



CONSTITUTION

1 NAME

- a) The organisation shall be called The Brighton Event Professionals Independent Committee and abbreviated to E.P.I.C.

2 DEFINITION

- a) Event Management is the process of creatively applying necessary professional skills in organising a focused event for a target audience to achieve- a desired objective.
- b) It includes the development of small and/or large-scale corporate events such as festivals, conferences, ceremonies, artistic performances, weddings, formal parties, concerts or conventions.
- c) It involves studying the brand, identifying its target audience, devising the event concept, and coordinating the technical and operational aspects before launching the event.
- d) In the Event Planning profession, job titles are as diverse and numerous as the services offered.
- e) E.P.I.C. does not include the wider hospitality industry including but not limited to pubs and nightclubs.

3 MISSION STATEMENT

- a) Brighton E.P.I.C. encourages solution-led openness and communication between businesses in the event management/ production and supply industries across the Brighton & Hove City Council (B&HCC) and Greater Brighton regions.

4 AIMS AND OBJECTIVES

- a) The aims and objectives of E.P.I.C. are to:
 - I. focus local industry concerns and ensure they are represented with one voice to the wider governance structures - local and national government.
 - II. be a central point for information and resource sharing between Members.
 - III. be a central point for networking to foster community and good relations between Members and to enable potential work opportunities.
 - IV. ensure a sustainable outcome for the Brighton events industry long term.

- V. unite the local industry by creating a platform where Members can collaborate and share resources and support one another.
- VI. to actively promote equality and diversity within the events industry, providing an inclusive environment that welcomes and values diverse backgrounds, thinking, skills and experience.
- VII. follow key commitments outlined in Appendix 1- code of practice.

5 MEMBERSHIP/AFFILIATION

General:

- a) Full Membership is open to all private companies, organisations or individuals, who are based in, promote or supply to the event industry in the B&HCC and Greater Brighton region, or individuals who are practitioners or stakeholders in such services.
- b) New Members shall be admitted as Full Members if they satisfy the Membership Criteria, as described below.

6 APPLICATION / MEMBERSHIP CRITERIA

- a) Applications are to be made to the Chair and Secretary through E.P.I.C.'s online portal.

Applications returned at least seven working days prior to a General Meeting (GM) will be considered at that GM.

Membership Criteria for Full Membership

- b) The Applicant must:
 - I. agree to the E.P.I.C. Code of Practice.
 - II. be able to demonstrate to the Officers of the organisation (acting in a fair, reasonable and non-discriminatory manner in reviewing such evidence) that the applicant has the necessary skills, expertise and experience in the supply of services to the Brighton event industry (the **Services**) and that those Services:
 - i. represent a core activity of the Applicant's business.
 - ii. are carried out predominantly in the UK.
 - III. maintain in place during their period of membership appropriate insurance policies for their area of activity.
- c) Any Applicant dissatisfied with a decision of the Officers to refuse its application for membership has the right to:

- i. ask the Officers to reconsider their decision, in particular, by making such representations and/or providing such further information as it considers reasonably necessary.
- ii. follow the procedure set out in Appendix [2] below (Appeals).

Ongoing Membership Requirements

- d) Members must demonstrate (subject to adequate safeguards to ensure that no commercially sensitive information of any Member is disclosed to any other Member) that they continue to comply with the Membership Criteria at each renewal.
- e) Members are to abide by the E.P.I.C. Constitution and adhere to its aims.
- f) Members are expected and encouraged to demonstrate active participation in the business of E.P.I.C.

Grounds for expulsion

- g) A membership may be terminated on certain grounds as set out below after one week's general notice to E.P.I.C. by a unanimous decision of the Officers of E.P.I.C. at all times acting in a fair, reasonable and non-discriminatory manner. A Member wishing to appeal against a decision to terminate its membership may follow the procedure set out in Appendix [2] below (Appeals).
- h) Any Member may be expelled from E.P.I.C. for:
 - I. a breach of the Constitution.
 - II. being guilty of conduct which the Officers decide – acting in a fair, reasonable and non-discriminatory manner - may reasonably be expected to bring the reputation of E.P.I.C. into disrepute.

