ASSOCIATION OF SHOW AND COMPETITION JUDGES

SHOWCASING EXCELLENCE

CONSTITUTION

1. Name

1.1 The name of the association shall be the **"**Association of Show and Competition Judges - Craft, Flowers and Food" (an unincorporated association)

1.2 It relates primarily, but is not limited, to the disciplines of craft, floral art, cookery, preserves, and staging and interpretation.

2. Aims and Objectives

2.1 The aim of the Association is to create and maintain a supportive network of qualified show and competition judges.

2.2 The Association's objectives are to:

- Be a recognised centre of expertise and a 'go to' place for show and competition judges in the disciplines of craft, floral art, cookery, preserves, and staging and interpretation.
- Support training and development of judges, equipping them with the subject knowledge and personal skills to judge at local, regional, and national shows.
- Champion our disciplines – and in doing so, maintain professional standards (as set out in the Association's 'Member Responsibilities') and raise the profile of shows and competitions across the country.

2.3 In pursuing our aim and objectives, the Association will provide a platform for judges to share knowledge, skills, and best practice, and foster camaraderie amongst its members.

3. Membership

3.1` The Association will offer three classes of membership, (1) full membership; (2) associate membership; and (3) retired judges.

Full membership

3.2 Full membership will be open to individuals, over the age of 18, who have completed the required level of judge training in their discipline.

3.3 Full members will be required to:

- Complete continuing professional development
- Maintain the association's professional standards, and any requirements set out in the Association's Members Responsibilities and Membership Conditions.
- Pay an annual membership fee.

3.4 Full members will each have **one** vote at an Annual Meeting or where decisions are put to the association's members.

Associate Membership

3.5 Associate membership will be open to individuals, over the age of 18, who are training, or interested in training, to become a judge. An associate member who completes their training, will be eligible to apply for full membership.

3.6 Stewards may also apply for associate membership.

3.7 Associate members will be required to:

- Maintain the Association's professional standards (as set out as the Association's 'Member Responsibilities'), and any requirements set out in the Association's Members Responsibilities and Membership Conditions.
- Pay an annual membership fee (at 50% of a full membership fee)

Retired Judges

The Association values the knowledge and expertise of retired judges and therefore membership will be open to qualified judges, who have retired from active judging.

3.8 Retired judges will be required to:

- Maintain the Association's professional standards (as set out as the Association's 'Member Responsibilities'), and any requirements set out in the Association's Members Responsibilities and Membership Conditions.
- Pay an annual membership fee (at 50% of a full membership fee).

Conditions of Membership

3.9 All members (full and associate) will be required to agree to the Association's Conditions of Membership.

3.10 The Association's offer to members ("Member Offer" which covers continuing professional development, skills updates, etc.) will be reviewed regularly, in conjunction with members, and communicated clearly.

3.11 All members' personal data will be safeguarded and not used without their consent.

3.12 The Management Team may terminate membership for valid reasons, following a fair and transparent hearing process. Reasons shall include:

- Failure to uphold professional standards of the Association.
- Damage to the Association's reputation.
- Non-adherence to the Association's values, policies, or Conditions of Membership.

Such cases will be fully investigated, and decisions will be communicated in writing.

Membership Fees

3.13 Membership fees will be reviewed and set on an annual basis by the Association's Management Team. The Management Team will seek views from members as part of the fee setting process.

3.14 Any member who fails to pay their fees by the date requested shall forfeit their right to represent the Association, participate in Association activities or vote in Association meetings, until such fees are paid.

4. Management Team Structure

4.1 The Association will be led and managed by a Management Team.

4.2 The founding members will serve as the Management Team for two years to firmly establish the Association. They will subsequently be eligible for re- election at the following Annual Meeting (AM).

4.3 Team members will be members of the Association, and prior to election, may be required to submit a statement outlining their suitability for the role.

4.4 Management Team members serve a term lasting three years and may serve for two terms. There may be circumstances where it would be beneficial to the Association for a Management Team member to serve more than two terms, and this must be agreed by members.

