



## **THE GREAT BENTLEY CARNIVAL & FETE ASSOCIATION CONSTITUTION**

### **A. The name of the association shall be The Great Bentley Carnival & Fete Association**

### **B. OBJECTS**

- B.1 To give financial assistance to youth/childrens groups of Great Bentley that are the beneficiaries in that particular year. Monies to be paid at the AGM or at a fund raising event prior to the AGM with the committee's approval.
- B.2 To raise funds to enable the Great Bentley Carnival & Fete Committee to carry on its activities by the organisation of a main annual event known as the Great Bentley Carnival Day and other events throughout the year.

### **C. OFFICERS**

The officers will comprise of a Chairman, Secretary and Treasurer, and may also have a Vice Chairman, the foregoing to be elected at the AGM along with committee members as defined in Section E.1.

### **D. GENERAL MEETINGS:**

- D.1 The Association shall meet once a month or as regarded by the officers and committee as necessary
- D.2 A special general meeting may be called at any time by four committee members, as and when required. Not less than seven days' notice in writing of any such meeting shall be given to all committee members.

### **E. GENERAL COMMITTEE**

- E.1 Each of the beneficiary groups shall provide one committee member on the general committee and shall endeavour to provide a representative at all meetings.
- E.2 Any out of pocket expenses incurred by committee members may be claimed back from the Association on production of receipts to the treasurer.

### **F. BENEFICIARIES**

- F.1 The maximum number of beneficiaries shall not exceed twelve. Any new groups wanted to be a beneficiary must apply to the committee not less than one month prior to the AGM, and may be voted on assuming one of the other beneficiaries (if twelve) no longer require assistance for the coming year.
- F.2 Beneficiaries for each year are to be named and held on file by the secretary.

### **G. AMENDMENTS**

- G.1 Any amendments or additions to the constitution must be made in writing to the Secretary by August 1<sup>st</sup>. These matters will be discussed and voted on prior to the AGM.
- G.2 Any decision must be approved by the majority of the committee members present and voting.
- G.3 An extraordinary meeting to discuss changes to the constitution may be called at any time if it is deemed essential provided seven days' notice is given in writing or by verbal agreement at a committee meeting by the officers and committee members.



#### **H. VOTING**

The Chairman shall have the casting vote. At all other times he shall be deemed to be impartial and have no vote.

#### **I. ADDITIONAL COMMITTEE MEMBERS**

Additional committee members may be co-opted onto the committee at any general meeting with the approval of the majority of members present and voting but co-opted members will have no voting rights.

#### **J. GENERAL RULES**

- J.1 All representatives of beneficiaries shall take an active part in the events organised by the committee throughout the year
- J.2 If any organisation is considered by the majority of members not to have participated throughout the year in the spirit of the Association, it will be within the power of the committee to vote them off the beneficiary list for the next Carnival year. Voting by the majority of members present and voting to take place at the September meeting (prior to the AGM)
- J.3 All beneficiaries must supply to the committee a name of a local committee member to be contacted with any business concerned with the Carnival Association and to enable a complete list of members to be circulated to all other members.

#### **K. PURPOSE OF THE AGM**

- K.1 To report to the village all information of previous year's activities and present a statement of accounts in October.
- K.2 To elect where nominations and agreement of the nominee are forthcoming a Chairman, Vice Chairman, Secretary and Treasurer.
- K.3 To receive nominations of each beneficiary group of the representatives to be on the committee.
- K.4 To accept interested volunteers for the general committee, ending with a committee of not more than twenty five persons including all officers.
- K.5 To distribute monies to each of the beneficiary groups, if not already done at a function prior to the AGM.

#### **L. ADDITIONS**

- L.1 All members at the first meeting after the AGM are to receive a copy of the constitution to keep for their records
- L.2 Should the Carnival be disbanded or a new committee not be elected the funds are to put into a suitable account earning interest where possible, for a period of not more than 10 years to enable a new committee to restart the Carnival at a later date. Three trustees are to be appointed.
- L.3 The tea/catering tents can be manned by any group/organisation deemed fit by the committee and agreed by the beneficiaries.
- L.5 That each beneficiary group supply a person to help with the setting up and clearing up on carnival day.

Approved at the Committee Meeting held on 14 September 2017