



Sunflowers  
Wales 

COMMUNITY GROUP  
sunflowerswales.org.uk  
sunflowerswales@gmail.com

## CONSTITUTION

### 1. Name

The name of the organisation shall be **Sunflowers Wales**

### 2. Aims

The aims of Sunflowers Wales will be:

- To support Ukrainians affected by Russia's invasion
- To raise awareness of the current situation in Ukraine
- To promote Ukrainian culture, heritage, and history
- To act as liaison between Ukrainians and Welsh community

### 3. Membership

Membership is open to anyone who:

- is aged 16 and over; and
- supports the aims of Sunflowers Wales

Membership will begin as soon as the membership form has been received by the Secretary. The Secretary will keep the list of all members.

#### Ceasing to be a member

Members may resign at any time in writing to the Secretary.

Any offensive behaviour, including racist, sexist, or inflammatory remarks, will not be permitted. Anyone behaving in an offensive way or breaking the equal opportunities policy may be asked not to attend further meetings or to resign from the group if an apology is not given or the behaviour is repeated. The individual concerned shall have the right to be heard by the Management Committee, accompanied by a friend, before a final decision is made.

#### 4. Equal Opportunities

Sunflowers Wales will not discriminate on the grounds of sex, race (including colour, ethnic or national origin), sexual orientation, disability, gender reassignment, religious or political belief, pregnancy or maternity, marital status or age.

#### 5. Officers and committee

The business of the group will be carried out by the Management Committee elected at a General Meeting. The Committee will meet as necessary and not less than four times a year.

The Committee will consist of 8 members, and be composed of 3 officers and 5 committee members. Up to 2 additional members may be co-opted onto the committee at the discretion of the committee.

The officers' roles are as follows:

- Chair, who shall chair both general and committee meetings
- Secretary, who shall be responsible for the taking of minutes, the distribution of all papers, and for keeping records of members
- Treasurer who shall be responsible for maintaining accounts

In the event of an officer standing down during the year a replacement will be elected by the next General Meeting of members.

Any committee member not attending a meeting without apology for three months will be contacted by the committee and asked if they wish to resign.

The Committee meetings will be open to any member of Sunflowers Wales wishing to attend, who may speak but not vote.

## 6. Meetings

All meetings may be held online, or in person, or in a hybrid form, following a decision of the Committee.

### 6.1. Annual General Meetings

An Annual General Meeting (AGM) will be held within 15 months of the previous AGM.

All members will be notified in writing (email or post) before the date of the AGM.

The quorum for the AGM will be 10% of the membership or 10 members, whichever is the greater number.

At the AGM:

- The Committee will present a report of the work of Sunflowers Wales over the year.
- The Committee will describe the accounts of Sunflowers Wales for the previous year.
- The officers and the Committee for the next year will be elected.
- Any proposals given to the Secretary at least 7 days in advance of the meeting will be discussed.

## 6.2 Special General Meetings

The Secretary will call a Special General Meeting at the request of the majority of the committee or at least eight other members giving a written request to the Chair or Secretary stating the reason for their request.

The meeting will take place within reasonable time of the request.

All members will be notified in writing (email or post) before the date of such a meeting.

The quorum for the Special General Meeting will be 10% of the membership or 10 members, whichever is the greater number.

## 6.3 General Meetings

General Meetings are open to all members and will be held at least once every 3 months or more often if necessary.

All members will be notified in writing (email or post) before the date of such a meeting.

The quorum for a General Meeting shall be 10% of the membership or 5 members, whichever is the greater number.

## 6.4 Committee Meetings

Committee meetings may be called by the Chair or Secretary. All members will be notified in writing (email, or post, or personal messages) before the date of such a meeting.

The quorum for Committee meetings is 5 Committee members.

## 7. Rules of Procedure for meetings

All questions that arise at any meeting will be discussed openly and the meeting will seek to find general agreement that everyone present can agree to.

If a consensus cannot be reached a vote will be taken and a decision will be made by a simple majority of members present. If the number of votes cast on each side is equal, the chair of the meeting shall have an additional casting vote.

## 8. Finances

All money raised by or on behalf of Sunflowers Wales is only to be used to further the aims of the group, as specified in item 2 of this constitution.

An account will be maintained on behalf of the Community Group at a bank agreed by the Committee.

Three cheque signatories will be nominated by the Committee (one to be the Treasurer). The signatories must not be related nor members of the same household.

All cheques and/or payments should be signed/authorised by at least two signatories.

## 9. Amendments to the Constitution

Amendments to the constitution may only be made at the Annual General Meeting or a Special General Meeting.

Any proposal to amend the constitution must be given to the Secretary in writing. The proposal must then be circulated with the notice of meeting.

Any proposal to amend the constitution will require a two thirds majority of those present and entitled to vote.

## 10. Dissolution

If a meeting, by simple majority, decides that it is necessary to close down the group it may call a Special General Meeting to do so. The sole business of this meeting will be to dissolve the group.

If it is agreed to dissolve the group, all remaining money and other assets, once outstanding debts have been paid, will be donated to a charitable organisation. The organisation will be agreed at the meeting which agrees the dissolution.

This constitution was agreed at the Inaugural General Meeting of the Sunflowers Wales on: 27/05/2022

Name and position in group                      Dmitri Finkelshtein, Chair

Signed *Dmitri Finkelshtein*

Name and position in group                      Christina Evans, Secretary

Signed *Christina Evans*

Name and position in group                      Vladimir Pavliichuk, Treasurer

Signed *Vladimir Pavliichuk*