



BERKS BUCKS & OXON FLOWERS

bbandoflowers.org.uk



Constitution – November 2021

1. TITLE

Berks Bucks and Oxon Area of NAFAS (also known as Berks Bucks and Oxon Flowers) herein referred to as the 'Area'.

2. OBJECTIVES

- a) To stimulate and encourage interest in all aspects connected with floral art.
- b) To arrange a list of qualified area judges, demonstrators, speakers and teachers.
- c) To maintain contact between members via all appropriate media channels.
- d) To act as a link between the Area members and the National Association of Flower Arrangement Societies (NAFAS).

3. MEMBERSHIP

Membership shall be open to any properly affiliated flower arrangement club within the counties of Berkshire, Buckinghamshire and Oxfordshire, and on the borders of these counties after consultation with any other Area Association concerned.

4. AFFILIATION FEES

- a) Affiliation fees for member clubs payable on 31st March each year shall be ratified at the preceding Area Annual General Meeting (AGM) and shall include the NAFAS capitation fee.
- b) Affiliation fees for the member clubs shall be based on the number of fully paid up and honorary members on their books at the date of their AGM prior to 31st March.

5. PRESIDENT AND VICE-PRESIDENT

- a) The incoming Vice-President shall be appointed by invitation by the current Vice-President, President and at least one (normally the most recent) past president. The Vice-President should be thoroughly versed in NAFAS and Area affairs, and normally serve for three years.
- b) After three years the Vice-President shall normally become President and serve for three years.
- c) The President shall cease to represent their club(s) at Area Council or hold office within the Area.

6. MANAGEMENT

- a) Management of the Area shall be conducted by a committee of elected officers, hereafter referred to as the Finance and General Purposes Committee (F&GP). F&GP

will normally consist of Chairman, Vice-Chairman, Secretary, Treasurer, Media Officer, JDSE Officer and Trading Officer. In the event of a vacancy occurring within F&GP the Area Officers have the power to co-opt and this co-option to be approved at the following Area Council meeting.

- b) The Area Council consists of one voting member from each affiliated club. Any member of the Area may attend Council meetings.
- c) The Area Council shall meet not less than three times per year and a quorum shall consist of not less than one third of Area Officers and club voting members.
- d) Area Officers may not vote on behalf of their club(s) at Council meetings.
- e) All Area Officers should report to F&GP and Area Council meetings.
- f) The F&GP committee shall meet prior to each Area Council meeting and AGM, and whenever necessary for the proper management of the Area.
- g) The Area AGM shall be held during the month of November following the end of the financial year which shall be 31st July, and may be attended by any member of the affiliated clubs.
- h) The Area Officers may set up committees when considered necessary and shall have the power to deal with any matter not otherwise provided for in this constitution.
- i) Any amendments to the constitution must be notified to the Area Council members six weeks prior to a General Meeting where a vote will be taken.
- j) In the event of a tied vote the Chairman shall have the casting vote.

7. ELECTIONS AND APPOINTMENTS

- a) The Area Council shall elect its officers (by ballot if appropriate) at the AGM. Nominations must reach the Area Secretary not less than six weeks before the date of the AGM. Nominees for Area Officers should normally have served as an officer in their own club.
- b) Area Officers shall be elected annually. The Chairman and Vice-chairman shall serve for normally not more than three consecutive years in any one office. The Secretary, Treasurer, Trading Officer, JDSE Officer and Media Officer shall hold office for normally not more than five consecutive years. Area Officers shall retire at the AGM and new officers shall take office immediately.
- c) The F&GP Committee Chairman shall normally be the Area Chairman.
- d) The JDSE Officer will have a remit to:
 - Coordinate a team responsible for all aspects of judging, demonstrating, speaking and education (including juniors).
 - Be the Area representative on NAFAS standing committees for judges, demonstrators, teachers, education and junior liaison, and to nominate individuals from the JDSE team as appropriate to represent them on these committees.
 - Report to Area Council on all JDSE matters.

- e) The Media Officer will have a remit to:
- Coordinate a team responsible for all aspects of media including photography, newsletters, club publicity, website and social media.
 - Be the Area representative on NAFAS standing committees for photography and area newsletters, and to nominate individuals from the media team as appropriate to represent them on these committees.
 - Report to Area Council on all media matters.
- f) Area Officers shall appoint other representatives as appropriate to act on behalf of the Area at NAFAS meetings.
- g) Service in any one office does not preclude serving subsequently in another or in certain cases being appointed to serve in more than one capacity.

8. ANNUAL REPORTS

Annual reports on the affairs of the Area shall be presented by Area Officers at the AGM.

9. FINANCES

- a) The F&GP committee shall be responsible for all finances in connection with the organisation of the Area and must authorise all expenditure other than the normal running expenditure.
- b) A banking account shall be maintained in the name of the Area and where appropriate cheques and legal documents shall be signed by the Treasurer and one of the following: Chairman, Vice-Chairman or Secretary. Internet banking will be used where appropriate.
- c) The Treasurer shall prepare and submit to F&GP and Council meetings a financial statement showing receipts and payments, assets and liabilities. Annual statements shall be inspected by a qualified accountant and submitted to Council at the AGM.
- d) In the event of the Area ceasing to function, an Extra-Ordinary General Meeting must be called to discuss the disposal of any assets. The decisions to be taken by majority vote.

10. 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.

12th November 2021