**Constitution for The Shelley Memorial Project.**

**1.** **Name**

The name of the group shall be The Shelley Memorial Project.

**2. Aims**

The aims of the Shelley Memorial Project will be :

* To establish a lasting public memorial to the poet Shelley for public enjoyment, inspiration and education and to commemorate Horsham’s most famous citizen;
* To promote the project in order to raise funds for the achievement of the above;
* To facilitate, promote and organise events that highlight the culture and history that is associated with Shelly and contribute to Horsham’s cultural life.

**3. Membership**

Membership is open to any person or organisation who supports the aims of the project and is able to assist with the achievement of these aims.

**4. Equal opportunities**

The Shelley Memorial Project will not discriminate on the grounds of gender, race, colour, ethnic or national origin, sexuality, disability, religious or political belief, marital status, gender reassignment, pregnancy maternity or age.

**5. Conduct of Business**

The business of the Project will be carried out by officers appointed to the project officers elected at the Annual General Meeting and by those delegated to carry out actions by the officers. The officers to be elected at the AGM are as follows:

Chair

Secretary

Treasurer

Fundraising Coordinator

Events Coordinator

Social media Officer

Website Officer

Press Officer

Community Liaison Officer

Other officers will be added to the committee as required.

**6. Meetings**

Meetings are open to all members as defined in clause 3 above.

All members will be notified in writing 7 days before a meeting of the place date and time of the meeting. Meetings will be on a monthly basis or as required.

The quorum for meeting will be 5 members.

An Annual General Meeting will take place in January each year.

**7. Financial arrangements**

An account will be maintained on behalf of the Project with a bank agreed by the project members. The Account will be in the name of The Shelley Memorial Project.

The bank account will be run by the treasurer with payments authorised by any 2 out of 3 authorised signatories.

Records on income and expenditure will be maintained by the treasurer and a financial statement given at each meeting.

**8. Dissolution**

The Project will be dissolved once the agreed objectives have been achieved.