

## **Constitution of the Arts & Crafts in Keswick**

### **1. Name**

The name of the group shall be Arts & Crafts in Keswick (hereafter referred to as "The Group").

### **2. Aims and Objectives**

The Group exists to:

- Organise and manage regular craft fairs for the benefit of local crafters, artists, and the community.
- Provide equal and fair opportunities for members to showcase and sell their handmade goods.
- Promote the value of handmade crafts and creativity.
- Foster a supportive and inclusive environment for crafters of all backgrounds.
- Reinvest any surplus funds into improving and sustaining the craft fairs.

### **3. Membership**

- Membership is open to anyone who supports the aims of the Group.
- Members are welcome to contribute to the organisation or running of the fairs.
- Members agree to abide by this Constitution and any fair guidelines set by the Group.
- All stallholders receive equal stall space. Location of stalls will be rotated to ensure fair distribution.
- Membership may be withdrawn if a member's conduct is considered detrimental to the Group (following a fair and transparent process).

### **4. The Committee and Fair Organiser**

- The Committee is made up of members who want to share the responsibility for planning and running the fairs.
- The Committee will have 5 members including the Treasurer and the Organiser, plus 3 others.
- Treasurer; Kate Chambers. Organiser; Andy Coltart.

- All key tasks (bookings, finances, promotion, logistics) will be shared amongst the all members of the group so that knowledge is spread and no one person carries the full workload.
- The Group recognises one member as the Fair Organiser, who acts as the main point of contact and ensures everything comes together.
- The Fair Organiser does not do all the tasks alone — they coordinate, support, and delegate, with the Organising Team working alongside them.
- If the Fair Organiser is unable to continue, another team member will step into the role, agreed by the team.
- The Fair Organiser is accountable to the committee for the running of the event and is required to present a quarterly report on finances and event activity.

### **5. Meetings**

- The Committee will hold quarterly meetings throughout the year to:
  - Review activities.
  - Receive and approve the financial matters.
  - Discuss and decide on any proposals from members.
  - The church is welcome to attend quarterly meetings and will receive minutes.
  - An AGM will be held every year and will be open to all members and a representative from the church. The AGM will carry out the same agenda as above.
  - Notice periods for meetings will be 14 days.

### **6. Finance and Stall Fees**

- All funds will be used solely to further the aims of the Group.
- Accurate records of income and expenditure will be kept and presented to The Committee and the Group.
- Expenditure will be authorised by The Committee.
- The Group will have a designated bank account for income and expenditure.
- Stall fees shall be set at a fair and transparent rate.

## **7. Equal Opportunities**

The Group is committed to ensuring that all activities are inclusive and accessible, and that no member or participant is treated unfairly or discriminated against.

## **8. Safeguarding Statement**

The group is committed to providing a safe, respectful, and inclusive environment for all members and visitors. Any concerns about safety, harassment, bullying or abuse will be taken seriously and addressed promptly by the committee.

## **9. Complaints Procedure**

If you have a complaint about the group, please raise it with the organiser in writing or verbally as soon as possible. The organiser will review the concern, discuss it with those involved, and aim to resolve the issue fairly and promptly.

If you are not satisfied with the outcome, you may request that the matter be reviewed by the group committee (or an independent person, if available) for a final decision.

## **10. Changing the Constitution**

This Constitution can be changed if at least two-thirds of the members who are present at a group meeting agree.

Members must be told about any suggested changes in advance, so everyone has a fair chance to share their views.