



Constitution and Rules

1. Name

The Organisation shall be known as “Wellingborough Carnival Association” hereinafter referred to as “The Association’

2. Objects

- 1 The promotion of Carnival and co-operation between Carnival Associations/Committees.
- 2 The establishment of standards of entertainment and behaviour to preserve the dignity of Carnival.
- 3 Encourage the co-operation and interchange of friendship between association members, fellow associations and partner organisations world-wide.
- 4 Liaison with individuals and organisations outside Carnival for the benefit of Carnival.
- 5 Associate membership shall be open to any person who supports the objects of The Association and actively supports The Association and its members

3. Officers

The officers of The Association shall be 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.

The Borough Council of Wellingborough to provide a representative to stand on the Committee who will hold the position of Events Manager within the Council.

4. Sub Officers

Parade Organiser - Carnival Court Chaperone - Arena Events Officer - Field Organiser (Fairground and Attractions liaison) - Safety and Road Closure Officer – Press and Publicity Officer

Each Sub Officer will report to the Events Manager on a regular basis, normally monthly or more frequently as required. In the event of the Officer not being available to report a delegate shall act in his or her absence. The officer and sub officer may on occasion be the same person.

Officers are responsible for arranging their own team members to assist them during the run up to Carnival day and on the day.

5. Annual General Meeting

The Association shall hold an Annual General Meeting which shall normally be held in September. The Honorary Secretary shall give at least twenty-one days notice of the Annual General Meeting, that notice shall include all motions and nominations.

6. Remuneration

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 Officer in question being able to provide substantiating proof of purchase.

7. Finance

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. The Honorary Treasurer or their representative shall circulate the audited accounts to the membership at least twenty-one days prior to the Annual General Meeting. Cheques on behalf of the association shall be signed by the Borough Events Officer and The Association chairman. .

Cheque signatories shall consist of two signatures. Signatories are The Chairman, Secretary and The Events Manager WBC.

All property files, documents etc belonging to The Association remains the property of the Association and should be handed back to The Association upon termination of office.

The Financial Year shall end on the last day of August.

8. Disposal of Association Assets/Funds

It shall be in order that The Association may make charitable donations for such purposes as agreed by the Committee. Such proposals must be made in advance of the Meeting, to the Honorary Secretary in writing, giving at least six week's notice of such a motion. Such a motion shall be passed by a two-thirds majority of members present and voting. Similarly, 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 carnival functions.

9. Legal

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. Votes of No Confidence and Censure

These can be brought by any member of The Association against any other member or partner organisation, for conduct uninspiring of confidence, or by actions deemed to be detrimental to the good order, dignity and/or well being of the Association. These motions will be by written notification to the Honorary Secretary, to be received six weeks prior to a General Meeting being called to which the motion will be raised. On receipt of such written notification, the Honorary Secretary shall immediately notify the accused person of the substance of the complaint that has been made.

11. Constitution

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

12. Dissolution

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.

13. Responsibility

All members 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 on their behalf, subject to their prior knowledge and approval.

14. Alternations

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.

Standard Orders

Order of Business

1. Apologies for Absence
2. The confirmation of the Minutes of the previous meeting except that, at the Annual General Meeting, the Minutes for confirmation shall be those of the previous Annual General Meeting. No discussion shall be allowed on the Minutes except as to their accuracy as a record of the proceedings. When confirmed by the Meeting, the Minutes shall be signed by the Chairman.
3. Matters arising from the Minutes aforesaid, excluding any items that may be dealt with substantively elsewhere in the Agenda of the Meeting.
4. The consideration of Correspondence and matters arising there from.

5. Reports from Officers, Sub-Committees etc, if any; or, in the case of General Meetings and the Annual General Meeting, the Report of the Committee.
6. The consideration of Correspondence and matters arising there from.
7. The consideration of Motions before the Meeting of which due notice has been given in the notice convening of the Meeting.
8. The consideration of Motions before the Meeting, notice of which has not been given, but are admitted by the Chairman, such admission not being in contravention of the Constitution and Rules of The Association
9. In the case of Regional meetings and Executive Council Meetings, the consideration of matters relevant to the General Meeting and/or the Annual General Meeting.
10. The consideration of any other business which shall be of a non-contentious nature, if admitted by the Chairman.

Procedure

11. The Meeting shall consider business as it arises on the Agenda or, where a programme of business is issued with the Agenda it shall be dealt within that order, except that the Chairman shall have the power to deviate from the order in either case at their absolute discretion when they may deem it expedient.
12. In the event of the Mover or Motion not being present when the matter on the Agenda comes before a Meeting, it shall be competent for any member to take up such Motion or for the Chairman to adjourn the item with the consent of the Meeting.
13. Any member desiring to speak shall hold up their hand and, when called by the Chairman, shall stand and direct their remarks to the Chair. When a member is speaking no interruption of their speech shall be permitted except upon a question or point of order arising.
14. When two or more members wish to speak the Chairman shall call on the member whom they first observed.
15. Each person who speaks shall direct their speech to the Motion proposed, or to an Amendment, or to the subject under discussion, or to a question, or a point of order.
16. No member shall speak twice to a Motion or matter before the Meeting

except by way of explanation or reply. A member who has spoken may be heard again to clear up a misunderstanding in regard to some material part of their speech, but they must not introduce new matter.

