

## Kippen Street Fayre Committee Constitution

1. The name of the Committee shall be the Kippen Street Fayre Committee, set up for the purpose of organising and running the annual village fayre.

2. The object of the Committee is to facilitate the annual Street Fayre held in Kippen with the general aims to:

- a) provide entertainment and enjoyment for the Kippen Community and the surrounding area,
- b) raise money for the benefit of local groups, organisations, charities and the community
- c) support and promote local business, industry, arts and crafts.

3. The Committee is non-party political, non sectarian and non-profit making.

4. The Committee shall consist of members of the Kippen Community and shall include a minimum of Chair, Treasurer and Secretary who shall be elected from amongst its members.

5. An Annual General Meeting (AGM) shall be held no later than October each year and shall be advertised in the village at least 14 days in advance. These meetings shall be quorate if 3 members of the committee are present and decisions shall be made by majority vote. The meeting shall cover an annual report of the work done by or on behalf of the committee, approval of annual accounts, appointment of auditor and election of committee members. In addition, members of the committee can call a Special General Meeting (SGM) if required providing this is advertised in the village at least 14 days in advance. Minutes of AGM and SGMs shall be available to the public on the Kippen Street Fayre website, [www.kippenstreetfayre.org.uk](http://www.kippenstreetfayre.org.uk).

6. Working groups shall be open to the public and held as necessary for the organisation and running of the Fayre. These meetings shall be quorate if 3 members of the committee are present and decisions shall be made by majority vote.

7. The Treasurer shall keep an account of all income and expenditure which shall be audited annually by an Auditor not being a member of the Committee. The accounts shall be available to the public upon request.

8. The bank account shall be in the name of the Kippen Festival Street Fayre and withdrawals shall be in the name of the Committee. The treasurer and at least one other member of the Committee shall be nominated as signatories and cheques must be signed by two signatories.

9. The Street Fayre shall be held at such times as agreed by the Committee which may or may not be annually and the Committee may work in association with and support other groups or organisations within the Community who wish to organise a community event.

10. Surplus monies raised by the Street Fayre may be either held over for the provision of future events or donated to the benefit of local groups and organisations in the Kippen Community at the discretion of the Committee which shall be decided by a majority vote of those present at a meeting called for the purpose.

11. Any requests for donations from local groups, organisations or individuals shall be in writing detailing what the money would be used for and the benefits to the Kippen Community.

12. Any matter not provided for by the Constitution and concerning the organisation and activities of the Street Fayre Committee shall be dealt with by the Committee whose decision shall be final. Changes to the constitution shall only be made by majority decision at the AGM or at a SGM called for that purpose.

13. The Committee may be dissolved by a resolution presented at a SGM called for the purpose. The resolution must have the assent of majority of those present and voting. Any assets remaining after satisfying any outstanding debts and liabilities shall not be distributed among the members of the Committee but will be donated to the Kippen Community as shall be decided by the Committee.