



Mill Road Winter Fair

MILL ROAD WINTER FAIR ASSOCIATION

CONSTITUTION

1. NAME

The name of the Association is 'Mill Road Winter Fair Association', the title of which refers to the planned Winter Fair in Mill Road, and its environs.

2. OBJECTS

The Association is established to organise and promote a fair in Mill Road¹, Cambridge, with the aim of securing the participation and support of local stakeholders, including businesses and community groups. The purpose of engaging in this enterprise is to:

- a) celebrate the richness of life in the neighbourhood of Mill Road, highlighting the diverse opportunities that exist for local residents and aiming to attract interest in Mill Road and its environs from other Cambridge residents not familiar with the area,
- b) encourage groups and individuals to demonstrate and exhibit works which represent their culture and way of life,
- c) facilitate each group and individual to raise money for whichever charity or good cause they choose,
- d) promote interest in each representative group or individual and their work,
- e) foster friendship and strengthen cooperation between communities on both sides of the railway bridge.

3. MEMBERSHIP AND STRUCTURE

The administrative arms of the Association will be comprised of a Committee and, within the Committee, an Executive of officers elected at the AGM.

Membership of the Association shall consist of individual residents and representatives of the various communities, religions and trades people present on Mill Road and geographically adjacent areas – there shall be no election for membership of the Association; all will be welcome and have voting rights at the AGM.

The Committee shall be responsible for overseeing and approving the direction of the management and administration of the Mill Road Winter Fair, carried out by the Executive Officers on a day-to-day basis. The Committee will also draw up and approve Standing Orders for the format and conduct of Meetings (Committee Meetings, AGMs and EGMs). The Committee shall have the power to co-opt further voting members or to invite individuals or groups to attend Committee meetings. It shall be the duty of the Committee to take account of any representations made to it. The Committee must endeavour to make itself approachable. The Committee shall have no more than 12 voting members. The Committee shall consist of:

- a) an Executive of Officers elected (see article 5) by the Association at the AGM,
- b) up to six other elected or co-opted members

¹ The term "Mill Road" shall refer to Mill Road, Cambridge, and to the streets running off it.

4. MEETINGS

An Annual General Meeting of the Association shall be held each year between January and March to receive Executive Officer reports and the full accounts, elect Executive Officers, and approve the full accounts .

It shall be possible to put forward motions and Constitutional Amendments (in a “notes...believes...resolves” format) and (see article 7).

The Committee will set the date of the AGM and may also call an Extraordinary General Meeting as it sees fit, in all cases with at least seven days notice given. Any member (or group of members) of the Association can call an EGM by gathering a petition of not less than 100 persons eligible to attend.

The Committee shall decide when Committee Meetings shall be held and shall give adequate notice of such meetings. The Committee shall meet sufficiently to conduct the business of the Mill Road Winter Fair, especially in the three months immediately prior to the Fair. The quorum of Committee meetings to pass motions shall be set at six. A Committee meeting can proceed with fewer members, but cannot make any decisions requiring a vote.

5. EXECUTIVE OFFICERS

Nominations for the election of Executive Officers shall be made at or before the Annual General Meeting. Such nominations shall be supported by a proposer and a seconder (a person can seek nomination, but cannot propose or second herself/himself) and the consent of the proposed nominee must first have been obtained. The Executive Officers shall consist of:

Chair: to chair the AGM and Committee Meeting, oversee the administration of Mill Road Winter Fair related activities and ensure the Objects of the Association are being met.

Vice Chair: to deputise for the Chair in his/her absence

Secretary: to take minutes of all meetings, work with the Chair to establish times and venues of meetings, carry out miscellaneous clerical work to aid the administration of the Association.

Treasurer: to manage monies raised to fund the administration and activities of the Committee, report on the financial situation of the Fair to Committee Meetings and to present a statement of account to the AGM.

Safety Officer: to establish Mill Road-wide safety measures, organise stewarding on the day of the Fair, update necessary procedures and meet with relevant parties to ensure the safe success of the Fair.

PR and Marketing Officer: to promote the fair as widely as possible using appropriate print, online and other media methods’

All Executive members shall relinquish their office each year and shall be eligible for re-election at the Annual General Meeting. The Executive Officers shall be elected by secret ballot, using the Single Transferable Vote electoral system in the event of any vacant position having more than two candidates. The Committee shall have the power to fill any vacancies occurring among the Executive Officers.

6. FINANCIAL MATTERS

The Association shall maintain an account in the name of “Mill Road Winter Fair” to hold the Association’s funds. All monies raised can only be spent exclusively on furthering the stated Objects of the Association. It shall be the responsibility of the Treasurer to ensure that monies received and spent are properly accounted for, and that the Association’s financial records are kept in good order. The Treasurer shall be responsible for the functioning of the Association’s account and will invite the Committee to elect from its ranks further signatories to the account. The Treasurer shall update Committee meetings of the financial situation of the Association and shall make arrangements for the Association’s accounts to be externally examined and presented to the AGM and to any EGM. The Treasurer shall not be liable for any financial debt or other obligation of the Association unless she/he has personally authorised such a debt/obligation in writing.

Withdrawal of monies held in the account, in order to carry out Association purposes, shall be permitted only if approved by two of the named signatories to the account. Executive Officers can be reimbursed for personally incurred expenditure up to the value of £50.00 with the prior approval of the Treasurer. Any item above £50.00 must have the approval of a vote of Committee.

7. MOTIONS AND AMENDMENTS

This Constitution may be amended by a two-thirds majority of Association members (which must include a two-thirds majority of the full Committee) present and voting at an AGM or EGM, provided that seven days' notice of the proposed amendment has been given. Constitutional amendments shall not expire, unless repealed or amended by a subsequent AGM or EGM.

Motions (to approve expenditure or make strategic decisions) shall be put forward at any Committee Meeting, AGM or EGM and require a simple majority to pass. Motions passed by the AGM shall not expire, unless repealed or amended by a subsequent vote of the Committee, or a subsequent vote at an AGM or EGM.

Motions and Constitutional Amendments shall require a proposer and a seconder. Motions put to Committee must be proposed and seconded by Committee members.

A motion of no-confidence in a Committee member must secure at least a two-thirds majority of the full Committee to pass. If such a motion is passed the Committee member must immediately relinquish his/her position on the Committee.

8. DISSOLUTION

The Association may be dissolved by a two-thirds majority at an AGM or EGM, which must include a two-thirds majority of the full Committee. If a motion of dissolution is to be proposed at an AGM or EGM, this motion shall be referred to specifically when notice of the meeting is given. In the event of the dissolution of the Association, any available funds shall be transferred to one or more charitable institutions having objects similar to, or reasonably similar to, those of the Association, as chosen by the Association at the meeting at which the decision to dissolve the Association is confirmed. On dissolution, the minute books and other records of the Association shall be passed to a successor organisation or lodged with the Cambridgeshire Collection at the City Library.

9. MISCELLANEOUS

The Mill Road Winter Fair Association shall take no party political alignment.

The Mill Road Winter Fair Association does not tolerate unlawful discrimination.

The Mill Road Winter Fair Association does not tolerate its members or Committee members acting in a spirit contrary to the stated Objects of the Association. Misconduct, gross negligence or acts contrary to the spirit of the stated Objects of the Association will not be tolerated. The Committee will investigate and consider any allegations of such conduct and take appropriate action where necessary as it sees fit.

This constitution was accepted by the AGM on March 16th 2010