

CONSTITUTION - adopted by the meeting of 1988 Committee on 7th September 1988

Retyped 25.02.2005 by M.Harrison

1. Title

The name of the organisation shall be “ PUDSEY AND DISTRICT CARNIVAL ASSOCIATION.

2 Objectives.

The name of the organisation shall be “ PUDSEY AND DISTRICT CARNIVAL ASSOCIATION. The Association shall promote an annual Carnival for the enjoyment of the general public and to raise funds for the Charities operating within the boundaries of the former Pudsey Borough Council, as it was constituted prior to the boundary changes, which took place in 1974.

3 Funds.

The whole of the funds received by the Association shall. After deduction of proper and reasonable expenses, be devoted to the objects set out at item 2, above.

4 Membership

Membership shall be open to any person or organisation willing to assist in achieving the objectives set out at item 2, above.

5 Management

The affairs of the Association shall be managed by an Executive Committee, consisting of Chair, Secretary, Treasurer plus six members who shall each undertake responsibility for a specific section of the Committee’s activities. The Committee shall be empowered to co-opt not more than three additional members, chosen for their particular talents or abilities to assist in the promotion of the objectives of the Association, The Officers and Committee shall be elected (by ballot if there is more than one nomination for each place) at the Annual General Meeting in each year and shall hold office until the next ensuing meeting. Nominations should be made in writing, to the Secretary, not less than 7 days before the meeting. If there are not sufficient nominations to fill all the positions, nominations may, at the discretion of the meeting, be accepted at the meeting.

6 Committee

The Members shall not hold office for more than three consecutive years and one third of their number shall retire at the Annual Meeting in each year. They shall, however be eligible for re-election, provided that such re-election does not enable them to hold office for more than three consecutive years. The Secretary and Treasurer shall not be subject to the limit of three years on their tenure of office.

7 Meetings

The Association shall hold an Annual General Meeting in the month of October every year for the purposes of receiving a report of the activities of the Executive Committee during the preceding year, receiving the Treasurer’s Statement of Accounts for the year as specified below, electing the Executive Committee and Auditor for the ensuing year and conducting any other business which may properly be conducted at an Annual General Meeting. Other meetings shall be called at the discretion of the Executive Committee.

8 Accounts

The Accounts of the Association shall be made up to the 31st August in every year and they shall be audited by an independent person appointed in accordance with paragraph 7 above, before being presented to the Annual General meeting. The Auditor shall not have any executive power but may advise and assist the Committee on financial matters, if requested, and may attend meetings of the Committee for that purpose.

9 Banking

All moneys received for the account of the Association shall be paid into a Bank Account in the name of the Committee. Cheques drawn on the Bank Account shall be signed by the Chair or Secretary and countersigned by the Treasurer.

10 Expenses

No expenditure shall be incurred without the prior approval of the Treasurer. Any member shall be entitled to re-imburement of any expense, properly incurred on behalf of the Association (subject to approval as aforesaid), but no member shall be entitled to derive any profit or benefit of any kind from membership of the Association.

11 Donations

Prior to each Carnival, the Committee shall consider and decide which charities shall benefit from any distribution to be made after the balance available has been ascertained, and shall also determine in what proportions such distributions shall be divided between the Charities selected.

In computing the amount available for distribution as mentioned in above, account shall be taken of the anticipated requirements for funding the expenses of the next ensuing Carnival so that the Committee shall have adequate funds in hand for that purpose.

12 Records

The Secretary shall record all proceedings of the Association in a suitable minute book and the Treasurer shall properly record all incomings and outgoing on behalf of the Association.

13 Dissolution

In the event of the dissolution of the association, any funds in its possession shall be transferred to an organisation having similar objectives within the County of West Yorkshire. In the event that the Committee are unable to agree upon a suitable transferee, the matter shall be referred to Pudsey Voluntary Services and the decision of that body shall be final and binding.