills and experience is maintained, with some members taking a more limited advisory role.



It is expected that individual members of the Steering Group will accept responsibility for taking forward specific aspects of the Festival. Those individuals will be expected to lead on their particular area, liaising closely with the Chair, and updating Steering Group meetings on progress, or raising issues for wider discussion.

Terms of Office:

The term of office for Chair, Treasurer and Committee will be three years, commencing from the date of adoption of this Constitution, with the option to serve for one or more further three year terms. Any individual may stand down at any time, by giving notice in writing to the Chair.

Steering Group Meetings:

Formal Steering Group meetings will be held at regular intervals. Meetings will be formally minuted. Where time is of the essence in decision making, communication may be conducted by email as appropriate.

Attendance and active participation in Festival meetings and activities is expected of Steering Group members. Apologies should be sent to the Chair. Failure to attend three successive meetings, will lead to the Chair asking the member to clarify their position and, subject to the reason, the Steering Group may be required to vote on that person remaining on the Steering Group.

5. Finances:

- An account will be set up and maintained in the name of Evesham Festival of Words at a Bank agreed by the Steering Group.
- The Chair and Treasurer, and at least one other member of the Steering Group, will be named as signatories on the account
- All cheques must be signed by any two of the three nominated signatories.
- Internet banking transactions also require approval by any two of the three nominated signatories.
- All monies raised on behalf of the Evesham Festival of Words are only to be used to further the aims of the Evesham Festival of Words, as specified in this Constitution.
- There will be no payment to Steering Group members, except for legitimate reimbursement of expenses incurred and agreed beforehand by the Committee, and on production of appropriate receipts.
- The Treasurer will maintain appropriate financial records, with full documentation of any income and expenditure. Regular updates on income and expenditure will be provided to the Steering Group.
- Decisions on expenditure will be agreed within the Steering Group, ensuring that the Festival does not over commit in terms of expenses in any year.
- A surplus of income over expenditure in any year will be held over to support the following year's Festival.



- The accounts will be subject to annual independent review.

6. **Patrons**

- Suitably distinguished persons with relevant experience, expertise or reputation may be invited to become Patrons of the Evesham Festival of Words.
- There is no upper limit on the number of individuals who may be invited to become Patrons.
- The role of Patron is a voluntary one.

7. **Data Protection:**

- A secure database of contact details for those attending the Festival will be maintained in order to keep them informed of future events.
- An individual may ask for their name to be removed from the list, and this will be done.

8. **Friends of the Evesham Festival of Words:**

- The Steering Group reserves the option to establish a formal category of Friends of the Evesham Festival of Words.
- On payment of a fee – to be determined by the Steering Group – individuals would be invited to join the Friends.
- A database of Friends of the Evesham Festival of Words would be maintained, keeping them informed about appropriate Festival business and events. Other benefits may be awarded to those registering as Friends.
- Any individual will be removed from the database in response to a specific request from that individual.

9. **Amendments to the Constitution:**

Any amendments to the Constitution must be agreed by a majority of Steering Group members, with changes and reasons for the changes, fully documented in minutes of the relevant Steering Group meeting.

10. **Dissolution:**

A decision may be taken by the Steering Group that the Evesham Festival of Words should be dissolved. After settling all debts, and paying any outstanding expenses, any remaining funds will be donated to a similar enterprise, with the proviso that they be spent on promotion of literary events.



Constitution originally adopted at the Steering Group meeting of 4th November 2015. Amended Constitution adopted at meeting of 5th October 2016. Amended Constitution (v3) adopted at meeting of 28th February 2020.