|  | **Key Elements**  | **CONSTITUTION** |
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| 1 | Name of Group  | CFoR(Colsterworth Festival of Remembrance)<https://www.cfor.org.uk/> |
| 2 | Aims/Objectives | CFoR was established in 2017 as a community website (donated free of charge) to promote the Armistice Festival of RemembranceThis has grown into a successful community event bringing everyone together at the War Memorial in Colsterworth on Remembrance Sunday (services alternating between St John the Baptist Church and Methodist Chapel) with a social event at the White Lion Public House. The long term aims of the group are:* *To bring together and foster understanding of the military community past and present in Colsterworth District by:*
* *Promoting events, mutual support and fundraising*
* *Facilitating individuals and groups who want to educate and experience the culture and history of the military community*
* *Supporting other projects that would bring benefit to the whole community*
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| 3 | Members | Anyone who supports the aims of CFoR, volunteers and participates in its activitiesMembers will have no voting rights  |
| 4 | How can people join? | Membership will be promoted through the CFoR website, social media, and notices on/in Parish noticeboards and newsletter, public areas such as The White Lion, Village Hall, Social Club  |
| 5 | Ceasing to be a member | Membership will cease when members stop volunteering or attending activities or go against the aims of the group. |
| 6 | Equal Opportunities | CFoR or its members will not discriminate on the grounds of gender, race, colour, ethnic or national origin, sexuality, disability, religious or political belief, marital status or age. |
| 7 | Committee and officers | Founding members of CFoR will form a Steering group with no more than 8 members and will be responsible for the day to day running of the Group1. Three key roles will be established:
* Chair
* Secretary, who shall be responsible for the taking of minutes
* Treasurer who shall be responsible for maintaining accounts
1. The Steering Group can co-opt members with the necessary skills and knowledge to benefit the aims and objectives of CFoR
2. The Steering Group will meet as and when it is necessary but not less than twice a year
3. The Steering Group can make changes to the constitution
4. The Steering Group will support all members who wish to undertake specific projects/events that meet the overall aims and objectives of CFoR.
* Individual working groups will manage their own projects
* Specific projects/events can nominate their own beneficiaries of any funds raised with a contribution being made to the central CFoR fund to meet the long term aims of the Group
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| 8 | AGM and other meetings | The Parish Council holds an Annual Public Meeting every year in May. CFoR Steering Group members can attend to: * Celebrate the work the group has done
* Share financial information
* Invite suggestions for events for the next 12 months

Other meetings: See Item 7 above |
| 9 | Finances | * A [bank account](https://www.resourcecentre.org.uk/information/bank-accounts-for-community-and-voluntary-organisations/) will be maintained on behalf of CFoR at a bank agreed by the Steering Group
* There will be three signatories to the account (so that there are always two available to authorise payments)
* Each transaction will require two signatures
* Records of income and expenditure will be maintained by the Treasurer and a financial statement given at the Parish annual open meeting
* All money raised will be spent solely on the objectives laid out in the constitution
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| 10 | Changes to the Constitution | Changes to the Constitution can be proposed by members to the Steering Group A simple majority vote will effect change |
| 11 | Dissolution | If a meeting, by simple majority of the Steering Group decides that it is necessary to close down CFoR it may do so. If it is agreed to dissolve, all remaining money and other assets, once outstanding debts have been paid, will be donated to a local charitable organisation with the same aims and objectives of the Group |

This constitution was agreed on 09 January 2020

**Background**

CFoR was established in 2017 as a community website (donated free of charge) to promote the Armistice Festival of Remembrance

Over the past three years this has grown into a successful community event bringing everyone together at the War Memorial in Colsterworth on Remembrance Sunday, services alternating between St John the Baptist Church and Methodist Chapel with a social event at the White Lion Public House.

In 2019 the engagement and support from the Community resulted in successful fund raising for the Isaac Newton Project, Royal British Legion and provided sustainability for the Festival of Remembrance (see website for details) <https://www.cfor.org.uk/>

The pride in the military presence in the community (both serving and veterans alike) has prompted ongoing community projects (e.g., VE Celebrations in May 2020) and opportunities for fundraising to benefit good causes in the community such as the restoration of the War Memorial.

Many community groups are run entirely by volunteers, to benefit their own members, improve their local neighbourhood, or run campaigns.

Due to the success of the fundraising in 2019, a simple Constitution has been put together which is simply the aims and rules of the group. It’s a statement of what the group is going to do and how it is going to do it. It is important because:

* Without this written understanding people can easily find themselves at cross purposes and the jobs won’t get done
* It will serve as a reference, and help to resolve problems in times of controversy
* Outsiders, especially potential funders, will want to see that the group is democratic and accountable. This involves having a clear procedure by which decisions are made.
* Setting up a bank account will require evidence of a formal constitution