



## In The Frame Constitution

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The following document is the Constitution for In The Frame.

### Related documents:

- [ITF Objectives for 2024 - 2025](#)
- [ITF Leadership Roles \(2024\)](#)
- [ITF Equality, Diversity and Inclusion policy \(2024\)](#)
- [ITF Safeguarding Policy for Adults \(2024\)](#)
- [ITF Safeguarding Policy for Children \(2024\)](#)

### Purpose:

This constitution outlines the governance of In The Frame, places limits on the exercise of power, and sets out the rights and duties of those engaged with the organisation, to best serve the aims.

# In The Frame Constitution

## 1. Name

The name of the collective shall be *In The Frame*.

## 2. Aims

The aims of In The Frame will be to connect local and regional professionals, students, and hobbyists and remove industry barriers through:

- free monthly events and workshops
- providing platforms to showcase and discuss their work
- connecting creatives in all ranges of abilities, experience, and industry related fields
- sharing knowledge, skills, ideas
- fostering a supportive community to enhance, grow, and celebrate the cultural identity of the region.

## 3. Members & Supporters

### 3.1 Members

Membership refers to committee members and is open to anyone who:

- is aged 18 years old and over; and
- attends an In The Frame meetings and events; and
- supports the aims of In The Frame by volunteering time towards administrative tasks

Membership is approved by existing members following genuine interest in joining as a committee member. Acceptance is entirely down to administrative support offered to In The Frame with no limitations to number of members, and dates joined.

Ceasing to be a member: Members may resign at any time in writing to the Secretary who can be reached by emailing [intheframene@gmail.com](mailto:intheframene@gmail.com), but are also subject to conditions of *Section 5. Administration* if they should be an officer or committee member.

Any member who has not attended a meeting or event within 6 months may be subject to review by the remaining members and could be asked to reapply for membership.

### 3.2 Supporters

Becoming a supporter, which is also referred to as a *member of our community*, is open to anyone who:

- is aged 14 years old and over; and
- attends an In The Frame meeting and/or event; and
- supports the aims of In The Frame

Supportership will begin after attending an In The Frame event. Supporters who are aged 14 - 17 must attend all In The Frame meetings and/or events with a legal guardian and are subject to venue regulations. Events taking place at venues with their own age restrictions such as 16+ and over 18 etc. will be unable to attend below that age group, this is beyond the control of In The Frame.

Ceasing to be a Supporter - Supporters may resign at any time in writing to the Secretary who can be reached by emailing [intheframene@gmail.com](mailto:intheframene@gmail.com). Any supporter who has not attended a meeting or event within a year will be considered 'non-active'. This has no effect on the supporter's ability to participate in any future events or meetings. They simply must attend a meeting or event in order to change their status to 'active' member.

Any offensive behaviour, including racist, sexist or inflammatory remarks, will not be permitted. Anyone behaving in an offensive way or breaking the equal opportunities policy

may be asked not to attend further meetings or to resign from the group if an apology is not given or the behaviour is repeated. The individual concerned shall have the right to be heard by the management committee, accompanied by a friend, before a final decision is made.

#### **4. Equal Opportunities**

In The Frame will not discriminate on the grounds of sex, race (including colour, ethnic or national origin), sexual orientation, disability, gender identity, religious or political belief, pregnancy or maternity, marital status, age, or financial backgrounds.

#### **5. Administration**

The business of the group will be carried out by the [Leadership Team](#) and committee members which will in future be elected at an Annual General Meeting.

The Leadership Team will meet as necessary and not less than six times a year. Leadership meetings are to be attended by administration members only.

The Committee will consist of 8 members, and be composed of 5 officers and 3 committee members.

The officer roles are as follows, click on the title to read a full list of responsibilities for that role:

- **President**, who shall chair both general and committee meetings
- **Vice President**, who shall keep records of members and ensure that meetings and other activities proceed smoothly
- **Secretary**, who shall be responsible for the taking of minutes and oversee the distribution of all papers
- **Social Chair**, who shall be responsible for maintaining the online presence of the In The Frame
- **Treasurer**, who shall be responsible for maintaining accounts

Any role unable to be filled will revert to the President and Vice President until such role can be filled. The committee member roles are as follows, click on the title to read a full list of responsibilities for that role:

- **Media Committee Member**, who shall assist the Social Chair by taking pictures and videos during In The Frame meetings and events
- **Brand Ambassador**, who shall be a recruiter of new members and assist the Leadership Team where necessary and capable
- **Technical Committee Member**, who shall be responsible for all technical elements of monthly In The Frame meetings and events.

In the event of an officer or committee member standing down during the year a replacement will be elected by the next General Meeting of members and a transition period of 2 weeks will occur where the previous officer/committee member assists their successor before fully standing down. Any officer or committee member not attending a meeting without apology for three months will be contacted by the committee and asked if they wish to resign.

