

Constitution of Mere Gardening Club



1. Name

The Club shall be known as Mere Gardening Club (the Club)

2. Aims & Objectives

The purpose of the Club is the promotion, within Mere and surrounding areas, of horticulture, gardening and the enjoyment of gardens by:

- The provision of a forum for discussion of gardening and associated matters
- The provision of regular meetings for members
- The organization of visits to places and events of gardening and horticultural interest
- The provision of talks and presentations by guest speakers on gardening themes
- The holding of shows, exhibitions and/or sales

3. Membership

The membership year shall run from 1st March to 28th/29th-February of the following year.

An annual subscription shall be payable by each member. The subscription shall be as proposed by the Committee and endorsed by a majority of members at the Annual General Meeting.

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 organized by the Club subject to availability of space and the payment of the fee set by the Committee from time to time.

4. Management

The Club shall be managed by a Committee elected at each AGM and shall comprise Officers to include a Chair, Secretary, membership secretary, programme secretary and Treasurer and a minimum of three other members, with a maximum of 8 Committee members. All Committee members shall be eligible for re-election. It is recommended that all committee members should serve for a maximum of 3 years.

The Committee from time to time may co-opt additional members for specific projects or to fill a casual vacancy. Such co-opted members will serve until the next AGM, at which they may be re-appointed.

Until such re-appointment, co-opted members shall not be eligible to vote on Committee matters and shall not be counted in respect of numbers present for a quorum.

The Committee shall meet at least quarterly and at such other times as may be necessary.

A quorum shall be four members, not including co-opted members.

Committee members will be given not less than 10 days' notice of the date, time and place of all

Committee meetings, and each member will be provided with an agenda.

Matters requiring a vote in Committee shall be decided by a simple majority of those members present.

Each Committee member shall have one vote. In the event of there being equal votes, the Chair (or, in his or her absence, the member appointed acting Chair at the commencement of the meeting) shall have the casting vote.

Where a lack of time to arrange a meeting dictates, an urgent issue may be dealt with by e-mail or telephone discussions between not less than four members, including Chair and Treasurer. The Secretary shall be responsible for taking and distributing minutes. The committee shall maintain a register of the names, addresses and e-mail addresses of the Club members and ensure that public liability insurance is in place. All membership details held by the club will only be accessed by officers of the club for club purposes, and this information will not be shared with any third parties. The information held will be deleted when that member leaves the club.

5. Finance

The Treasurer shall have responsibility 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 shall be signed by any two of the Chair, Treasurer and one other designated Committee member.

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 Treasurer shall propose any recommended change in the annual subscription at the AGM whereupon the members shall consider and vote on the proposal.

The Club Auditor may be any person competent to examine the Books, Statements and Receipts of the Club and to give an accurate report in respect of their conclusions. The Auditor need not be fully qualified as such. The Auditor, who may not be a member of the Club Committee, shall be appointed by the Committee.

6. Club Meetings

Regular meetings of the Club including an AGM shall be held each year.

Notice of regular meetings will be given by email, the AGM, any Extraordinary Meetings, visits and other Club events, through the local town news publication and on the club website.

Chairing of club meetings may be on a rota basis as agreed annually. The quorum will be 8 members.

Where an agenda item at any meeting of the Club requires a vote (save as to amendments to this Constitution), that vote shall be by a simple majority of members present at the meeting. The vote shall be by way of show of hands. Each member shall have one vote. In the event of an equal number of votes being cast 'for' and 'against' the Chair (or the Acting Chair appointed at the opening of the meeting) shall have the casting vote.

The AGM shall be held in March of each year for the purpose of:

- Receiving the club officials' reports including the Treasurer's audited report
- The election of the Committee for the following year
- Dealing with matters put to the Committee for the AGM at least 14 days prior

An Extraordinary Meeting shall be called whenever the Committee deems it expedient or on a written request for such a meeting signed by not less than five club members. The Extraordinary Meeting shall be held within 30 days of such a request.

7. Shows and Exhibitions

Any Exhibition and/or Show organised by or on behalf of the Club shall be open to all members of the public at an entrance fee to be agreed by the Committee. The price of both category and door entry to any Exhibition and/or Show shall be determined in advance by the Committee and published within the town. All profits made at shows and events shall belong to the club.

8. Dissolution of the Club

The Club may be dissolved at an AGM or Extraordinary Meeting by the agreement of two thirds of the members present. On dissolution and after payment of all outstanding accounts, any monies standing to the credit of the Club shall be donated to an agreed local charity or charities.

9. The Constitution

This Constitution shall take effect upon ratification of the same by two thirds of those attending a meeting where prior notice of the agenda item has been given, usually the AGM.

No changes may be made to the Constitution other than by a two-thirds majority of members present at an AGM or Extraordinary Meeting called for the purpose.

Proposals for amendment of the Constitution must be submitted by members to the Committee not less than 30 days prior to an AGM.

Copies of this Constitution shall be provided by the committee free of charge to each member joining the Club. A copy of the Constitution shall be displayed on Mere Gardening Club website.