

# ***Weston Village Gardening Club***

## ***Constitution***

### ***Title***

The Club shall be known as the '***Weston Village Gardening Club***', hereinafter referred to as the Club.

### ***Objectives***

The objectives of the Club are:

1. To arrange a regular programme of meetings and visits for Members on gardening and gardening related topics.
2. To organise the Weston Village Flower Show, the Weston Village Open Garden Event and/or other Events that promote gardening and/or community friendship.
3. To raise funds for the Club and/or other charitable and voluntary groups as deemed appropriate.

### ***Membership***

1. Membership of the Club shall consist of such persons whose application for membership is approved by the Committee as hereinafter defined and who shall have fully paid their subscriptions.
2. The membership year shall run from the first day of March to the last day of February the following year. If the subscription is not renewed by the first day of March membership shall lapse.
3. Anyone becoming a member ` agrees to accept the Club's Constitution and rules.
6. A member may resign from the Club by sending written notice to the Membership Secretary. The member shall forfeit any subscription paid.
7. The Membership Secretary shall be responsible for maintaining the register of member's names and addresses, collecting members' subscriptions and forwarding payments to the Treasurer.
8. If a member cancels a booking for a Club Event the Club reserves the right to retain all or some of the monies paid.

### ***Club Meetings***

1. The Club shall hold such meetings, visits and events plus an AGM each year as deemed appropriate to meet the objectives of the Club.
2. The designated person shall circulate the Club Programme on a regular basis giving details of meetings, visits, events and other appropriate information.
3. Where a vote of the membership is required a quorum shall be 20 members.
4. Where any item under discussion requires a vote by the membership present, each member shall be entitled to one vote. Voting shall be by a show of hands and carried by a simple majority. If required, the Chairman shall have a second casting vote.

### ***Committee Meetings***

1. The Committee shall act as the main decision making forum for the Club, including setting out the direction of the Club, managing the Club's assets, approving the Programme of Events and awarding funds to voluntary and charitable organisations as deemed appropriate.
2. The Chairman shall normally preside at all meetings.
3. The Committee shall consist of the Officers of the Club and all Committee members.
4. The Committee shall create such sub-Committees as deemed appropriate for the organisation and management of Club meetings, the Weston Village Flower Show, the Weston Village Open Garden Event and/or other such events that meet the Club's objectives.

5. The Committee shall be made up of up to 12 members. Where any item under discussion requires a vote by the Committee members present, each member shall be entitled to one vote. Voting shall be by a show of hands and carried by a simple majority. If required, the Chairman shall have a second casting vote.
6. A quorum at a Committee or sub Committee meeting shall be 3 members, or such other number as determined at the Annual General Meeting.
7. Each Committee member shall stand for a 2 year term. At the end of the second year the member shall retire at the Annual General Meeting and may seek re-election.
8. The Committee shall meet at times deemed appropriate for the management of the Club.
9. The Committee shall determine the annual membership subscription.
10. The Committee may co-opt suitable persons for specific projects or to fill casual vacancies. Co-opted members shall not have voting rights unless approved at the Annual General Meeting.
11. The Committee may remove any Officer or Committee member by a simple majority vote following an open discussion of the issues. This will include the right of the subject Officer or Committee member to present his/her point of view. The vote may be held in secret but the voting numbers will be recorded in the Minutes.
12. In the event of the Chairman being absent, an acting Chairman shall be appointed, prior to the opening of the meeting, who shall preside.

#### ***Administration***

1. The Secretary shall keep a record of all business at the AGM, Committee and any EGM meetings.
2. The Secretary shall give notice of the AGM and any EGM to all members at least 7 days before the meeting.

#### ***Financial Matters***

1. The Treasurer shall have responsibility for the management of the Club's finances and shall bank all monies in the name of the Club.
2. The Club's financial year shall run from 1st January to 31st December.
3. The Treasurer shall provide financial statements at all Committee meetings as required.
4. The Treasurer shall prepare the Income and Expenditure statements and Balance Sheet for examination by an Independent Examiner and in time for presentation to the membership at the AGM.
5. Cheques must be signed by any 2 of the following: Chairman, Treasurer or one other designated Committee member.
6. The Club shall maintain such balances as the Committee determines as appropriate to meet the Club's commitments.
7. The Independent Examiner shall be any person competent to examine the Books, Statements, Receipts and Accounts of the Club and to give an accurate report in respect of their conclusions. The person appointed as Independent Examiner does not have to be fully qualified as such.
8. The Independent Examiner must not be an Officer of the Club but any other person, member or not, who has agreed to carry out the duty.

#### ***Complaints***

1. Any Member's complaint must be put in writing to the Secretary, and then communicated to the Committee within 14 days.
2. The Committee may interview, and if necessary, suspend or expel any member who infringes any rule or whose conduct they conclude prejudices the Club's interests.
3. The Secretary shall give at least 7 days' notice to a member summoned for interview; this is to contain a statement of complaint. A member wilfully refusing to attend may be expelled.

***Changes to the Constitution***

1. Changes to the Constitution may be made only at an AGM or EGM convened for the purpose and shall be carried on a simple majority.
2. Written notice of proposed changes must be given to the Secretary at least 28 days before the AGM or EGM. The terms of the changes must be included in the notice of the meeting.

***Dissolution of the Club***

1. If the Club is disbanded all assets shall be shared equally between paid up members.

***Other Matters***

1. Any matter not covered by the rules laid out in the Constitution shall be determined by the Committee and shall be binding until rescinded or agreed at the next AGM or EGM convened for the purpose.

*Revised April 2016*