



Constitution and Rules

1) Name

- a) The Organisation shall be known as "Leighton-Linslade Carnival" hereinafter referred to as "The Association"

2) Aim

- a) The aim of the Association is to foster community spirit by promoting each year a Carnival and an under 5s event for the benefit of Leighton-Linslade residents and the public at large. To involve all local organisations wishing to participate thereby helping to harmonise the community spirit and maintain the Carnival tradition in Leighton Buzzard and Linslade that can be traced back over 100 years.

3) Objects

- a) The objects of the Association shall be to further such charitable purposes as the Committee shall from time to time decide and in furtherance of these objects, but for no other purpose, to raise funds by such means as the Committee shall decide. The Association shall not undertake any permanent trading activities in raising funds for its charitable objects. Nothing in the foregoing shall authorise or empower the Association to participate in any activity which is not charitable according to the laws of the United Kingdom for the time being in force, the whole of the funds of the Association shall always be used and applied for such purposes as are charitable in accordance with such laws and in the furtherance of the key objectives detailed below:
 - i) Raising of monies to distribute to charities and organisations meeting the specified criteria in the Grant Guidance Notes benefiting the people of Leighton-Linslade.
 - ii) The preservation of historical tradition of Carnival in Leighton-Linslade by holding Carnival in July each year.
 - iii) The promotion of an under 5s event in June each year to promote and assist pre-schools and playgroups, to provide singing and dancing sessions to give a learning experience of group performing and to allow young families to experience free activities that they may otherwise be unable to afford.
 - iv) The establishment of standards of entertainment and behaviour to preserve the dignity and preservation of Carnival.
 - v) To promote the concept of volunteering.
 - vi) Liaison with individuals and organisations outside Carnival for the benefit of preserving the tradition of Carnival.
 - vii) Maintain an archive of the history of Carnival in Leighton Buzzard and Linslade for the education of forthcoming generation, where possible this to be freely available via the Carnival website.
 - viii) Additionally:
 - ix) Membership is open to any person who supports the objects of the CIO and requests membership, details of all members will be held on a membership database for the exclusive use of the CIO. There will be no charge for membership.
 - x) Acceptance of monies for sponsorship, advertising or pitch fees does not imply endorsement of any goods or services.

4) Officers and Committee

- a) The Officers of The Association shall be Chairman, Vice-Chairman, Honorary Secretary and Honorary Treasurer. They shall each be elected at the Annual General Meeting to serve for a term of one year and shall be eligible for re-election.
- b) The management and administration of the affairs of the association shall be vested in a Committee consisting of: The Officers, Event Field Manager, Carnival Court Administrator, Carnival's Picnic in the Park Administrator, School Liaison Officer. Ordinary Members as elected at the AGM and up to 3 Members coopted to the committee (when appropriate) by a majority vote of existing members of the committee at a committee meeting.
- c) Any election for posts receiving multiple nominations shall be held by secret ballot.
- d) A meeting of the committee shall be held at least bi-monthly. All members are entitled to attend committee meetings in a non-voting capacity.
- e) Leighton-Linslade Town Council to provide a representative to stand on the committee as a voting member
- f) The quorum at Committee meetings shall be 25% of the Committee membership, to include a minimum of one of the Officers.
- g) All elected Officers and Committee are expected to be available for the whole day of Carnival and to attend the majority of meetings through the year, the dates of which will be agreed at the Annual General Meeting.

5) Annual General Meeting

- a) The Association shall hold an Annual General Meeting which shall normally be held in October. The Honorary Secretary shall give at least fourteen days notice of the Annual General Meeting, that notice shall include any motions and invite nominations for Officer positions. Any position not receiving nomination in advance shall be nominated at the AGM.
- b) All members recorded on the membership list on 1st October are entitled to attend and vote at the Annual General Meeting.

6) Remuneration

- a) No person shall receive payment for their services, except the reimbursement of legitimate expenses incurred in the execution of their duties, which must be submitted and approved. No payment will be approved without the person in question being able to provide substantiating proof of purchase.

7) Finance

- a) The Honorary Treasurer shall be responsible for all monies which shall be paid into an account at an authorised Bank on behalf of The Association. Accounts shall be kept of all receipts and payments and such accounts produced as required by the members. An annual audit prior to the Annual General Meeting shall be made and a full statement of the accounts for the preceding year issued at the Annual General Meeting. Cheques on behalf of the association shall be signed by any two unrelated Officers of the Association, all four of whom shall be authorised signatories. The Financial Year shall end on the last day of December.

8) Disposal of Association Assets/Funds

- a) Monies raised by Carnival shall be distributed to charities and organisations that benefit the people of Leighton-Linslade. Applications for funding shall be made in accordance with the Grant Guidance Notes, as agreed by the Committee. Closing date for nomination shall be 31st August, and the distribution of monies shall be agreed at the September meeting of the Committee.
- b) An adequate reserve for future events shall be held.
- c) It shall be in order for the Association to purchase such capital items that may be loaned/hired to members and partner organisations to assist in operating their community functions.

9) Legal

- a) Where an Officer, or member of the Association, accepts responsibility on behalf of The Association by appending their signature to any legal document involving business of The Association, that signature will be accepted by The Association after the business has been passed by the Committee, thereby releasing the Officer or member of the Committee, from personal liability.

10) Dissolution

- a) In the event of the dissolution of The Association properly moved, seconded and carried at an Extraordinary General Meeting convened for that purpose, the assets of The Association shall be sold and all monies remaining after settlement of all outstanding accounts, shall be distributed to such charitable purposes as shall be decided by the Extraordinary Meeting. The dissolution of The Association shall, by the fact of their membership, be individually and collectively responsible for honouring all contracts and agreements made by the committee in office up to the Extraordinary General Meeting called for that purpose.

11) Responsibility

- a) All Committee members shall be individually and collectively responsible for honouring all contracts and agreements made by the Committee, subject to their prior knowledge and approval.

12) Alterations

- a) Any alteration or amendment to this Constitution and Rules shall be submitted by formal motion to the Annual General Meeting and approved by at least two-thirds of the members present and voting. Such approved alterations or amendments shall come into force at the conclusion of the Annual General Meeting at which they were approved.

13) Constitution

- a) The Committee is empowered to deal with any matter not provided for in the Constitution and Rules.