



Mepal Gardening Club

Constitution

1. Title

The Club shall be known as the "Mepal Gardening Club", hereinafter referred to as the Club.

2. Objectives

The objectives of the Club are:

- To develop a community group within the boundaries of Mepal (Cambridgeshire) and surrounding areas which promotes gardening as a productive and healthy activity.
- To provide a discussion forum in respect of gardening and gardening related issues.
- To arrange regular meetings for Club members.
- To arrange for guest speakers to give presentations on gardening or gardening related topics or any other subjects of general interest.
- To arrange visits to places of gardening or horticultural interest.
- To support other community groups in respect of gardening or horticultural matters.

All profits arising from the general business of the Club and all subscriptions received shall be used for the accomplishment of the objectives of the Club.

3. Membership

Membership of the Club shall consist of such persons whose application for membership is approved by the Committee as hereafter defined and who shall have fully paid their subscriptions.

The membership year shall run from 1st July to 30th June.

The Club Treasurer shall be responsible for maintaining a register of the names and addresses of members.

Membership subscriptions shall be payable annually in advance and shall be of such amount as determined each year by the Club Committee.

Membership shall automatically be cancelled if a member's subscription is more than one year in arrears.

A member may resign from the Club by sending written notice to the Secretary. Any subscription paid by such member for the year in which resignation is made shall be forfeited.

Any member aggrieved by the action(s) of the Club Committee may appeal to the next Annual General Meeting giving notice in writing to the Club Secretary at least 30 days prior to the AGM. The appeal shall be upheld if two thirds of members present vote in favour.

Any member changing address shall notify the Club Secretary in writing.

4. Expulsion of members

A General Meeting may, by a vote of two thirds of the members present and entitled to vote, expel any member for conduct detrimental to the Club, provided that a notice specifying the conduct for which it is intended to expel is sent to the member at the address entered in the register of members at least 30 days prior to the date of the meeting.

5. Committee

The Club Committee shall consist of three Officers - Chairman, Secretary and Treasurer, plus as many other Committee members as are deemed necessary by the Club Officers.

Officers and members of the Committee shall be elected annually at the Annual General Meeting.

The Secretary shall be responsible for maintaining a register of the names and addresses of Officers and Committee members, the date at which they were elected and the date at which they either resigned or failed to be re-elected.

The Committee may co-opt suitable persons for specific projects or to fill casual vacancies but such persons cannot be considered full members of the committee until elected at an Annual General Meeting or Special General Meeting convened for the purpose. Until elected, such persons are not eligible to vote on committee matters and will not count in respect of numbers present for a quorum.

The Committee may remove any Officer or Committee member from the Committee 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.

6. Committee Meetings

The Club Committee shall meet monthly within one week after each regular meeting of the Club or at such times as may be deemed necessary.

A quorum shall be 4 members or such other number as may be agreed at an Annual General Meeting.

The Secretary shall notify all Committee members of the date, time and place of all Committee meetings giving at least ten days' notice of such meetings and circulating the agenda for the meeting.

At all meetings of the Committee each agenda item requiring a vote shall be decided by a simple majority vote, one vote per Committee member. In the event of an equal number of votes being cast both 'for' and 'against', the Chairman shall have the casting vote. In the event of the Chairman being absent, an acting Chairman shall be appointed, prior to the opening of the meeting, who shall preside.

In the event of an emergency, the Chairman plus one other Officer, may make an executive decision where it is not practicable for the issue to be addressed at a regular or special Committee meeting. Details of the action will be recorded for presentation at the next regular meeting of the Committee.

7. Regular Meetings and Annual General Meeting (AGM)

No political or sectarian subject may be discussed.

At least nine regular meetings of the Club plus an AGM shall be held each year.

The Secretary or other designated Committee member shall circulate Programmes on a regular basis giving details of meetings, outings and any other relevant information.

Notice of meetings, outings, etc., shall be posted on the Club web site and updated on a regular basis by the Club Secretary or other designated Committee member.

