

WYKE REGIS HORTICULTURAL SOCIETY

CONSTITUTION

1. The name of the Society shall be WYKE REGIS HORTICULTURAL SOCIETY herein after referred to as the Society.
2. The OBJECTIVE of the Society shall be to promote horticultural interest for the benefit of Members in their allotment and gardening activities, and to take joint action for the benefit of Members through:
 - 2.1 Holding meetings, including education, talks and demonstrations;
 - 2.2 Arranging outings, visits and events;
 - 2.3 Holding competitive shows;
 - 2.4 Purchasing seeds, bulbs, plants, fertilisers, tools and other gardening products, for sale or hire, to Members;
 - 2.5 Collection and circulation of information;
 - 2.6 Partnership working with other Organisations having similar Objectives.
3. MEMBERSHIP is open to all persons with an interest in leisure gardening.
 - 3.1 A Full Member is a person of 18 years or over who has paid the full Membership fee for the current Membership year;
 - 3.2 A Junior Member is a Member who has not yet reached their 18th birthday and has paid the Full Membership fee for the current Membership year; Junior Members have the same Membership and Stakeholder rights as a Full Member, but are limited by the sale of age restricted products sold by the Society, as required by Law;
 - 3.3 At the discretion of the Committee, a person or persons living at the same address as a Member, and is a family member or partner of the Full Member, may be granted Associate Membership, or Junior Associate Membership, without further payment;
 - 3.4 A Junior Member or Junior Associate Member of 17 years or under must provide their date of birth, with proof, when applying for Membership;
 - 3.5 A Group Member is an Organisation which, at the discretion of the Committee, has paid the Group Membership fee for the current year;
 - 3.6 Associate Members, Junior Associate Members and Group Members have no voting rights at Members' Meetings, and cannot become Stakeholders, nor be elected to the Committee;
 - 3.7 Should more than one person in the same household wish to have a vote in the Society, and become a Stakeholder, each must pay a Full Membership fee;
 - 3.8 A Stakeholder is a Member whose current period of Membership has lasted for more than twelve consecutive months, including the current Membership year;
 - 3.9 Memberships not renewed by 30th June will be deemed lapsed. Renewal thereafter will not renew Stakeholder status for twelve months;
 - 3.10 SUBSCRIPTIONS are payable by Members at the amount determined by the Society's Annual General Meeting (AGM). Any change in subscription shall be effective from 1st April immediately following the AGM, unless the AGM agrees a different effective date;
 - 3.11 Subscriptions are payable on the 1st April every year and remain valid until 31st March the following year, unless varied by agreement at an AGM;
 - 3.12 New Members joining between 1st January and 31st March in any year shall, at the discretion of the Committee, not be required to renew their subscription that year, as a concession;
 - 3.13 All fully paid up Members and Junior Members shall have equal voting rights at General Meetings;
 - 3.14 Honorary Life Membership may be conferred on Members who have given outstanding service to the Society. Nominations may be made by any Member of the Society, but must be confirmed by a simple majority of the Committee in formal session, who will then make a recommendation to the AGM. When a President ceases to hold office, he or she automatically becomes an Honorary Life Member;

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CONSTITUTION Clause 3...Membership continued

- 3.15 Honorary Life Members and those who still hold Life Membership, shall be deemed to be fully paid up Members, and Stakeholders;
- 3.16 Membership cards must be presented at the till prior to purchase of goods;
- 3.17 Refusal of an application for, or termination of, Membership may be exercised by the Committee in reasonable cases. Such actions shall be recorded and advised to the individual concerned. An Appeal may be lodged and considered with the individual present. The decision of the Committee shall be final.

4. MEMBERS' VOTING RIGHTS

- 4.1 Only current fully paid up Members are entitled to vote at any General Meeting or Special Meeting;
- 4.2 Every Member wishing to vote at a General Meeting or Special Meeting must present his/her current Membership card at that Meeting before voting;
- 4.3 Postal voting shall not be allowed at any General Meeting or Special Meeting;
- 4.4 Voting by proxy shall not be allowed at any General Meeting or Special Meeting.

5. THE GENERAL COMMITTEE, herein called the Committee.

- 5.1 The Committee shall consist of Members of the Society who are elected at an AGM to serve for a period of one year;
- 5.2 Four of the Members of the Committee shall be appointed to hold specific responsibilities, namely the Chairman, the Vice-Chairman, the Treasurer, and the General Secretary, and shall be known as the Officers of the Society;
- 5.3 Other Members of the Committee may be given specific responsibilities;
- 5.4 An Executive Committee shall comprise at least three Officers and two other General Committee Members;
- 5.5 Retiring Committee Members shall be eligible for re-election;
- 5.6 The Committee shall have overall responsibility for the conduct of the Society's affairs;
- 5.7 The Committee may appoint ,and dissolve, Subcommittees to undertake specific duties. The Trading Team, The General Events Team and the Show Team shall be deemed Subcommittees. All Subcommittees shall report to the General Committee;
- 5.8 The Committee may co-opt additional Members to fill casual vacancies or to fulfil particular duties;
- 5.9 The Committee shall have the power to decide any matter not provided for within the Constitution;
- 5.10 A quorum shall be five Members of whom at least one shall be an Officer;
- 5.11 The Committee shall normally meet once every two months;
- 5.12 All Committee Meetings shall be Minuted;
- 5.13 Decisions on all matters of lasting relevance taken by the Committee shall be Minuted and recorded as Rules. The General Secretary will keep a separate record of all such Rules for future reference.

