

BIRCHWOOD CARNIVAL AND FESTIVAL COMMITTEE

CONSTITUTION

1. NAME

Birchwood Carnival and Festival Committee, hereinafter referred to as the Committee.

2. OBJECTIVES

- i) To organise, promote and co-ordinate a Carnival and other events as the Committee may from time to time decide, for the benefit of the Birchwood and District Community, that is; Birchwood, Oakwood, Gorse Covert, Locking Stumps.
- ii) The Committee will be non-profit making. Proceeds from any event will primarily be used to reimburse the principal funding partner. 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.

3. MEMBERSHIP

- i) Membership of the Committee shall be open to any individual aged 18 and over who subscribes to the above objectives. The Committee shall at all times include representation from Birchwood Town Council and Warrington Borough Council. See section 4 (iii).
- ii) Membership shall not exceed fifteen in number. Membership will be made up of representatives of the community and principal stakeholder groups and organisations (landowner and primary funder).

4. MEETINGS

- i) Committee meetings will be held in public.
- ii) An Annual General Meeting ("AGM") shall normally be held within three calendar months after the preceding Carnival. Twenty eight days public notice will be given with respect to any Carnival Committee AGM.
- iii) The following Executive Officers shall be elected at the Annual General Meeting:

Chairman
Secretary
Treasurer

At least one of the Executive Officer positions must be occupied by a representative of Birchwood Town Council (either an Officer or an Elected Member). Further to that at least one of the Executive Officer positions (separate to the position occupied by a representative of Birchwood Town Council) must be occupied by a representative of Warrington Borough Council (either an Officer and/or Elected Member).

The Officers elected at the AGM shall take up their posts immediately. Other officials may be elected from time to time to take on specific responsibilities. These other officials will be deemed non-executive.

- iv) Birchwood Town Council's Finance Officer shall act as Independent Auditor. The 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.
- v) 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 event.
- vi) 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.

- vii) Quorum – the Quorum shall consist of five members to include a minimum of two Executive Officers.

5. POWERS AND DUTIES

- i) The Committee may accept donations and raise money by legitimate means in furtherance of the above objectives specified in paragraph two above.
- ii) The Committee shall have the powers to open bank account(s) in the name of the Birchwood Carnival and Festival Committee and to draw cheques by, and on the signature of, any two of the Executive Officers.
- iii) 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 (iv) above.
- iv) The Committee may co-opt persons with special knowledge or experience onto the Committee, for such period as is deemed to be necessary. No co-opted member shall stay on the Committee for more than a year without specific approval by a majority of the Committee. Co-opted members will have no voting rights.
- v) The Committee may set up sub-committees as necessary.
- vi) 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 election of Executive Officers, the award of donations, grants or other monies, the award of work contracts, favourable concessions or publicity.
- vii) Minutes of each meeting are to be circulated to all members.

6. 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).

7. DISSOLUTION

Should the Committee be dissolved by a majority vote of members, any sum or property remaining after satisfaction of outstanding debts shall be vested in such community organisations that function within the district of Birchwood at the time of dissolution, this process will be administered by Birchwood Town Council.

8. CONSTITUTION

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