

# Otley in Bloom Constitution

## 1 Name of the Organisation

The organisation shall be known as **Otley in Bloom**.

## 2 Objectives

Otley in Bloom shall have a range of objectives related to caring for and improving the local environments in Otley. They are as follows:

- a. to support and encourage residents and businesses to value and improve their local environments;
- b. to identify areas for developing into attractive green and floral public spaces;
- c. to liaise and work with all interested people, agencies and parties to improve the natural environment of Otley as a whole town;
- d. to encourage sustainable developments wherever possible.

## 3 Membership

Membership of Otley in Bloom shall be open to all residents, businesses and friends of Otley. There shall be no membership or subscription fees.

## 4 Officers of the Steering Team

The work of Otley in Bloom shall be guided by a Steering Team.

Non-executive Officer:

- President

Executive Officers:

- Chair
- Secretary
- Treasurer
- Task Force Co-ordinator
- Yorkshire in Bloom Co-ordinator

The Steering Team shall use its discretion to co-opt other people with relevant expertise.

## 5 Meetings

There shall be a Steering Team meeting held each month - excluding the months of August and December. All members of Otley in Bloom are welcome to attend. Other meetings shall be held as and when appropriate. A quorum shall exist when four (4) officers of the Steering Team are present.

The Annual General Meeting shall be held in November of each year.

The business of the AGM shall be to:

- a. receive the annual report of Otley in Bloom;
- b. accept the statement of accounts;
- c. elect the Steering Team officers for the forthcoming year.

Extraordinary General Meetings may be requested in writing and signed by at least three members and submitted to the Steering Team. A minimum of 21 days notice shall be given. The notice shall state the purpose of the meeting. No other business may be transacted at these meetings.

## **6 Decision making**

Most decisions will be taken through discussion and by reaching a consensus of the membership. The Steering Team will act in the best interests of various bodies, groups and people therefore decisions will need to be well-informed, using up-to-date and accurate information.

It is envisaged that most decisions will not require a vote, however if a consensus cannot be reached, a simple majority vote by a show of hands will be taken. In the case of a tie, the Chair shall either choose to cast a second vote, or choose to defer the item under discussion until further information can be gained.

## **7 Finance**

An account shall be opened in the name of Otley in Bloom with a recognised bank or building society. All monies received on behalf of Otley in Bloom shall be deposited in that account. Two signatures, one of which will be the Treasurer, will be required to sign all cheques.

A full statement of income and expenditure including an up to date balance sheet will be presented at the AGM. All monies received by Otley in Bloom shall be used to further the objectives of Otley in Bloom and used for no other purpose.

## **8 Communication**

It will be important to ensure communication is effective and efficient so that Otley in Bloom's objectives can be achieved. All members of Otley in Bloom have an important role to take with communication. An annual report will be prepared for distribution through Otley Matters and regular updates of the work of Otley in Bloom shall be provided through the local press. Posters will be displayed as and when appropriate throughout the town using shop windows and notice boards. All active members are therefore encouraged to assist with promoting the work of Otley in Bloom.

## **9 Amendments to the constitution**

Amendments to the constitution of Otley in Bloom shall be decided at an AGM or at an Extraordinary General Meeting. An amendment needs to be placed in writing and signed by three members and submitted to the Steering Team no later than 21 days before the proposed meeting. Any amendment so submitted will be discussed by the existing Steering Team and prior to the election of officers for the forthcoming year. Amendments to the constitution require a vote in which at least two thirds of the members present are in favour of the change.

## **10 Dissolution**

If the membership or Steering Team considers that on the grounds of expense or otherwise it is necessary or advisable to dissolve Otley in Bloom a Special Meeting shall be called.

If such a resolution is confirmed and Otley in Bloom is subsequently dissolved, then the Treasurer shall transfer all remaining funds, after payment of outstanding accounts, to Otley Town Council, with the understanding that such funds will be used to improve the green and floral environment of Otley.

