Anglia in Bloom

Constitution

The Constitution was adopted on the 20 March 2009

*This Constitution was amended and updated Part 2.16 following Annual General Meeting held on 8th February 2023*

*Part 2-16.****Officers & Trustees*** *(2)a,b,c. were amended and approved at the AGM on 22nd May 2019*

***Part 2- 7. Membership*** *(1) (3) (4) (5) &* ***11. Quorum*** *4 (c) &* ***12. Chair*** *(1) (2) (3) (4)****& 14. Votes*** *(1) &* ***16. Officers and Trustees*** *(1) (2) (7) (8) &* ***17. The Appointment  
of Trustees*** *(4) &* ***18. Powers of Trustees*** *(d) (k) (n) &* ***19. Disqualification and  
Removal of Trustees*** *(4) &* ***21. Delegation*** *(1) (2) (3) (4) (5) were amended and  
approved at the AGM on 8 May 2018.*

**The Quorum** 11 (2) and the Proceedings of Trustees 20 (7) were updated and  
and the proceedings of Trustees 20 (7) were updated and adopted at the meeting on  
6th September 2011.   
**The objects 3 (1) and (3)** were updated and adopted at the AGM on 9th November 2009.  
**PART 1.  
 1) Adoption of the Constitution  
The association and its property will be governed by the law of England and Wales and will be administered and managed in accordance with the provisions in Parts 1 and 2 of this constitution.**

1. The Name

The association’s name is Anglia in Bloom (and in this document it is called the Charity)

1. The Objects

The Charity's objects (the Objects) are;

1. “to promote the conservation and enhancement of the physical and natural environment for the public benefit, primarily by informing people about  
   its relevance and importance within their communities”
2. “to advance the education of the public in the conservation, protection and improvement of the physical and natural environment”
3. “to promote horticulture and floriculture for the benefit of the public  
   generally and especially those who live in, work in, or visit the catchment area  
   by providing and encouraging the provision of displays of flowers, shrubs,  
   trees and landscapes in places visible to the public.

The catchment area for the association shall include the six geographical  
counties of Bedfordshire, Cambridgeshire, Essex, Hertfordshire, Norfolk and Suffolk

1. **Application of the Income and Property**
2. The income and property of the Charity shall be applied solely towards the promotion of the Objects.
3. A Trustee may pay out of, or be reimbursed from, the property of the  
   Charity reasonable expenses properly incurred by him or her when acting on  
   behalf of the Charity.
4. None of the income or property of the Charity may be paid or transferred  
   directly or indirectly by way of dividend bonus or otherwise by way of profit to  
   any member of the Charity.

This does not prevent:

1. a member who is not also a Trustee from receiving reasonable and proper remuneration for any goods or services supplied to the Charity;
2. a Trustee from:
3. buying goods or services from the Charity upon the same terms as  
   other members or members of the public;
4. receiving a benefit from the Charity in the capacity of a beneficiary  
   of the Charity, provided that the Trustees comply with the provisions of  
   sub clause (6) of this clause, or as a member of the Charity and upon  
   the same terms as other members;
5. the purchase of indemnity insurance for the Trustees against any liability  
   that by virtue of any rule of law would otherwise attach to a Trustee or other  
   officer in respect of any negligence, default breach of duty or breach of trust  
   of which he or she may be guilty in relation to the Charity but excluding:
6. fines;
7. costs of unsuccessfully defending criminal prosecutions for  
   offences arising out of the fraud, dishonesty or wilful or reckless  
   misconduct of the Trustee or other officer;

(iii) liabilities to the Charity that result from conduct that the

Trustee or other officer knew or ought to have known was not in the  
best interests of the Charity or in respect of which the person  
concerned did not care whether that conduct was in the best interests  
of the Charity or not.

