

## **ORFORD GEDGRAVE AND SUDBOURNE FLOWER SHOW**

### **CONSTITUTION**

1. The event is 'The Orford, Sudbourne and Gedgrave Flower Show' (the Show).
2. The organising group for the Show is 'The Orford, Sudbourne and Gedgrave Flower Show Committee' (the Committee).
3. The objectives of the Committee are:
  - a. To organise and run an annual flower and produce show on a not for profit basis.
  - b. To raise sufficient funds to hold the Show, including a sufficient reserve for contingencies.
  - c. To run the Show on the day for the enjoyment and benefit of all.
4. The Committee shall consist of a Chairman, an Honorary Secretary, an Honorary Treasurer (the officers) and up to ten other members. Candidates for membership shall be proposed by one member, seconded by another and elected by a majority vote.
5. The officers shall be elected by the Committee from amongst their number.
6. The Committee may in addition co-opt a maximum of three further members. Such co-option shall be subject to the approval of the Committee at its next meeting.
7. The officers and members of the Committee shall serve for three years and shall be eligible for re-election.
8. The Committee shall meet from time to time as the members shall determine. Subject to para 18 below, all decisions shall be by a majority vote. In the case of an equality of votes, the chairman of the meeting shall have a casting vote.
9. Three members present at a meeting, including at least one of the Chairman or Honorary Secretary, shall form a quorum. In the unavoidable absence of the Chairman, those present shall appoint a member to chair the meeting.
10. Reasonable notice shall be given to every committee member stating the time and place where any meeting will be held.
11. Minutes of each meeting will be kept by the Honorary Secretary.
12. The financial year will run from 1 October.
13. An Annual General Meeting shall be held each year at intervals of not more than fifteen months. The meeting shall be open to members of the public who shall be able to put questions to the Committee at the discretion of the Chairman.
14. The accounts of the Show shall be prepared annually and presented at the Annual General Meeting.
15. The Committee will appoint an Independent Examiner to review the accounts
16. The Committee shall arrange for such insurance cover in respect of its activities as may be appropriate.
17. No member of the Committee may share in any profit or surplus accrued by the Committee.
18. This constitution may only be changed by a resolution carried by at least three-quarters of the committee members present at a committee meeting. The Constitution shall be reviewed by the Committee at intervals of not more than five years.
19. The Committee may be dissolved by resolution if

- a. not less than three week's written notice of the proposed resolution has been given to all the members;
  - b. not less than one half of the members are present at the meeting; and
  - c. not less than three-quarters of those present vote in favour of the resolution.
20. On dissolution, the Committee shall proceed to realise any assets held by the Committee and after discharge of all liabilities, donate any surplus to the New Orford Town Trust.