

RULES OF THE GAWTHORPE MAYPOLE COMMITTEE



**ADOPTED AT [AN ANNUAL GENERAL MEETING]
CONVENED ON [14TH SEPTEMBER 2023]**

1. The name of the Committee shall be the Gawthorpe Maypole Committee (and in these rules is called the "**Committee**") whose principal office is at 46 High Street, Gawthorpe.
2. The primary objectives of the Committee shall be to (a) raise funds to promote two annual events to be known as the "World Coal Carrying Championships" and "May Weekend" and (b) to assist any cause by raising funds or otherwise which the Committee considers to be a worthy cause to follow in the Gawthorpe area which is defined according to the plan annexed hereto.
3. The Committee shall consist of not more than 25 members ("**Committee Members**"), a president, a secretary and a treasurer.

Membership

4. All persons of not less than eighteen years of age with an interest in furthering the objects of the Committee, shall be eligible for membership. There will be no requirement for residency in the Gawthorpe area.
5. Committee Members shall be elected at the Annual General Meeting ("**AGM**") in each year and, subject to termination of office by resignation or otherwise, shall remain in office until the AGM in the following year. Appointments shall have effect from the conclusion of the AGM at which a Committee Member is elected.
6. Retiring Committee Members shall be eligible for re-election.
7. All persons seeking election, or as the case may be, re-election, as a Committee Member shall indicate their intention to the secretary at least 7 clear days' prior to the AGM.
8. Where the number of candidates for Committee Members exceeds 25, the secretary shall arrange for those names to be added to a ballot paper and every eligible person in attendance at the AGM shall be entitled to vote for up to 25 candidates. The 25 candidates who receive the most votes shall be declared elected. In the case of two or more candidates receiving an equal number of votes, the secretary shall arrange for those names to be added to a ballot paper and every eligible person in attendance at the AGM shall be entitled to vote for up to the number of candidates needed to fill all vacancies.
9. Membership is not transferable to anyone else.
10. The Committee may create honorary or other classes of non-voting membership and may determine the rights and obligations of any such members, and the conditions for admission to, and termination of membership of any such class of members. Other references in these rules to Committee Members do not apply to non-voting members.

Officers

11. In addition to Committee Members, the Committee shall be managed by the following officers:
 - a. a president;
 - b. a secretary; and
 - c. a treasurer.
12. The president is the figurehead for the Committee and shall promote the Committee and act as a focal point for the community. The president shall also chair all meetings so that the business of the Committee can be carried out efficiently.
13. The secretary shall convene and attend meetings, prepare agendas, take minutes and keep a record of the business of the Committee and perform all other duties relating to the office of secretary. Such agenda, minutes and records shall be open to inspection by Committee Members and officers.
14. The treasurer shall be responsible for such sums of money as may from time to time be paid into their hands on account of the Committee and shall keep an account thereof. They shall also attend meetings and shall prepare the annual statement of accounts and annual report for the preceding financial year (ending on 30th June in each year) for the AGM following their election. All payments must be signed by the treasurer and one other officer.
15. A president, secretary and treasurer shall be elected at the AGM in each year and, subject to termination of office by resignation or otherwise, shall remain in office until the AGM in the following year. Appointments shall have effect from the conclusion of the AGM at which an officer is elected.
16. No person may serve as the president for more than five (5) consecutive years but no such restriction is imposed in respect of persons serving in any other office.
17. Without affecting rule 16, retiring officers shall be eligible for re-election.
18. All persons seeking election, or as the case may be, re-election, as an officer shall have first served as a Committee Member for at least one (1) year and be nominated by two of the current Committee and shall provide a form of nomination in the form attached hereto to the secretary at least 7 clear days' prior to the AGM. Where the current secretary is seeking election as either the president or the treasurer or re-election as the secretary, the Committee shall nominate another of their number to receive forms of nomination in accordance with this rule 18 and comply with rule 19.
19. Where there is more than one candidate for an office, the secretary shall arrange for those names to be added to a ballot paper and every eligible person in attendance at the AGM shall be entitled to vote for up to one candidate. The candidate who receives the most votes shall be declared elected. No person shall hold more than one office at the same time.