1. No Trustee may be paid or receive any other benefit for being a Trustee.
2. A Trustee may:
3. sell goods, services or any interest in land to the Charity;
4. be employed by or receive any remuneration from the Charity;
5. receive any other financial benefit from the Charity, if:
6. he or she is not prevented from so doing by sub-clause (4) of this  
   clause; and
7. the benefit is permitted by sub-clause (3) of this clause; or
8. the benefit is authorized by the Trustees in accordance with the  
   conditions in sub-clause (6) of this clause.
9. (a) If it is proposed that a Trustee should receive a benefit from the Charity that is not already permitted under sub-clause (3) of this clause, he or she

must:

1. declare his or her interest in the proposal;
2. be absent from that part of any meeting at which the proposal is  
   discussed and take no part in any discussion of it;
3. not be counted in determining whether the meeting is quorate;
4. not vote on the proposal.
5. In cases covered by sub-clause (5) of this clause, those Trustees who do  
   not stand to receive the proposed benefit must be satisfied that it is in the  
   interests of the Charity to contract with or employ that Trustee rather than with  
   someone who is not a Trustee and they must record the reason for their  
   decision in the minutes. In reaching that decision the Trustees must balance

the advantage of contracting with or employing a Trustee against the  
disadvantage of doing so (especially the loss of the Trustee’s services as a  
result of dealing with the Trustee’s conflict of interest).

1. The Trustees may only authorize a transaction falling within paragraphs  
   5(a)-(c) of this clause if the Trustee body comprises a majority of Trustees  
   who have not received any such benefit.
2. If the Trustees fail to follow this procedure, the resolution to confer a  
   benefit upon the Trustee will be void and the Trustee must repay to the  
   Charity the value of any benefit received by the Trustee from the Charity.
3. A Trustee must absent himself or herself from any discussions of the  
   Trustees in which it is possible that a conflict will arise between his or her duty  
   to act solely in the interests of the Charity and any personal interest (including  
   but not limited to any personal financial interest) and take no part in the voting  
   upon the matter.
4. In this Clause 4, “Trustee" shall include any person firm or company  
   connected with the Trustee.
5. Dissolution
6. If the members resolve to dissolve the Charity the Trustees will remain in  
   office as Charity Trustees and be responsible for winding up the affairs of the  
   Charity in accordance with this clause.
7. The Trustees must collect in all the assets of the Charity and must pay or  
   make provision for all the liabilities of the Charity.
8. The Trustees must apply any remaining property or money
9. directly for the Objects;
10. by transfer to any Charity or charities for purposes the same as or  
    similar to the Charity;
11. in such other manner as the Charity Commissioners for England  
    and Wales (“the Commission”) may approve in writing in advance.
12. The members may pass a resolution before or at the same time as the  
    resolution to dissolve the Charity specifying the manner in which the Trustees  
    are to apply the remaining property or assets of the Charity and the Trustees  
    must comply with the resolution if it is consistent with paragraphs (a)-(c)  
    inclusive in sub-clause (3) above.
13. In no circumstances shall the net assets of the Charity be paid to or  
    distributed among the members of the Charity (except to a member that is  
    itself a Charity).
14. The Trustees must notify the Commission promptly that the Charity has  
    been dissolved. If the Trustees are obliged to send the Charity’s accounts to  
    the Commission for the accounting period which ended before its dissolution,  
    they must send the Commission the Charity’s final accounts.
15. Amendments
16. The Charity may amend any provision contained in Part 1 of this  
    Constitution provided that
17. no amendment may be made that would have the effect of making  
    the Charity cease to be a Charity at law;
18. no amendment may be made to alter the Objects if the change  
    would not be within the reasonable contemplation of the members of  
    or donors to the Charity;
19. no amendment may be made to clause 4 without the prior written  
    consent of the Commission;
20. any resolution to amend a provision of Part 1 of this constitution is  
    passed by not less than two thirds of the members present and voting  
    at a general meeting.
21. Any provision contained in Part 2 of this constitution may be amended,  
    provided that any such amendment is made by resolution passed by a simple  
    majority of the members present and voting at a general meeting.
22. A copy of any resolution amending this constitution shall be sent to the  
    Commission within twenty one days of it being passed.

**Part 2**

1. Membership
2. The Trustee Officers of the Charity shall be The President, Chairman, Vice Chairman - Judging, IT and Communications, Secretary and Treasurer.
3. The trustees shall invite by election any other general member and/or  
   organisations as the Trustees shall decide.
4. Membership is open to individuals over eighteen or organisations

that are approved by the Trustees and all applications must be made in  
writing and addressed to the Chairman.

