

SOUTH WEST AREA of NAFAS

Registered Charity No 296900



CONSTITUTION

November 2020

SOUTH WEST AREA OF NAFAS CONSTITUTION

1. Title

The Area shall be known as the South West Area of NAFAS (National Association of Flower Arrangement Societies). Registered Charity number 296900

2. Aims

The aims of the Area shall be to advance public education and interest in the art of flower arranging and related subjects in, Somersetshire, part of Wiltshire, part of South Gloucestershire and Bristol, and to further any other charitable purpose or purposes.

3. Functions

In furtherance of the above aims, but not otherwise, the Area shall have the following functions:

- a) To assist in the formation of Societies and Clubs having similar charitable and educational aims.
- b) To ensure the activities of the Area shall be educational, cultural, charitable, and non-political.
- c) To arrange Area events, exhibitions, and competitions (members will not accept a fee or monetary gift, other than their legitimate expenses when invited to organise and/or assist at an exhibition or festival).
- d) To train and qualify, at Area level, Judges, Demonstrators and Speakers and to keep up to date lists of these on the Area website, and to make available the National Lists of Judges, Demonstrators, Speakers and Teachers.
- e) To promote the NAFAS teachers qualification across the area, and to keep up to date lists of teachers on the Area website
- f) Acting as a link between member Clubs and NAFAS and other Societies of horticulture and allied interests.
- g) The raising of funds from any person or persons whatsoever by way of subscription or otherwise provided that the Area shall not undertake any permanent activities in raising funds for its charitable aims.
- h) All such other things as will further the aims of the Area.

4. Composition

The Area shall consist of affiliated Flower Arrangement Societies and Clubs and shall be governed by a Council comprising of appointed Representatives from each Society or Club in the South West Area. Such representatives shall be empowered by their club to vote at council meetings. It is the responsibility of each Club representative to report fully to their Club on Area matters. If the representative is unable to attend a meeting, a deputy shall be appointed by the Club. A Representative shall serve for up to a maximum of three consecutive years but may be eligible for nomination again after a lapse of a minimum of one year. A Representative having served his or her term may become deputy to the newly appointed Representative until such time as a deputy can be appointed. Representatives i.e. Club Representatives, will not serve on more than one Area Council at any one time.

5. Membership

Membership shall be open to all Flower Arrangement Societies and Clubs within the South West Area as defined by NAFAS.

6. Administration

a) General Purposes Committee

The day to day administration of the Area shall be vested in the General Purposes Committee. This standing committee shall consist of the Area Chairman, Area Vice-Chairman, NAFAS Council Member (normally the Area Chairman), Honorary Treasurer, Honorary Secretary and representatives of Judges, Demonstrators, Speakers and Education.

The following members may be invited to attend by the Area Chairman as and when the General Purposes Committee deem it necessary: President, Vice President, Area Media Officer, Editor of Area News, Area Flower Arranger Magazine Officer, Area Photography Representative, Chairman of the Teachers' Association and Website Officer.

A copy of the Minutes of all General Purposes Committee Meetings shall be circulated to all members of this standing committee, and invited Officers and Representatives listed above.

b) Ad-hoc Committees and Sub-Committees

The Area Council may appoint such other ad-hoc committees and sub-committees as it sees fit to organise special events. The Area Chairman shall be Chairman of all ad-hoc committees and sub-committees.

c) All acts and proceedings of any standing or ad-hoc committees and sub-committees shall be reported at the next meeting of the Area Council, and no such standing or ad-hoc committee or sub-committee shall incur any expenditure without prior consent of the Council.

7. Appointment of Officers and external resources

At the penultimate Area Council Meeting, the Area Chairman shall announce the General Purposes Committee recommendations and Societies and Clubs may submit any other proposals within 28 days following that Council meeting. At the last Area Council meeting of the year the following appointments shall be made:-

a) President and Vice President

The appointment of Vice President would normally progress to President.

b) Area Chairman.

To achieve continuity the Area Council will normally appoint the Vice-Chairman as Area Chairman.

c) Area Vice-Chairman.

The member appointed ideally would have served on the Area Council for at least two years.

d) Representatives of Area Judges, Demonstrators, Speakers and Education.

e) Honorary Secretary

f) Honorary Treasurer

g) Area Media Officer

h) Editor of Area News

i) Area Flower Arranger Magazine Officer

j) Area Photography Representative

k) Area Website Officer

l) An Independent Financial Examiner

Area Council members elected to serve as NAFAS Council Member, Area Chairman, Area Vice-Chairman, Representatives of Judges, Demonstrators and

Speakers, Honorary Secretary, Honorary Treasurer, Area Media Officer, Editor of Area News, Education Representative, Area Flower Arranger Magazine Officer, Area Photography Representative and Area Website Officer shall cease to be their Society or Club Representative at Area Council.

