

**RULES**  
**of**  
**Carnival Arts and Masquerade Foundation (Company No. 7403381)**  
**(the “Charity”)**

The initial Rules were adopted at a meeting of the Trustees held at 20 Cursitor Street, London, EC4A 1LT at 11.20 am on 8 September 2011.

**1 INTERPRETATION**

In these Rules:

- 1.1 These Rules should be read in conjunction with the Articles.
- 1.2 No Rule shall be effective if it would be inconsistent with, or would affect or repeal anything contained in, the Articles.
- 1.3 Subject to Rule 1.2, any Rule shall be binding on the Members and the Trustees shall adopt such means as they think sufficient to bring the Rules to the notice of the Members.
- 1.4 Words and expressions that are defined in Article 2 of the Articles have the same meaning when used in these Rules and in the appendices to these Rules (unless the context requires otherwise); and
- 1.5 Unless the context otherwise requires:
  - 1.5.1 words importing the masculine gender shall include the feminine gender; and
  - 1.5.2 references to the singular shall include the plural and vice versa.

**2 DEFINITIONS**

**Articles:** means the articles of association of the Charity adopted on incorporation of the Charity on 11 October 2010, as may be amended from time to time;

**Disciplinary Committee:** means a committee of the Charity set up to oversee disciplinary matters in accordance with Rules;

**Employees:** means the employees of the Charity from time to time;

**Mas Band:** means a carnival masquerade band that presently participates in any UK based carnival and is comprised of a minimum of 30 costumes;

**Membership:** means membership of the Charity from time to time (and Member has a corresponding meaning), who may be Bands through their authorised representatives or individual artistes whose applications have been proposed and seconded by current paid-up members and approved by the Board;

**Nominations:** nominations of Trustees as in accordance with these Rules (and **Nominee** shall have a corresponding meaning);

**Trustee:** means a director of the Charity from time to time; and

**Trusteeship:** means the collective Trustees

### **3 MEMBERSHIP**

- 3.1 Membership shall be open to Mas Bands through their authorised representatives and individuals carnival artistes who express a wish to participate in arrangements for attaining the charitable objects of the Charity, as set out in the Articles.
- 3.2 Any application for Membership shall be made in the prescribed form, as set out in Appendix 1 to these Rules and on approval by the Board and the Subscription Fee shall become payable within thirty (30) days. Annual subscriptions shall be payable by 30<sup>th</sup> September in each year in order to be eligible to vote at the forthcoming AGM.
- 3.3 Subject to Rule 3.4, to be eligible for Membership, each Mas Band or individual applying for Membership must have been:
- 3.3.1 nominated by an existing Member; and
- 3.3.2 seconded by another existing Member.
- 3.4 An applicant shall not become a Member until that Member's Subscription Fee is fully paid up and all other criteria for Membership have been satisfied.
- 3.5 Membership shall be renewable annually and the Subscription Fee shall be payable on each renewal.
- 3.6 No paid Subscription Fee shall be refundable to a resigning Member.
- 3.7 If a Member has, in the opinion of the Disciplinary Committee (acting in its absolute discretion), behaved or conducted himself in a manner contrary to the interests of the Charity, the Disciplinary Committee may recommend to the Trustees that the Trustees resolve to remove the Member as a member of the Charity in accordance with Article 17.2 of the Articles.
- 3.8 Each Member shall be liable for any bank charges incurred by the Charity in connection with any payment to the Charity made by such Member, including, but not limited to, bank charges incurred by the Charity for stopped or bounced cheques.
- 3.9 No Member shall be eligible to stand for election to a committee of the Charity if the date for payment of that Member's Subscription Fee has passed and the Subscription Fee has not been received by the Charity in cleared funds.
- 3.10 No Member shall, without the prior written consent of the Trusteeship, for as long as he is a Member, establish, or become a member of any other organisation representing Mas Bands which is involved with, or has similar aims and objectives to those of the Charity, to the extent such involvement, aims and objectives relate to the Notting Hill Carnival. Nothing in this Rule shall prevent a Member from establishing or becoming a member of another local association which does not have involvement with, or aims and objectives relating to, the Notting Hill Carnival.

