

SOUTH HEREFORDSHIRE GARDEN CLUB CONSTITUTION

The name of the Club shall be South Herefordshire Garden Club

Aims and objectives

To promote an interest and skill in gardening and gardens by

- Holding regular meetings and talks to encourage such interest
- Arranging visits to gardens and shows to provide inspiration and information
- Holding events that allow exchange of garden ideas and information

Membership

Membership of the Club shall be open to anyone interested in gardening. Members shall be informed that on joining details of membership shall be stored on an electronic database.

Management

- The Club shall be administered by a committee consisting of officers and other members who shall be elected at the Club's Annual General Meeting (AGM). Members of the committee shall serve for 3 years but can stand and be re-elected by members to serve a further term.
- The officers of the committee shall be Chairperson, the Treasurer and the Secretary
- The committee will meet at least 4 times per year
- The Chairperson, or appointed deputy, shall chair the meetings of the Club and a quorum of the committee will be 5 members including at least 2 officers
- The officers and members of the committee shall be elected at the AGM and shall hold office until the end of their term. The committee may co-opt members for the life of that committee.
- Changes to membership fees will be decided by the committee and shall be proposed at the next AGM. Fees shall be due at the first meeting of the financial year.

Duties of the Officers

- The Chairperson shall chair meetings of the committee and the Club and represent the Club as required by the committee.
- The Secretary shall take and keep minutes of the meetings, provide the agenda for the meetings, in consultation with the chairperson, deal with correspondence and collect for circulation any relevant information within the Club.
- The Treasurer shall supervise the financial affairs of the Club, keep proper accounts that show all monies collected and paid out by the Club. The treasurer shall arrange for the accounts to be independently audited annually in time for the AGM.

Finance

- Any money obtained by the Club shall be used only for the Club.
- Any bank accounts opened for the Club shall be in the name of the Club.
- Any payments made shall be authorised by the Treasurer and one other of the nominated official or member of the committee.

Annual General Meeting

- The Club shall hold an Annual General Meeting (AGM) annually in the month of October
- All members shall be given at least 14 days notice of the AGM by either email or post as per the normal means of communication for each member and shall be entitled to attend and vote.
- The business of the AGM shall include a report from the Chairperson on the Club's activities during the year, a report from the Treasurer on the finances of the Club and to elect a new committee and consider any other matter as may be decided.

Special General Meeting

A special general meeting may be called by the committee or any 5 members to discuss an urgent or special matter. The secretary shall give all members 14 days notice, by either email or post as for an AGM, of any special general meeting with notice of the business to be discussed. All members shall be entitled to attend and vote.

Alterations to the Constitution

Any changes to this constitution must be agreed by at least two-thirds of those members present and voting at any general meeting.

Dissolution

The Club may be wound up at any time if agreed by two thirds of those members present and voting at any General Meeting. In the event of winding up any assets remaining after all debts have been paid should be given to a garden related charitable organisation.

This constitution was adopted at a general meeting of the Club on

_____ (Date)

Signed Chairperson: _____

Treasurer: _____

Secretary: _____