

SMIB Constitution

SOUTH MOLTON IN BLOOM

AIMS :

To enhance South Molton in an endeavour to make it as interesting, colourful and inviting as possible in terms of planting but within the financial means of the group.

To work in harmony with the environment: to maximise sustainable planting, plant trees and wildflowers, preserve bees and birds and wildlife wherever possible.

To work as a diverse community and a happy group towards the same aims within an atmosphere of friendship, care and respect for each other.

To do this for the well being and enjoyment of all residents, visitors to the town and for their environment.

MEMBERSHIP :

Members can be anyone who supports the aims of the group and who voluntarily participates in its activities. Membership is free but members are encouraged to be proactive within the group and feedback at meetings or on email about their contributions. Members will cease to be part of the group if they resign in writing or by email. If members stop participating in activities or engaging with the group, it may result in them being asked to leave the group.

People can ask to be members via the Coordinator. A members list will be maintained and circulated within the group with all contact details, including those of the Patron and the Auditor. Permission will be sought to circulate this information but in joining the group, one will accept that contact details will be shared within the group members, the Patron and the auditor .

INDIVIDUAL ROLES:

The group will consist of the Coordinator, Treasurer, Minutes Secretary, Local Garden Competition Organisers and Horticultural Expert/Engagements Coordinator and Printer. We will run the group with the above officers and all other members. All members of the committee will be responsible for the aims. Tasks will be agreed and undertaken by various individuals within the group by liaising and with the agreement of the Coordinator and the Horticultural Expert.

An auditor will be appointed each year at the AGM.

The following need to be nominated and voted in at The AGM annually:

Coordinator

Treasurer

Minutes Secretary

Local Garden Competition Organisers

Horticultural Expert/Engagements Coordinator

Auditor

FINANCES:

A bank account will be maintained on behalf of the group. The Coordinator and the Treasurer will have online access to the bank account and both will have a debit card. The finances will be kept on line so that both can share access in order to ensure cover for sickness or absence. There will be three signatories including the Coordinator and the Treasurer and one other.

Records of income and expenditure will be maintained and a statement of account given at each meeting and the AGM.

All money raised for SMIB (South Molton in Bloom) will be spent solely on items and services to achieve the aims.

All expenses incurred, including travel, may only be claimed by prior agreement from the Coordinator and the Treasurer and only then if receipts are produced. First choice is to travel with anyone who is willing to do so for free and not use the group's funds. Any agreed expenses will be paid by bank transfer not cash.

MEETINGS AND AGM:

The group will meet every month with perhaps more meetings as and when necessary to discuss specific projects especially prior to judging day.

At each meeting the members will aim to reach a consensus for any decisions and hold a vote. If a consensus cannot be reached, the Co-ordinator has the casting vote.

The power to make urgent decisions will lie with the co-ordinator, treasurer and minutes secretary if there is no time to organise a meeting.

An AGM will be held annually (up to a maximum of 15 months) to elect officers, agree audited accounts and receive the Coordinator's report.

Any new proposals will need to be seconded and voted upon and recorded including a brief outline of the discussion. Votes can be forwarded by email to the Coordinator prior to the meeting if on the agenda and will be shared and counted.

Changes to the constitution or changes to the people holding the specific roles can be made at a meeting or the AGM but requires one month's notice and a $\frac{2}{3}$ majority vote from all the members of the group. A quorum must be present which is ten percent of the membership or 6 members whichever is the greater.

CODE OF CONDUCT AND EQUAL OPPORTUNITIES:

South Molton in Bloom is committed to treating all people equally and with respect, irrespective of their age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation, occupation or income. Anyone feeling that behaviour is unacceptable needs to bring it to the attention of an officer.

THIS CONSTITUTION WILL BE REVIEWED at least every two years. The constitution was reviewed and accepted on

DISSOLUTION OF THE GROUP :

Dissolvement of the group has to be agreed by $\frac{2}{3}$ majority vote with at least a quorum present. Any monies left over should be handed over to a 'voted for' South Molton Charity or Voluntary Group.