

THE CONSTITUTION AND RULES OF WOODHAM AND NEW HAW HORTICULTURAL CLUB

1. The Club will be called the Woodham and New Haw Horticultural Club.
2. The aim of the Club is to bring together people who have a common love of horticulture in a social environment to be informed, entertained and educated about horticultural and related subjects.
3. The members of the Club are those individuals who have joined and paid their annual subscription. Members can attend all events on payment of any entrance fee for that event and can vote at the AGM. Non-members can attend events on payment of the fee and an additional sum to cover insurance for the event.
4. The Club will hold regular evening meetings, usually with a speaker. In addition other events will be organised. These may include external visits and an annual show
5. The Club will be managed by a committee, elected annually by the members at an Annual General Meeting (AGM), to deliver a programme of events. Members are encouraged to make proposals and suggestions about events to the committee. The Committee will be of not be less than 5 members, including a Chairman, Treasurer and Secretary. A quorum of the Committee will be at least 4 members.
6. The Club will be self-financing. A budget, prepared by the Treasurer, will be agreed annually by the committee to deliver a programme of events.

RULES

1. The Rules of the Club shall be approved by the members at an Annual General Meeting. Any subsequent amendments must also be approved by a majority of Members at an AGM or, if necessary, at a Special General Meeting.
2. Membership of the Club is open to any individual who pays the required annual subscription which runs from January to December: pro-rata rates will apply for those joining during the year. Membership of the Club will entitle the member to attend all meetings and outings on payment of any relevant fee and to vote on proposals at the AGM. Visitors may come to all meetings and outings, if space is available once members have booked, on payment of the required fee which will include an increment to cover temporary membership for insurance purposes. The committee reserves the right, in exceptional circumstances, to exclude anyone from any event if they feel that the conduct of the party concerned will have or has had an adverse effect on the Club or members. Any exclusion decision must be a unanimous one by all committee members.
3. Role and composition of the Committee. A Committee of at least 5 members, to include a Chairman, Treasurer and Secretary, will be elected annually at the AGM by the members to manage the Club for the following year. The Chairman, Treasurer and Secretary will form the core of the Committee and can invite other

members to serve on the Committee or in Working Groups as required to deliver the programme. The Committee will work by consensus within the Club Rules, if necessary by a majority decision. The roles of the specified members are as follows:

- a. Chairman. Overall responsibility for the Committee in managing the Club and delivering the programme for the benefit of the members.
 - b. Treasurer. Management of the Club finances, including membership, on behalf of the Committee.
 - c. Secretary. Ensuring that the decisions are recorded, both at the AGM and Committee meetings so that there is a proper trail of decisions and actions.
4. Annual General Meeting. An AGM will be held every year, within 3 months of the end of the Club financial year. A quorum of 50% of members is required for business to be conducted and motions voted on. The aim of the meeting is for members to review the previous year, receive the Chairman's and Treasurer's report, elect the Committee, appoint an Independent Examiner and note the coming years programme along with any other business. The Agenda for the AGM will be distributed no later than 3 weeks prior to the meeting along with any papers that will be presented at the AGM. At this stage, members are invited to lodge any points in advance with the Secretary for the Committee to consider and address at the meeting. In addition, nominations for the Committee for the following year should be lodged for member's consideration.
- a. Election of the Committee. Nominations for the Committee, with a seconder, must be lodged with the Secretary, two weeks before the AGM. If there are no nominations for a post, the post holder will be invited to serve on the Committee for another year. All elections will be by ballot.
 - b. Financial report. The Treasurer will present a financial report that has been approved by an Independent Examiner. The report is to allow members to understand the cost of the annual programme and the corresponding income, including the subscription and fees for the coming year.
 - c. Future programme. Members will be invited to note the programme for the coming year.
 - d. President and Vice Presidents. The members will elect an Honorary President of the Club. In addition, Honorary Vice Presidents can be elected, usually in recognition of their special contribution to the Club.
5. Financial management. The Treasurer will manage the Club accounts on behalf of the Committee and will provide an update of expenditure and income against budget forecast at each Committee meeting. All budgeted expenditure can be paid as required. Non-budgeted expenditure up to £50 is to be cleared with the Treasurer before commitment and expenditure of over £50 by the whole committee. If the sum is over 25% of the Club's assets at the last AGM, formal approval by the members is required before commitment is made.
- a. Bank Account. The Treasurer will run a bank account using a two signature system for cheques or for on-line approval as applicable. The Club banking system is to be used to pay all invoices whenever possible.

- b. Budget. The Treasurer will prepare a budget each year for approval by the Committee, based on the proposed programme and the anticipated income. This will be prepared on the basis of membership fees being used to cover routine club expenses (insurance, affiliations, website, etc).
- c. Authorisation. At least three committee members and no more than four are to be on the bank's mandate of those authorised to deal with the account. This list is to be authorised by the full Committee.
- d. Insurance. The Treasurer is to ensure that Club has appropriate and adequate insurance cover for all its activities

6. Communications.

- a. It is important that members are kept informed of Club activities and other related events that could be of interest to them. This will normally be by announcements at the meetings and by regular newsletters. These will be delivered by email if possible or by hand or post. They will also be displayed on the website.
- b. Data protection. Following Data Protection Rules, each member is required to register their details with the Club and visitors will be invited to do so. This data will be held securely by Committee members only as required and be used to communicate with members on Club and related business.
- c. The Club will maintain an up to date website which will contain details of all the Club's activities and in particular, how to get in touch with the Club.
- d. If a member has a concern about any aspect of the Club, they should bring it to the attention of the Committee as soon as possible to help rapid resolution of the problem.

7. Special General Meetings.

- a. If there are major decisions to be made about the Club, the Committee can call a Special General Meeting (SGM) to raise the matter. Two weeks' notice must be given of the Meeting which, if at all possible, should be run as part of a normal Club evening.
- b. If one or more members have serious concerns that cannot be resolved by the procedure under Rule 6d, they may propose a resolution to be discussed by the members. Provided 20 or more members support this resolution and notify the Secretary accordingly with the proposal and the signatures of the supporting members, the Committee is to call a Special General Meeting within 4 weeks, either as part of a normal evening or as a special meeting if necessary. Any resolution proposed must be supported by a majority at the SGM and by at least 50% of the overall membership to be carried.

- 8. Closure of the Club. If the Club becomes no longer viable, with members endorsement, the Club will be wound up. Any outstanding funds will be returned to members on a share basis, with shares calculated on the basis of the sum paid in by the member over the previous 12 months in membership and entrance fees. Any sums less than £10 will be consolidated and donated to the Royal Horticultural Society.