

Constitution and Rules



The Organisation

The name of the organisation shall be the '**Bradwell-on-Sea Flower Show**' (Hereinafter referred to as the flower show).

The objective of the flower show is to promote the exhibition of horticulture, flower arranging, handicrafts and cookery in a competitive environment, and it so doing encourage both young and adults to continue to practice and improve their skills through the media of an annual flower show.

The Officers

The officers of the flower show shall consist of a Chairman, an Honorary Secretary and an Honorary Treasurer.

Officers shall be elected at an Annual General Meeting held each year and shall hold office for one year (AGM to AGM), retiring at the termination of the AGM each year. Officers shall be eligible for re-election with the exception of the Chairman who should stand for no more than three years. *(This may be extended on a yearly basis if no new Chairman is proposed).*

The Chairman Shall;

- Preside at committee meetings.
- Preside at the AGM.
- Have an overriding duty to act in good faith in the best interests of the flower show and is responsible for: the proper conduct of the meeting; the preservation of order; ensuring that all shades of opinion are given a fair hearing; and ensuring that the sense of the meeting is properly ascertained and recorded.
- Act in accordance with the wishes of the majority at the meeting,
- Be deemed to have been given authority by the meeting to regulate its proceedings.
- Put motions to the meeting, declare the results of voting, and rule on points of order.

The Honorary Secretary Shall:

- Keep a register of committee member's names and addresses.
- Conduct the correspondence of the flower show.
- Keep custody of flower show documents.
- Maintain a register of all property belonging to the flower show, together with details of arrangements for its safe keeping.
- Keep full minutes of all committee and sub-committees flower show meetings.

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- To produce an agenda for all committee meetings after liaison with the officers.

The Honorary Treasurer Shall;

- Cause such books of account to be kept as are necessary to give a true and fair view of the state of the finances of the flower show.
- Cause all returns as may be required by law in relation to such accounts to be rendered at the due time.
- Prepare an Annual Statement of Accounts for the AGM.
- To be responsible for the payment of fees and the collection of fees and donations.

The Committee

- The committee shall consist of the Officers and seven 'working' committee members elected at the AGM.
- The committee members will be expected to hold at least one of the following positions.
 1. Flower and Vegetable show organiser.
 2. Cookery and Handicraft show organiser
 3. Advertising and promotion
 4. Dog show organiser
 5. Schedule organiser
 6. Flower show stalls and teas organiser
 7. Craft stalls organiser
 8. Admissions and Car Park
 9. Flower show representative on the village hall committee.
 10. Hall layout and staging organiser
- Candidates for election to the committee must be proposed and seconded by members assembled at the AGM, with the consent of the candidates.
- If the number of the candidates for election is greater than the number of vacancies to be filled then there shall be a ballot.
- If the number of candidates for election to the committee is equal to or less than the number of vacancies to be filled then all the candidates shall be deemed to be elected if the majority of those present at the AGM , vote in favour of such election.
- In the event of the ballot failing to determine the members of the Committee because of an equality of votes, the candidate or candidates to be elected from those having an equal number of votes shall be determined by a casting vote of the Chairman.
- If, for any reason, a casual vacancy on the committee shall occur, the committee may co-opt to fill such a vacancy until the AGM. In the event of an Officer's post becoming vacant the committee may decide to maintain the vacant post, elect a member of the committee to the post or convene a Special General Meeting for the purpose of filling the vacancy until the AGM.
- The committee shall meet at least twice a year or according to arrangements it shall make. The Chairman, or Chairperson elected by those present shall preside.

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- Voting shall normally by a show of hands. In the case of equality of votes, the presiding Chairperson shall have a second or casting vote.
- Six members personally present shall form a quorum at a meeting of the committee.
- The committee shall manage the affairs of the flower show according to the rules and shall cause the funds of the show to be applied solely to the objects of the flower show or for a benevolent or charitable purpose nominated by the committee.
- The committee may appoint such sub-committees as it may deem necessary and may delegate such of its powers as it may think fit upon such terms and conditions as shall be deemed expedient and/or required by the law. Such sub-committees shall consist of such members of the committee or other persons as the committee may think fit. Officers of the flower show shall be ex-officio members of all such sub-committees.
- A member of the committee, of a sub-committee or any Officer of the flower show, in transacting business for the flower show, shall disclose to third parties that he is so acting.
- The committee, or any person or sub-committee delegated by the committee to act as agent for the flower show, shall enter into contracts only so far as expressly authorised, or authorised by implication, by the majority approval of the committee.
- In pursuance of authority vested in the committee, members of the committee are entitled to be indemnified against any liabilities properly by them or any one of them on behalf of the flower show wherever the contract is of a duly authorised nature or could be assumed to be of a duly authorised nature and entered into on behalf of the flower show.

Annual General Meeting AGM

- An Annual General Meeting AGM of the flower show shall be held each year in March-April, the date to be determined by the committee.
- The Honorary Secretary shall, at least fourteen days before the date of such meeting make known to the committee and to the public a notice of the meeting and the business to be conducted.
- No business, except the passing of the accounts and the election of the Officers, and Committee, and any business that the committee may order to be inserted in the notice convening the meeting shall be discussed at such meeting unless notice thereof be given in writing by a member of the public to the Honorary Secretary at least seven days before the date of the AGM.
- The committee may at any time, upon giving twenty eight days notice in writing, call a General Meeting of the flower show for any special business, the nature of which shall be started in the in the summons convening the meeting, and the discussion at such meeting shall be confined to the business stated in the notice made known to the public and sent to Officers and members of the committee.

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- At every meeting of the flower show the Chairman or, in their absence a Chairperson elected by those present shall preside.
- Ten members consisting of the committee and the public entitled to vote and personally present shall form a quorum at a flower show *General Meeting*, (annual or special).
- Voting shall be by a show of hands.
- In the case of equality of votes the chairman shall have a second or casting vote.
- On any resolution properly put to a meeting of the flower show relating to the creation, repeal or amendment of any Rule or Regulation of the flower show, such Rule or Regulation shall not be created, repealed or amended except by a majority vote of at least two thirds of those present.

Dissolution of the Flower Show.

- Every effort must be made to continue the annual Bradwell-on-Sea Flower Show.
- In the event of insufficient candidates for election to the committee for positions as Officers or ordinary committee members, the outgoing committee should consider the possibility to downsize the show to a manageable size such that a new committee can be formed.
- If this downsizing of the show to a more manageable size does not encourage a new committee to be formed the show shall be cancelled for that year and a holding committee be formed until the next AGM.
- The holding committee shall consist of the officers and at least one other member.
- The duty of this holding committee is to maintain the organisation, correspondence, funds and all property of the flower show.
- The holding committee shall hold at least one meeting a year.
- The holding committee shall hold the AGM as normal to encourage the restating of the flower show.
- This process should continue for at least three years before considering the dissolution of the Bradwell-on-Sea Flower Show.
- If, upon the winding up or dissolution of the flower show there remains, after the satisfaction of all its debts and liabilities, any property whatsoever the same shall be paid to or distributed to some charitable or benevolent purpose in the parish, as members shall decide by resolution at a *General Meeting*.

END

Addition made after 2007 AGM