

# Christmas in Queensferry

## CONSTITUTION

October 2008

**NAME:** The Unincorporated Association shall be named Christmas in Queensferry, hereinafter referred to as CinQ.

**PURPOSES:** To organise festivities in Queensferry at the Christmas period by planning festivities and raising funds to produce and support those festivities

**LOCALITY:** The Royal Burgh of South Queensferry and district is the focus of CinQ

### STRUCTURE

**COMMITTEE:** Full committee members are representatives of local businesses, interest groups, community groups and interested individuals, maximum number 14 plus co-opted as required.

**OFFICERS:** The Committee shall elect Office Bearers; namely a Chairman, Vice Chairman, Treasurer and Secretary.

**GENERAL MEETING:** A General Meeting shall be held every year to elect Officers

**MEETINGS:** Meetings will be held as required during the year to plan and progress activities during the festive season. The tempo of meetings will be determined by the time of year and progress with the planning.

**VOTING:** Each full committee member shall have one vote. The chair shall have a casting vote at every meeting. The aim of decision making should be for consensus.

**PROCEDURES:** A quorum shall comprise an office bearer plus three other committee members.

**FINANCE:** All money raised by or on behalf of CinQ shall be applied to the purposes of CinQ. Funds shall be paid into a bank account operated by the Committee in the name of CinQ. All cheques drawn on the CinQ account(s) shall be signed by at least office holders. The accounts shall be audited once a year by auditors appointed by the Committee. Reasonable expenses incurred by committee members shall be reimbursed on activities and expenses authorised by the Committee and on production of suitable receipts.

**ALTERATIONS TO CONSTITUTION:** This Constitution may be altered by two-thirds majority decision of the Committee.

**DISSOLUTION:** Notice of intended dissolution shall be given to the Queensferry Business Association, the Queensferry and District Community Council and the City of Edinburgh Council at least one month prior to the effective date of dissolution. Funds standing to the credit of CinQ shall be given to Queensferry Churches Care in the Community, or if that is not possible, Ferry Fair Funds.