1. The Trustees may only refuse an application for membership if,  
   acting reasonably and properly, they consider it to be in the

best interests of the Charity to refuse the application.

1. The Trustees must inform the applicant in writing of the  
   reasons for the refusal within twenty-one days of the decision.
2. The Trustees must consider any written representations the  
   applicant may make about the decision. The Trustees’ decision  
   following any written representations must be notified to the  
   applicant in writing but shall be final.
3. Membership is not transferable to anyone else.
4. The Chairman of the Trustees must keep a register of names and  
   addresses of all the Trustee Officers and Trustee Members.
5. Termination of Membership

Membership is terminated if:

1. the member dies or, if it is an organisation, ceases to exist;
2. the member resigns by written notice to the Charity unless, after the  
   resignation, there would be less than two members;
3. any sum due from the member to the Charity is not paid in full within six  
   months of it falling due;
4. the member is removed from membership by a resolution of the Trustees  
   that it is in the best interests of the Charity that his or her membership is  
   terminated. A resolution to remove a member from membership may only be  
   passed if:
5. the member has been given at least twenty one days’ notice in  
   writing of the meeting of the Trustees at which the resolution will be  
   proposed and the reasons why it is to be proposed;
6. the member or, at the option of the member, the member’s  
   representative (who need not be a member of the Charity) has been  
   allowed to make representations to the meeting.
7. Meetings
8. The Charity must hold an annual general meeting within twelve months of  
   the date of the adoption of this constitution.
9. An annual general meeting must be held in each subsequent year and not  
   more than fifteen months may elapse between successive annual general  
   meetings.
10. The Trustees may call a special general meeting at any time.
11. The Trustees must call a special general meeting if requested to do so in  
    writing by at least ten members or one tenth of the membership, whichever is  
    the greater. The request must state the nature of the business that is to be  
    discussed. If the Trustees fail to hold the meeting within twenty-eight days of  
    the request, the members may proceed to call a special general meeting but  
    in doing so they must comply with the provisions of this Constitution.
12. Notice
13. The minimum period of notice required to hold any special general  
    meeting of the Charity is fourteen clear days from the date on which the  
    notice is deemed to have been given.
14. A special general meeting may be called by shorter notice, if it is so  
    agreed by all the members entitled to attend and vote.
15. The notice must specify the date, time and place of the meeting and the  
    general nature of the business to be transacted. If the meeting is to be an  
    annual general meeting, the notice must say so.
16. The notice must be given to all the members and to the Trustees.
17. Quorum
18. No business shall be transacted at any Trustees executive meeting unless  
    a quorum is present.
19. A quorum is six members entitled to vote upon the business to be  
    conducted at the meeting;
20. The authorised representative of a member organisation shall be counted  
    in the quorum.
21. If:
22. a quorum is not present within half an hour from the time appointed  
    for the meeting; or
23. during a meeting a quorum ceases to be present, the meeting shall  
    be adjourned to such time and place as the Trustees shall determine,  
    or
24. If no quorum is present at the meeting within fifteen minutes of the  
    time specified for the start of the meeting the members present can  
    agree to go ahead with the meeting and then the minutes of that  
    meeting should be circulated and if agreed fully by all Trustee  
    members they are then adopted.
25. If the meeting is to be re-convened, then the Trustees at the meeting must  
    give at least seven clear days’ notice of the re-convened meeting stating the  
    date time and place of the meeting.
26. If no quorum is present at the re-convened meeting within fifteen minutes  
    of the time specified for the start of the meeting the members present at that  
    time shall constitute the quorum for that meeting.

**12) Chair  
 (**1) meetings shall be chaired by the person who has been elected as Chair

(2) If there is no such person or he or she is not present within fifteen minutes of  
 the time appointed for the meeting a Trustee nominated by the Trustees shall  
 chair the meeting.  
 (3) If there is only one Trustee present and willing to act, he or she shall chair   
 the meeting.  
 (4) If no Trustee is present and willing to chair the meeting within fifteen minutes  
 after the time appointed for holding it, the members present and entitled to vote  
 must choose one of their number to chair the meeting.

