



## Constitution of the Lancashire Best Kept Village Competition

### 1 Title

The name of the Organisation shall be “The Lancashire Best Kept Village Competition” (The Competition).

### 2 Aims

To encourage, through community effort and involvement, a high standard of care and maintenance in Lancashire villages. The competition shall be organised annually and open to all villages in Lancashire.

### 3 Administration of Competition

- a) The Organisation is independent, non political, non profit making and voluntary.
- b) The Competition shall be administered by the Committee which will consider and decide upon all matters relating to policy, overall organisation and administration. The decisions of the Committee are final.
- c) The Committee will seek to co-operate with all relevant statutory and voluntary agencies concerned with the quality and maintenance of the environment.

### 4 Officers of the Committee

- a) The Officers of the Committee will be the Chairman, Vice Chairman, Secretary and Treasurer
- b) The Officers will be elected annually by the Committee, at the AGM and will take up office at the start of the Year.
- c) The Chairman will serve for a maximum period of three years but may be elected for a further term after a break of three years.
- d) The Chairman shall preside at all meetings of the Committee and in his/her absence the Vice Chair shall preside. In the absence of both Chairman and Vice Chairman a Chairman shall be elected for the meeting by a show of hands of those present.

### 5 The Committee

- a) This will consist of the four Officers together with up to twelve additional members.
- b) Members of the Committee can be nominated by the Organisations listed below which have an interest in the Aims of the Competition. Judges can also be Committee members.
- c) A member of the Committee shall cease to be a member if absent from three consecutive meetings without the permission of the Committee.
- d) A member of the Committee may resign by giving notice in writing to the Chairman or Secretary. A replacement may be co-opted by the Committee.
- e) The Committee shall meet on at least four occasions each competition year.
- f) The Secretary shall keep full minutes of all meetings which must be approved by the Committee and signed by the chairman.

## 6 Quorum for Meetings

For the purpose of voting on resolutions a quorum shall consist of 5 members of the Committee including two officers.

## 7 Organisations associated with the Competition

Organisations which have an interest in the Aims of the Competition may be invited to submit a nomination to serve on the Committee.

## 8 Competition Finance

- a) The Treasurer shall be responsible for keeping the accounts of the Competition All funds will be held in a bank account in the name of "The Lancashire Best Kept Village Competition".
- b) Cheque payments will require two signatures from the four officers.
- c) The accounts shall be approved by the Committee and subject to an independent examination once a year.
- d) The Accounting year will be from 1<sup>st</sup> January to 31<sup>st</sup> December.

## 9 Spring Training

- a) All Judges will be notified of the dates and venues of the Spring Training and are expected to attend one of the sessions.
- b) The Judges will be asked to note the Officers elected by the Committee for the following year and the Chairman will give a brief report on the previous year.
- c) There will be an open session when Judges have an opportunity to speak on any issue they may wish to raise.
- d) The Committee will consider at a future meeting any matter raised during the open session.
- e) A familiarisation/standardisation session for judges will take place at the spring training.

## 10 Application of Income and Property

- a) The income and property of the Competition wheresoever derived shall be applied solely towards promoting the aims of the competition. No portion thereof shall be transferred directly or indirectly to any Officer or Committee Member except in the satisfaction of legitimate expenses incurred on behalf of the Competition.
- b) The Committee at its discretion may award an Honorarium to any member of the Committee or non-Committee member for work on the organisation of the Competition.

## 11 Dissolution

In the event of the winding up or dissolution of the Competition any assets remaining after all liabilities have been discharged shall be donated to such Organisations whose aims are similar to the Competition.