

CONSTITUTION OF THE VOLUNTARY ORGANISATION
TO BE KNOWN AS
WELLOW & DISTRICT HORTICULTURAL SOCIETY

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TO BE KNOWN AS
WELLOW & DISTRICT HORTICULTURAL SOCIETY

1. NAME OF ORGANISATION:

- 1.1. Wellow & District Horticultural Society.

2. OBJECTS OF THE SOCIETY:

- To support, educate, and inspire both novice and experienced gardeners in the village.
- To strengthen social connections and promote a sense of community through shared gardening activities.
- To encourage the exchange of knowledge, plants, seeds, and gardening resources among members.
- To promote sustainable, environmentally-friendly gardening practices that benefit local biodiversity.
- To organise social gatherings, workshops, educational talks, and group visits to gardens of interest.
- To foster a welcoming, inclusive, and supportive environment for members of all ages.

3. ELIGIBILITY FOR MEMBERSHIP:

- 3.1. The Society shall be open for membership to all persons residing in Wellow and neighbouring districts.

4. ADMISSION OF MEMBERS:

- 4.1. Those eligible shall become full members of the Society upon payment of an annual subscription determined by the Executive Committee and approved at an Annual General Meeting of the Society.
- 4.2. Application for membership shall be made to the Membership Secretary or other person(s) delegated for the purpose.
- 4.3. Members shall have full voting rights on any manner of business presented at an annual general or special meetings of the Society.

5. TERMINATION OF MEMBERSHIP

- 5.1. Non-payment of the annual subscription will result in the suspension of membership.
- 5.2. Any member thought not to have complied with the constitution should be given the opportunity, in person or in writing to the Executive Committee, to explain their position. If, as a result, the Executive Committee believe the member has not complied with the constitution they may decide to expel the relevant member from the Society and advise the member accordingly. It will be at the discretion of the Executive Committee as to whether to re-admit the member to the Society at a future date.

6. APPOINTMENT OF EXECUTIVE COMMITTEE:

- 6.1. The day-to-day management of the Society's affairs shall be vested in an Executive Committee of at least 4 members of the Society and up to twelve members of the Society.
- 6.2. The Executive Committee shall be elected at an Annual General Meeting of the Society for a term of three years and take up office immediately.
- 6.3. Members of the Executive Committee shall be eligible for re-election to one further term of office, subject to serving a maximum of 6 years.
- 6.4. The executive committee shall elect from its members:

Chair

Secretary

Treasurer

Membership Secretary

- 6.5. Additionally, the Society's members may appoint, by invitation, in recognition of exceptional service over many years, and for a term of 3 years in the first instance, the following honorary officers:

President of the Society

Vice President(s) of the Society

- 6.6. Honorary officers of the Society shall act in an advisory capacity only and are not entitled to vote on any business presented in committee.

7. CO-OPTION BY THE EXECUTIVE COMMITTEE

- 7.1. The Executive Committee, whilst having overall responsibility to the members of the Society, shall have the absolute right to co-opt members with special qualifications to the Committee. Persons co-opted are not entitled to vote on any business presented in committee and shall be required to stand down at the Annual General Meeting following their co-option.

8. VOTING QUORUMS:

- 8.1. A quorum of the Executive Committee shall consist of not less than four voting members being present or represented by proxy.
- 8.2. A quorum at an Annual General Meeting shall consist of not less than a quarter of the membership being present or represented by proxy.
- 8.3. A quorum at a special meeting shall consist of not less than a quarter of the membership being present or represented by proxy.

9. MEETINGS OF THE EXECUTIVE COMMITTEE:

- 9.1. The Executive Committee of the Society shall hold regular meetings at times agreed by its members.
- 9.2. An agenda listing the business for discussion by the Committee shall be prepared by the Secretary in consultation with the Chair and made available to the members of the Committee giving at least three days notice.