**13) Adjournments** (1) The members present at a meeting may resolve that the meeting shall be  
 adjourned.  
 (2) The person who is chairing the meeting must decide the date time and  
 place at which meeting is to be re-convened unless those details are specified  
 in the resolution.  
 (3) No business shall be conducted at an adjourned meeting unless it could  
 properly have been conducted at the meeting had the adjournment not taken  
 place  
 (4) If a meeting is adjourned by a resolution of the members for more than seven  
 days at least seven clear days’ notice shall be given of the re-convened meeting  
 stating the date time and place of the meeting.

**14) Votes**

(1)Each member shall have one vote but if there is an equality of votes the person who is chairing the meeting shall have a casting vote in addition to any other vote he or she may have.

(2) A resolution in writing signed by each member (or in the case of a member that is an organisation, but its authorised representative) who would have been entitled to vote upon it had it been proposed at a general meeting shall be effective. It may comprise several copies each signed by or on behalf of one or more members.

**15) Representatives of Other Bodies**

(1) Any organisation that is a member of the Charity may nominate any  
person to act as its representative at any meeting of the Charity.  
(2) The organisation must give written notice to the Charity of the name its  
representative. The nominee shall not be entitled to represent the organisation  
at any meeting unless the notice has been received by the Charity. The nominee  
may continue to represent the organisation until written notice to the contrary  
is received by the Charity.  
(3) Any notice given to the Charity will be conclusive evidence that the nominee  
is entitled to represent the organisation or that his or her authority has been   
revoked. The Charity shall not be required to consider whether the nominee  
has been property appointed by the organisation.

**16)**  **Officers and Trustees**   
 (1) The Charity and its property shall be managed and administered by a

Committee comprising the Officers and other members elected in accordance  
with this Constitution. Officers and other members of the committee may be  
the Trustees of the Charity and in this constitution are together called The  
Trustees.

(2) **The Charity shall have the following Officers:**

* President   
  > Chairman   
  > Vice Chairman
* Secretary
* Treasurer   
  > Chair of Judges  
  > IT Officer  
  Judges and other co-opted members shall be deemed to be members of the   
  Charity and shall be able to vote at meetings.

1. A Trustee must be a member of the Charity or the nominated  
   representative of an organisation that is a member of the Charity.
2. No one may be appointed a Trustee if he or she would be disqualified  
   from acting under the provisions of Clause 19.
3. The number of Trustees shall be not less than three, but (unless otherwise determined by a resolution of the Charity in general meeting) shall not be subject to any maximum.
4. The first Trustees (including Officers) shall be those persons elected as  
   Trustees at the meeting at which this constitution is adopted and or amended at an AGM.
5. A Trustee Member may not appoint anyone to act on his or her behalf at  
   meetings of the Trustees.

17) The Appointment of Trustees

1. The Charity at a general meeting shall elect the Trustee Officers and the  
   other Trustee Members.
2. The Trustees may appoint any person who Is willing to act as a Trustee.  
   Subject to sub-clause 5(b) of this clause, they may also appoint Trustees to  
   act as officers.
3. Each of the Trustees shall retire with effect from the conclusion of the third  
   annual general meeting after his or her appointment but shall be eligible for  
   re-election at that annual general meeting.
4. No-one may be elected a Trustee or an Officer at any annual general  
   meeting unless prior to the meeting the Charity is given 14 days’ notice that:

(a) is signed by a member entitled to vote at the meeting  
(b) states the member’s intention to propose the appointment of a  
person as a Trustee or Officer;  
(c) is signed by the person who is to be proposed to show his or her  
willingness to be appointed.

(5) (a) The appointment of a Trustee, whether by the Charity in general   
 meeting or by the other Trustees, must not cause the number of Trustees  
 to exceed any number fixed in accordance with this constitution as the   
 maximum number of Trustees.  
 b) The Trustees may not appoint a person to be an Officer if a person   
 has already been elected or appointed to that office and has not vacated  
 the office

18) Powers of Trustees

(1) The Trustees must manage the business of the Charity and have the  
 following powers in order to further the Objects (but not for any other purpose):

