



## **Constitution and Membership Rules of Cheltenham Horticultural Society**

The Name of the Society shall be:

### **CHELTENHAM HORTICULTURAL SOCIETY**

#### **OBJECTIVES**

Its objectives shall be to further the knowledge of its members in the cultivation of plants and in all gardening activities. To organise meetings, to hold shows, to arrange visits to gardens and any other places of interest and to trade in garden sundries, plants, bulbs and seeds for the benefit of members. Co-operation with the local authorities or other organisations or any other activity which is consistent with the above objectives may be pursued.

#### **MEMBERSHIP**

Membership of the Society is open to all who wish to support the objectives of the Society. The Committee shall have the right to refuse an application for membership if they consider that refusal is in the interest of the Society.

#### **ANNUAL SUBSCRIPTIONS**

The annual subscription for members shall be recommended by the Committee and approved at the AGM. It shall be due on the 1<sup>st</sup> January and if not paid by the 31<sup>st</sup> March membership and privileges of the Society shall be terminated until such time as the subscription has been received.

#### **MANAGEMENT**

An Executive Committee of not more than five elected members of the Society and six Officers the latter being:  
Chairman, Vice-Chairman, Treasurer, Secretary, Show Manager and Programme Secretary

#### **ANNUAL GENERAL MEETINGS**

The AGM shall be held during the month of November. At this meeting the audited accounts and the annual reports for the year, ended 30<sup>th</sup> September, shall be submitted.

Proposals for discussion at the AGM shall be invited in the notice of the AGM in the September newsletter. These should be submitted to the Secretary by the date of the October meeting.

Any nominations and all proposals to be discussed at the AGM, along with an agenda, will be circulated to the membership two weeks before the AGM.

All proposals made by the Committee or by members will be submitted and voted on by the membership.

The officers and Committee members for the ensuing year shall be elected. In the case of equal voting, the Chairman shall have a casting vote.

## **EXTRAORDINARY GENERAL MEETING**

The Committee shall have the power to convene an Extraordinary General Meeting.

An EGM shall be called on requisition to the secretary in writing by not less than 15 members. Twenty eight days notice of such meeting shall be given.

No rule shall be repealed or altered or no new rule shall be made, except by the agreement of a simple majority of the members present at an EGM or at an AGM.

## **POWERS OF THE EXECUTIVE COMMITTEE**

The quorum for Committee meetings shall be five of which three must be officers of the Society. The Committee shall have the power to appoint Sub Committees to make recommendations to the main Committee on specific subjects as directed.

The Committee shall have the power to co-opt members to the Committee who may serve until the next Annual General Meeting.

The number of co-opted members should not exceed the elected Members.

The Committee may recommend to the Annual General Meeting a distinguished member as Vice President or distinguished members as Vice Presidents.

Any matter not covered explicitly in the Rules shall be dealt with by the Committee at its discretion.

The Committee shall have the power to convene an Extraordinary General Meeting.

## **NOMINATIONS AND ELECTION**

All Officers and Committee Members shall retire annually, but be eligible for re-election. The President shall hold office for three consecutive years, these years being counted from the date of his/her election.

Before election the Chairman shall have served on the Committee in another capacity for at least one year.

In the event of a vacancy occurring amongst either the officers or other members of the Committee, a member of the Society may be appointed by the Committee to fill this vacancy for the duration of the term.

Nominations for officers and members of the committee shall be invited in the notice of the AGM in the September newsletter. These should then be submitted to the Secretary by the October meeting. Any member of the Society is entitled to make a nomination provided the nominee's agreement has been obtained along with the backing of a proposer and seconder.

## **FINANCE**

All monies receivable for the purpose of the Society shall be paid into account(s) in the name of the Society in such bank(s) as the Committee shall decide.

Cheques shall be signed by any two signatories from a list of four nominated Committee Members authorised by the Committee.

There will be an annual inventory of assets prepared for the Annual General Meeting.

At each Management meeting the treasurer will submit a report of income and expenditure since the previous Committee meeting.

A qualified auditor, a firm of qualified auditors or an independent examiner shall be appointed by the Executive Committee.

#### **FINANCIAL EXPENDITURE**

Expenditure on any capital asset must be approved in advance by the Committee.

In the event of an urgent need, the Chairman, Secretary and Treasurer together may authorise an emergency expenditure.

#### **DISSOLUTION OF THE SOCIETY**

In the event of dissolution becoming likely, membership will immediately be closed, settlement will be made with any debtors and creditors and a financial and asset statement of the Society will be prepared.

Financial assets will be divided equally between all members. All non money assets will be gifted to another organisation to be agreed by the Executive Committee and approved by the members at an EGM.

October 13<sup>th</sup> 2011