#### **6. Meetings**

##### **6.1. Annual General Meetings**

An Annual General Meeting (AGM) will be held within fifteen months of the previous AGM.

All members will be electronically notified, and supporters via social media channels at least 3 weeks before the date of the meeting, giving the venue, date and time. The quorum for the AGM will be 40% of the membership. Attending supporters' views will be strongly considered.

At the AGM:

- The Leadership Team will present a report of the work of In The Frame over the year.
- The Leadership Team will present the accounts of In The Frame for the previous year.
- The Officers and Committee for the next year will be elected.
- Any proposals given to the Secretary at least 5 days in advance of the meeting will be discussed.

## **6.2 Special General Meetings**

The Secretary will call a Special General Meeting at the request of the majority of the committee or at least five other members giving a written request to the President or Secretary stating the reason for their request.

The meeting will take place within twenty-one days of the request.

All members will be given one weeks' notice of such a meeting, giving the venue, date, time and agenda, and notice may be by social media channels or email.

The quorum for the Special General Meeting will be 40% of the membership.

## **6.3 General Meetings**

General Meetings are open to all members and will be held at least once a month or more often if necessary.

All members will be given one weeks' notice of such a meeting, giving the venue, date, time and agenda, and notice may be by social media channels or email.

The quorum for a General Meeting shall be 40% of the membership.

## **6.4 Leadership Meetings**

Leadership meetings may be called by the President or Secretary. Leadership members must receive notice of any non-recurring meetings at least 1 day before the meeting. These meetings may take place on socials, video or audio calls to discuss anything in relation to events. The quorum for Leadership meetings is majority agreeance of present members.

## **7. Rules of Procedure for meetings**

All questions that arise at any meeting will be discussed openly and the meeting will seek to find general agreement that everyone present can agree to.

If a consensus cannot be reached a vote will be taken and a decision will be made by a simple majority of members present. If the number of votes cast on each side is equal, the chair of the meeting shall have an additional casting vote. Leadership members unable to attend will have access to minutes for reference to updates.

## **8. Finances**

An account will be maintained on behalf of the Collective at a bank agreed by the committee. Three cheque signatories will be nominated by the Leadership Team (one to be the Treasurer). The signatories must not be related nor members of the same household.

All payments will be signed off by two of the signatories.

- For cheque payments, a signatory will sign the cheque after agreement by the other two signatories
- For other payments (such as BACS payments, cash withdrawals, debit card payments or cash payments) more than £30 per transaction or totaling more than that within 2 weeks, two signatories are required to agree to it in writing in order to obtain approval.
- Payments less than £30 are to be electronically approved by signatories. Whats App messages or other social communications are acceptable.

Records of all income and expenditure will be maintained by the Treasurer and a financial statement given annually if not requested or determined to be needed sooner. The accounts ledger will be freely accessible to all Leadership members.

All money raised by or on behalf of In The Frame is only to be used to further the aims of the group, as specified in *section 2. Aims* of this constitution.

## **9. Community & Organisation Affiliations**

In our efforts to achieve our aims, set out above, we encourage collaborations, affiliations and open passage of information, without breach of international GDPR, with other local and regional organisations and communities. Registered as “Friends of In The Frame” through written agreement, the relationships will be for the benefit of all communities involved with the intent to share knowledge, opportunities, and support. The relationships will be reviewed at the time of the AGM where the Friends of In The Frame will be asked if they wish to continue supporting our aims, they can also request to step back from the agreement in writing at any time.

## **10. Amendments to the Constitution**

Amendments to the constitution may only be made at the Annual General Meeting or a Special General Meeting. Any proposal to amend the constitution must be given to the Secretary in writing. The proposal must then be noted on the agenda which is made available to attendees ahead of the meeting. Any proposal to amend the constitution will require a two thirds majority of those present and entitled to vote.

## **11. Dissolution**

If a meeting, by simple majority, decides that it is necessary to close down the collective it may call a Special General Meeting to do so. On dissolution of the collective, any assets that remain available following provisions to repay all debts and liabilities, shall be transferred to another local charitable organisation in line with supporting at least one of our Aims listed in section 2.

This constitution was agreed at the Inaugural General Meeting of In The Frame on:

Date: **01/08/2024**

Agreed Updates made **20/07/25** to 8. and 11.

Name and position in group: **STUART HUNTER, PRESIDENT**

Signed:

A handwritten signature in black ink, appearing to read 'STUART HUNTER', with a stylized flourish at the end.

Name and position in group: **ALICE PARGITER, VICE PRESIDENT**

Signed:

A handwritten signature in black ink, appearing to read 'ALICE PARGITER', with a stylized flourish at the end.

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