



## 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 Committee will be subject to election each year.

### 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 fulfil its aims.



#### **4. Membership**

Membership is open to anyone who 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**

Anyone who expresses an interest in Sandwich in Bloom will be entitled to vote at an Annual General Meeting (AGM)

#### **6. Management**

SiB will be administered by a Committee. It will include three officers with specific roles: Chair, Treasurer and Secretary.

All members of the Committee will be subject to election or re-election each year at the AGM.

The Committee will meet regularly and, in any event at least four times a year.

The quorum for a Committee meeting shall be three members

Voting at Committee meetings will be by a 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 Committee may be removed by a two-thirds majority vote of the other Committee members. That person will have the right to a full hearing by the Committee before a final decision is made.

No member of the Committee will receive remuneration for carrying out their duties.



## **7. Duties of the Officers**

The duties of the Chair are:

- To chair meetings of the Committee and the wider group of members
- To represent SiB (or delegate another member of the Committee 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 the meetings
- To prepare the agenda for meetings of the Committee, AGM and special meetings in consultation with the Chair.
- 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 for SiB purposes only 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 Committee 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 Committee who is not personally related.

## **9. Annual General Meeting**

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.

A minimum of 15 days notice shall be given of the AGM which can be via e-mail, social media or public announcement

The quorum for an AGM shall be 10.

The business of an 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 the Committee, and
- Considering any other business as may be decided



## **10. Special General Meetings**

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

The Secretary shall give 14 days notice of any Special General Meeting together with notice of the business to be discussed.

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

## **11. Alterations to the Constitution**

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

## **12. Dissolution**

SiB may be wound up at any time if agreed by two-thirds of those 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 the Annual General Meeting held in May 2020.**