



Flower Clubs of Mercia and North Wales

nafasmnw.org.uk
Charity Number 518603



TEMPLATE FOR A SIMPLE CLUB CONSTITUTION

1. TITLE

The club shall be known as *<Club Name>*

2. OBJECTIVES

To encourage and develop interest in floral art and related subjects.

3. MEMBERSHIP

Upon payment of subscription members shall be entitled to:

- Attend all ordinary meetings and virtual meetings
- Enter exhibitions and competitions in connection with the club
- Vote at all general meetings of the club

4. MANAGEMENT

Management of the club shall be conducted by a *<Committee/Management Team>*, consisting of a minimum of three members, one of whom will act as Treasurer.

All *<Committee/Management Team>* members shall be elected annually by a simple majority at the Annual General Meeting.

All nominations to become a member of the *<Committee/Management Team>* shall be proposed and seconded by members of the Club preferably in writing one week prior to the AGM. In every case the consent of the nominee must be obtained.

The *<Committee/Management Team>* shall meet at appropriate intervals to deliver effective running of the Club, including organisation of club meetings, workshops, exhibitions, demonstrations, payment of affiliation fees and all other related activities.

The *<Committee/Management Team>* shall have the power to co-opt members if necessary.

5. CLUB PRESIDENT

The Club shall have the power to appoint a President from within its membership. The President shall either be a person whose contribution to the Club has been outstanding over a period of time or whose expertise will contribute to the general well-being and future of the Club.

It is the President's right to be kept informed of all activities and plans proposed by the *<Committee/Management Team>*.

The President will normally preside at the Annual General Meeting, give an address and be available to carry out ceremonial duties when required.

6. FINANCES

All members (except honorary members) shall pay an annual subscription which is due at the Annual General Meeting. The Club will pay the affiliation fees for honorary members.

The subscription year shall be from *<Month>* to *<Month>*. The financial year of the Club shall run from *<Month>* to *<Month>*.

Subscription levels will be reviewed at the Annual General Meeting.

Visitors will normally pay to attend a meeting. The amount will be reviewed at the AGM.

The Treasurer shall have charge of all monies belonging to the Club and give a Financial Statement regularly to the <Committee/Management Team> and shall always pay into the bank all money received in the name of the Club at the earliest possible time.

<Two/Three> members of the <Committee/Management Team> shall be signatories on the Club's Bank account and be able to make payments as required.

Accounts shall be submitted to the Honorary Auditor, appointed by the <Committee/Management Team>, in time for an audited Balance Sheet to be presented at the AGM.

7. ANNUAL GENERAL MEETING

To be held in <month> each year for the purpose of election of <Committee/Management Team> members, ratification of the Club's accounts, reports by the <Committee/Management Team> and any other business.

A quorum for an AGM shall be 40% of the current membership.

Voting at the AGM shall be by a show of hands or other such mechanism as agreed by the <Committee/Management Team>.

A minimum of seven days' notice in writing shall be given prior to the AGM.

In exceptional circumstances the AGM may be delayed by up to 6 months, or could be held virtually, or could be dealt with by circulation of reports and accounts to members.

8. CLUB CLOSURE

If the Club is struggling to survive, for whatever reason, the <Committee/Management Team> shall first liaise with the executive of our parent organisation, Flower Clubs of Mercia & North Wales, to see if they can help address the problems.

A decision to close the Club must only be made at an Extraordinary General Meeting. On agreement that the Club will close, the <Committee/Management Team> shall formally notify our parent organisation. The Club must fulfil all its outstanding financial commitments. The decision about how to dispose of remaining Club assets shall be made at an Extraordinary General Meeting with agreement from a majority of members.

9. AMENDMENTS TO THE CONSTITUTION

This constitution is not a legal document. It may be changed at any time by consent of a majority of members.

<Date last revised>