

Mill Creatives Governing Agreement

1. Type

Millcreatives.org and mill creatives, herein known as mill, is a not for profit community organization. All earnings go back into mills registered bank account herein noted as funds from which costs are drawn.

2. Costs

Costs in order of priority and funds allowing are:

2.a Actual costs.

2.b Expenses.

2.c Donation to an charity or not for profit group outside of mill.

2.a

Actual Costs

All costs must be noted in one common ledger.

Costs can include but are not exclusive to:

Printing for marketing and promotional material.

Advertising.

Costs involved in running website i.e. domain name purchasing, web server hosting charge.

Event/project/workshop/exhibition running costs: such as venue hire, equipment hire, and materials.

Rent of property being used solely for the business of mill.

2.b

Expenses

All expenses must be noted in a second common ledger at the end of every month.

Expenses are available only to committee members and only when used for mill related tasks unless the committee decides it is in the best interest of mill to do otherwise. For example an otherwise could be, the allowance of travel expenses to voluntary journalists promoting mill in the local presses if entirely necessary.

Expenses can include but are not exclusive to:

Travel and other costs of attending meetings, specific telephone and broadband charges, traveling, accommodation and food while on trustee business, and providing childcare or care of other dependants while attending to trustee business.

Expenses agreement: the sole purpose of any expense must be for the benefit of mil.

The expense must be applied for to the committee and agreed by all members of the committee before being withdrawn from mills funds. A fair usage clause applies that should there not be sufficient funds to cover current and quarterly foreseeable actual costs, expenses cannot be taken.

2.c

Donation

The donation is available to all registered charities and not for profit organizations.

It will be the decision of the committee taking into account suggestions from all members to whom donations are made. The percentage donated is subject to a bi-annually review. The intention being that this percentage increases as mill's funds increase.

This donation will be made on a quarterly basis providing mill has covered its costs and expenses for that period. The donation can only be released providing mill is not in debt of any kind.

3

Salary

We emphasise that volunteers should not be 'out-of-pocket' as a result of the work they carry out on behalf of mill.

Committee members have to understand that this is a not for profit organization and done on the good will of people therefore we cannot pay any salary. However if any services are provided to the organization that contributes to the development and the success of the organizations the expenses of this will be covered by mill. The committee members will review these expenses.

A member may only be paid for serving mill where this is clearly in the interests of the organisation and provides a significant and clear advantage over all other non payable options.

Where mill proposes to employ a member in some other role, or wishes to compensate them for loss of earnings they may be able to source elsewhere to enable them to facilitate the success of mill during working hours, it must firstly ensure that it has the necessary authority from the committee.

A fair usage clause applies that any salary cannot be released unless there are sufficient funds to cover with contingency current costs, this is in place to ensure mill can continue to facilitate its outreach projects on a regular basis.

Any expenses can only be taken from 40% of funds mill has, therefore leaving a further contingency amount in the fund. This is to ensure that mill's bank account stays healthy and with enough to prepare for future plans any eventual unforeseen events and projects.

4 Founders and committee members

Any committee member will put in equal time and effort into the success and running of mill. They will have a friendly working practice that each will help out in all roles if they have the skills and time to do so.

The committee members will be expected to:

maintain vision, mission and values.

develop strategy.

establish and monitor policies.

ensure compliance with the governing document and constitution.

ensure accountability.

ensure that the charity fulfils accountability as required by law.

ensure compliance with the law.

maintain proper fiscal oversight.

respect the role of staff / volunteers.

maintain effective board performance.

promote the organisation.

set up employment procedures.

adhere to the Equality and Diversity policy.

5 Data protection

All key account parties must not disclose any information that could hinder the success of mill creatives as an organization.

This means that any literature relating to mill creatives must not be copied.

Any graphics, designs, website content and design created for or by mill creatives must not be copied.

Any current ideas or pending mill projects must not be applied elsewhere.

All persons involved with the running, marketing and administrations of projects for mill creatives will be asked to sign a copy of this governing agreement in person or electronically legally binding them to the data protection responsibilities.

6 Dissolution

Should mill cease to exist any residual funds after clearing owed costs will be donated to charity. This governing document is subject to periodic review.