

# **DRAFT South West Shropshire Gardening Club Constitution**

**1. Name:** The Club shall be known as South West Shropshire Gardening Club

**2. Purpose:** Aims of the Club are to promote, encourage and assist Members with the cultivation and enjoyment of their gardens by:

- The provision of a forum for discussion of gardening matters
- The organization of visits to places and events of gardening and horticultural interest
- The provision of talks, workshops and presentations by guest speakers on gardening themes

**3. Membership:**

- The Club is open to all who have fully paid their subscriptions for the current year and those Members who have had the title 'Honorary Member' bestowed upon them.
- The annual subscription shall be determined by the Management Committee and approved by resolution at the AGM.
- The membership shall run from 1st October to 30<sup>th</sup> September the following year, any member joining after April will have a 50% deduction on membership fees.
- Only Members who have paid the current year's subscription shall be entitled to vote at any regular meeting, the AGM or any Extraordinary Meeting.
- Visitors may attend talks, visits and other occasions organised by the Club subject to availability of space and payment of the fee set by the Committee.

**4. Management:**

- The Club shall be managed by a Committee comprised of four Officers of the Club (Chairperson, Vice Chairperson, Treasurer and Secretary) plus as many additional members as is deemed necessary to conduct the Club's business.
- The full Committee must stand for election at the Club's AGM held in October of each year.
- The Committee may co-opt additional temporary members during the year.
- The same person cannot hold the post of Chairperson for more than 3 years consecutively but can stand for re-election after a break of at least one year.
- The Committee will meet at least four times a year, and at such other times as may be considered necessary.
- A quorum of the Committee shall be greater than 50% of its current number and must include at least 2 officers of the Club.
- Matters requiring a vote in Committee shall be decided by a simple majority of those Members present with the chair having a casting vote in case of an equal vote.

**5. Finance:**

- The treasurer shall be responsible for all financial aspects of the Club and shall bank all monies (except for petty cash) in the name of the Club.
- All cheques issued on behalf of the Club must be signed by the Treasurer and one of the other designated signatories.
- The Treasurer shall provide a financial statement at each committee meeting and shall report annually to the Club at its AGM. The accounts produced at the AGM shall have been audited by the agreed Auditor.
- The appointed Auditor cannot be a Member of the Management Committee; but need not necessarily be professionally qualified.
- Appointment of an Auditor must be approved at an AGM each year.

## **6. Club Meetings**

- The AGM shall be held in October each year for: hearing, commenting and approving of the minutes of the previous AGM
- receiving the Treasurer's audited report
- hearing the Chairperson's annual review of the Club's past years performance and outlook for the coming year
- for the discussion of any resolutions circulated to the Membership at least 14 days prior to the AGM
- re-election of the Officers and Committee for the following year
- Other meetings of the Club will be held as necessary to fulfil the aims set out in para 2 above.

## **7. Dissolution of the Club**

- The Club may be dissolved at an AGM or Extraordinary Meeting by agreement of two-thirds of the members present. On dissolution and after payment of all outstanding accounts the committee will arrange to discharge any assets amongst nominated charities or groups. Any liabilities at the time of dissolution shall be the joint responsibility of all Members of the Management Committee.

## **8. The Constitution**

- No changes to the Constitution may be made except at an AGM or SGM called for the purpose, for which at least seven days' notice must be given.
- Any changes proposed must be agreed by vote at an AGM or SGM called for that purpose by a two-thirds majority of those Members attending.

## **9. Other Matters**

- Any matter not covered by the above rules shall be resolved by the Management Committee pending adoption at the next AGM or SGM called for that purpose.

Approved by the 20?? AGM