4.5 The Management Team will be responsible for succession planning and providing continuity in its membership.

4.6 The Management Team will comprise:

- **Chair**: Overall leadership of the Association, chair Management Team meetings.
- **Secretary**: Responsible for Association record-keeping.
- **Treasurer**: Responsible for financial matters.
- **Membership Secretary**: Responsible for maintaining member records and communication with members.
- **Training Facilitator:** Responsible for identifying training needs and how they will be met / delivered.
- **Continuing Professional Development Facilitator:** Responsible for identifying continuing professional development needs and how they will be met / delivered.
- **Show and Competitions Facilitator**: Responsible for developing and maintaining relationships with shows and competitions.

4.7 The Management Team may co-opt members to the Management Team for defined periods of time and to fulfil Team or specific roles.

4.8 All members of the Management Team will actively promote the Association and work to achieve its aims.

5. Powers

5.1 The Management Team shall have the power to:

- Obtain funds through subscriptions, and other means in accordance with the Association's legal status.
- Collaborate with other bodies in a common effort to achieve the Association's aims.
- Undertake any lawful activities that further the association's objectives.

5.2 As an unincorporated body, the Association will not have the power to borrow, acquire or hold property, employ staff, or enter into contracts.

6. Meetings

6.1 The Management Team shall meet at least six times per year, and key actions and decisions will be recorded.

6.2 At least 4 Management Team members, including the Chair must be present at a meeting to make decisions.

6.3 An Annual Meeting shall be held annually and in line with 7.4 below. A quorum of at least 15% of members is required.

6.4 The Secretary shall give members at least 14 days' notice, along with details of the business to be discussed. This should include as a minimum:

- A report from the Chair on the Association's achievements and activities
- A report from the Treasurer on the Association's finances – and a proposal on annual membership fees.
- Election of the Management Team.

The Association's ethos is to listen and gather feedback from its members and to involve them in shaping the Association.

6.5 All full members are entitled to attend and vote, as set out in 3.4 above. Given the geographical spread of the group, all meetings may be held remotely, and / or on a regional basis, as agreed by members. Votes may be submitted electronically, in person or by post, as determined by the Management Team in advance of the meeting.

6.6 Decisions shall be made by a simple majority vote.

7. Finance

7.1 Association funds shall be applied **solely** to achieving the aim and objectives of the Association.

7.2 A budget will be prepared annually and approved by the ManagementTeam.

7.3 An up-to-date record of all income and expenditure will be maintained. The Association will prepare annual financial statements.

7.4 The Association's financial year will start on 1st January, and the Annual Meeting will be held no later than 4 months after the end of the financial year.

7.5 The funds of the Association will be paid into a bank account, operated by the Treasurer, and overseen by the Management Team.

7.6 Cheques must be signed by two members of the Management Team. Electronic transfers require authorisation from the Treasurer and Chair.

8. Diversity and Inclusion

8.1 The Association aims to create a safe and welcoming environment, where everyone can be themselves and express their views.

8.2 The Association will promote strong and positive relationships with all members of the communities in which its' members operate.

8.3 The Association is committed to treating all people equally and with respect irrespective of their age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.

9. Amendments

9.1 Amendments to this constitution may be made at an AM, Special Meeting or by other means agreed by the Management Team (e.g., through e-mail communication with members)

9.2 Amendments may include a change to the legal status of the Association.

9.3 Members should be given sufficient time to consider proposed amendments.

9.4 Amendments require approval by a simple majority of members.

10. Dissolution

10.1 If the Management Team proposes to close the Association, the following steps will be taken.

- The Management Team must formally record its proposal and set out the reasons for it.

- The Management Team recommends closure to all the members, at a Special Meeting called for the purpose. This meeting must be quorate and formally approve the decision.
- The Management Team sets out how any assets of the Association will be dealt with (after settling any outstanding liabilities).
- Minutes of the meeting must be taken.
- If agreed, the Management Team will close the Association in an orderly and proper manner.

Issued **Date**