Any Member dissatisfied with a decision of the Officers to expel them from E.P.I.C. has the right to ask the Officers to reconsider, by making such representations and providing such information as it considers relevant and necessary.

- i) No Applicant shall be discriminated against on grounds of sex, race, age, religion, disability, sexual orientation or political opinion.

7 ELECTED OFFICERS

- a) The membership (Full Members only) shall on a two yearly basis elect a Chairperson, Vice Chair, Secretary and Treasurer (together, **the Officers**) at the Annual General Meeting (**AGM**). The AGM will be held by the end of March each year. The elected persons will manage the affairs of E.P.I.C. in accordance with the Constitution.

- b) The Chairperson shall preside over meetings and shall hold the casting vote. The Chairperson is responsible for managing the business of E.P.I.C. and shall present a report each year to the AGM.
- c) The Vice Chair shall support the Chairperson in their roles and accept deputised duties in the absence of the Chairperson. In absence of this role, the remaining Officers should delegate the role to a suitable deputy who may be co-opted for the meeting.
- d) The Secretary is the guardian of the process of meetings, keeping formal records of the group's process and decisions: and the minutes of the meeting where relevant. This may include keeping records of correspondence. In the absence of the Secretary the remaining Officers should delegate the role to a suitable deputy who may be co-opted for the meeting.
- e) The Treasurer shall be responsible for the management of funds associated with E.P.I.C. A statement of account shall be presented each year to the AGM and a statement of E.P.I.C.'s financial situation shall be available at General Meetings, so that members can authorise expenditure with confidence. In the absence of the Treasurer the remaining Officers should delegate the role to a suitable deputy who may be co-opted for the meeting.
- f) Should a vacancy occur for Chairperson, Vice Chair, Secretary or Treasurer the membership may appoint a Member (Full or Associate) to stand as a co-opted Officer until the next AGM.
- g) Should a vote of no confidence in an Officer be passed, the subject of the vote shall resign and a co-opted member be selected by the meeting and shall serve until the next AGM.
- h) The term of office shall be for a period of 24 months, effective from one month after the date of the AGM at which the election took place.
- i) The Officers are empowered by E.P.I.C. to take day to day management decisions and authorise routine expenditure on behalf of E.P.I.C. Policy decisions should be decided at general meetings. Items of expenditure exceeding £1000 must be authorised by the membership unless the urgency of the matter requires an immediate decision. In such a case, Members should be notified in writing within seven days of such a decision. The Officers are expected to take an active role in the affairs of the organisation.
- j) All Member votes as required will take place at the AGM.
- k) Subgroups may be incorporated from time to time with specific focus. These will be decided by a vote among the Officers.

8 ANNUAL GENERAL MEETINGS

- a) The AGM will take place in the first quarter of each year (January - March). All Members will be notified at least one month in advance by official communication.
- b) Full Members must attend the organisation's Annual General Meeting (AGM) or send representation.
- c) Nominations for new Officers positions must be received in writing seven days before the AGM.

- d) All nominations must be proposed by one other Member of E.P.I.C. and seconded by another Member of E.P.I.C.
- e) An outgoing Officer may not nominate someone for the position they are vacating.
- f) Voting shall be by a show of hands and the successful candidate for each position selected by the greatest number of votes cast. A candidate may not stand for more than one position. The announcement of positions will be made at the AGM and recorded in the minutes of the meeting.

9 GENERAL MEETINGS

- a) A General Meeting (GM) may be called by the Officers at any time. A minimum of two weeks' notice shall be given to Members. Ordinary Members may call a General Meeting themselves by way of a written petition of five Members, made to the Secretary. A vote of no confidence may only be taken at a GM.
- b) Quorum for a GM shall be five Full Members, one of whom must be an elected Officer. If insufficient Members are present to achieve a quorum the Secretary shall call, within fourteen days, or as soon as is practicable, a further meeting at which business may then be conducted by those in attendance, even if a quorum is not achieved.
- c) General Meetings shall take place a minimum of two times in between the dates of the AGM.
- d) Members are encouraged and expected to attend General Meetings where possible. Members may send more than one representative to a meeting with the prior approval of the Secretary.

