

# **East Grinstead in Bloom Constitution**

## **Article 1: Name**

**Section 1: The name of this organisation shall be called East Grinstead in Bloom.**

## **Article 11: Purpose**

**Section 1: The purpose of this organisation shall be to improve the environment of the parish of East Grinstead directly or indirectly in respect of (1) horticulture; (2) biodiversity; (3) education; (4) environmental responsibility; (5) community involvement.**

## **Article III: Affiliations**

**Section 1: This organisation is affiliated with East Grinstead Town Council and South & South East in Bloom,**

## **Article IV: Membership**

**Section 1: The membership of this organisation shall consist of local residents and one elected member of East Grinstead Town Council, appointed annually by EGTC. In addition, officers and staff of East Grinstead Town Council may attend meetings of EGIB in an ex-officio capacity. Officers and staff of East Grinstead Town Council may not take part in any electoral vote.**

**Section II: Membership in this group shall be open to all local residents who are interested and prepared to contribute time and energy to its activities\_**

## **Article V: Officers**

**Section 1: The officers of the organisation shall consist of:**

**Chairman - the Chairman shall orchestrate and direct the Committee's activities and act as mediator when required.**

**Secretary - the Secretary will take on the administrative duties including Minutes of the Committee, and all other such actions,**

**Treasurer - the Treasurer shall maintain perfect financial records, ensuring that the Committee's viability is continued\_**

**Section 2: The Officers of EGIB shall be elected by the Members annually at the Annual General Meeting. Officers shall be chosen from the Members of EGIB.**

**Section 3: The term of each office shall be one year, from 1° January to 31° December. Elections shall be held before 31' December annually.**

**Section 4: Should an officer's position become vacant during his/her term, the membership will elect a replacement at the next monthly meeting. Majority vote only will be required.**

## **Article VI: Meetings**

**Section 1: Meetings are normally held monthly on the first Tuesday of the month.**

**Section 2: If required, a special meeting can be convened at the request of the Chairman.**

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**Article VII: Financial Status**

**Section 1: The Committee shall be non-profit making and any surplus shall be committed to furthering the purposes of the Committee.**

**Section 2: The Committee shall maintain such accounts as it desires prudent provided such are maintained with a clearing Bank or Building Society with a branch office in East Grinstead if possible.**

**Section 3: No expenditure of funds shall be made without the signatories of any one of the Treasurer, Chairman, Vice Chair and Secretary of the Committee or any other authorised signatory replacing same.**

**Section 4: The Committee shall raise funds for the purposes as defined by such methods as it shall determine and in particular shall endeavour to raise kinds from the commercial sector of the town comprising offices, shops, businesses, industry etc., in addition to raising money from the general public, and will also seek grant aid from the East Grinstead Town Council and other local or statutory bodies, trusts or organisations.**

**Section 5: An account shall be kept by the Treasurer who shall cause an annual income and expenditure account be prepared and presented to the Committee for approval and are not required to complete a statutory audit of their financial statements. The members shall not require the company to obtain an audit of its accounts for the year in question in accordance with section 476.**

**Article VIII: Amendments**

**Section 1: This constitution shall be amended by a vote of 75% majority of the membership at any regular or special meeting.**

**Section 2: Provision for advance notice of amendment shall be email notification at least 2 weeks before the meeting at which said amendment will be put forth.**

**By-Laws of East Grinstead in Bloom**

**Article 1: Membership**

**Section 1: Selection of membership shall be by voluntary agreement of a majority of extant members.**

**Section 2: Membership responsibilities shall include attendance at monthly meetings; participation in at least one of the agreed-upon activities (planting, maintenance. education, etc.) as directed by the annual plan.**

**Section 4: Membership shall be terminated in writing, approved by, or received by the Chairman.**

## **Article II: Selection of Officers**

**Section 1: The selection of officers shall be done by secret ballot annually in the last month of the year. Eligibility for each office shall be based on members' contributions and activities in the prior year, as well as suitability for the post (i.e. accounting background for the Treasurer).**

**Section 2: The provisions for removal of an officer include repeated non-attendance, lack of contribution, a failure to provide adequate leadership, bringing the committee or any member of it to public disrepute.**

## **Article III: Rules of Order**

**Section 1: This organisation shall be:**

**Governed by Robert's Rules of Order.**

## **Article IV: Amendment**

**Section 2: These by-laws may be amended by a vote of 75% of membership majority vote.**

### **Section 3: EAST GRINSTEAD IN BLOOM COMPLAINTS PROCEDURE.**

**If you would like to make a formal complaint against East Grinstead in Bloom, you should follow their complaints procedure.**

**This would mean submitting your complaint in writing, which should be acknowledged within one week, and then you will be contacted regarding the way the complaint is to be investigated.**

**If you are unable to make a complaint yourself, then you can ask someone else to do it for you or seek the help of the local Independent Complaints Advocacy Service.**

**The complaint needs to be made within six months of the offence.**

**Please complete your contact details as we would like to update you with what we do with your feedback:**

**NAME:**

**ADDRESS:**

**POST CODE:**

**CONTACT NUMBER/EMAIL**

**Do you want to continue being involved with East Grinstead in Bloom?**

**YOUR COMMENTS:**

**Signed This Day 23.03.24**

**Chairman:** *Julie Anne Mockford*