Where an agenda item of any Club meeting requires a vote by the membership present, each Club member is entitled to one vote. Voting shall be by a show of hands and carried by a simple majority. In the event of an equal number of votes being cast both 'for' and 'against', the Chairman shall have the casting vote. In the event of the Chairman being absent, an acting Chairman shall be appointed, prior to the opening of the meeting, who shall preside.

The AGM shall be held in August each year, details of which will be in the Programme circulated to all members. The business transacted shall include but not be restricted to:

- Chairman's Report
- Secretary's Report
- Treasurer's Report including presentation of the audited Statement of Accounts and Balance Sheet for the preceding financial year (1st July to 30th June)
- Election of Officers and Committee for the ensuing year

A Special General Meeting (SGM) shall be called whenever the Club Committee deems it expedient or whenever a written request for such a meeting is delivered to the Secretary signed by five or more members of the Club. An SGM must be held within 30 days of receipt of such a request. Should the Secretary fail to convene such a meeting within the prescribed time the signatories to the request may convene such a meeting themselves giving due notice of intent.

The Chairman shall normally preside at all meetings and a quorum shall be 10 members or 25% of the membership, whichever is the greater.

Payment of the annual subscription shall be a pre-requisite condition to members' entitlement to vote at any regular meeting, AGM or SGM.

8. Finance

The Treasurer shall have responsibility for all financial aspects of the Association and shall bank all monies (except petty cash) in the name of the Club.

The Treasurer shall give financial statements at all Committee Meetings.

The Treasurer shall close the Accounts on 31st June each year and prepare Income and Expenditure statements and a Balance Sheet for examination by the Auditor by the end of July in the same year and for presentation to the membership at the AGM in August.

On submission of receipts the Treasurer shall pay out-of-pocket expenses of any Officer, Committee Member or member reasonably incurred in respect of the business of the Club.

All cheques must be signed by any two of the following: Chairman, Treasurer or one other designated Committee member .

The Financial Year shall end on 31st June of each year.

Any member or person having a legitimate interest in the funds of the Club shall be allowed at all reasonable times to inspect the accounts .

Loans, borrowing or other credit arrangements will require approval by the Club Committee before entering into any contractual arrangement.

If, for any reason, the Treasurer ceases to hold office, the Club Committee will appoint an acting Treasurer and request the Auditor to conduct an interim audit prior to the new Treasurer assuming office.

The Treasurer shall propose any changes required in the membership fee at the AGM where members will consider and vote on the proposal.

9. Auditor

For the purposes of this Constitution the term 'Auditor' shall apply to 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 'Auditor' does not have to be fully qualified as such.

An Auditor shall be appointed at each AGM and shall hold office until the close of the following AGM.

The Auditor must not be an Officer of the Club but any other person, member or not, who has agreed to carry out the duty, may be nominated and appointed each year at the AGM

If, for any reason, the Auditor ceases to hold office, the Club Committee will appoint a replacement Auditor as soon as is practicable and record the action in the minutes.

10. Changes to the Constitution

No changes to the Constitution may be made except at an AGM or a SGM called for that purpose, of which at least fourteen days' notice must be given.

Members must submit proposals for changes to the Constitution to the Secretary at least 30 days prior to the date of the AGM or SGM called for that purpose.

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.

11. Dissolution of the Club

The Club may at any time be dissolved by consent of two thirds of the members, testified by their signatures to an instrument of dissolution. Instructions for dissolution will clearly define disposal of any assets. Any residual cash remaining after payment of all outstanding accounts shall be shared equally between fully paid up members.

12. Copies of this Constitution

A copy of this Constitution shall be given free of charge by the Secretary to every member on joining, also on subsequent demand subject to a payment of two pounds per copy. The Club Secretary shall retain sufficient copies of the Constitution for this purpose.

This constitution shall also be posted on the Club website.
<http://www.mepalparish.org.uk/Gardening Club/Mepal Gardening Club.pdf>

15. Other Matters

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

Signed by the Club Chairman

Witnessed

Date