10 CONSTITUTION

- a) The Constitution may only be varied at the AGM. It shall be available to all Members and will be re issued annually within two weeks following the AGM (other than section 13).
- b) The interpretation of the Constitution rests with the Officers. In the event of a dispute the matter may be raised for resolution at the next available meeting.

11 VOTING

- a) Voting is based on one vote per Full Member. Organisations can have only one Member per company or associated company or organisation. Only the votes of Members attending the meeting will be valid and counted. Members may send any representative from their organisation to vote.
- b) Votes on normal business will be transacted by a simple majority of votes cast. Each Member has one vote; the Chairperson has the casting vote.

12 FINANCE

- a) All cheques and withdrawals drawn on the E.P.I.C. account must bear one Officer's signature, with formal, recorded and auditable consent from an additional Officer.
- b) The financial year shall run in line with the fiscal year (1st April - 31st March).

- c) E.P.I.C. should carry adequate public liability insurance to be decided by the Officers.

13 CHANGES TO THE CONSTITUTION

E.P.I.C. may make such changes to the Constitution as it considers appropriate from time to time in accordance with its own policies and procedures. E.P.I.C. agrees to give Members at least 30 days' notice in writing of any changes to the Constitution.

14 TRADE MARK LICENCE

- a) If applicable, Members are required to enter into E.P.I.C.'s standard form licence in respect of the use by Members of E.P.I.C.'s marks and/or name.
- b) In the absence of a trademark licence, Members must obtain written permission from the organisation's Officers to use E.P.I.C.'s name or logo.
- c) Full Members may use the E.P.I.C. logo on promotional material in relation to their organisation but must not indicate affiliation of any specific event unless in line with clauses 14(a) or 14(b).

15 TERMINATION OF MEMBERSHIP FOR INSOLVENCY RELATED REASONS

- a) E.P.I.C. shall be entitled (but not obliged) to terminate/cancel a Member's membership of E.P.I.C. where
 - I. the Member is unable to pay their debts as they fall due within the meaning of section 268 of the Insolvency Act 1986 or
 - II. a floating charge holder over any of the Member's assets has become entitled to appoint or has appointed an administrative receiver or
 - III. a person becomes entitled to appoint a receiver over the Member's assets or a receiver is appointed or
 - IV. the Member ceases to trade.

16 CONSEQUENCES OF TERMINATION OR EXPIRY OF MEMBERSHIP

On the termination or expiry of a Member's membership the Member shall immediately cease to hold themselves out as a member of E.P.I.C. and shall cease to contain any reference to E.P.I.C. in any documentation or public statements.

17 RESIGNATION OF MEMBERS

A Member may resign by giving to the Secretary one month's notice in writing of their intention to do so.

Appendix 1- Code of Practice

Introduction

- Members of E.P.I.C. must operate their businesses with integrity and in accordance with E.P.I.C.'s standards of good practice, probity and professionalism set out in this Code of Conduct ("Code").
- Compliance with this Code is a condition of membership of E.P.I.C.
- This Code does not seek to define in precise terms events or actions which shall or shall not be taken. It sets out key commitments, and principles which Members are expected to apply, with good sense and in accordance with E.P.I.C.'s objectives, as set out in its Constitution.

Key commitments

Members of E.P.I.C. are required to abide by this Code and all applicable laws and regulations.

Members are encouraged to implement Best Industry Practice to promote safe and sustainable events within our city. Best Industry Practice being a method that has consistently shown results superior to those achieved with other means, and that is used as a benchmark or standard way of operating in the Industry, and used as a means of maintaining quality in addition to those applicable mandatory legislated Industry Regulations and Industry Standards.

Members shall act with integrity and deal fairly and responsibly with clients and prospective clients.

Members shall keep any personal grievances with other Members outside of the organisation.

Members shall operate appropriate complaints procedures, the structures and outcomes of which E.P.I.C. may request from time to time.

Appendix 2- E.P.I.C. Disciplinary and Appeals Procedure.

DISCIPLINARY ISSUES

Disciplining of Members

Any Member may make a complaint to the Officers that another Member:

has refused or neglected to comply with a provision or provisions of this Constitution or

has wilfully acted in a manner prejudicial to the interests of E.P.I.C.