1. to raise funds. In doing so, the Trustees must not undertake any  
   substantial permanent trading activity and must comply with any  
   relevant statutory regulations;
2. to buy, take on lease or in exchange, hire or otherwise acquire any  
   property and to maintain and equip it for use;
3. to sell, lease or otherwise dispose of all or any part of the property  
   belonging to the Charity. In exercising this power, the Trustees must  
   comply as appropriate with sections 36 and 37 of the Charities Act  
   1993;
4. to borrow any money without prior approval of the Trustee Officers;  
   to charge the whole or any part of the property belonging to the  
   Charity as security for repayment of the money borrowed without prior  
   approval of the Trustee Officers. The Trustees must comply as  
   appropriate with sections 38 and 39 of the Charities Act 1993 if they  
   intend to mortgage land;
5. to co-operate with other charities, voluntary bodies and statutory  
   authorities and to exchange information and advice with them;
6. to establish or support any charitable trusts, associations or  
   institutions formed for any of the charitable purposes included in the  
   Objects;
7. to acquire, merge with or enter into any partnership or joint venture  
   arrangement with any other Charity formed for any of the Objects;
8. to set aside income as a reserve against future expenditure but  
   only in accordance with a written policy about reserves;

(j) to obtain and pay for such goods and services as are necessary for  
carrying out the work of the Charity;

(k) to open and operate such bank and other accounts as the Trustees consider necessary and to invest funds and to delegate the management of funds in the same manner and subject to the same conditions as the Trustees of a trust are permitted to do by the Trustee Act 2000 or any subsequent amendments to the said Act.

1. to organise and promote a scheme to reward communities,  
   organisations and individuals for achievements in improving their  
   environments by awarding trophies, medal certificates and other  
   acknowledgements of merit.

(m) to do all such other lawful things as are necessary for the  
achievement of the Objects;  
(n) To give any funding to an entrant or any other business or   
organisation, without the prior approval of the Trustees

(2) No alteration of this constitution or any special resolution shall have retrospective  
 effect to invalidate any prior act of the Trustees;

(3) Any meeting of Trustees at which a quorum is present at the time the relevant  
 decision is made may exercise all the powers exercisable by the Trustees.

**19) Disqualification and Removal of Trustees** A Trustee shall cease to hold office if he or she:

* + 1. Is disqualified for acting as a Trustee by virtue of section 72 of the Charities Act 1993 (or any statutory re-enactment or modification of that provision):
    2. Ceases to be a member of the Charity;
    3. Becomes incapable by reason of mental disorder, illness or injury of managing his or her own affairs:
    4. Resigns as a trustee by notice to the Charity (but only if at least two Trustees will remain in office when the notice of resignation is to take effect)
    5. is absent without the permission of the Trustees from all their meetings held within a period of six consecutive months and the Trustees resolve that his or her office be vacated.

**20) Proceedings of Trustees**

(1) The Trustees may regulate their proceedings as they think fit, subject to the provisions of this constitution.  
(2) Any Trustee may call a meeting of the Trustees  
(3) The secretary must call a meeting of the Trustees if requested to do so by a Trustee.  
(4) Questions arising at a meeting must be decided by a majority of votes  
(5) In the case of an equality of votes, the person who chairs the meeting shall have a second or casting vote  
(6) No decisions may be made by a meeting of the Trustees unless a quorum is present at the time the decision is purported to be made  
(7) The quorum shall be four Trustees   
(8) A Trustee shall not be counted in the quorum present when any decision is made about a matter upon which that Trustee is not entitled to vote.  
(9) If the number of Trustees is less than the number fixed as the quorum, the continuing Trustees or Trustee may act only for the purpose of filling vacancies or of calling a general meeting.  
(10) The person elected as the Chair shall chair meetings of the Trustees  
(11) If the Chair is unwilling to preside or is not present within ten minutes after the time appointed for the meeting, the Trustees present may appoint one of their number to that meeting.  
(12) The person appointed to chair meetings of the Trustees shall have no functions or powers except those conferred by this constitution or delegated to him or her in writing by the Trustees.  
(13) A resolution in writing signed by all the Trustees entitled to receive notice of a meeting of Trustees or of a committee of Trustees and to vote upon the resolution shall as valid and effectual as if it had been passed at a meeting of the Trustees or (as the case may be) a committee of Trustees duly convened and held.  
(14) The resolution in writing may comprise several documents containing the text of the resolution in like form each signed by one or more Trustees

**21) Delegation** (1) The Trustees may delegate any of their powers or functions to a committee of two or more Trustees but the terms of any such delegation must be recorded in the minute book  
 (2) The Trustees may impose conditions when delegating, including the conditions that:

(a) the relevant powers are to be exercised exclusively by the committee to whom they delegate:  
 (b) no expenditure may be incurred on behalf of the Charity except in accordance with a budget previously agreed with the Trustees.