17. Right of Reply: A reply shall be allowed to the Mover of a substantive Motion but not to the Mover of an Amendment. After the Mover has commenced their reply, no other member shall speak to the Motion. In replying to the debate, the Mover shall not introduce new matter but must confine their remarks to the matters adduced in the debate.
18. Time Limit: The time allowed for a speaker shall be at the discretion of the Chairman.
19. Motions fully put: No member shall speak to a Motion after the same has been put from the Chair and the Vote taken thereon, both for and against.
20. When an Amendment is being debated, the Mover of the substantive Motion shall have a right to speak to the Amendment.
21. No Motion or Amendment shall be proposed which is the same, in substance, as a Motion or Amendment which has been resolved in the negative or affirmative at the Meeting.
22. No Amendment shall be accepted that is, in essence, a direct negative of a Motion before the Meeting.
23. Motions or Amendments may be withdrawn before they have been fully put providing that the Meeting agrees without negative voice.
24. Questions: Any member may raise a question either in debate or between items on the Agenda. If a question is raised while another member is speaking, they shall cease their speech until the question has been dealt with. Questions shall not be admitted by the Chairman that are, in essence, a speech or statement.
25. Point of Order: Any member may raise a Point of Order by rising and prefacing their remarks by a statement that they speak to a Point of Order. The member who has addressing the Chair shall immediately cease their speech until the Point of order, has been decided. Immediately the Point of Order has been decided, the member who raised it shall resume their seat and permit the proceedings to continue.
26. Be Now Heard: A Motion may be proposed that a member who has risen to speak "Be Now Heard". Such a Motion must be seconded and put to the Meeting, with or without debate thereon at the discretion of the Chairman.

27. Next Business: A member may move "Next Business" at any stage during a debate and such Motion must be seconded and may be debated. If the Motion "Next Business" is carried, no further discussion shall be allowed on the item that was before the Meeting. If the Motion is lost, debate on the original matter shall be resumed as if the Motion "Next Business" had not arisen.
28. Closure of Debate: Any member may move "Closure of Debate" at any time during the debate. Such Motion must be seconded and may be debated to adduce the reasons for the Motion of Closure or the reason why such Motion should not be carried. If the Motion is carried, the matter that was before the Meeting shall be put forthwith with no further discussion but if the Motion is lost, the debate shall resume on the original matter as if the Motion "Closure of Debate" had not arisen.

Voting at Meetings

29. Except in the case of contested elections, voting shall be by show of hand. Voting on contested elections shall be conducted by secret ballot. Where the voting is by show of hand the result of such voting shall be a matter for the opinion of the Chairman, except that members present may demand a count of votes as hereinafter provided.
30. Where the voting is to be taken by secret ballot, each member shall be handed one ballot form by the Teller. In the case of contested elections, the ballot form shall bear the names of the candidates in alphabetical order and members shall vote by placing an "X" against the name/s of their choice according to the number of vacancies to be filled. In the case of voting by ballot on Motions, the ballot form shall be a plain piece of paper on which members shall indicate their decision by writing the word "For" or "Against" as the case may be. Ballot papers shall be collected by the Tellers and handed to the Scrutinisers, if any. When the votes have been counted the result shall be handed to the Chairman and announced by them at the earliest opportunity during the meeting.
31. Where a vote has been taken by show of hand, any member may demand a secret ballot and, providing they have the support of three other members, a ballot shall be taken in accordance with these Standing Orders.
32. When the result of a ballot has been declared and accepted by the Meeting without dissent as herein before provided, the Chairman shall ask permission of the Meeting to destroy the ballot papers and, on such permission being granted, they shall be destroyed forthwith and no appeal as to numbers of votes cast shall lie thereafter.

Appointment of Scrutinisers and Tellers

33. When a ballot is to be held, Scrutinisers and Tellers shall be appointed on a proposal from the Chair duly carried by the Meeting. Any member may object to such appointment and, in the event, the nomination shall be withdrawn and a substitute nomination shall be made. Tellers shall hand ballot papers collected by them to the Scrutinisers who will count the votes. Scrutinisers shall keep the result of any ballot until the same has been declared by the Chairman. Any breach of this secrecy will result in the ballot being null and void. Where a vote by show of Title Card is to be counted, Tellers shall be appointed in like manner.

Private Session

34. Any Meeting may, at any time, go “into Committee” with or without debate on the matter. When a Meeting resolves itself into Committee all persons who are not members shall withdraw, except any person who may be necessary for the conduct of the Meeting.

Adjournment by the Chairman

35. If disorder should arise, the Chairman, acting at their discretion, may quit the Chair and the Meeting shall stand adjourned. No business subsequently transacted shall be valid until the term of adjournment expires and the Chairman resumes the Chair.

Authority of the Chairman

36. Deference shall be paid to the Chairman’s authority. When they speak silence must ensue, so that their words may be heard without interruption.
37. The Chairman shall have a casting vote in addition to their own vote as a member. This may be used at any time at the Chairman’s discretion.