Winterbourne Down Carnival Committee Constitution

1. **Name:**

    a. The name of the association shall be 'The Winterbourne Down Carnival Committee' (herein after called the 'Association').

2. **Aim**

    a. The aim of the Association will be to foster a community spirit within the village of Winterbourne Down

3. **Objectives:**

    a. To develop, manage and promote an annual Carnival Weekend for the benefit of the residents of Winterbourne Down and neighboring area;
    b. To use the Carnival Weekend to facilitate the raising of money for local charities and organisations;
    c. To donate money from the annual profits of the Carnival Weekend and its related activities and events to local charities and organisations;
    d. To promote the residents of Winterbourne Down through involvement and support of Carnival events and activities.

4. **Annual/Extraordinary General Meetings:**

    a. A Carnival Committee is elected at an Annual General Meeting (AGM) to which all residents of Winterbourne Down are invited
    b. The AGM will be publicized at least 2 weeks before the proposed date (held normally in the last week of September) to all residents of Winterbourne Down via social media platforms and/or hard copy, as deemed appropriate by the Committee;
    c. An Extraordinary General Meeting (EGM) may be called at any time by a minimum of 20 residents of Winterbourne Down (who are responsible for inviting all residents of Winterbourne Down), providing notice is given to the Carnival Secretary no less than 21 days prior to the proposed date of the EGM.

5. **Election of Officers**

    a. At the Annual Meeting the following Officers will be elected;

        1. Chairperson
        2. Vice Chairperson
        3. Treasurer
        4. General Secretary
        5. Publicity Officer
        6. Activities Officer
        7. Licensing Officer

8. Infrastructure Officer
9. Stalls Officer
10. Food and Beverages Officer
11. Income Generation Officer

b. The number of Committee Members is not limited as it is the intention that all those who attend Committee Meetings will be active in helping to organise the carnival and its supporting activities and events.

c. Wherever possible, the Committee shall be mixed in age and gender to best represent all residents of Winterbourne Down. At the Annual General Meeting, any vacancies (as agreed by the Committee) may be filled by Committee members proposing and seconding names of persons they wish to be co-opted onto the Committee. All Committee members shall be aged 18 years and over.

6. Duties of officers:

a. The duties of the **Chair** shall be to conduct meetings of the Association in accordance with its constitution. In the event of a tied motion, the Chair shall have an additional casting vote. The **Vice Chair** will deputise for the Chair as required.
b. The duties of the **Treasurer** shall be to oversee all financial affairs of the Association, to keep proper records and vouchers of all monies belonging to the Association and to prepare regular financial statements for meetings of the Association.
c. The duties of the **General Secretary** shall be to take minutes of all meetings of the Association and circulate for approval by Committee members, to receive and reply to any correspondence on behalf of the Association
d. The role of the **Publicity Officer** is to publicize the Carnival and associated events and activities in both the local Winterbourne area and across Bristol and South Gloucestershire
e. The role of the **Activities Officer** is to plan and co-ordinate all events on the day of the carnival as well as events and activities leading up to the carnival weekend
f. The role of the **Licensing Officer** is to ensure that all applicable Laws, Regulations, local byelaws and local authority requirements are met during the Carnival Weekend and during associated events and activities,
g. The role of the **Infrastructure Officer** is to arrange for the necessary equipment and facilities to be available for the carnival weekend. The Infrastructure Officer is also responsible for maintaining a registry of all ‘Carnival Owned’ equipment and where it is stored
h. 'The role of the **Stall Officer** is to schedule and allocate stall spaces, including sending out letters and confirming attendance. Leading up to the Carnival and on the day, coordinate with assistance, stall locations and logistics.

i. The duties of the **Food and Beverages Officer** will be to plan and co-ordinate attendance of commercial and local organisations to provide food and drink on Carnival Day.
j. The duties of the **Income Generation Officer** will be to gain financial support from organisations so that the Carnival can maximise its donation to its chosen charity for the year and to raise funds to run the Carnival.

Officers may delegate tasks to other Committee members as necessary.

7. Meetings:

a. Winterbourne Down Carnival Committee will hold meetings as directed by the Chair. These will tend to be on a monthly basis up to March and then fortnightly until a week before the carnival.
b. Any apologies for absence should be given to the Secretary if possible, or another attending Committee member. Officers and Committee members (who have been delegated a task) shall provide to the Secretary or any other Committee member, an up-to-date progress report of any work they have undertaken on behalf of the Committee.
c. Meeting venue will normally be via Zoom/MS Teams (or similar) but can also be face to face at a venue to be identified by the Chair. Details of these meetings will be notified in advance to committee members on the meeting calling notice.
d. The quorum for meetings of the Association shall be seven, including at least 4 elected officers

8. Financial Management:

a. Financial Management and Governance shall be the responsibility of the full Committee.
b. A bank account will be established, managed by the Treasurer who will report on the status of the account at all formal meetings of the Committee.
c. The Association will avoid entering into financial commitments without assured funds and shall manage its financial affairs with prudence. The arrangements for the financial management of Winterbourne Down Carnival Committee shall reflect best practice in the voluntary sector and ensure transparency and public accountability for all monies received and paid. Some, or all, of any profit made at events run by the Association may be donated to individuals, organisations or groups within the village. Amounts and beneficiaries shall be decided by majority vote of the Association at the Annual General Meeting.
d. Specific fundraising for charities or good causes outside of the village of Winterbourne Down may take place if agreed by the Association.

e. The monies donated to Charities out of the annual profits will be variable, always leaving enough in the account (at the discretion of the Association) to ensure that any cost incurred in planning for the following year's Carnival, activities and events will be met.
f. The annual accounts are to be examined by a competent person, independent of the Committee, before they are presented to the Annual General Meeting each year. It is the Chairperson's responsibility to find a competent person to undertake the examination.

9. Property:

a. The title to all and any property which may be acquired by or for the purposes of the Association shall be and shall thereafter stand in the name of the elected officers of the Association and their successors for and on behalf of the Association.
b. Where an Officer stores items of Carnival Equipment at his home, the Association will not hold that Officer responsible for any costs associated with the loss or damage of that equipment when stored at their home.

GDPR Privacy Policy Statement

a. A Privacy Policy Statement is to be produced and maintained in accordance with the General Data Protection Regulations 2018. This Privacy Policy Statement (as agreed by the Committee) is to be circulated to all Committee members, posted on the website and posted to the Carnival Facebook Group

11. Winding Up

a. In the event that a Committee cannot be formed at the Annual General Meeting and it is a majority view of those residents attending that the Association should cease, then all residents of the village must be informed in writing of this a minimum of 21 days before a formal 'winding up' meeting will be held. If at this meeting a full complement of Officers and supporting members can be assembled then the Association will not be 'wound up'.
b. In the event of the Association being 'wound up', any remaining monies held by the Association will be given to a local charity as agreed at the 'winding up' meeting.