The Officers may refuse to deal with a complaint if they consider the complaint to be trivial or vexatious in nature.

If the Officers decide to deal with the complaint, the Officers:

must cause notice of the complaint to be served on the Member concerned, and

must give the Member concerned at least fourteen working days from the time the notice is served within which to make submissions to the Officers in connection with the complaint, and

must take into consideration any submissions made by the Member concerned in connection with the complaint, and

must explain the right of appeal of the Member concerned.

The Officers may, by resolution, decide to expel or suspend the Member concerned from E.P.I.C. (the **Decision**) if, after considering the complaint and any submissions made in connection with the complaint, they are satisfied, acting in a fair, reasonable and non-discriminatory manner, that the facts alleged in the complaint have been proved and the expulsion or suspension is warranted in the circumstances.

If the Officers decide to expel or suspend a Member, the Secretary must, within fourteen working days after the action is taken, cause written notice to be given to the Member concerned of:

the action taken,

the reasons given by the Officers for having taken that action, and

the right of appeal of the Member concerned.

The expulsion or suspension does not take effect:

until the expiration of the period within which the Member concerned is entitled to appeal against the Decision; or

if within that period the Member concerned exercises the right of appeal, unless and until the Officers of the organisation confirm the Decision under clause 15, whichever is the later.

All those involved in whatever role in the disciplinary procedures of E.P.I.C. shall treat the matters under consideration as confidential at all times. All papers shall be marked 'Confidential' accordingly.

Nothing in this requirement shall prevent E.P.I.C. from disclosing the outcome of a disciplinary hearing or Appeal to the general membership.

Any Decision of the Officers in respect of a Disciplinary Issue shall set out the right of Appeal.

APPEALS

Any Member, or Applicant whose application for Membership has been rejected, who wishes to lodge an appeal against a Decision of the Officers must do so within fourteen working days of receiving the written Decision. The letter of appeal against the Decision must be sent to the Chairman of E.P.I.C. and must state the grounds on which the Decision is challenged.

E.P.I.C. shall acknowledge a letter of Appeal within ten working days of its receipt and shall establish an Appeal Panel within a further ten working days. The Appeal Panel shall not include among its Members any persons who have been involved directly either in the events giving rise to the hearing, or in the investigation, or in the hearing itself, but shall consist of three Members selected by the elected Officers, one of whom will be nominated by the elected Officers as the Chairman of the Appeal Panel. In addition, the elected Officers may also appoint co-opted Members who will have no vote.

The elected Officers shall select the Members of the Appeal Panel from the general membership having regard to fairness and impartiality.

The appellant shall be notified by E.P.I.C. of the membership of the Appeal Panel and required to acknowledge that they have no objection to any of the Members. The appellant shall be notified by the Chairman of the Appeal Panel of the date, time and place of the appeal hearing with not less than fifteen working days notice after all papers have been received and the names of any witnesses and copies of any written evidence exchanged by both sides. The appellant may be accompanied by a colleague, whose name must be provided to the Chairman of the Appeal Panel at least seven working days in advance of the appeal hearing.

At the appeal hearing the appellant shall state their case supported by such witness (es) that they might call and the written evidence intended to be presented. The appellant may then be questioned by the Appeal Panel who may also hear witness (es) and receive written evidence, which supports the original finding. The Appeal Panel shall retire to consider its verdict, which may either quash the original decision, or abate the penalty, or order that the case be reheard, or confirm the original findings.

The decision of the Appeal Panel shall be issued in writing by recorded delivery post to the parties concerned and also to E.P.I.C. as soon as possible after and, if practicable, within ten working days of the Appeal being heard. The letter shall also state any change in the disciplinary action agreed at the original hearing but such change may only reduce, and not increase, the original penalty.

RECORDS OF HEARINGS AND APPEALS.

The decisions of all E.P.I.C. Disciplinary Panels and Appeals Panels shall be retained in confidential records of E.P.I.C. for a period of time specified by the appropriate panel, which shall not be less than ten years. Supporting documentation shall also be retained in the same fashion.

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