

## **Draft Constitution. Revised July 2018**

### **1. Aim**

The aim of the Guild is to encourage the art of flower arranging by means of demonstrations, practice and tuition. The Guild is a non-profit making concern

### **2. Membership**

Membership is open to anyone supporting the aims of the Guild.

Membership will begin as soon as the annual membership fee has been received

The Guild may appoint Honorary Life Members who will be decided by the committee and brought to the Annual General Meeting for ratification.

Honorary Life Members will not pay an annual subscription.

The annual membership fee will be set by the committee and ratified at the Annual General Meeting (AGM) and will be payable by all members with the exception of Honorary Life Members.

### **3. Management**

An elected Committee of 6 officers and 4 members will carry out the business of the Guild with the ability to co-opt further members to join the committee. Election will take place annually at the AGM. The officer posts are: Chairman, Vice-Chairman, Secretary, Treasurer, Programme Secretary and Membership Secretary. **All roles will be held for one year and may be re-elected at the AGM subject to the following maximum terms of office. Chairman and Vice-Chairman two years, other officers and committee members three years. Officers and committee members retiring from their roles will stand down for one year unless taking another officers role. A quorum will consist of five committee members including the Chairman and/or Vice/Chairman who shall have an additional casting vote in the event of a tie.**

### **4. Meetings**

An AGM will be held within fifteen months of the previous AGM and after the close of accounts. Members will be eligible to vote at the AGM and any Extraordinary General Meeting (EGM) called by the Committee or by 20% of members. Decisions at meetings will be by simple majority of the members present and voting. The Chairman Shall have an additional casting vote in the event of a tie

**Any member of Acomb Flower Guild may attend one Committee meeting per year as an observer.**

### **5. Finances**

The financial year of the Guild ends on 31 July. A record of income and expenditure will be maintained by the Treasurer and given at each meeting. The Accounts and Balance Sheet will be submitted for inspection by a suitably qualified, independent person appointed at the Annual General Meeting. Two signatures are required for Guild cheques with eligible signatories selected from Officers and Committee members

### **6. Changes to the Constitution**

Amendments to the Constitution may only be made at the AGM or EGM. Notice of any changes will be given four weeks prior to the meeting at which members may vote.

### **7. Dissolution**

**In the event of the Guild closing, after all debts and liabilities have been met the disposal of remaining assets shall be decided at the final General Meeting on recommendations from the Committee.**