



## Constitution

The Constitution of Brighthouse Charity Gala (amended January 2015)

### 1. TITLE

The name of the event shall be Brighthouse Charity Gala (B.C.G.)

Each participating organisation is a constituent member of the B.C.G., offering the opportunity to increase their fund-raising options within the community of Brighthouse.

### 2. AIMS AND OBJECTIVES

The aims and objective of B.C.G. are –

- To provide a vehicle for organisations with charitable status to participate in the running of an annual ONE-DAY event held within the township of Brighthouse.
- To encourage the community to contribute to this event by offering admission tickets and programmes as a means of raising monies to cover necessary expenses incurred in staging the Brighthouse Charity Gala.
- To promote the township of Brighthouse and to foster the spirit of COMMUNITY by offering people an opportunity to share in an outdoor activity, open to all.

### 3. MANAGEMENT

The control and management of the B.C.G. is vested in the following offices working through an Executive Committee: -

CHAIRMAN... (He/she shall have the "casting" vote on tied voting)  
 VICE CHAIRMAN  
 SECRETARY  
 TREASURER  
 GROUND CHAIRMAN  
 GROUND SECRETARY (or Nominee)  
 PROCESSION CHAIRMAN  
 PROCESSION SECRETARY (or Nominee)  
 GALA AMBASSADOR SELECT COMMITTEE  
 HEALTH AND SAFTY OFFICER

In addition to the above EXECUTIVE officers, non-executive PRESIDENTS and LIFE VICE-PRESIDENTS may be elected at the A.G.M. having FIRST been submitted to the EXECUTIVE COMMITTEE for ratification. ALL the above officers and management committee members shall hold office for 12 months ONLY (except LIFE VICE-PRESIDENTS), and these positions will be elected at the A.G.M. of the Brighthouse Charity Gala. The executive committee shall have the power to co-opt further members as and when deemed necessary.

### 4. MEMBERSHIP

- a) Membership shall be subject to organisations providing proof of charitable status in the first instance.
- b) Applications for membership should be made by ALL organisations to the B.C.G. Secretary annually and are subject to approval by the Executive committee.
- c) The Brighthouse Charity Gala is run by its members for its members and each participating organisation must provide representatives to serve on the various sub-committees and also, **TO HELP IN SETTING-UP AND TAKING-DOWN BEFORE AND AFTER THE EVENT.**

- d) The Brighthouse Charity Gala takes place through the good services of Calderdale Metropolitan District Council and participating organisations are required to follow the health and safety Code laid down by the executive Committee.
- e) All monies raised through the event shall be returned, less legitimate expenses, to the organisations that raised such moneys, subject to being formally approved by the executive committee.
- f) No organisation shall be deemed eligible for membership until a completed form has been received by the B.C.G. secretary.
- g) Money raised by the street collection is used to pay the general running cost of the gala.

#### 5. SECRETARY

The B.C.G. shall elect a secretary and specify his/her duties to any member being elected to that office for the first time. The secretary is responsible, amongst other duties, to attend and keep an accurate record of all meetings of the Executive Committee including the A.G.M. and any E.G.M.

#### 6. TREASURER

The B.C.G. shall elect a treasurer and he/she will keep the financial affairs of the gala in proper order and shall keep accurate records of ALL financial transactions. He/she is charged with preparing an annual balance sheet and is required to sign ALL outgoing cheques jointly with the Chairman, and keep the bank books.

#### 7. ANNUAL GENERAL MEETING

An A.G.M. of the B.C.G. shall be held each year prior to the 31<sup>st</sup> OCTOBER. This is the date on which ALL elected offices (except LIFE VICE-PRESIDENTS) expire within the B.C.G.

The Gala financial year shall run from the 1<sup>st</sup> of October to the 30<sup>th</sup> September each year.

The Secretary shall be responsible for affecting the A.G.M.

Any motion to go before an A.G.M. should be signed by TWO bona fide members of the B.C.G. and submitted to the B.C.G. secretary with a minimum of 14 DAYS NOTICE.

#### 8. EXTRA-ORDINARY MEETING

The Chairman or Secretary shall call an Extra-Ordinary General Meeting on direction of the executive committee, or by bona fide members of the B.C.G., who shall present their argument in writing to the B.C.G. Secretary stating legitimate reason for calling such a meeting. The Secretary shall inform ALL B.C.G. members by email, giving FOURTEEN days' notice of any such Extra-Ordinary General Meeting.

#### 9. COMMITTEE MEETINGS

The executive committee shall meet once per calendar month and, in addition, any other time deemed necessary.

#### 10. SUB-COMMITTEE MEETINGS

These meetings take place according to the frequency and timing in relation to their function within the B.C.G.

They are attended by members drawn from the registered organisation and are a vital part of the running of the B.C.G.

#### 11. DISSOLUTION

Brighthouse Charity Gala shall only be wound-up by a resolution passed by a majority of at least five sixths of the Members present and voting at an Extraordinary General Meeting called for the purpose of considering such dissolution. In the event of dissolution any balance of cash remaining in hand after the resolution of assets and payments of debts, shall be shared out amongst the participating Charities eligible to receive donations from the Gala listed on the balance sheet of the previous financial year. This shall be as an equal percentage per organisation based on the figures indicated on this balance sheet. The percentage shall be calculated against the total money paid to all recipients as indicated on the said balance sheet

#### 12. RULES OF ALTERATION

No alteration shall be made except at a General Meeting.

Members shall be given a written notice of the proposed alteration(s) not less than 14 days in advance of the

General Meeting and the resolution embodying such proposed alterations shall be carried by a majority of at least two thirds of the vote recorded thereon at the Meeting.