20. If there is only one candidate for an office, that candidate must have the support of the majority of eligible persons in attendance at the AGM.

Casual Vacancies

21. The Committee shall have power to appoint a Committee Member or an officer to fill any casual vacancy on the Committee until the next AGM. A candidate for election who receives the votes of the majority of the Committee present at a meeting of the Committee ("**Committee Meeting**") shall be declared elected. Any person so appointed shall retire at the next AGM but shall be eligible for re-election at such meeting.

Termination

22. Membership or office is terminated if:
- a. the Committee Member or officer dies;
 - b. the Committee Member or officer sends written notice of resignation to the secretary (or in the case of the secretary, the secretary sends written notice of resignation to the president);
 - c. the Committee resolves to remove the Committee Member or officer in accordance with rule 23; or
 - d. the Committee Member or officer is absent for six consecutive Committee Meetings without tendering their apologies.
23. The Committee shall have power to resolve to remove any Committee Member or officer who shall offend against these rules or whose conduct shall in the opinion of the Committee render them unfit for membership or office. A resolution to remove a Committee Member or officer may only be passed if:
- a. a Committee Meeting is convened for the purpose of proposing the resolution, ensuring that at least 14 clear days' written notice of the Committee Meeting is given to all Committee Members and officers;
 - b. the Committee Member or officer concerned is informed of the complaint(s) made against them in advance of the Committee Meeting and is given the opportunity to appear before the Committee and answer the complaint(s); and
 - c. at least 75% of the Committee vote in favour of the resolution removing the Committee Member or officer. The Committee Member or officer concerned shall not be entitled to vote.

Without affecting rule 32, the quorum for a Committee Meeting convened for the purpose of proposing a resolution to remove any Committee Member or officer shall be 75% of the Committee (excluding the Committee Member or officer concerned). No Committee Member or officer may appoint another person as a proxy for this purpose. Such resolution can only be passed at a Committee Meeting and not in writing in accordance with rule 34.

General Meetings

24. An AGM must be held in each year within 3 months of the Treasurer receiving the accounts from the independent auditor upon a date and at a time to be fixed by the Committee for the following purposes: (a) to receive the annual statement of accounts (duly audited) and annual report for the preceding financial year (ending on 30th June in each year); and (b) to elect the Committee for the following year.
25. Other general meetings (in these rules called a “**Special General Meeting**” or “**SGM**”) may be held at any time and for any purpose where the Committee decides.
26. Without affecting rule 24, the Committee must call a SGM if it receives a request to do so from fifty persons of not less than eighteen years of age resident in the Gawthorpe area giving reasons for the SGM. The names, addresses and signatures of such persons must be given to the secretary and at least 75% of such persons must attend the SGM. If there are less than 75% of such persons in attendance, the SGM will be cancelled.
27. The Committee must give at least 14 clear days’ written notice of any AGM or SGM to all current Committee Members and officers stating the date, time and place of the meeting and such notice shall also be displayed on the Committee’s noticeboard at 46 High Street, Gawthorpe and on the Committee’s social media platforms. All members of the public of not less than eighteen years of age residing in the Gawthorpe area shall be eligible to attend and vote at any AGM or SGM.
28. The president shall, if present at the AGM or SGM, preside as chair of the AGM or SGM. In their absence, all eligible members of the public who are present at the AGM or SGM shall elect a chair to preside at the AGM or SGM.
29. Every eligible member of the public who is present at the AGM or SGM has one vote. Unless otherwise provided in these rules, any decision shall be taken by a simple majority of votes cast.

Committee Meetings

30. The Committee shall call Committee Meetings as the Committee deem necessary, except that the first Committee Meeting of the new Committee after the AGM will be held within four (4) weeks of the AGM. The date, time and place of the following Committee Meeting shall always be decided at the preceding Committee Meeting. A Committee Meeting may be held by suitable electronic means.
31. The president shall, if present at the Committee Meeting, preside as chair of the Committee Meeting. In their absence, the Committee shall elect a chair to preside at the Committee Meeting.