### **4 TRUSTEESHIP**

- 4.1 Subject to the satisfaction of the criteria in Article 43, **including acceptance of the Code of Conduct for CAMF Trustees**, the Members may, by ordinary resolution, appoint an individual member to act as a Trustee.
- 4.2 The maximum number of Trustees at any time shall be 9 until such time as the Members resolve otherwise by ordinary resolution pursuant to Article 44.

### **4.3 Eligibility to vote**

- 4.3.1 Only Members are eligible to vote on an ordinary resolution and only if, at the closing date for Nominations, the Member has fully paid up its Subscription Fee **and attend at least one General Meeting in each quarter.**
- 4.3.2 Associate members or other classes of Membership of the Charity are not eligible to vote.
- 4.3.3 A list of Members eligible to vote will be available for inspection at the General Meeting, **subject to compliance with the General Data Protection Regulations and Data Protection Act 2018.**

### **4.4 Nominations**

- 4.4.1 Nominations shall only be submitted by a Member who is eligible to vote in the election.
- 4.4.2 Each Nomination must be:
  - 4.4.2.1 nominated by an existing Member; and
  - 4.4.2.2 seconded by another existing Member,both of whom are eligible to vote.
- 4.4.3 The Member proposing the Nomination shall have the consent of the proposed Nominee.
- 4.4.4 No Member may be permitted to stand for Nomination if his Subscription Fee is in arrears.
- 4.4.5 Any Nomination for Trusteeship shall be made in the prescribed form as set out in Appendix 2 to these Rules and must be (i) signed by the Member making the nomination, (ii) signed by the Member seconding the nomination and (iii) submitted to the Charity Secretary.
- 4.4.6 If, in the sole discretion of the Trusteeship from time to time, it would be in the best interests of the Charity for the Trustee filling a vacancy for a particular portfolio in the Trusteeship to possess certain skills or experience, the Trusteeship may after undertaking a fair and reasonable assessment of the potential candidates, limit the Nominations to be proposed for election to the General Meeting to Nominations of individuals who can demonstrate appropriate skills or experience.

### **4.5 Voting**

- 4.5.1 At the General Meeting, each Nominee proposed for election shall provide a biography for distribution to the membership and will speak to the Members giving an outline the reasons why they consider themselves suitable for election and where appropriate to undertake a particular post or portfolio on the Board of the Charity
- 4.5.2 A Member entitled to attend and vote at a General Meeting is entitled to appoint a proxy to attend and vote in his stead. A proxy need not be a member of the Charity. Completion and return of a form of proxy will not prevent a member from attending and voting at that General Meeting. The instrument appointing a proxy and the power of attorney or other authority (if any) under which it is signed must be deposited at the Registered Office of the Company, not less than 48 hours before the specified time of the General Meeting.
- 4.5.3 For the purposes of the appointment or re-election of a Trustee at an Annual General Meeting, a nominated and seconded member must achieve at least

50% of the available vote in order to be elected onto the Board of the Charity. In the case of an equality of votes and the maximum number of Trustees to elected is exceeded by the number of nominations, a further ballot shall be undertaken involving the tied nominees with the lowest number of votes, subject to the 50% threshold being achieved at the second ballot.

4.5.4 In the case of nominees not reaching the 50% minimum votes threshold at the first ballot and the maximum number of Trustees has not been reached, a further ballot shall be undertaken involving these nominees.

#### **4.6 Results**

4.6.1 The results of the vote for all positions will be announced at the end of the same General Meeting at which the votes were cast.

### **5 CONDUCT OF MEMBERS**

#### **5.1 Disputes**

5.1.1 Any dispute between a Member and the Charity shall first be dealt with at a meeting of the Trustees and failing a successful resolution of the dispute, shall be referred to the Disciplinary Committee.

5.1.2 Disputes between Members shall be resolved internally with the assistance of the Trusteeship and failing a successful resolution of the dispute in this manner, shall be referred to the Disciplinary Committee.

5.1.3 The Disciplinary Committee shall be made up of two Trustees, two Members and, if so appointed by the Trusteeship, an independent third party from within the carnival community who is neither a Member or Trustee.

#### **5.2 Gross misconduct**

5.2.1 In the event a Member conducts himself in such a manner which, in the opinion of the Trusteeship amounts to gross misconduct, such matter will be brought to the immediate attention of the Members for discussion at the next general meeting of the Company.

