

## **Dores & District Gala Committee Constitution**

1. That this Committee be called Dores & District Gala Committee.
2. The Committee is established to organise and promote an annual Gala Day in the village of Dores
3. The Committee will consist of Chairperson, Minute Secretary, Secretary, Treasurer, Assistant Treasurer (if required) and up to 5 other members. Members may be co-opted at the discretion of the Committee. A vice-chair will be elected from within the selected Committee. The Chairperson will have a casting as well as a deliberating vote.
4. The Committee will be elected at the Annual General Meeting with the Chairperson, Secretary, Treasurer holding office for three years and shall be eligible for re-election. The other members to retire annually and be eligible for re-election.
5. The Annual General Meeting will be held on a date to be decided by the Committee. On this date the Committee will present its accounts and report.
6. The Annual General Meeting shall take place within two months of the Financial Year of the Gala (i.e. 30 January). The Secretary to give notice publicly via the Dores community website and notice boards.
7. A statement of accounts to be given not later than the end of the financial year.
8. The Committee shall have full power to arrange and carry on all business in connection with the Gala.
9. The Committee shall cause correct accounts and books to be kept showing the whole financial affairs of the Gala.
10. The business transactions of the gala Committee will be audited by a competent accountant or book-keeper.
11. The proceedings of all general and Committee meetings will be duly minuted by the minute secretary – and the minutes read and if approved adopted at the next meeting of the Committee.
12. Should a vacancy occur during the year, the Committee themselves may appoint some person to fill the vacancy and the person so elected shall be (as regards retiral) occupy the same position as the member whose place he/she has filled.
13. The Chairperson or, in their absence, the Vice-Chair, shall preside at all meetings. Failing this, the senior member present shall preside.
14. A Committee will only meet if a quorum has been formed – this shall consist of four members.
15. An extraordinary committee meeting can be convened at the request of five of its members.
16. The Gala funds shall be deposited in an approved Bank / Building Society account in the name of the Chairperson, Secretary and Treasurer, and their successors in office, and the book(s) be available at Committee meetings.
17. Motions for alterations to this Constitution must be lodged with the Secretary fourteen days prior to date of Committee meeting.