

CONSTITUTION

1. NAME

The name of the association is The Face Painting Association (FACE) hereinafter referred to as "FACE".

2. AIM The aim of FACE is: To promote face painting as a safe and professional activity, to raise and maintain a standard of face painting ensuring correct training and use of safe products and techniques by establishing a body of independent face painters which follows an agreed code of conduct set down by FACE.

3. POWERS

For the furtherance of this aim FACE may:

- a) Raise money to pay for FACE activities.
- b) Make such payments as shall be necessary.
- c) Fix and collect fees payable in respect of membership and certification.
- d) Control the admission of members to FACE through certification.
- e) Take such other action as may benefit FACE.
- f) Invest the monies of FACE not immediately required in a deposit or investment account.
- g) Promote and carry out or assist in promoting and carrying out useful research, surveys and investigations and publish the results thereof.
- h) If appropriate, be involved in arranging and providing the holding of exhibitions, meetings, lectures, seminars, classes and training courses.
- i) Cause to be produced and circulated such papers, books or other documents or recorded material as shall further the stated aims and objectives.

4. MEMBERSHIP

- a) Full membership of FACE shall only be open to those who have taken and passed the FACE certification procedure. These will be professional face painters of 16 years and over who are interested in furthering the aims of FACE and who have paid the annual subscriptions as laid down from time to time by the committee,
- b) Each member to have one vote and count as one member.
- c) All members must abide by the FACE Code of conduct.
- d) The committee shall have the right:-
 - To approve or reject applications for membership
 - For good and sufficient reason to terminate the membership of any individual. PROVIDED THAT the individual member concerned shall have the right to be heard by the committee before a final decision is made.

5. GENERAL MEETINGS

- a) An Annual General Meeting shall be held each year (not being more than 15 months after the holding of the preceding annual General Meeting) at which the annual report and accounts for the preceding year shall be presented and agreed.
- b) A special General meeting may be called at any time at the request

of the committee or not less than one quarter of the membership.

- c) At least 28 clear days notice shall be given in writing by the Minutes secretary to each member. The Minutes secretary or chair shall send details of the date, time and place of each annual General Meeting and any Special General Meeting, with a list of items to be discussed, to all members at least 5 days before the date of the meeting.
If the chair or the secretary does not call a Special General Meeting within 2 months of a proper request to do so, any member may call that meeting by sending a note of the date, time and place to all members at least 28 days before the date of that meeting. A notice sent through the post in a pre-paid letter addressed to a member at his/her last known address shall be deemed to have been received within 10 days of posting. The quorum for any General Meeting shall be 20 of the members or one third of the membership whichever is the lower.

6. COMMITTEE

- a) The committee shall meet at least once a year and is responsible for ensuring that FACE complies with its aims and is properly managed.
- b) The committee shall consist of:
 - Five honorary officers, who are The chair, Membership Administrator, Minutes Secretary, Treasurer and Magazine Editor.
 - Plus not less than four, nor more than fifteen elected members.If the committee so decides, it may co-opt not more than two non-voting members.
- c) The Officers and committee members shall be elected at the Annual General Meeting. Officers may stand for three consecutive years. Retiring Officers are eligible for re-election onto the committee or alternative officers role.
- d) Co-opted members may join at any time on the invitation of the committee but shall retire at the next Annual General Meeting.
- e) Officers and elected members each have one vote. In the event of a tie the chair has a second or casting vote.
- f) A quorum shall include two officers and be not less than a third of the committee,

7. FINANCE

- a) The treasurer shall keep proper accounts of the finances of FACE. At each meeting the Treasurer or representative shall present a written statement of the accounts to the committee. Acceptance of these accounts by the committee shall be recorded in the minutes.
- b) All cheques shall be signed by two unrelated members, one of whom shall normally be the Treasurer. Duplicate bank statements shall be sent to the Chair.
- c) At the end of the financial year the Treasurer shall prepare accounts which, after inspection by an independent auditor, shall be presented at the AGM.

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- d) These accounts should be kept for a minimum of seven years.
- e) The funds of FACE shall be used only for the purpose of FACE and no gifts or payments shall be made to any member except:
 - 1) The honorariums agreed annually at the AGM
 - 2) As a repayment of expenses properly incurred on behalf of FACE.
 - 3) Or as interest paid at a reasonable rate on money lent to FACE.
- f) All committee members to declare any vested interests.

8. NOMINATIONS and ELECTIONS

- a) Only members of FACE shall be eligible to serve as honorary officers or members of the committee.
- b) Nomination Forms for honorary officers and members of the committee should be sent by the Minute's Secretary to all members at least 40 days of the AGM and returned to the Minute's Secretary in writing to be received before 21 days of the AGM.
- c) When nomination forms have been received within the specified 21 day period, the Minutes Secretary shall collate and distribute Voting forms to the whole membership 14 days of the AGM. The members shall have the opportunity to cast a postal vote on the nominations if sent to the Minutes sec in writing to be received before 5 days of the AGM. These postal votes are for those unable to attend the AGM, and will be counted alongside any made at the AGM. Each member has one vote per position, either postal or in person.
- d) Members may only stand for a position at the AGM if the position has no nominations prior to the AGM. In this case those present can elect the person to the position providing the meeting is quorate (see 4c of the constitution). If there is not a quorum at the AGM the outgoing minutes sec shall arrange a postal vote within 28 days of the AGM. All prior postal votes would become void for this position

9. DISSOLUTION

If members decide to terminate the existence of FACE, any funds or equipment remaining one year after all debts have been paid, shall be handed to a charity concerned with the welfare of children. If there is no AGM for two consecutive years and if no member of the committee makes the necessary arrangements, any other member may do so. In the event of the dissolution of FACE, members of the Committee, Officers of the Association and ordinary members shall be limited to a liability to the maximum of £1.

10. CHANGE OF CONSTITUTION

This constitution may be altered by the membership present at a General Meeting specially called for the purpose voting in favour of changing it. Notice of such a meeting shall be in writing, 14 clear days before the meeting, setting forth the terms of the alteration.



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Revised 13th March 2009

Chairman.....

G. N. Goodwin 23.3.09

Minutes Secretary.....

G. Bone 23.3.09