



CONSTITUTION

1. Name

The organisation (*the group*) will be known as Kingsbridge in Bloom (KIB).

2. Address

Correspondence will normally be addressed to the Secretary of the Committee.

3. Objectives

Kingsbridge in Bloom will have a range of objectives related to caring for and improving the local environment in the town. In particular:

- To enhance the environment and quality of life in Kingsbridge for the benefit of residents, traders and visitors to the area
- To support and encourage residents and businesses to value and improve their local environments
- To encourage sustainable development wherever possible
- To enter the Britain in Bloom National, Regional or other horticultural competitions as agreed by the Kingsbridge in Bloom Committee.

4. Membership

Participation in Kingsbridge in Bloom will be open to *all individuals, residents, organisations, businesses and friends of Kingsbridge who indicate a desire to support the objectives of the group as set out in paragraph 3 above*. The work of KIB will be guided by an *elected steering committee*. *There shall be no annual subscriptions for members of the group*.

5. Decision Making

Most decisions will be taken *by the Committee* through discussion and by reaching a consensus. If a consensus cannot be reached, a majority vote by show of hands will be taken (with the Chair having a casting vote, if required).

6. Powers

To achieve our objectives, the Committee may exercise the following powers:

- To raise funds and invite and receive contributions to the fund
- Buy, rent, lease, exchange or sell any property necessary for the achievement of our objectives
- Employ such staff (who shall not be members of the Committee) as are necessary to achieve our objectives
- Co-operate with charities, businesses and other voluntary or statutory bodies operating in furtherance of the same or similar objectives, and exchange information and advice with them
- Subject to any legal requirements, to borrow money and to charge the organisation with repayment of the money borrowed
- Carry out any other lawful activities as are necessary for the achievement of the project

7. Finance

A bank account will be *operated* in the name of Kingsbridge in Bloom. There will be three signatories. Two signatories will be required to sign cheques, one of which must be the Treasurer. Accounts will be kept and tabled at each meeting. A full statement of income and expenditure will be presented at the Annual General Meeting (AGM).

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A full Financial Management Policy will be reviewed and agreed annually by the Committee. All members working within KIB must adhere strictly to the normal organisation principle that all expenditure of KIB funds must be documented in advance and approved by the committee against the appropriate section of the agreed annual budget. No purchase or commitment should be made or spending of KIB funds undertaken without this prior authorisation. The Committee may, on occasion, delegate authority to authorise minor amounts up to £20 to the Chairman, reviewing this arrangement on an annual basis. The full Financial Management Policy is available to all KIB members on request to the Chairman or Secretary.

An Auditor, who need not be a member of the group, shall be elected at the AGM.

8. Annual General Meeting (AGM)

The AGM will be held in October or November and at least three weeks public notice will be given. All members will be entitled to vote. The AGM will hear reports of the year's events from the Chairman or Secretary, receive the Treasurer's Report and elect committee members for the forthcoming year. Any amendments to the Constitution will be decided at the AGM or an EGM called for the purpose. Each member shall be entitled to vote at any general meeting of the group and shall be entitled to submit nominations at the Annual General Meeting.

9. Communication

It will be important to ensure that communication with the people of Kingsbridge is effective and efficient. All members of the Committee are encouraged to assist with promoting the work of Kingsbridge in Bloom. An annual report on our work should be distributed to interested parties and regular updates will be given in the local press. Posters will be displayed as and when appropriate throughout the town, using shop windows and noticeboards.

10. Member Conduct and Disciplinary Procedures

Committee members and all others involved with KIB are expected to adhere to the usual acceptable standards of behaviour required in all organisations. Comments about other members' activities should be restricted to matters of fact and correct horticultural practice. Personal comments and abuse must be avoided in meetings and in written or electronic communications.

Genuine concerns about the nature of the behaviour of a committee member or anyone else actively involved with KIB should be raised with the Chairman privately in the first instance, face to face or in writing. In the absence of the Chairman the Secretary should be informed. On receipt of a complaint, these two committee officers will then agree if and how the matter is progressed with the full committee. A brief record of the complaint and the agreed action must be recorded in the next set of committee minutes. For minor infractions a warning from the Committee may be appropriate and one warning will be deemed sufficient for each type of infraction but repeat infractions may result in the member's continued association with KIB being terminated.

*Any committee member found to have departed from acceptable standards of behaviour or the financial management practice laid down by the committee will be asked to leave the committee immediately, and will not be eligible for reappointment for a **minimum period of 3 years**.*

KIB members considering submitting nominations for committee members and officers at the AGM should take account of any previous instances of unacceptable behaviour as should members when voting on nominations.

Any member expelled may appeal by notice in writing sent to the Secretary within fourteen clear days who shall within fourteen days thereafter convene a meeting of the Chairman and two members of the Committee who shall decide the appeal and shall not be required to give reasons.

11. Dissolution

The organisation can be dissolved, if necessary, at an AGM or EGM. Funds and other assets remaining shall be distributed to local charities or to Kingsbridge Town Council on the understanding that such funds will be used to improve the green and floral environment of the town.

This Constitution was adopted at a meeting held at Quay House, Kingsbridge on 6 February 2008 and was amended at the Annual General Meeting on 1 November 2017.

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Document re-signed for publication

Signed:  (G Price)

Date: 1-11-17

Position: Chairman

Signed:  (E Smith)

Date: 1/11/17

Position: Secretary