

## SANDOWN CARNIVAL ASSOCIATION CONSTITUTION

### 1. TITLE

The organisation shall be called THE SANDOWN CARNIVAL ASSOCIATION. A Committee elected at the Annual General Meeting shall administer it. The Committee shall be known as the Sandown Carnival Committee (the Committee).

### 2. AIMS

To promote and organise annual carnival parades for the community, in a peaceful manner and without causing injury, nuisance or distress.

Events leading up to, or in addition to, the main Carnival Parade, may also be organised.

All monies raised will be solely for the use of organising and promoting carnival related events within the Sandown Community.

### 3. MEMBERSHIP

A. Bona fide members of the general public can be members of the organisation on the premise that their interests are purely to the benefit of the community through participation, organisation and promotion of the Carnival event and abide by the rules of the organisation. Each member shall have the right to one vote at all General Meetings of the Sandown Carnival Association.

### 4. OFFICERS

a. The Officers of the Sandown Carnival Association shall comprise:

Chairperson

Vice-Chairperson

Secretary

Treasurer

b. All of whom should reside within the PO36 area.

c. Any member of the Committee who fails to attend three consecutive Meetings without just cause shall be removed from the Committee after being informed by the Secretary in writing.

Each Officer shall be elected each year at the Annual General Meeting (AGM) and shall serve until the next AGM. They shall have been proposed and seconded in writing to the Secretary no less than fifteen days before the AGM. Where insufficient nominations are received the Chair of the Meeting may accept nominations from those attending the Meeting.

d. The Committee shall have the power to co-opt Members to fill vacancies. Co-opted members must be eligible in the same way as those nominated at an AGM.

e. **All** officers and committee members who are in contact with children and vulnerable adults as part of their carnival duties must be CRB checked, and they must come back **clean**.

### 5. DUTIES AND FUNCTIONS

The Committee shall have the responsibility for the planning, fund raising, organising and managing annual Carnival parades, and any other subsidiary events.

The committee shall appoint appropriate sub-committees and working groups as and when deemed necessary and may dissolve said sub-committees and working groups if necessary. At least one member of each sub-committee or working group must be a member to the Committee and all other sub-committee members must be members of the Organisation. Such sub-committees and working groups shall not commit the Organisation to any financial expenditure without the prior approval of the Committee.

Members of the Committee shall each be indemnified by the Organisation against any liability claims or demands arising from any action done in good faith by them on behalf of the Organisation or its members in the administration of the Organisation.

## 6. FINANCE

The Financial year shall run from 1<sup>st</sup> January to 31<sup>st</sup> December in each year. Income shall be derived from fees, advertising, charges, donations, sales and any other appropriate source. The Committee shall administer the funds and be responsible for approving all charges and expenditure. All withdrawals shall require two signatures from three approved signatories, which include the Chair and Treasurer.

The Committee shall reimburse out of pocket expenses only when covered by receipt or invoice.

The Organisation's funds shall be held in accounts in the name of the Organisation at a bank or building society approved at the Annual General Meeting.

The Committee shall have the power to seek grants from appropriate funders to support specific activities.

## 7. ACCOUNTS

The Honorary Treasurer shall keep a record of all transactions and present a current statement of the accounts at each Committee Meeting. Audited annual accounts will be presented for approval to the AGM each year.

## 8. MEETINGS

### a. ANNUAL GENERAL MEETING

The AGM shall be held within three months of the end of the financial year each year and a notice placed in the local press at least twenty one days before the AGM shall be deemed to be notice of that meeting. Where practicable advance notice of not less than fourteen days shall be sent to all Members giving details of date time and venue and the opportunity to send nominations for Officers and Committee Members. The Agenda together with a list of those nominated will be sent to all Members fourteen days before the Meeting. The Secretary must receive proposals for consideration at the AGM no later than fifteen days before the AGM. A quorum shall comprise at least five Members entitled to vote, including two officers.

### b. EXTRAORDINARY GENERAL MEETING

The Secretary shall call an Extraordinary General Meeting (EGM) upon receipt of a written request by at least ten voting members, or at the request of the Committee, for discussion of such matters detailed in the requisition only. Any such meeting must be held within twenty-eight days of such valid request and no less than fourteen days' notice given of such a Meeting. A quorum shall comprise at least five Members entitled to vote including their proxies.

### c. COMMITTEE MEETINGS

Committee Meetings shall be held at the discretion of the Committee to ensure a smooth transaction of all relevant business. A quorum of at least five members including two officers must be present at each meeting for voted decisions to be made.

Committee meetings shall be held no less than three times between one Annual General Meeting and the next. The Committee may vary the date and month of these meetings and call additional meetings if deemed necessary. The Secretary shall give all members not less than seven days' notice in writing (or via e-mail) of the date and place of the meeting with an agenda of the business to be transacted.

#### 9. AMENDMENTS TO THE CONSTITUTION

This constitution can only be amended at an Annual General Meeting called for that purpose where there is a two-thirds majority of those entitled to vote.

#### 10. WINDING UP

The Sandown Carnival Association may be wound up where there is a two-thirds majority of those entitled to vote at a General Meeting called for that purpose. At that time any surplus funds, after payment of all outstanding debts and other commitments, shall be distributed equally among locally based bona fide clubs, charities, societies and organisations.

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