

SANDOWN CARNIVAL ASSOCIATION CONSTITUTION (2024)

1. TITLE

1.1 The organisation shall be called the Sandown Carnival Association (the 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

2.1 To organise for the community in Sandown an annual carnival parade and other public parades, events or activities which may be decided by the Committee, in a peaceful manner and without causing injury, nuisance or distress.

2.2 To raise funds for the purpose of organising, managing, promoting or otherwise supporting such public parades, events or other community activities in Sandown.

2.3 To be a non-profit organisation with the intention of staging and supporting events and activities which are free of charge to the public.

2.4 To work singly or in partnership with others, at all times encouraging equality, diversity and inclusion, with the contributions of all members of the organisation recognised and valued.

3. MEMBERSHIP OF THE ASSOCIATION

3.1 Membership of the Association shall be decided by the Committee and may include volunteers, helpers, specialists or members of the public with a genuine interest in promoting the success of the organisation and its events and activities.

3.2 Each member shall have the right to one vote at the Annual General Meeting (AGM) and other General Meetings of the Association.

3.3 The Committee shall keep an up-to-date register of the Association's members and may make recommendations to the AGM regarding the application of membership fees.

4. THE COMMITTEE

4.1 The Committee shall have responsibility for planning, organising, managing and promoting all the organisation's events and activities, and for fundraising.

4.2 Each member of the Committee shall be a member of the Association elected at the AGM for one year, and may be re-elected.

4.3 The Committee shall assign areas of operational responsibility to its members and may agree to set up working groups, deciding their composition as necessary. Specialists or other valued consultees who are not members of the Association may be invited to join working groups at the Committee's discretion.

4.4 The Committee shall have the power to co-opt new members, subject to their Committee membership being decided at the subsequent AGM.

4.5 Only the Committee shall have the power to make decisions and authorise expenditure of funds, but may agree to delegate decisions to one or more Officers.

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

4.7 Any member of the Committee who fails to attend three consecutive Committee meetings without reasonable cause may be removed from the Committee after being informed by the Secretary in writing.

5. OFFICERS

5.1 The Officers of the Association shall sit on the Committee and comprise Chair, Vice-Chair, Secretary and Treasurer, at least two of whom should reside in the PO36 area.

5.2 Each Officer shall be elected at the AGM for one year and may be re-elected.

5.3 Candidates for Officer positions must be proposed and seconded in writing to the Secretary no later than 14 days before the AGM.

5.4 If an Officer vacancy exists outside the time-frame for AGM elections, the Committee may agree to elect or co-opt an Officer subject to the appointment being decided formally at the subsequent AGM.

6. FINANCE AND ACCOUNTS

6.1 The Association's income shall be derived from donations, sales, advertising, fees, charges, grants, other financial awards and any other appropriate source.

6.2 The Committee shall administer the funds, approve all charges and expenditure and have the power to seek grants or financial awards from appropriate funders for specific or general activities of the Association.

6.3 The Committee shall decide the dates of the Association's financial year.

6.4 The Association's funds shall be held in the name of the organisation at a banking institution approved at the AGM.

6.5 The Treasurer shall keep a record of all transactions and present a current summary of the accounts at each Committee meeting.

6.6 Annual accounts shall be presented to the AGM for approval each year.

6.7 The Treasurer shall be authorised by the Committee, whenever possible in advance, to make withdrawals and payments from the Association's bank account.

6.8 The Treasurer is expected to consult with the Chair, or one other Officer, on all significant or unexpected transactions.

6.9 The Treasurer shall be authorised by the Committee to reimburse out-of-pocket expenses properly supported by receipt or invoice.

7. MEETINGS

7.1 Annual General Meeting (AGM)

The AGM shall be held within three months of the end of the financial year, and a notice placed in local media at least 21 days in advance shall be deemed sufficient public notice of the meeting.

7.2 Advance notice of no fewer than 21 days shall be sent to all Association members giving details of the date, time and venue and notifying them of the opportunity to submit nominations for the election of Officers and Committee members.

7.3 The Secretary must receive nominations, and other proposals for consideration at the AGM, no later than 14 days before the meeting. The agenda, together with a list of those nominated, shall be sent to all Association members no later than 7 days before the meeting.

7.4 A quorum shall be at least five members entitled to vote, including two Officers.

7.5 Extraordinary General Meeting (EGM)

The Secretary shall call such a meeting on receipt of a written request by at least ten Association members or at the request of the Committee, for discussion solely of matters detailed in the request.

7.6 An EGM must be held within 28 days of a request accepted as valid by the Secretary and Chair of the Association, and no fewer than 14 days' notice of the meeting shall be given.

7.7 A quorum shall be at least five members entitled to vote, including two Officers.

7.8 Committee Meetings

Meetings shall be held at the discretion of the Committee to ensure the efficient transaction of all the Association's business through the year and must be held at least three times between one AGM and the next.

7.9 The Secretary shall give Committee members no fewer than 7 days' notice in writing of the date, time and place of meetings with an agenda of business to be dealt with.

7.91 A quorum shall be at least five members entitled to vote, including at least one Officer.

8. AMENDMENTS TO THE CONSTITUTION

The Association's Constitution may be amended only at the AGM or at an EGM called for the purpose, where there is a two-thirds majority of those entitled to vote.

9. WINDING UP

The Sandown Carnival Association may be wound up where there is a two-thirds majority of those entitled to vote at an EGM called to consider the matter.

9.1 In the event of winding up being agreed, after payment of all outstanding debts and other commitments, any surplus funds shall be distributed for the benefit of the Sandown community as the meeting so decides.

This Constitution agreed at an Extraordinary General Meeting of the Sandown Carnival Association on 26 January 2022, with paras 5.4 and 7.91 amended at the AGM on 27 January 2024