8. Length of Service

Length of service shall be as follows:-

President	2 years
Vice-President	2 years
Area Chairman	2 years
Area First Vice-Chairman	2 years
Honorary Secretary	1 year and then annually for a maximum of 4 years.
Honorary Treasurer	1 year and then annually for a maximum of 5 years.
NAFAS Council Member	2 years (The NAFAS Council member is recommended to be the Area Chairman)
Area Representatives of Judges, Demonstrators, Speakers and Education	3 years. If during this term of office the Representative is appointed to the appropriate National standing committee then the Area term of office may be extended to coincide with the end of the National Committee term.
Area Media Officer	3 years but may be reappointed for a further year.
Editor of Area News	3 years but may be reappointed for a further year as required.
Area Flower Arranger Magazine Officer	3 years but may be reappointed for a further year.
Area Photography	3 years but may be reappointed Representative for a further year.
Area Website Officer	3 years but may be reappointed for a further year.

Consideration of the length of service for all the above roles, may be extended annually on agreement by the Area Council.

9. National Associate of Honour and Area Associate of Merit

a) National Associate of Honour

The Area may nominate three NAFAS National Associates of Honour chosen for their outstanding work and contribution to the Association at Area and National level, for approval by the National Advisory Council. The Honour is for life.

b) Area Associate of Merit

The Area may appoint one Associate of Merit; the member selected must have given outstanding service to the art within the Area. It will be a life appointment unless, at a later date, he or she is made a National Associate of Honour.

10. Meetings

Council	AGM	Extra-Ordinary
The Council shall meet not less than three times each year(subject to the occurrence of extra-ordinary circumstances).	Notice of the Annual General Meeting shall be circulated to all concerned at least 28 days prior to	An Extraordinary General Meeting of the Area may be called by Council or on requisition signed by not less than
The names and contact details of the Society or Club Representative, and their regular deputy, shall be submitted to the Area Secretary by 31 st December each year. Only a nominated deputy shall deputise for the official Society or Club Representative at Council. If, due to exceptional circumstances, the Representative and deputy are unable to attend, prior permission must be obtained from the Area Secretary for another member to attend in their place.	All Area members are eligible to attend and speak at the AGM, but are unable to make formal proposals or vote on behalf of their Society or Club	
All Area members are eligible to attend and speak at Council Meetings, but are unable to make formal proposals or vote on behalf of their Society or Club	Any proposals put forward at the AGM should be proposed and seconded by Club Council representatives	
An Agenda for all Council Meetings shall be sent to those concerned at least 14 days before Meetings	Minutes shall be sent to Area Officers National Associates of Honour Area Associate of Merit Chairman of Teachers Association Club Chairman Council Representatives	
A quorum shall be one third of the Council		
Voting shall be by a simple majority. Only the appointed Representatives of each Society or Club shall have voting rights at one vote per club. The Chairman of the Meeting shall have the casting vote.		
The President, Vice President, National Associates of Honour and Associate of Merit may attend Area Council Meetings at their own expense, without voting rights.		
Minutes shall be sent to Area Officers National Associates of Honour Area Associate of Merit Chairman of Teachers Association Club Chairman Council Representatives		

11. Finance

Council shall be responsible for the finance of the Area, as defined in the financial mandate.

12. Area Teachers' Association

The Area Education Representative shall serve on the Committee of the Area Teachers' Association. When the Chairman of that Committee is invited to attend the Area Council his or her expenses will be paid by the Area.

13. Alteration to the Constitution

The provision of this Constitution may be amended by a resolution at the Area General Meeting. Notice of any proposed alteration to the Constitution shall be given in writing to the Honorary Secretary 42 days before an Area Council Meeting in order that it may appear in full on the printed Agenda, prior to submission at the Area Council. Amendments must be proposed and seconded by Council representatives.

No amendment shall be made which would cause the Area to cease to be a Charity.

14. Trustees

To comply with the Charity Commissioners' recommendation, Trustees will be appointed in accordance with the Trustee Mandate. .

15. Dissolution and Disposal of Assets

In the event of the Area being dissolved, it shall call an Extraordinary General Meeting of the Area, of which at least twenty-eight days' notice shall be given (stating the terms of the resolution to be proposed). If the proposal is confirmed by a two thirds majority of those voting the General Purpose Committee shall have the power to realise any assets held by or on behalf of the Charity. All the remaining funds, property and assets of any description shall be transferred to such other charitable institution or institutions, having similar aims to those of the Area, as Council shall decide.

16. Resignations

a) Affiliated Societies and Clubs shall be at liberty to resign, provided that all subscriptions and any sums due to the Area have been paid and any property on loan from the Area has been returned.

b) Officers may offer their resignation from a post to the Area General Purpose Committee, if they feel they have a reason to do so.

17. Dismissal

Area Council shall be empowered to dismiss any member of the General Purpose Committee or Trustee, at any time should it be necessary in the interest of the Area.

18. Contingencies

The Area Chairman and/or Area Officers shall have the power to deal with any matters arising which are not provided for in this Constitution.

End.