32. No business may be transacted at any Committee Meeting unless a quorum is present when the Committee Meeting starts. The quorum for a Committee Meeting shall be at least 25% of the Committee (including at least one (1) officer).
33. Each person present at a Committee Meeting has one vote. Unless otherwise provided in these rules, any decision shall be taken by a simple majority of votes cast. Any person may appoint another person as a proxy to exercise that member's right to vote at a Committee Meeting by written notice to the secretary.
34. Unless otherwise provided in these rules, a resolution in writing agreed by a simple majority of all persons who would have been entitled to vote upon it had it been proposed at a Committee Meeting shall be effective.

Trustees

35. In addition to the Committee, there must be not less than four (4) nor more than 10 trustees appointed to manage the property of the Committee (other than cash which shall be under the control of the treasurer) ("**Trustees**"). At least 50% of the number of Trustees must be Committee Members or officers.
36. If the number of Trustees falls below four (4), or less than 50% of the number of Trustees are Committee Members or officers, the Committee shall call a Committee Meeting to nominate a new Trustee or Trustees. The Trustees at the date of these rules are:
 1. Duncan Richard Smith;
 2. Brian Wilding;
 3. Susan Dianne Walshaw;
 4. Donald Hitchen; and
 5. Patricia Cartwright.

For the purposes of section 34(2) of the Trustee Act 1925 ("**TA 1925**"), only four (4) of the Trustees shall be registered with legal title at HM Land Registry.

37. It is the duty of each Trustee to:
 - a. exercise their powers and to perform their functions as a trustee in the way they decide in good faith would be most likely to further the objects of the Committee; and
 - b. exercise, in the performance of those functions, such care and skill as is reasonable in the circumstances.
38. Each Trustee shall hold office until death or resignation or until removed from office by a resolution of the Committee. Such resolution may be passed by adopting the procedure set out at rule 23 in respect of removing any Committee Member or officer.
39. For the purpose of giving effect to the appointment of a new Trustee or Trustees nominated by the Committee, the president has the power to appoint under section 36 of the TA 1925 and shall by deed duly appoint the person or persons so nominated.

Execution of documents

40. The Committee is not an incorporated body with a distinct legal personality of its own. The Committee may execute documents either by the signature of all Committee Members and officers, or by conferring on any two or more of their number:
- a. a general authority, or
 - b. an authority limited in such manner as the Committee think fit,
- to execute documents in the names and on behalf of the Committee. Any document executed in pursuance of an authority under this rule 39 is of the same effect as if executed by all Committee Members and officers.