5.2.2 Any Member whose conduct amounts to gross misconduct may have his Membership suspended and/or terminated in accordance with Article 17.

5.2.3 Matters of gross misconduct include, but shall not be limited to, the following:

5.2.3.1 racial or ethnic discrimination, harassment or abuse;

5.2.3.2 sexual discrimination, harassment or abuse;

5.2.3.3 religious discrimination, harassment or abuse; or

5.2.3.4 verbal or physical attack or abuse,

directed at any other Member, the Trusteeship or any other third party.

#### **5.3 General**

5.3.1 Members should not communicate with the media or influential bodies on any issues relating to the organisation, without the prior consent of the Trusteeship.

5.3.2 Members are expected to present a positive image of the Charity to the public at all times.

- 5.3.3 The Charity is an equal opportunities organisation and has a written equal opportunities and diversity policy. Compliance with this policy by each Member, Trustee and employee of the Charity is mandatory.
- 5.3.4 Members and employees of the Charity must take account of current legislation in the area of access to fair treatment and equal opportunities.

# APPLICATION FORM FOR CAMF MEMBERSHIP

The Board of CAMF, c/o Yaa Asentewa Centre, 1 Chippenham Mews, London W9 2AN

Dear CAMF Board,

I/We are authorised and wish to Apply to Carnival Arts and Masquerade Foundation (CAMF - **Co. No. 7403381**) for either of the categories of membership as selected by my/our tick or mark in box of the following:-

- a) **Full Membership with voting rights:** ; or  
 b) **Associate Membership with no voting rights** .

**Band Name:**

**Full Address:**

**Post Code:**

**Contact No.1 Name**

**Contact No. 1 Tel. No.**

**Contact No.1 e-Mail**

**Contact Name No.2**

**Contact 2 Tel. No.**

**Contact 2 e-Mail:**

**Band Web site:**

I/We are Limited Company and the Company Number is:

I/We are a registered Charity and the Charity Number is:

I/We are not a Limited Company nor a registered Charity, and the details of at least two (2) additional current members representing my/our organisation is as follows:

Name	Tel/Mobile	e-Mail Address
1. <input style="width: 90%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>
2. <input style="width: 90%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>
3. <input style="width: 90%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>

I/We are a new applicant, have the authority to be representatives and are nominated by the following current CAMF members:  
 Nominating Band:  Signature of Rep:

Seconding Band:  Signature of Rep:

I/We hereby acknowledge that I/we have read and understood the Articles and the Rules regarding Membership of the Charity and agree to the terms and conditions. I/We hereby further acknowledge that, pursuant to Article 11, every member of the Charity undertakes to contribute such amount as may be required (not exceeding £10) to the Charity's assets if it should be wound up whilst I/we am/are a member or within one year after I/we cease to be a member, for payment of the Charity's debts and liabilities contracted before I/we cease to be a Member, any of the costs, charges and expenses of winding up, and for the adjustment of the rights of the contributories among themselves. If my/our application is successful the annual membership fee of **£50** will be paid online  into CAMF's Bank **Account No. 38 86 37 79** at Santander, **Sort Code: 09 01 28**, Reference **MEM-my Band's name** or by cheque payable to CAMF by **30<sup>th</sup> October 2018**.

<b>Signature:</b> <input style="width: 95%;" type="text"/>	<b>Name:</b> <input style="width: 95%;" type="text"/>	<b>Date:</b> <input style="width: 95%;" type="text"/>
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# CAMF – MEMBERSHIP APPLICATION & RENEWAL FORM

For CAMF Official Use Only	
Date and Applicant received by CAMF	
Date Application Acknowledged	
Date Application considered by the Board and details of any further information requested	
Date on which and details of any further information requested in received by CAMF	
Date Application is approved by the CAMF Board:	
Date Applicant is informed of the CAMF Board's decision:	
Date on which subscription is received following approval by CAMF Board:	
Method of Payment:	Cash <input type="checkbox"/> Cheque <input type="checkbox"/> Bank Transfer <input type="checkbox"/>
Note on Payment received:	
Membership No.:	
Comments/Notes:	
Buddy Allocated:	