

# THE CHESHIRE AREA OF NAFAS

## CONSTITUTION



## THE CHESHIRE AREA OF NAFAS - CONSTITUTION

- 1 **TITLE:** Shall be “THE CHESHIRE AREA OF NAFAS”.
- 2 **AREA:** The County of Cheshire and surrounding areas as shown on the associated map.
- 3 **COUNCIL:** Shall consist of the Officers and two delegates from each affiliated Club.
- 4 **OBJECTIVES:**
- a) To encourage the art of Flower Arrangement in all its aspects.
  - b) To advise and help in the formation of new Clubs, and provide support to existing clubs.
  - c) To promote the bringing together of all organised Flower Arrangement Clubs.
  - d) To compile and maintain a list of competent Judges, Demonstrators, Speakers and Teachers.
  - e) To provide courses of instruction and tests.
  - f) To act as a link between the constituent members and NAFAS.
- 5 **MEMBERSHIP:** Shall be open to all Societies, Clubs and Groups who are within the defined geographic Area, should this prove desirable and permissible, and who agree to accept the Constitution and Rules of The Cheshire Area of NAFAS.
- 6 **REPRESENTATION:**
- a) Each Club shall appoint annually TWO delegates (who should be members of their own Committee). On appointment, names of delegates to be sent to Area Secretary.
  - b) Delegates are appointed to represent the views of the club members. If a delegate is unable to attend a meeting, the Club concerned should send a deputy.
  - c) Delegates, or their nominated deputies, shall be authorised to vote on any resolution, each Club being entitled to ONE vote only.
  - d) If a delegate be elected an Officer of The Cheshire Area of NAFAS, he or she shall be replaced on the Council by another delegate from his or her Club.
- 7 **MANAGEMENT:**
- a) Officers of The Cheshire Area of NAFAS shall consist of the following:

Chairman	1 <sup>st</sup> Vice-Chairman	2 <sup>nd</sup> Vice-Chairman
Secretary	Treasurer	Publicity Officer

Officers shall usually attend Council but cannot vote.
  - b) The NAFAS National Advisory Council (NAC) Delegate shall be the Area Chairman. If the Chairman cannot attend NAC meetings, he or she shall arrange for a nominated deputy to do so, usually the 1<sup>st</sup> Vice-Chairman.
  - c) Chairman to serve for usually two years. On retirement of Chairman, 1<sup>st</sup> and 2<sup>nd</sup> Vice-Chairmen to become Chairman and 1<sup>st</sup> Vice-Chairman respectively. An election to be held for 2<sup>nd</sup> Vice-Chairman by written ballot.

## THE CHESHIRE AREA OF NAFAS - CONSTITUTION

- d) The Secretary, Treasurer and Publicity Officer shall retire annually and shall be eligible for re-election at the Annual General Meeting (AGM). To serve for a period of usually five years.
- e) Nominations for the Officers to be elected shall be made, by Affiliated Clubs, usually from members or previous members of Council and should reach the Secretary (consent having been obtained from the nominee) before the AGM.
- f) Only club delegates (or nominated deputies) shall have the power to vote.
- g) Any elected Officer of The Cheshire Area of NAFAS may not serve as an Officer in any other Area of NAFAS.
- h) The Chairman will usually Chair F&GP Committee. The 1<sup>st</sup> Vice Chairman will usually chair the JDSE (Judges, Demonstrators, Speakers and Education) committee. The 2<sup>nd</sup> Vice Chairman will usually chair the Social Committee. The Publicity Officer will usually chair the Publicity Committee.
- i) Chairmen of any other committee will be appointed by Council on the recommendation of F&GP Committee, such Chairmen shall attend Council meetings if not already members and may only vote if they are already a club delegate. To serve for a period of usually of 5 years.
- j) Council shall have the power of co-option on recommendation of F&GP Committee to fill any vacancy, e.g. Officers, Committee Chairmen, delegates to NAFAS Main Specialised Committees.
- k) A President shall be invited annually by Council on recommendation of F&GP Committee.
- l) An award of Area Associate of Honour to be given for outstanding service to the Flower Arrangement Movement within the Area. The F&GP Committee to submit the name, complete with citation, to Council for their approval.

### 8 **ALTERATIONS TO THE CONSTITUTION:**

- a) The Constitution may be altered by a simple majority at a General Meeting (i.e. Annual or Extraordinary).
- b) Notice of any proposed alteration shall be given in writing by the Council or by an affiliated Club and no alteration can be made unless it has appeared on the printed Agenda for the said meeting.
- c) Any such proposal must be submitted to the Secretary of The Cheshire Area of NAFAS not less than eight weeks before the meeting and it must be sponsored by a representative at the meeting. Proposal for change may be submitted by an authorised delegate to Council or by an Area Officer on recommendation of F&GP Committee.

### 9 **FINANCE:**

- a) An affiliation fee per member to be decided at the AGM on recommendation of F&GP Committee.

## THE CHESHIRE AREA OF NAFAS - CONSTITUTION

- b) All affiliated clubs must pay their affiliation fees to Area before 31<sup>st</sup> October each year.
  - c) Money to be used only as authorised by Council.
  - d) The Cheshire Area of NAFAS cheques to be signed by the Treasurer and one other Officer.
  - e) Statement of Accounts to be circulated annually to affiliated clubs.
  - f) The financial year to end on 31<sup>st</sup> July each year.
  - g) Bankers - as deemed necessary.
  - h) An appropriately qualified Accountant and/or Auditor shall be appointed at the AGM, recommended by the Treasurer and ratified by the F&GP Committee.
- 10 **NAFAS:** Delegates to NAFAS Main Specialised Committees to be elected annually by the Council at the AGM for such time as stipulated by NAFAS Rules. Delegates shall attend Council meetings if not already members and may only vote if they are already a club delegate. To serve for a period of usually five years, unless stipulated differently by NAFAS rules.
- 11 **MEETINGS:**
- a) The AGM to be held usually in October each year. Notice to go out by mid-August.
  - b) The Council shall meet at least THREE times a year.
  - c) Special meetings may be called at the request of the Area Chairman, or of ONE THIRD of the affiliated Clubs.
  - d) At least TWENTY ONE days notice of all meetings to be given.
- 12 **DISPOSAL OF ASSETS:** Should The Cheshire Area of NAFAS cease to function according to the Constitution, the affairs shall be wound up and any monies and other assets shall be divided per capita amongst affiliated members.
- 13 **JUNIOR FLOWER CLUBS:**
- a) Junior Flower Clubs formed by affiliated Clubs may affiliate to Area at a lesser joining fee and annual subscription per member, to be decided at Area AGM.
  - b) Notwithstanding Nos. 3, 6 and 7 above, they shall not have delegates to Council or nominate Officers for election but shall receive Council and AGM minutes and participate in appropriate Area events.

Ratified by the Extraordinary General Meeting of 23 April 2018.