**Old Basing and Lychpit Parish Carnival**

**Constitution**

1. **Name**

The name of the association shall be **Old Basing and Lychpit Parish Carnival**

1. **Aims**

The Aims of the association will be:

* To organise, promote and co-ordinate an annual carnival, and other events as the Committee may decide, for the benefit of the parish.
* To provide funds towards any project or organisation for the benefit of the parish.
1. **Membership**

Membership is open to anyone over the age of 18 who lives in the parish and supports the aims of the association.

1. **Officers and Committee**

The business of the association will be carried out by a committee elected at the Annual General Meeting. The Committee will meet as necessary and not less that four times a year.

The Committee will consist of a minimum of 6 members and a maximum of 20 and be composed of **3-4 officers** and up to a further 17 elected members. Committee members will serve until the next AGM but may be re-elected for further terms.

The Officers elected by the Committee immediately following the AGM are:

* Chair
* Secretary
* Treasurer

If it is deemed necessary a Vice-Chair may also be elected by the Committee. A Vice-Chair being a committee member acting as deputy for the Chair in the Chair’s absence.

In the event of an officer resigning or not being able to fulfil their role during their term, a replacement will be elected at the next Annual General Meeting. A temporary replacement can be chosen by the Committee at a general meeting of the Committee to act for the remaining term of office until the AGM takes place.

1. **Meetings**

Minutes will be recorded at all meetings by the secretary.

* 1. Annual General Meetings

An annual General Meeting (AGM), will be held within fifteen months of the previous AGM

All Members will be notified in writing at least 14 days before the date of the meeting, giving the venue, date and time.

Nominations for the committee may be made to the Secretary before the meeting, or at the meeting. Such nominations must have the consent of the nominee.

Members of the Committee are elected by at least two thirds of those entitled to attend the meeting.

**AT the AGM**

* The Chair will present a report of the activities since the previous AGM
* The Treasure will present the accounts for the previous year
* The officers and Committee for the next year will be elected
* An independent auditor will be appointed

The quorum for the AGM is 10 members.

* 1. **Extraordinary General Meetings**

An Extraordinary General Meeting (EGM), may be called at anytime at the request of the majority of the Committee or at least eight other members of the association, giving a written request to the Secretary stating the reason for their request.

 The meeting will take place within 30 days of the request

All members will be notified in writing at least 14 days before the date of the meeting, giving the venue, date time and nature of business to be discussed.

 The quorum for the Special General Meeting is 10 members.

* 1. **Committee Meetings**

The committee can hold as many meetings as deemed necessary to meet its aims. A minimum of four meetings a year should be held.

At Least 7 days’ notice of the date, time and location of the meeting should be given to all Committee members

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The quorum for Committee meetings is 6 Committee members, two of which should be officers.

1. **Voting**

All decisions will be made by a simple majority of the votes cast.

Each Committee member has one vote except for the Chair of the meeting who has a second or casting vote in the event of a tied vote.

If a Committee member is unable to attend a meeting their vote may be received in writing prior to the meeting.

1. **Powers**

In Keeping with the association’s aims, the Committee has the following powers:

* To publish and distribute information
* To hire or purchase equipment and supplies as required
* To receive monies and make payments
* To raise funds
* To organise events
* To obtain loans or borrow funds
* To nominate organisations and/or projects to receive a donation and to agree the amounts to be awarded
* To co-opt additional Committee members
* To arrange such insurance cover as the Committee deems to be necessary
1. **Finances**

A bank account will be maintained by the Committee on behalf of the association to which all income will be credited.

Payments from the account shall be made on the signature or electronic equivalent of any one of the following: the Chair, the Treasurer or the Secretary.

All payments will be authorised by two of the signatures.

Records of income and expenditure will be maintained by the Treasurer and a financial statement given at each Committee meeting.

A financial statement shall be presented to the AGM, the accounts first having been audited and approved by the association’s independent auditor.

1. **Amendments to the Constitution**

Amendments to the constitution may only be made at the Annual General Meeting or at an Extraordinary General Meeting, by two-thirds majority of the votes cast of those present. The constitution may not be amended in any way that affects the aims of the association.

1. **Dissolution**

The association may be dissolved by a resolution presented at an AGM or EGM. The resolution must have the agreement of two-thirds of those voting and must give instructions for the disposal of any assets remaining after paying any outstanding debts and liabilities of the association.

The Carnival trophies shall be given to the Old Basing & Lychpit Parish Council for use by any organisation with similar aims to those of the association.

This constitution was agreed on …………………………………………………………………..(date)

 **Chair**

 **Name**

 **Signature**

** Secretary**

 **Name**

 **Signature**



**Treasurer**

**Name**

**Signature**