(3) The Trustees may revoke or alter a delegation

(4) All acts and proceedings of any committees must be fully and promptly reported  
 to the Trustees.

**22) Irregularities in Proceedings**

(1) Subject to sub-clause (2) of this clause, all acts done by a meeting of Trustees or of a committee of Trustees, shall be valid notwithstanding the participation in any vote of a Trustee:  
\* who was disqualified from holding office  
\*who had previously retired or who had been obliged by the constitution to vacate office  
\*who was not entitled to vote on the matter, whether by reason of a conflict of interest otherwise if without:  
\*the vote of that Trustee; and  
\*that Trustee being counted in the quorum, the decision has been made by a majority of Trustees at a quorate meeting

(2) Sub-clause (1) of this clause does not permit a Trustee to keep any benefit that may be conferred upon him or her by a resolution of the Trustees or of a committee of Trustees if the resolution would otherwise have been void.  
(3) No resolution or act of   
 (a) The Trustees  
 (b) any committee of the Trustees  
 (c) the Charity in general meeting

shall be invalidated by reason of the failure to give notice to any Trustee or member or by reason of any procedural defect in the meeting unless it is shown that the failure or defect has materially prejudiced a member or the beneficiaries of the Charity

**23) Minutes** The Trustees must keep minutes of all:

1. appointments of Officers and Trustees made by the Trustees;
2. Proceedings at meetings of the Charity;
3. meetings of the Trustees and committees of Trustees including:  
    \*the names of the Trustees present at the meeting;  
    \*the decisions made at the meetings; and  
    \*where appropriate the reasons for the decisions.

**24) Annual Report and Return and Accounts**

(1) The Trustees must comply with their obligations under the Charities Act 1993 with regard to:

1. The keeping of accounting records for the Charity
2. The preparation of annual statements of account for the Charity;
3. The transmission of the statements of account to the Charity;
4. The preparation of an annual report and its transmission to the Commission;

(2)Accounts must be prepared in accordance with the provisions of any Statement of Recommended Practice issued by the Commission, unless the Trustees are required to prepare accounts in accordance with the provisions of such a Statement prepared by another body.

**25) Registered particulars** The Trustees must notify the Commission promptly of any changes to the Charity’s   
 entry on the Central Register of Charities.

**26) Property** (1) The Trustees must ensure the title to:  
 (a) all land held by or in trust for the Charity that is not vested in the Official  
 Custodian of Charities; and  
 (b) all investments held by or on behalf of the Charity, is vested either in a

Corporation entitled to act as custodian Trustee or in not less than three   
 individuals appointed by them as holding Trustees:  
 (2) The terms of the appointment of any holding Trustees must provide that they may  
 act only in accordance with lawful directions of the Trustees and that if they do so they  
 will not be liable for the acts and defaults of the Trustees or of the members of the   
 Charity.  
 (3) The Trustees may remove the holding Trustees at any time

**27) Repair and Insurance** The Trustees must keep in repair and insure to their full value against fire and other  
 usual risks all the buildings of the Charity (except those buildings that are required to  
 be kept in repair and insured by a tenant). They must also insure suitably in respect of  
 public liability and employer’s liability.

**28) Notices**

(1) Any notice required by this constitution to be given to or by any person must be  
 (a) in writing’ or  
 (b) given using electronic communications.  
(2) The Charity may give any notice to a member either:  
 (a) personally; or  
 (b) by sending it by post in a prepaid envelope addressed to the member at his or her address; or  
 (c) by leaving it at the address of the member; or  
 (d) by giving it using electronic communications to the member’s address  
(3) A member who does not register an address with the Charity or who registers only a postal address that is not within the United Kingdom shall not be entitled to receive any notice from the Charity.  
(4) A member present in person at any meeting of the Charity shall be deemed to have received notice of the meeting and of the purposes for which it was called.

