



BANSTEAD VILLAGE IN BLOOM - CONSTITUTION.

NAME.

The organisation shall be known as Banstead Village in Bloom hereinafter referred to as BVIB. It is an unincorporated association.

OBJECTIVE.

The objective of BVIB shall be: - Working with the community to continue enhancing the environment of Banstead Village with particular regard to its soft landscaping and litter picking. We will confine our soft landscaping work, in general, to Banstead High Street; The Library Gardens; The Roundabouts at either end of the High Street and the Orchard and Churchyard.

ASSOCIATESHIP.

Associateship of BVIB shall be open to all residents of Banstead Village Ward and any business within the Banstead Village Ward. At the discretion of the Executive Committee residents outside Banstead Village Ward in the Borough of Reigate and Banstead can be admitted into associateship.

GOVERNANCE.

Officers

Officers shall be a Chairperson, a Secretary and a Treasurer whose proposed appointments shall be decided by the Executive Committee, by a simple majority, and ratified at the Annual General Meeting in November.

Executive Committee.

There shall be an Executive Committee comprising the Officers and not more than 5 additional persons whose proposed appointment shall be decided by the Executive Committee, by a simple majority and ratified at the AGM in November. These additional persons should include a person leading on (a) Communication/Marketing (b) The organisation of Volunteers and (c) Fund-raising/Sponsorship/Donations. A quorum shall comprise 50% of those members of the Executive Committee entitled to vote. Borough Council representatives attending will not have authority to vote.

How the Executive Committee will Operate

On an annual basis the Executive Committee will decide upon the Priorities for the forthcoming year, which will include Maintenance work; New Work; Fundraising / Sponsorship / Donations; Communication / Marketing / Proposed Events; and Volunteers.

A member of the Executive Committee will be appointed to lead on specific pieces of work and that person will report back to Executive Committee on progress and if necessary, seek assistance or financial support from Council or the Executive Committee.

The Executive will agree a budget for specific pieces of work; and will facilitate and support the work being progressed.

Frequency of meetings.

The Executive Committee shall meet no less than 4 times a year which will include the AGM.

Annual General Meeting.

This shall be an open meeting held, usually, in November. The Executive Committee will be responsible for running the AGM and invitations to attend will include Associates; Sponsors/Donors; Volunteers; and may include other persons or organisations that have an 'interest' in the work of BVIB. The key agenda items will be: - 1. An Annual Review of the Work of BVIB, including proposals for new work, changes to existing work and Constitutional Changes - (Given by the Chair); 2. Fundraising / Sponsorship / Donations; Communication / Marketing; 3. Volunteers; 4. Presentation of the Annual Accounts. 5. The Chair and the Executive will take Questions from those present.

Accounts.

The Treasurer shall prepare annual accounts for presentation and approval of the Executive Committee and for presentation at the AGM, usually in November. The financial year shall end on the 31 August in each year. The accounts shall be submitted to an Independent Examiner. The Banstead Village in Bloom (BVIB) Bank Account will be 'any one person to sign mandate' – each of the officers of BVIB will be signatories. Each expenditure must be authorised by two of the signatories.

Data Protection Privacy Policy

As an unincorporated association we can be contacted through our website www.bvib.co.uk . We promise to retain, for as short a period as reasonably necessary, personal data privately and securely. It will be used solely to further the interests of BVIB. It will never be disclosed to a third-party without your prior consent. Anyone is entitled to details of the information we hold about them and to require cancellation of it. Any complaint about our handling of personal data may be made to the Information Commissioner's Office at Wycliffe House, Water Lane, Wilmslow, Cheshire SK95AF. Helpline 0303 123 1113.

AMENDMENT TO THE CONSTITUTION.

Any proposal for amendment must be notified to the Executive Committee not less than fourteen days before its next scheduled meeting; and any proposed alteration shall require a two thirds majority of those persons present and voting. Approved changes will be presented to the AGM

GENERAL.

The Executive Committee is empowered to determine any matter not dealt with in this Constitution.

DISSOLUTION.

A Special Meeting of the Executive Committee shall be arranged to discuss a possible dissolution. A dissolution would require a two thirds majority of those present and voting. The Executive Committee shall then at its discretion determine how any residual funds and assets shall be disbursed to local bodies with similar aims for charitable purposes.