Variation

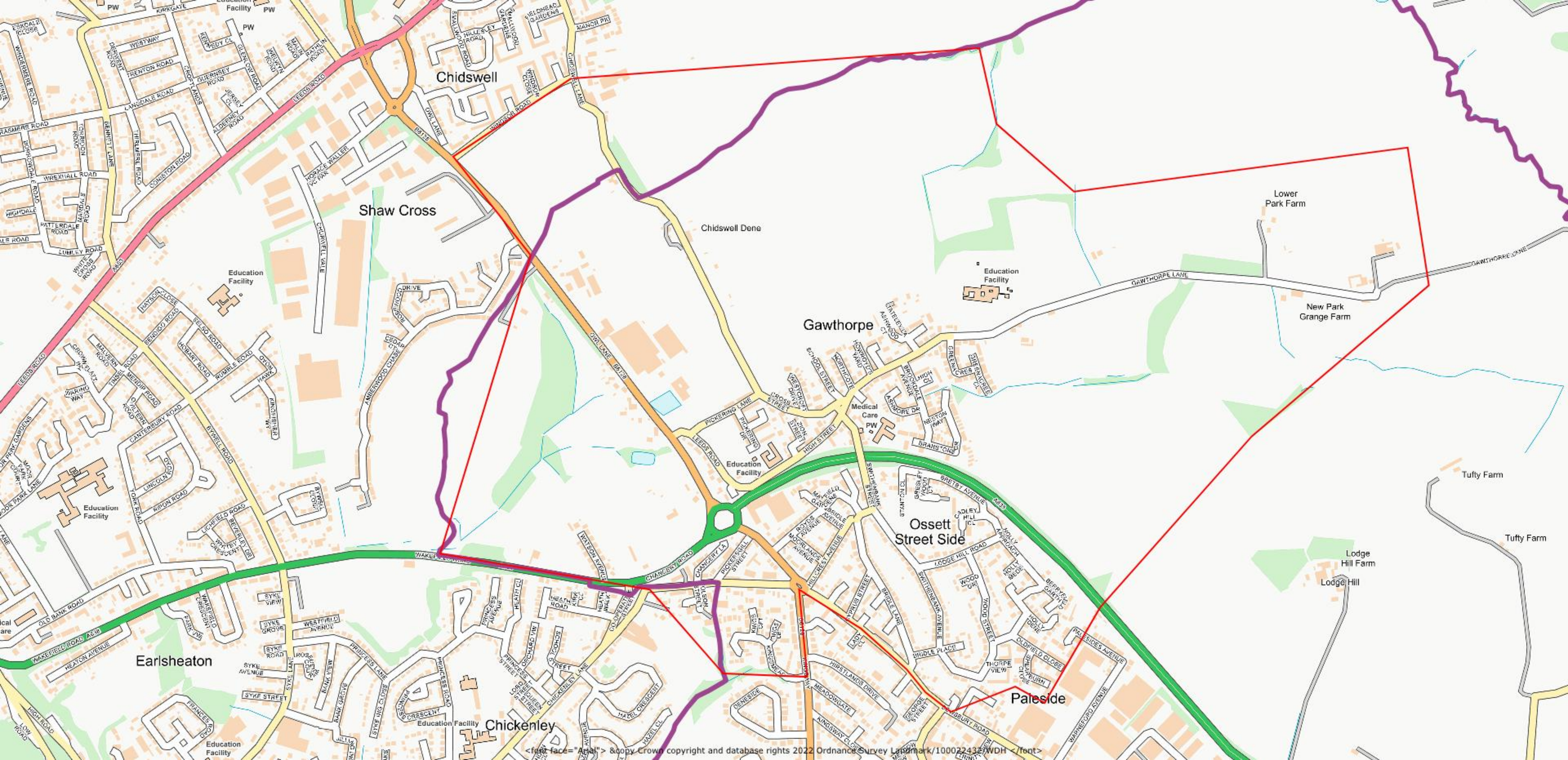
41. The Committee shall have the power to vary these rules but no such variation take effect until the same has been confirmed at an AGM or a SGM convened for that purpose.

Miscellaneous

42. With the prior written consent of the Committee, all reasonable expenses properly incurred by Committee Members and officers on behalf of the Committee will be reimbursed. This rule 41 is subject to any minimal financial threshold that the Committee may determine from time to time, below which such prior written consent is not required. Receipts and other evidence of all expenses shall be provided to the treasurer without delay.
43. No Committee Member or officer shall receive any remuneration or any financial benefit from the Committee unless the payment or benefit is in connection with a contract for the supply of goods and/or services.
44. No Committee Member or officer shall have a personal right to or claim upon the property of the Committee.
45. On the death of any past or current Committee Member or officer, the maypole flag shall be lowered immediately to fly at half-mast up to and including the day of the funeral and a notice shall be displayed on the Committee's noticeboard at 46 High Street, Gawthorpe. The Committee shall have the discretion to determine such other instances when the maypole flag shall be lowered to fly at half-mast, although in such instances the flag will generally only fly at half-mast for five (5) days leading up to and including the day of the funeral.

**Annex 1
Plan**

DRAFT



Chidswell

Shaw Cross

Chidswell Dene

Gawthorpe

Lower Park Farm

New Park Grange Farm

Tuffy Farm

Tuffy Farm

Lodge Hill Farm
Lodge Hill

Ossett Street Side

Earlsheaton

Chickenley

Paleside

**Annex 2
Form of Nomination**

The Gawthorpe Maypole Committee

Form of Nomination

I wish to nominate [NAME] for election as the [president OR secretary OR treasurer] of The Gawthorpe Maypole Committee. I am a current Committee Member or officer.

Signed:

Name:

Date:

I wish to second this nomination. I am a current Committee Member or officer.

Signed:

Name:

Date:

I agree to being nominated for election as the [president OR secretary OR treasurer] of The Gawthorpe Maypole Committee.

Signed:

Name:

Date:

The signed and completed form should be sent to the current secretary and will only be valid if it is received no later than 23:59 on [DATE].