

Burwash Jubilee Community Fund

CONSTITUTION AND RULES

1. Title

The title shall be '**Burwash Jubilee Community Fund**'.
(Hereinafter referred to as 'the Jubilee Fund'.)

2. Aims

The aims of 'the Jubilee Fund' shall be;

- (a) To maintain and raise funds for the benefit of community groups and organisations within the Parish of Burwash, subject to the agreement of the committee.
- (b) To make loans to community groups and organisations to assist with their fundraising needs.
- (c) To support and augment any fund raising for a Coronation, Jubilee or similar celebration in the Parish.

3. Officers

The Officers of 'the Jubilee Fund' shall be:
Chairman, Vice Chairman, Hon. Treasurer, Vice Treasurer and Hon. Secretary.

3.1 Committee

The committee shall consist of the officers and committee members.

4. Management

- (a) The Annual General Meeting of 'the Jubilee Fund' shall be held in June each year.
- (b) The officers and committee members shall be elected for a term of office commencing at the end of the Annual General Meeting and to expire at the beginning of the Annual General Meeting in the following year.
- (c) The Officers and a minimum of three other members shall form the committee.
- (d) For the purpose of meetings a minimum of any five from the officers and committee members shall form a quorum.
- (e) The committee shall have full powers to do whatever it may, from time to time, consider expedient in the furtherance of 'the Jubilee Fund' aims.
- (f) The Chairman of the Committee, for the time being, shall have one casting vote.

5. Special General Meeting

The Hon. Secretary, in consultation with the Chairman, shall summon a Special General Meeting stating the object of the meeting, at the request of the Committee or on receipt of a request signed by twelve Burwash parishioners. The meeting to be held within one month of the request.

6. Finance

- (a) The Hon. Treasurer and Vice Treasurer of ‘the Jubilee Fund’ shall be responsible for keeping proper account of all receipts and payments.
- (b) A bank account shall be held at Lloyds TSB (Treasurers Account), Heathfield, E Sussex.
- (c) The Committee shall appoint three of the officers to sign cheques on the banking account. All such drawings to be made on any two of the three signatories.
- (d) The financial year shall end on the 31st March each year. Accounts to be presented at the Annual General Meeting as herein provided.
- (e) The accounts will be audited prior to the AGM.

7. General Rules for Granting of Loans

- (a) Applications for Loans from ‘the Jubilee Fund’, in a prescribed format, will be invited from established groups or individuals planning an event or events to be of benefit to an established group or to the community, with the exception of any political group or purpose.
- (b) Such applications may be made up to three months in advance of an event with repayment of said Loan falling due within 28 days of the event taking place, or by a date agreed by the committee.
- (c) Each application will have a maximum limit of £500.00, or an amount agreed by the committee.
- (d) Successful applications will be subject to an agreed formula for repayment of the Loan in the event the planned activity fails to realise sufficient profits to cover the full amount of the Loan in accordance with 7.(b).
- (e) A majority vote by the Fund committee must be obtained to approve the loan.
- (f) Donations shall be invited following successful applications from the proceeds of any event benefitting from a Loan to help generate funding for future events as at 2. (c).
- (g) Officers and committee members may be willing to provide general advice for any planned event benefitting from a Loan, but there will be no obligation, inferred or otherwise to assist in any way.

8. Alteration to Rules

These Rules may be added to, amended or altered, only at Annual General Meeting or Special General Meeting called for that purpose. (See Section 5.)

9. Dissolution of ‘the Jubilee Fund’

- (a) ‘The Jubilee Fund’ is to be in existence for 12 months from the first Annual General Meeting (AGM) in 2013 before a decision is made as to its future, whether to dissolve ‘the Jubilee Fund’ or continue with it. After the 2014 AGM, if there is no interest in ‘the Jubilee Fund’, the Committee will decide what to do with the residual funds.
- (b) The ‘the Jubilee Fund’ may be dissolved by the consent of three-fourths of the members present and voting at a Special General Meeting called for that purpose, in strict accordance with Rule 5.