6. PRESIDENT

- 6.1 The President of the Society shall be elected at an AGM to hold office for a period of three years;
- 6.2 A retiring President shall be eligible for re-election;
- 6.3 The President may attend, participate in, and vote at Committee meetings.

7. INSURANCE

The Officers must ensure that the Society has adequate Insurance cover at all times. A formal annual review shall be a minimum requirement.

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CONSTITUTION continued

8. TRUSTEES

- 8.1 The Trustees shall hold the property of the Society in trust for the Members and shall be registered with the Land Registry;
- 8.2 The Trustees shall in all respects act, in regard to any property of the Society held by them, in accordance with the directions of the Committee and shall have power to acquire, sell, lease, mortgage or pledge any Society property so held for the purpose of raising or borrowing money for the benefit of the Society in compliance with the Committee's directions (which shall be duly recorded in the Minutes of the proceedings of the Committee), but no purchaser, lessee or mortgagee shall be concerned to enquire whether any such direction has been given;
- 8.3 A minimum of two and a maximum of four Trustees shall be appointed by the Committee. Any vacancies occurring may be filled by a Member appointed by the Committee;
- 8.4 The Trustees may attend, participate in, and vote at Meetings of the Committee;
- 8.5 The Trustees shall hold office until resignation or death or removal from office by a motion at a General Meeting;
- 8.6 If it becomes necessary, the Trustees shall be responsible for overseeing the dissolution of the Society.

9. FINANCE

- 9.1 The Financial year shall be 1st July to 30th June;
- 9.2 All monies raised by or on behalf of the Society shall be used to further the Objective of the Society;
- 9.3 The Committee shall be responsible for the probity and security of the Society's assets by ensuring proper controls are in place;
- 9.4 The Treasurer shall keep proper accounts of all income and expenditure;
- 9.5 The Treasurer shall maintain one or more Bank Accounts in the name of the Society;
- 9.6 If any payment from Society funds is to be made by cheque, then the Committee shall appoint up to five signatories to be authorised to sign cheques; cheques shall be signed by any two of the authorised signatories;
- 9.7 Legal documents pertaining to the Society shall be signed by two or more signatories authorised for that purpose by the Committee. Where the document is of major importance, (e.g. a bank loan), at least one of the signatories shall be a Trustee of the Society;
- 9.8 The Committee shall nominate an Examiner, who is not a Member of the Committee, to be elected at an AGM, to examine the Accounts annually and tender a Report thereon to the Treasurer for presentation to the AGM.

10. The ANNUAL GENERAL MEETING (AGM) shall be held annually within 90 days of the end of the Financial year.

- 10.1 The General Secretary shall give Notice of an Annual General Meeting not less than twenty-one days prior to the Meeting. Such Notice shall be advertised on the Society's Website, by Notice on the noticeboard in the Trading Post and by email to Members whose email addresses are available;
- 10.2 Items for inclusion on the AGM Agenda must be submitted in writing to the General Secretary not less than sixteen days prior to the Meeting;
- 10.3 The General Secretary shall publish an Agenda for the AGM and make this available to Members not later than fourteen days prior to the Meeting. Such Agenda shall be advertised on the Society's Website, by Notice on the noticeboard in the Trading Post, and by email to Members whose email addresses are available;
- 10.4 The President shall present an Annual Report;
- 10.5 The Chairman shall present an Annual Report;
- 10.6 The Treasurer shall present the Annual Accounts, duly examined;

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CONSTITUTION Clause 10 continued

- 10.7 Election of Officers and General Committee Members: Nominations for Officers and Members of the General Committee, proposed and seconded, shall be received in writing by the General Secretary at least fourteen days prior to the Meeting. If any office or post remains without a nominee, nominations for that vacancy may be accepted at the Meeting. Officers shall be elected to hold Office for the coming year by a simple majority of the Members entitled to vote and voting at the Meeting;
- 10.8 All General Meetings shall be Minuted.
- 11. A SPECIAL GENERAL MEETING may be called by the Committee or by written application to the General Secretary in writing by not less than 20 Full Members current at that time. A Notice of any Special General Meeting shall be advertised on the Society's Website, by Notice on the noticeboard in the Trading Post, and by email to Members whose email addresses are available, not less than fourteen days prior to the Meeting.
- 12. AMENDMENTS TO THE CONSTITUTION may only be made at an AGM or Special General Meeting.
 - 12.1 Amendments for inclusion on the General Meeting Agenda must be submitted in writing to the General Secretary not less than twenty-one days prior to the Meeting;
 - 12.2 The proposed amendments will be notified to the Members not later than fourteen days prior to the Meeting;
 - 12.3 The Meeting may accept any proposal, with or without amendment, or reject it;
 - 12.4 In order to effect alteration to the Constitution, at least two thirds of those present, which must number not less than 20 Full Members current at that time, shall vote in favour of the change.
- 13. DISSOLUTION of the Society shall occur if for any reason it ceases to function in accordance with the Constitution.
 - 13.1 The Trustees shall give Notice of Dissolution to all Members by calling a Special General Meeting specifically to dissolve the Society;
 - 13.2 Upon agreement by the Membership to dissolve the Society, the Trustees shall deal with all matters to settle debts and liabilities, close accounts and arrange the disposal of any assets and funds to all Stakeholders current at the time the Dissolution is agreed;
 - 13.3 The Trustees shall be liable to notify the Land Registry of the change of ownership of the property.

Ratified at the Annual General Meeting 8th September 2016

Brian Shaw, Chairman

Dale Culbreth, Trustee

James Burt, Trustee

Malcolm Ketchley, Trustee