**SHAFTESBURY CARNIVAL COMMITTEE**

**CONSTITUTION**

**1. NAME**

Shaftesbury Carnival Committee, hereinafter referred to as the Committee.

# OBJECTIVES

To organise, promote and co-ordinate a Carnival and other events as the Committee may from time to time decide, for the benefit of fund raising for Shaftesbury Carnival.

 The Committee will be non-profit making. Proceeds from any event will primarily be used to donate monies to the chosen charities which will have been decided by the committee for that carnival year. Any funds over and above the agreed amount will be held by the Committee to finance future events. In the event of dissolution see section 7.

# MEMBERSHIP

Membership of the Committee shall be open to any individual aged 18 and over who subscribes to the above objectives.

Membership shall not exceed **50** in number. Membership will be made up of representatives of the community.

# MEETINGS

Committee meetings will be held **11** times a year.



An Annual General Meeting (“AGM”) shall normally be held within 4 calendar months after the preceding Carnival.

Twenty-eight days public notice will be given with respect to any Carnival Committee AGM.

The following Executive Officers shall be elected at the Annual General Meeting:

* Chairman
* Vice-Chairman
* President
* Secretary
* Procession Secretary
* Treasurer

The Officers elected at the AGM shall take up their posts immediately. Other committee members will be elected. An Independent Auditor will review the accounts and produce an audited statement of income and expenditure incurred which shall be received by the Committee at the AGM.

Seven days public notice will be given of any, and all, Committee meetings. Committee meetings shall be held as required and necessary to deliver the Carnival events.

Emergency meetings may be called at the Chairman’s discretion, or at the written request of five or more members of the Committee, provided that seven days public notice is given of such.

# POWERS AND DUTIES

The Committee may accept donations and raise money by legitimate means in furtherance of the above objectives specified in paragraph two above.

The Committee shall have the powers to open bank account(s) in the name of the Shaftesbury Carnival Committee and to draw cheques or make online payments by, and on the signature of, any two of the Executive Officers.

 The Committee may reimburse any member of the Committee for an expense incurred regarding

items acquired relating to Carnival organisation. Reimbursement is conditional on the expenditure in question being the subject of prior agreement with a minimum of two Executive Officers. Reimbursement is also conditional upon the production of appropriate receipts. All such reimbursement payments shall be recorded and copies of all receipts shall be kept to be utilised in the Audited Statement referred to in paragraph 4 above. Honorariums are paid to in-light of work carried out to Secretary, Procession Secretary and Treasurer.

 The Committee may set up sub-committees as necessary.

All committee members must declare their membership of, or any other links to, other bodies or societies which may benefit from, or be involved in any other way, in the work of the Committee and any personal interests which would benefit from or be affected by the work of the Committee.



These interests once declared shall be recorded. Where there is the potential for a conflict of interest the Committee Member concerned must declare it and take no part in discussing the issue to which the conflict relates, additionally the Committee Member in question will be ineligible to vote with respect to that issue and shall not lobby or contribute to decision making process with respect to that issue.

Such issues might include the award of donations, grants or other monies, the award of work contracts, favourable concessions or publicity.

Minutes of each meeting are to be circulated to all members.

# TERMINATION OF MEMBERSHIP

The Committee shall have the right, for good and sufficient reason, to terminate or suspend the membership of an individual member or members for any behaviour or actions deemed by the

Committee to be inappropriate, dishonest or offensive. This shall include any behaviour deemed to bring the reputation of the Committee into disrepute or offend the reputation of any individual Committee member.

The Executive Committee members have the right to make the final and absolute decision regarding the termination of Committee membership should any such dispute occur with individual Committee member(s).

# DISSOLUTION

Should the Committee be dissolved by a majority vote of members, any sum or property remaining after satisfaction of outstanding debts shall be donated to community organisations that function within Shaftesbury, Dorset.

# CONSTITUTION

The above constitution may only be altered by resolution passed by a majority vote at an Annual General Meeting or Emergency General Meeting.