

Guernsey Flower Arrangement Society - Constitution dated 2003 Amended 03.02.2016

1. NAME

The name shall be Guernsey Flower Arrangement Society.

2. AFFILIATION

The Society shall be affiliated to N.A.F.A.S. and Dorset & Guernsey Area

3. OBJECTIVE

To promote and encourage the art and enjoyment of Floral Design.

4. MEMBERSHIP

Membership shall be determined by the Executive Committee.

Honorary Membership may be given to a member in recognition of outstanding service to the Society.

5. PRESIDENT

There shall be one President and one Vice-President who shall be drawn from either the Honorary Members or a previous Chairman.

Both the President and Vice-President shall serve for a period of two years.

6. SUBSCRIPTION

The annual subscription shall be paid by March 31st each year. Any member failing to pay the subscription by March 31st in any year shall have their name deleted from the list of members.

7. HONORARY OFFICERS & COMMITTEE

The Honorary Officers shall be Chairman, Vice-Chairman, Secretary, Treasurer, Publications Officer and Programme Secretary.

All these positions should be re-elected annually.

8. EXECUTIVE COMMITTEE

The administration and the affairs of the society shall be in the hands of the Executive Committee consisting of the Honorary Officers and (a minimum of 2 to a maximum of 10) Committee Members.

The Executive Committee shall meet not less than once per month excluding August. The quorum of the committee shall be 4.

9. NOMINATIONS

Nominations for honorary officers and committee members shall be made by any member of the society.

The nomination with the name of the proposer and seconder and the consent of the nominee shall be sent

to the secretary in writing not less than 21 days before the Annual General Meeting. Nominations for Honorary Members shall be made by the Executive Committee.

10. ELECTIONS

Elections shall be held at the Annual General Meeting.

11. EXECUTIVE COMMITTEE VACANCIES

Should vacancies occur, the Committee shall have power to appoint Members to bring numbers up to strength.

12. AD HOC COMMITTEES

The Executive Committee shall have power to appoint ad hoc committees for any purpose it deems necessary.

13. CO-OPTED MEMBERS

The Executive Committee shall have power to co-opt.

14. DATES OF MEETINGS

Meetings shall normally be held on the first Wednesday of each month excluding January and August. The Annual General Meeting shall normally be held on the first Wednesday in February. Extraordinary general Meetings shall be held by order of the Executive Committee or at the request of not less than 10

members. Request for such a meeting shall be sent in writing stating the matters to be discussed to the Secretary

not less than 28 days before the date of the meeting. Not less than 14 days' notice of the meeting shall be given in writing by electronic message or letter to the members.

15. RESOLUTIONS

Notice of resolutions to be proposed at the Annual General Meeting shall be sent to the Secretary in writing not less than 21 days before the date of the meeting, together with the names of the proposer and seconder.

16. FINANCE

Audited accounts for the year preceding financial year shall be presented at the Annual General Meeting. The books shall close at 30th November in each year.

16. VISITORS

A member may introduce a guest on payment of a fee determined by the Executive Committee.

17. ALTERATIONS TO THE CONSTITUTIONS

Alterations to the constitution shall be by resolution proposed at the Annual general Meeting and will become effective immediately.

18. AGENDA FOR THE ANNUAL GENERAL MEETING

Agenda for the Annual General Meeting shall include resolutions to be proposed and details of all nominations. The agenda papers, including the audited accounts, shall be sent by post or electronic message to members, not less than 7 days before the date of the meeting.

19. CLOSURE

In the event of Guernsey Flower Arrangement Society ceasing to function according to the Constitution, the Society may be dissolved at an Extraordinary General Meeting and any remaining assets shall be donated to other charitable causes as determined by the meeting.