(5) (a) Proof that an envelope containing a notice was properly addressed, prepaid and posted shall be conclusive evidence that the notice was given.

(b) Proof that a notice contained in an electronic communication was sent in accordance with guidance issued by the Institute of Chartered Secretaries and Administrators shall be conclusive evidence that the notice was given.

(c) A notice shall be deemed to be given 48 hours after the envelope containing it was posted or, in the case of an electronic communication, 48 hours after it was sent.

**29) Rules**

(1) The Trustees may from time to time make rules or bye-laws for the conduct of their business.

(2) The bye-laws may regulate the following matters but are not restricted to them:

(a) the admission of members of the Charity (including the admission of organisations to membership) and the rights and privileges of such members, and the entrance fees, subscriptions and other fees or payments to be made by members;

(b) the expenses to be paid to members (including Trustees) acting in their capacity as Judges for Anglia In Bloom:

(c) the conduct of members of the Charity in relation to one another, and to the Charity’s employees and volunteers;

(d) the setting aside of the whole or any part or parts of the Charity’s premises at any particular time or times or for any particular purpose or purposes;

(e) the procedure at general meeting and meetings of the Trustees in so far as such procedure is not regulated by this Constitution;

(f) the keeping and authenticating of records. (If regulations made under this clause permit records of the Charity to be kept in electronic form and requires a Trustee to sign the record, the regulations must specify a method of recording the signature that enables it to be properly authenticated.)

(g) generally, all such matters as are commonly the subject matter of the rules of an unincorporated association.

(3) The Charity in general meeting has the power to alter, add to or repeal the rules or bye-laws.

(4) The Trustees must adopt such means as they think sufficient to bring the rules and bye-laws to the notice of members of the Charity.

(5) The rules or bye-laws shall be binding on all members of the Charity. No rule or bye-law shall be inconsistent with, or shall affect or repeal anything contained in, this constitution.

Signatures:

President..................................................................................Date....................................

Chairman..................................................................................Date.....................................

Secretary..................................................................................Date......................................

**BYE-LAWS**

These bye-laws shall be read in conjunction with the Anglia in Bloom Constitution which was approved at a meeting of the members on 20th March 2009. They may be altered, added to or repealed by members in a general meeting:

**Members:** Membership shall be by application to the board of Trustees. No membership fee is payable.  
 Members wishing to be judges must be experienced and knowledgeable in the field of horticulture and be able and willing to devote the necessary time to carry out the duties of a Judge for Anglia in Bloom.

There shall be no limit on the number of members.

Initially Judges shall be called ‘Probationary Judges’ and will work with one or more experienced Judges for not less than two full seasons.

**Expenses**

Judges shall be paid out-of-pocket expenses in accordance with a schedule to be determined by the Trustees

**Finance**

The Financial Year end shall be 31st December

**Annual General Meetings**

An Annual General Meeting shall be held not more than sixty days after the end of the financial year.

The business of the AGM shall be:

\* to receive the Chairman’s report on the activities of the previous year

\*to receive, consider and approve the accounts for the previous year, together with the Treasurer’s Report

\*to elect an independent examiner/auditor

\*to elect the Officers and other Trustees

\*to consider any other relevant matters of which the Secretary shall be notified not less than fourteen days before the meeting

**Election of Trustees**

\*The Trustees, including the President, Chairman, Vice Chairman, Secretary, Treasurer, Chair of Judges and Communications/IT Officer shall be elected to serve for a period of three years and shall be eligible for re-election

\*The maximum number of Trustees at any one time shall be seven

\*The Board of Trustees may co-opt other Members to perform specific duties and to attend meetings of the Board of Trustees as required

\*At least three weeks before the AGM the Secretary shall inform all Members of the names of those \*Trustees including Officers who are due to retire at the AGM and those willing to be re-elected.

\*The Secretary will invite all Members to nominate Members for election as Trustees

\*Each nominee shall confirm their willingness to accept nomination

\*Probationary Judges shall not be eligible for election as Trustees

\*Nominations must be received by the Secretary not less than seven days before the AGM

\*If there are more nominations than vacancies a secret ballot shall be held at the AGM