

CARDINHAM AND DISTRICT GARDENING CLUB

RULES & CONSTITUTION

1. The Title shall be Cardinham & District Gardening Club ('The Club') and its object will be to provide regular meetings for members to promote an interest in gardening.
2. The Committee:
 - a. Will comprise four officers, Chairman, Vice Chairman, Treasurer and a Secretary plus four to six others and shall manage The Club's affairs, meeting as often as efficient management requires.
 - b. Will be elected at the Annual General Meeting (AGM) or an Extraordinary General Meeting (EGM) called for that purpose. Anyone so elected, or co-opted, will serve for two years.
 - c. Written nominations for Committee positions will be requested by the Secretary when giving notice of the AGM, these to be submitted to the Secretary at least two days before the meeting. Each nomination, signed by the nominee, must be proposed and seconded by Club members. If insufficient such nominations are submitted, they may be accepted from the meeting providing the nominee is present and assents.
 - d. The Committee can co-opt new members at any time.
 - e. A Committee quorum will be five. Each Committee member will have one vote, though the Chairman shall have a second, casting, vote if required.
 - f. The Secretary shall communicate to the committee within ten days of its receipt any written suggestion received from a member.
 - g. The Committee shall determine any charges for specific meetings or visits, including travel costs, and any charges to participating non-members.
3. Membership:
 - a. The Committee shall determine the annual members' subscription for each calendar year at the AGM.
 - b. Subscriptions must be paid by the February meeting for membership qualification. Membership will lapse if a subscription is not paid by the end of the March meeting. Anyone becoming a member during the year will pay a pro rata subscription.
 - c. In paying a subscription, a member agrees to accept this Constitution.
 - d. The Committee can refuse membership to anyone without stating a reason.
 - e. Membership is limited to those aged 18 or over; anyone younger can, as a guest, attend a meeting or join a visit providing they are accompanied throughout by an adult as their guardian.
 - f. Attendance at any meeting or visit by any non-member will be at the Committee's absolute discretion.
4. The Treasurer:
 - a. Shall maintain The Club accounts and keep the Committee advised of income and expenditure.
 - b. Shall prepare the Annual Statement of Income & Expenditure up to and including December 31 each year for approval at the next AGM.
 - c. Shall be responsible for managing The Club's bank account.
 - d. The Chairman, Treasurer and Secretary shall be authorised to sign cheques drawn on The Club's bank account, which shall be signed by any two of these.
 - e. The Treasurer shall keep an up-to-date membership record.
5. The Secretary:
 - a. Shall keep a record of all business at Committee meetings, the AGM and any EGM.
 - b. Shall give notice of the AGM and any EGM to all members; wherever possible this will be at least 14 days for an AGM and seven days for an EGM.
6. The Annual and Extraordinary General Meetings:
 - a. The AGM shall normally be held each January. A quorum will be at least 20 per cent of the membership (also for an EGM).

b. An EGM may be called by the Committee, or by a request signed by at least 15 members that specifies the meeting's purpose; the request should give 28 days' notice to the Secretary.

7. Programme of Events:

The Committee shall prepare an annual programme of events, normally available at the AGM.

8. Complaints:

a. Any member's complaint must be put in writing to the Secretary, then to be communicated to the Committee within ten days.

b. The Committee can interview, and if necessary suspend or expel, any member who infringes any rule or whose conduct they conclude prejudices the Club's interests.

c. The Secretary shall give at least seven days' notice to a member summoned for interview, this to contain a statement of the complaint. A member wilfully refusing to attend may be expelled.

9. Changes to the Constitution:

a. Changes to this Constitution can be made only at an AGM or an EGM convened for that purpose.

b. Written notice of proposed changes must be given to the Secretary at least 28 days before the AGM or EGM. The Secretary must include the terms in the notice of the business of that meeting.

10. Dissolution of The Club:

If The Club is disbanded all its assets shall be shared equally between paid up members.

11. This document replaces any previously agreed rules.

Signed by the Chairman

Witnessed

Date