



CONSTITUTION

1.0 Name of Lottery

1.1 the name of the Lottery is the Pride in Penrith Lottery and is referred to in this constitution as "The Lottery".

1.2 The address of the Lottery is % Robinson Udale Accountants, The Old Bank, 41 King Street, Penrith, CA11 7AY.

2.0 Aims of the Lottery

2.1 The aims of the Lottery are to assist in the promotion and vitality of Penrith and the development of local community projects which will be for the overall benefit of the towns people and its immediate environs.

3.0 Powers

3.1 To further its aims, the Lottery has the following powers

- a) to promote the Lottery to local residents and businesses with a view to maximising the money raised.
- b) to employ staff, agents or advisors as may be required.
- c) to do any other lawful things which are necessary or desirable to enable the Lottery to achieve its aims.

4.0 Management Committee Membership

4.1 The management of the lottery shall be entrusted to a committee consisting of a chair and treasurer and not less than 3 and no more than 7 other elected committee members plus up to 3 co-opted members as required.

4.2 All committee members have to be over the age of 16.

4.3 All Committee members will have full voting rights in the decision making process.

5.0 Meetings

5.1 The committee shall meet at least 9 times per year or more frequently as required.

5.2 The quorum for meetings will be 3 Committee members.

5.3 An annual general meeting should be held every year on a date and a time fixed by the Committee for the following purposes:

(a) To receive the Annual Report and Balance Sheet and Statement of Accounts for the preceding financial year.

(b) To elect the Officers of the Committee.

(c) To decide on any resolution which shall have been proposed by a Member of the Society, communicated in writing to the Secretary and included in the notice of the meeting and the date publicised to all Committee members.

5.4 An Extraordinary General Meeting can be called by a minimum of 3 Committee Members submitting a request to the Chair. The meeting, arranged to maximise the attendance of Committee members will be held within 28 days of the request being received.

5.5 All Committee members shall be elected annually at the annual general meeting

5.6 Voting shall be by a majority of those Committee members present. The Chair shall have the casting vote.

5.7 The Committee will keep minutes of all proceedings at meetings of the Lottery and of the Committee.

6.0 Finance and Accounts

6.1 The committee shall ensure that Proper and correct accounts are maintained.

6.2 Annual accounts are to be produced by the Treasurer

6.3 The lottery may open one or more bank accounts. All bank accounts shall be in the name of the Lottery.

6.5 Payments from these accounts must be signed (manually or electronically) by two designated persons for amounts over £250 and by one up to £249.99. Signatories to be decided by the committee.

7.0 Signatures

7.1 Signed on behalf of the Lottery by the Chairman

Signature.....

Printed name.....

Date.....