

Snape & Well Village Show

Constitution

Adopted on 12th April 2022

A. Name

The name of the organisation is the **Snape & Well Village Show**

B. Administration

The organisation and its property shall be administered and managed in accordance with this **Constitution**

C. Objects

1. To ensure that the Snape & Well Village Show continues to occur every August Bank Holiday Monday
2. To promote the success of the same by protecting its historic values and improving it by enhancement and development
3. To protect the assets of the organisation

D. Meetings

1. The organisation will meet from time to time as agreed by the Committee
2. The meeting may be declared as Committee only or General - open to all residents of Snape & Well Parishes
3. No business shall be conducted unless there is a quorum present as defined in paragraph E 4
4. Every matter that arises at any meeting will be discussed openly and the meeting will seek to find general agreement that everyone present can agree on
5. However, in the case of equality of votes the Chairman of the meeting shall have an additional second casting vote

E. Annual General Meeting

1. The Annual General Meeting of the Association will take place every year in April or as soon thereafter as is practical
2. Every Annual General Meeting will be called by the Secretary with at least 21 days' notice to the residents of Snape & Well Parishes
3. The business at the Annual General Meeting should include: -
 - i. A review of the annual statement of accounts for the Association
 - ii. The election of the Honorary officers and other Committee members
 - iii. Any other business decided by the Committee
4. Business at the Annual General Meeting shall not be conducted unless there is a quorum present. A quorum is in this case is defined as being four members of the Committee

F. Honorary Officers & Committee Members

1. At each Annual General Meeting the existing Committee members and the residents of Snape & Well Parishes shall elect from amongst themselves a Chairman, Secretary and a Treasurer (the "Honorary Officers") who shall hold office from the conclusion of that meeting until the conclusion of the following Annual General Meeting
2. The Annual General Meeting should also look to appoint members of the general committee – ideally a minimum of three
3. Current Honorary Officers and committee members may offer themselves for re-election
4. Additional committee members may be co-opted at any time with the proper approval of the current committee

5. The Secretary shall keep minutes of all formal meetings including the Annual General Meeting and keep them in a suitable safe place. The Annual General Meeting notes should be signed off on acceptance by the residing Chairperson
6. The Treasurer shall be responsible for the accounting records for the organisation and for the presentation of the annual statement of accounts to the Annual General Meeting for approval
7. The Honorary Officers shall have no powers other than those set out in this constitution and those expressly delegated from time to time by the Committee

G. Financial

1. The funds of the organization, including donations, contributions from the Show and other events will be paid into an account in the name of the organisation at a bank or building society that the members of the committee shall agree on
2. All cheques and authorities to draw on the account(s) must be signed by at least two Honorary Officers – all three must be authorised signatories
3. Any cash held by the Treasurer must be held safely and at their own risk. For this reason, it should be kept to a minimum
4. The funds belonging to the organisation shall be used only in furthering the objectives of the organisation as set out above in paragraph C
5. The financial year of the organisation shall run from 1st January to the 31st December each year

H. Alterations to the Constitution

1. Amendments to the constitution may only be made at an Annual General Meeting or a Special General Meeting that has been duly notified and open to the residents of Snape and Well Parishes
2. Any proposal for amendment must be submitted to the Secretary in writing - and circulated with the meeting notice period. As per E.2.
3. Any proposal to change the constitution will require a two thirds majority of all those present to be adopted

I. Dissolution

1. If a meeting by a simple majority should decide it is necessary to close down the organisation it may call a General Meeting to do so
2. The sole business of that meeting will be to dissolve the organization
3. Upon the dissolution of the organisation all surplus funds and assets shall be donated to local charities and organisations as agreed by the Committee
4. The conduct of the winding up shall be the responsibility of the Chairman, Secretary and Treasurer in office at the time of the dissolution

