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|  | **NORTH EAST AREA OF NAFAS**  **CONSTITUTION**  Approved by the Area Annual General Meeting, November 2021 |

1. **TITLE**

The title of the Association shall be the NORTH EAST AREA OF NAFAS, where NAFAS means the National Association of Flower Arrangement Societies

1. **OBJECTS**

The objects of the Association shall be to advance public education in the art of flower arranging and related subjects and to represent the interests of our parent association, NAFAS, within the ‘NORTH EAST AREA’.

1. **FUNCTIONS**

To further the objects in paragraph 2 above, the Association shall have the following functions:

1. The holding of Area exhibitions and competitions
2. The holding of lectures and/or courses of instruction in the practice of flower arranging and subjects related thereto
3. The training and qualifying of judges, demonstrators and speakers at Area and National levels, and keeping a current Area list of qualified judges, demonstrators, speakers and teachers.
4. The distribution and sale of publications relating to flower arranging or subjects related thereto
5. The encouragement of the educational, cultural and enjoyable aspects of the flower arrangement movement
6. Acting as a link between member clubs and NAFAS and other societies of horticulture or allied interests
7. All such other things as will further the objects of the Association
8. **MEMBERSHIP**
9. Membership shall be open to flower clubs and societies in the NORTH EAST AREA. Member clubs and societies will pay an initial entrance fee, and annual fees per capita to be determined from time to time as the Executive Committee may decide. These fees to be paid annually in advance at a date decided by the Executive Committee. Any club joining after April 30 shall pay the entrance fee and half the capitation fee.
10. Horticultural societies and such organisations as may be recognised as having similar objects may become affiliated to the Association for a fee to be reviewed annually. They will receive full information of all activities, but will not have representation on the Area Council.
11. **AREA COUNCIL**
12. The Association shall be governed by the Area Council, which shall consist of **two** named representatives from each full member club or society, preferably the Chairman and Secretary. Each club or society shall nominate **four** other named representatives to attend meetings of the Area Council in the absence of the named representatives (i.e. 2 representatives per club attending meetings). All representatives **must** be current committee members.
13. Each representative shall have one vote.
14. The Area Council shall meet at least four times per year. Any club member can attend a Council meeting, but will not be entitled to vote.
15. The quorum at any meeting of the Area Council shall be one-third of those entitled to attend and vote.
16. **EXECUTIVE COMMITTEE**
17. The day-to-day management of the Association shall be undertaken by the Executive Committee, which shall consist of the following Officers of the Association: The Chairman, the 1st Vice-Chairman, the 2nd Vice-Chairman, the Honorary Secretary, the Honorary Treasurer and the Honorary Project Officer.
18. The Executive Committee shall meet from time to time throughout the year as deemed necessary.
19. The Officers shall be elected at the Annual General Meeting of the Association from either past or present members of the Area Council. Nominees for 2nd Vice-Chairman must have served as a Club Officer or have served on the NE Area Executive Committee.
20. The Chairman, 1st Vice-Chairman and 2nd Vice-Chairman, together with the other Officers shall each serve for a period of two years. The Executive Committee can co-opt a member into any vacancy that may occur and the co-opted member shall serve until the next following Annual General Meeting and may then stand for election.
21. The office of President will be a progression from Area Chairman. If the Area Chairman wishes not to accept this office, a selection panel will be appointed. The person to be selected could be a past Area Officer, Area Representative or an Area Officer who is due to retire at the forthcoming AGM. A nomination form will be circulated to each club and a Selection Panel will select the President from the nominations received. The Selection Panel will be made up of the Area President, a past President, an Honorary Associate, the Area Chairman, the 1st Vice-Chairman and a Chairman from a club who has no nominee.
22. **HONORARY ASSOCIATES**
23. The title of Honorary Associate of the NORTH EAST AREA may be awarded by the Association to Past Presidents of the Association on retirement and to all Executive Officers of the Association who shall have served for six years or more.
24. Honorary Associates may attend meetings of the Area Council and receive minutes.
25. **NAFAS COUNCIL REPRESENTATIVE**

One representative shall be elected by the Association at the Annual General Meeting from the members of the Executive Committee to act as delegate to NAFAS Council meetings in London.

1. **AREA REPRESENTATIVES AT NATIONAL LEVEL**

Area Representatives at National level for Judges, Demonstrators, Speakers, Teachers, Photography, Media and *The Flower Arranger* shall be appointed annually by the Executive Committee.

1. **COMMITTEES**

The Executive Committee may appoint such sub-committees as may be deemed necessary and may delegate any of their powers to such sub-committees provided always that all acts and proceedings of any such sub-committee shall be reported to the Executive Committee as soon as possible.

1. **ANNUAL GENERAL AND SPECIAL MEETINGS**
2. The Annual General Meeting of the Association shall be held in November or at such other time as the Executive Committee shall decide.
3. The business of the Annual General Meeting shall include the election of Officers, and the NAFAS Council representative, the consideration of the reports of the Officers of the Association and the annual accounts.

The Area Council and/or Executive Committee shall have the power to call a Special General Meeting of the Association if this is deemed necessary. A minimum of four weeks’ notice in writing of the date of any such meeting and the business to be transacted shall be given by the Honorary Secretary to those entitled to attend and vote. In extreme circumstances a meeting may be called at short notice.

(d) The quorum shall be one-third of those entitled to attend and vote.

(e) Each club representative attending the Annual General Meeting or Special

General Meeting shall have one vote save that in the event of a tied vote the

Chairman of the Meeting shall have a casting vote which will reflect the

Executive Committee’s decision.

(f) Any member of any member club may attend and speak at the Annual

General Meeting or Special General Meeting, but may not vote.

**12. FINANCE**

1. The Area Council shall be responsible for the finances of the Association and may authorise the payment of reasonable out-of-pocket expenses incurred by the members of the Executive Committee and Area Representatives.
2. A bank account shall be opened in the name of the Association at a bank to be determined by the Executive Committee. All payments to be authorised by the Executive Committee as deemed necessary.
3. The Honorary Treasurer shall keep proper books of accounts and shall invest such surplus funds as may be available from time to time in such investment funds as may be authorised by the Executive Committee.
4. A Statement of Accounts shall be prepared annually and audited by a professional auditor and the certified statement shall be circulated to all full member clubs and societies.

**13. ALTERATIONS**

The provisions of this constitution can only be altered by a resolution of the Association passed at an Annual General Meeting or Special General Meeting.

**14. DISPOSAL OF ASSETS**

In the event of the Association failing or ceasing to function according to these rules, its affairs shall be wound up and any monies or other assets in its possession shall be transferred to such institutions having objects similar to those of the Association as the Area Council may decide.

**CLUB CHAIRMEN SHOULD ENSURE THAT THIS DOCUMENT IS BROUGHT TO EACH AREA COUNCIL MEETING AND SAFELY PASSED ON TO THEIR SUCCESSORS**