**CONSTITUTION**

**1. Name**

The name of the association shall be **The Hambleton Gala Committee**

**2. Objective**

The aim of the Gala is to

1. Promote the village spirit by providing a great day out for all the people of Hambleton
2. Hold an annual gala and procession for the benefit of all residents of Hambleton and surrounding areas.
3. Raise monies for local community projects or that can be used for the benefit of the residents of the parish.
4. Elect a Gala Queen or King and Retinue to represent the village, who will remain in office for 1 year.

Please note we do have to keep money back to fund the following year's Gala for outlays such as. As such a minimum of £2,500 ‘Buffer’ is to be in the bank account at all times and is to be used only if the previous year was cancelled or a wet event where poor attendance was a result. Intended use of such ‘Buffer’ for the following years Gala will be notified to the village at the AGM and via local newsletter and Gala website.

* Entertainment fees
* Entertainment licence
* Stall expenses
* Prizes
* Insurance
* Advertising and many other minor outlays

**3. Attendees**

The Gala shall be open to all individuals living in the area who will be entitled to attend and utilise the facilities and attractions provided by the Gala.

**4. Committee**

The Gala is organised by the Gala Committee, which is a non-profit making group, governed by committee constitution with accounts that are independently audited each year.

All affairs and business associated with the Gala will be undertaken by the Committee which will meet on a monthly basis. The Committee shall consist of a Chairman, Treasurer, Secretary and at least three other members. The committee shall control the management of the annual Gala and make any purchases deemed necessary for carrying out the objective at two above from funds accrued or raised for that purpose.

All issues arising at any meeting will be decided by a simple majority of those present and entitled to vote. No member shall exercise more than one vote. Where the vote is split the Chairman will have a second or casting vote.

Membership of the Committee shall be open to all who wish to participate in the organizing and running of activities associated with the Fete.

The Committee shall have the power to co-opt additional members as required to head sub-committees responsible for organizing specific activities associated with the Fete.

If during the period between the annual elections to offices any vacancies occur amongst the members of Committee, the Committee shall have the power of filling the vacancy or vacancies up to the next Annual General Meeting by co‑optation.

The Treasurer shall:

* 1. keep accurate records of the Gala’s financial transactions in accordance with current accepted accounting rules and practices;
	2. shall present these duly audited to the AGM,
	3. regularly inform the Committee of progress against that budget.

The Secretary shall:

* 1. Keep a record of all decisions made by the committee and draw up the resulting minutes;
	2. Give notice of all meetings to the Committee;
	3. Maintain an accurate record of all correspondence issued by the committee.

The Chair

has particular responsibilities in relation to management committee meetings including:

1. ensure meetings are run competently
2. ensure discussion and decision-making is democratic and everyone is able to participate fully in meetings
3. holding the casting vote in the event of a split decision
4. preparing agendas for the meeting (in consultation committee officers)
5. ensure relevant matters are discussed and appropriate decisions made
6. Chair meetings and ensure that annual general meetings and extraordinary general meetings are carried out according to the constitution of the organization
7. Be the primary public relations person, attend events or nominate deputy on behalf of the Gala committee

Any villager may propose an item for inclusion on the agenda of the AGM, provided it reaches the Secretary in writing at least 14 days before the date of the meeting.

**Responsibilities of the Committee**

1. To meet as necessary to organize the fete. A quorum shall be 3 members.
2. To manage the material and financial assets of the Committee, with reports from the Treasurer at all meetings on the existing state of the Committee’s account.
3. To ensure that all the proceeds from Fete activities, including ad hoc donations, are kept exclusively for the Fete, and to ensure funds are expended solely for the furtherance of the Objects of the Committee. Funds shall be held in a Bank or Building Society account in the name of the Committee and withdrawals shall be made against any two signatures of the Committee,.
4. To allocate the profits from the Fete and associated events in accordance with Section 5.
5. All committee members are representing the village and the Gala Committee, and should act accordingly to promote a positive and happy environment for all. Any committee member deemed to misrepresent the village will be subject to a committee vote to decide if they should be removed from the committee.

**5. Charitable Donations**

Each year, funds permitting the committee will invite local organisations to submit requests for a donation from the Gala proceeds. All donations will be considered by the committee in line with Appendix A of this document.

**6. Annual General Meeting (AGM)**

An annual AGM (Annual General Meeting) will be held in September to which all the residents of Hambleton and the surrounding neighbourhood shall be invited.

The date time and venue of such will be advertised nearer the event. The Annual Financial report will be provided and members of the Committee will be elected by those present.

Existing members will be eligible for re‑election.

Attendees may make suggestions and recommendations to the Committee, and, when necessary vote on amendments to the Constitution.

At the AGM the Committee presents to the public:

* A summary of the year's Gala
* Donations to community projects and community charities from the proceeds of the Gala.

Afterwards, the new Committee is formed and this elects the new offices for the forthcoming year.

The Gala Committee meetings are held approximately once a month from October onwards in order to organise the next year's Gala.

**7. Dissolution**

If the Committee by a majority decides at any time on the grounds of expense or otherwise it is necessary or advisable to dissolve the Hambleton Gala it shall call a meeting (with not less than 21 days notice) to which all Hambleton residents will be invited. If the decision is confirmed by a majority of those present and voting at such a meeting the Committee shall have the power to dispose of any assets held by or in the name of The Hambleton Gala. Any assets remaining after satisfaction of any proper debts and liabilities shall be applied towards charitable purposes for the benefit of the inhabitants of the area as the Committee may decide.

This constitution was originally adopted on Monday 2nd December 2013

Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Chairman)

Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Secretary)

**Appendix A**

**Criteria for Donations**

**Application for Award from Hambleton Gala Fund**.

The Gala Fund will only consider requests for money from the Parish Council, local community projects or that can be used for the benefit of the residents of the parish Any awards allocated to the Village must be used to benefit the village community by providing financial assistance for those projects or activities which require more finances than the sponsor(s) of those activities can raise from their own funds or resources.

1. Following the conclusion of the AGM, any of these organisations may apply to the Committee for an award from the profits of the Gala.
2. Applications must be made in writing to the Chairman or Secretary within four weeks of the AGM, and the sponsor(s) must be prepared to present their case before the Committee.
3. Applications must include the name of the organisation, charity number if applicable, purpose of funds and description of how the funds will be used for the local community.
4. The Secretary will display notices showing all requests.
5. Any villager may oppose any request; such opposition must be made in writing to the Chairman, the Chairman will consider those requests.
6. If there is no opposition then applications will be considered by the Committee whose decision will be final.
7. Decisions will be announced at the November Meeting.
8. Any Committee Member with an interest in an application, must declare that interest.

Monies that cannot be spent immediately will be held in trust within the Fete Fund and annotated **Hambleton Gala Account**.

**Organisations shall**:

* Be Registered Charities, Not for Profit Organisations or Organisations with Charitable Objectives. Donations will not be made to commercial organisations or individuals
* Be based in, or have links to the local area and meet the needs of the local community
* Demonstrate that they have maintained up to date financial records and/or are financially sound
* Show that their projects/efforts meet a local need

**Exclusions**

We will not provide funding for any of the following: -

* Political or Campaigning Organisations
* Advertising
* Year-end deficits

**Payments**:

* Committee must agree that recipients of donations meet the above criteria and should agree the amount to be paid
* Payments will be made by cheque to the organisation and not individuals