



CONSTITUTION OF SANDWICH IN BLOOM

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1. Overview

Sandwich in Bloom (SiB) is a not-for-profit organisation made up entirely of volunteer members.

Its Management Team will be subject to election each year, with volunteers qualifying for voting rights by committing a few hours to community efforts.

2. Aims

SiB's primary aims will be to plan, organise and implement a rolling programme of floral initiatives in the town of Sandwich.

3. Powers

In order to achieve its aims, SiB will have the powers to:

- Raise money,
- Accept grants, sponsorship and donations, together with any reasonable conditions attaching to them,
- Open and operate bank accounts,



- Take out insurance,
- Run consultations, briefings and events,
- Work with other relevant groups and exchange information, and
- Do anything that is lawful which will help it to fulfil its aims.

4. Membership

Membership of SiB will be open to anyone who loves Sandwich and is interested in helping SiB to achieve its aims, either by creating their own floral displays or by helping the communal effort. No membership fees are payable.

SiB will not discriminate against anyone on grounds of disability, gender, ethnic or national origin, colour, age, religious or political belief, sexuality or marital status.

5. Voting membership

Voting rights will be accorded to:

- “Bloomers”, and
- Any organisation granting sponsorship to a minimum value of £100 over the calendar year.

“Bloomers” are members aged 16+ who devoted at least twelve hours to the communal effort during the year. Examples include acting as a street coordinator, planting or watering public displays, supporting a working party or performing handy tasks.

Each Bloomer shall have one vote at the General Meeting.

Each qualifying organisation will be entitled to send a representative to the General Meeting. That representative will be notified in advance to the Secretary and be entitled to one vote.

The membership of any Bloomer or organisation may be terminated by the Management Team but only if there is good reason. However, the member has a right to be heard by the Management Team before a final decision is made. Although highly unlikely, reasons would include anti-social or criminal behaviour or actions which undermine the SiB project.

6. Management

SiB will be administered by a Management Team comprising of no more than eight Bloomers.

It will include three officers with specific roles: Chair, Treasurer and Secretary.



All members of the Management Team will be subject to election or re-election each year at the Annual General Meeting (AGM).

The Team shall meet regularly and, in any event, at least four times a year.

The quorum for Management Team meetings shall be three members.

Voting at Management Team meetings will be by show of hands. If there is a tied vote, then the Chair shall have a second vote.

If there is good and proper reason, a member of the Management Team may be removed by a two-thirds majority vote of the other Team members of the Team. That person will have the right to a full hearing by the Management Team before a final decision is made.

The Team may appoint another Bloomer to fill a vacancy, provided that the maximum number of eight is not exceeded.

No member of the Management Team will receive remuneration for carrying out their managerial duties.

7. Duties of the Officers

The duties of the Chair are:

- To chair meetings of the Management Team and the wider group of members,
- To represent SiB (or delegate another member of the Management Team) at functions/meetings to which SiB has been invited, and
- To act as SiB spokesperson as appropriate.

The duties of the Secretary are:

- To take and keep minutes of meetings,
- To prepare the agenda for meetings of the Management Team, AGM and Special Meetings in consultation with the Chairperson,
- To maintain the list of voting members, and
- To deal with official correspondence.

The duties of the Treasurer are:

- To supervise the financial affairs of SiB, and
- To keep proper accounts that detail all monies collected and paid out by SiB.



8. Finance

Any money obtained by SiB shall be used only for SiB purposes in accordance with its aims.

Any bank accounts opened for SiB will be in the name of Sandwich in Bloom.

Cheques shall be issued by the Treasurer and countersigned by one other member of the Management Team who is not personally related to the Treasurer. Any other payments issued will be effected by the Treasurer and approved by e-mail or in writing by one other member of the Management Team who is not personally related.

9. Annual General Meetings

SiB will hold an Annual General Meeting (AGM), normally in the month of January but in any event no more than 15 months after the previous AGM.

Bloomers shall be given at least fourteen days' notice of the AGM and be entitled to attend and vote. Notice will be via e-mail, where the member has made this known; otherwise by social media or word of mouth.

The quorum for an AGM shall be 10 members.

The business of the AGM will include:

- Hearing a report from the Chairperson on SiB's activities over the year,
- Receiving a report from the Treasurer on the finances,
- Electing or re-electing a Management Team, and
- Considering any other business as may be decided.

Voting will be either by show of hands or – where appropriate – secret ballot.

10. Special General Meetings

A Special General Meeting may be called by the Management Team at any time to discuss an urgent matter.

The Secretary shall give Bloomers at least fourteen days' notice of any Special General Meeting together with notice of the business to be discussed. All Bloomers shall be entitled to attend and vote.

Notice will be via e-mail, where the member has made this known; otherwise by social media or word of mouth.



Voting will be either by show of hands or – where appropriate – secret ballot.

11. Alterations to the Constitution

Any changes to this Constitution must be agreed by at least two-thirds of those Bloomers present and voting at any General Meeting.

12. Dissolution

SiB may be wound up at any time if agreed by two-thirds of those Bloomers present and voting at any General Meeting. In the event of winding up, any assets remaining after all debts have been paid shall be given to a charity determined by the General Meeting.

This constitution was adopted at a meeting of the Management Team on 8 February 2018. The equal opportunities clause in section 4 was added by agreement of the Management Team on 23 April 2018, subject to ratification at the next General Meeting.