



CONSTITUTION

V1.0, 12Jun2023

1. The name of the Society is "**The Friends of The Swan**", (shortened to "**The FOTS**"). It has been in existence since 2018 and its aims have not changed since then. Physically The Swan is all the buildings held by the "**Swan Clewer Community Interest Company**" (the "**Swan CCIC**"), no. 10382258, at 9 Mill Lane, Clewer, Windsor, SL4 5JG. The Swan is a Community Pub with an integral sixth form college for students with additional needs run by The Green Room.
2. The Society is established to promote and foster the community aspects of The Swan and is one of acknowledged three pillars making up the heart of The Swan.
3. In furtherance of the aims of the Society, it shall:
 - a. Work closely with the Management and Directors of the Swan CCIC.
 - b. Affiliate to any other body having relevant purpose.
 - c. Seek financial help from the community, public bodies, industry, and other sources.
 - d. Invest all monies received in specific community-led projects and events associated with The Swan.
 - e. Look to become an Unincorporated Association and will register with the Charity Commission as and when required.
 - f. Be a not-for-profit organisation re-investing appropriately everything received.
4. Membership:
 - a. Membership is open and includes:
 - (i) Anyone who is considered a "regular" at The Swan whether it is at the pub, events, contributor, volunteer, stakeholder, etc.
 - (ii) Those signed-up for The FoTS email, Facebook Groups, and Instagram or Twitter followers.
 - (iii) Staff of The Swan CCIC.
 - b. For the avoidance of doubt, there is no subscription or payment for being a Member, nor any formal sign-up process.
 - c. The Society will promote the key goals, code of conduct, and 4 principal values of the Swan CCIC to its Membership.
5. Committee:
 - a. There is a Committee formed of volunteers from the Membership.
 - b. Members will be invited by the existing Committee to join as and when required. If a Member of The Society is interested in joining the Committee, they can make this known to The Chair of the Committee for consideration as and when a position should be available.

- c. The Officers of the Committee shall consist of a Chairperson, Vice-Chairperson, Treasurer, and a Secretary.
- d. Other Committee roles will include Historian, Publicity Co-Ordinator, Charity Liaison, IT and Communications, and a Volunteer Co-ordinator.
- e. Officers will be voted on by the Committee and retain their post for a period of 2-years; they can continue in Office for 2 years further if the Committee agree.
- f. There will be a register of full names, addresses, and contact details for the Committee members, past and present.
- g. Committee meetings will be held as a minimum monthly but can be more frequently as advised by one of the Officers.
- h. All Committee meetings will be recorded by the Secretary, and minutes circulated.
- i. The Committee will respect GDPR and the privacy of all, including the Membership.
- j. Members of the Committee will highlight any conflict of interest at the earliest opportunity and step back as required.
- k. This Constitution can only be amended by a full Committee Meeting where a 2/3 majority support the change.
- l. Should the Committee decide to dissolve the Society, all monies and information will be donated to the Swan CCIC in the appropriate legal manner.

6. Expenses:

- a. The spending of sums up to £50 may be authorised by 2 of the 4 Officers.
- b. The sum may be varied at any meeting of the Committee.
- c. Spending of sums over £50 must be approved by the Committee.
- d. Budgets for any event, activity or project - which may include multiple items, must be approved by the Committee. Expenditure within the budget should be approved by the responsible Committee Member.

7. A bank account shall be opened.

- a. The account will have a minimum of 2 signatories including the Chairperson and the Treasurer.
- b. Monthly accounts will be published by the Treasurer to the Committee.
- c. A yearly summary statement will be made available to all at the Swan CCIC AGM.
- d. Monies can be managed via cash, bank transfer or card machines (e.g., SumUP or Zettle).

8. Any monies accruing shall be used to finance:

- a. Community events.
- b. Projects to improve the environment for the community.
- c. Educational materials.
- d. Temporary fixed-term loans to the CIC.
- e. Infrastructure to support the Society and its goals (e.g., web hosting, stationery, transport costs).

Adopted by the Committee on 12Jun2023.