- 9.3. The Chair of the Society shall preside at all meetings of the Committee or in his or her absence, the chair shall be taken by the Secretary.
- 9.4. Minutes of all business discussed at meetings of the Committee shall be kept by the Secretary or other member delegated to do so and distributed within two weeks of the meeting.
- 9.5. Minutes of Executive Committee meetings shall be made available for inspection by members of the Society on application to the Secretary.

10. ANNUAL GENERAL MEETINGS:

- 10.1. The Society shall hold an Annual General Meeting of its members during the month of November.
- 10.2. At least two weeks prior to the date of the meeting Members shall be invited to an Annual General Meeting by the display of a notice in a public place, and by email to Members, with an agenda listing the motions to be presented to the meeting.
- 10.3. The previous Annual General Meeting minutes, the Treasurer's report with annual accounts, and details of motions for the Annual General Meeting shall be made available on the website at least two weeks prior to the date of the meeting and/or on application to the Secretary. These will be presented at the Annual General Meeting.
- 10.4. Minutes of an Annual General Meeting shall be taken by the Secretary or some other person delegated for the purpose and made available within 30 days of the meeting on the website and/or by application to the Secretary.

11. SPECIAL GENERAL MEETINGS:

- 11.1. A Special General Meeting of the Society may be called by any ten members presenting a request to the Secretary and giving one month's notice in writing.
- 11.2. At least two weeks prior to the date of the meeting Members shall be invited to a Special General Meeting by the display of a notice in a public place, and by email to Members, with an agenda listing the motions to be presented to the meeting.
- 11.3. Details of the Motions for the Special General Meeting shall be made available on the website at least two weeks prior to the date of the meeting and/or on application to the Secretary.
- 11.4. The first item on the agenda for a Special General Meeting will be to agree who will Chair the meeting
- 11.5. Minutes of a Special General Meeting shall be taken by the Secretary or some other person delegated for the purpose, and made available within 30 days of the meeting on the website and/or by application to the Secretary. Resolutions carried at a special general meeting shall be passed to the Executive Committee for action.

12. AMENDMENT OF THE CONSTITUTION:

- 12.1. The constitution of the Society set out in this document shall not be amended or altered in any way whatsoever save in the following circumstances:

- 12.2. By a proposed resolution presented with an agenda at an Annual General Meeting of the Society at which not less than a two thirds majority of the members present or represented by proxy are in favour of the resolution.
- 12.3. By a proposed resolution presented with an agenda at a special general meeting of the Society and at which not less than a two thirds majority of the members present or represented by proxy are in favour of the resolution.

13. DISSOLUTION OF THE SOCIETY:

- 13.1. The members of the Society have the absolute right to dissolve the Society and wind up its affairs by calling a special general meeting at which not less than three quarters of the membership can be shown in favour of dissolution.
- 13.2. Should dissolution be agreed, the Executive Committee shall be required to resign, and the meeting shall appoint the honorary officers of the Society to supervise the winding up procedures.
- 13.3. Any funds held by the Society at dissolution shall be distributed:

amongst existing charitable organisations based within the parish or,

other organisations to be decided at the Special General Meeting.

14. DUTIES OF THE PRESIDENT:

- 14.1. To act as a figurehead or spokesperson for the Society, if so delegated by the Chair
- 14.2. To oversee the election of Committee members at Annual General Meetings and Special General Meetings
- 14.3. To present awards at the Flower Show and at the AGM
- 14.4. To provide advice to the Committee when needed

15. DUTIES OF THE CHAIR:

- 15.1. To act as a figurehead or spokesperson for the Society; with the ability to delegate this responsibility if appropriate.
- 15.2. With the Secretary, to prepare agendas for Committee Meetings, Annual General Meetings and Special General Meetings
- 15.3. To ensure the smooth running of Committee Meetings, Annual General Meetings and Special General Meetings.
- 15.4. To promote good governance among all Committee members
- 15.5. To ensure that appropriate policies and procedures are in place for the effective management of the Society
- 15.6. To oversee succession planning of Committee Members

16. DUTIES OF THE SECRETARY:

- 16.1. The Secretary shall be responsible to the Executive Committee in the first instance and to the members generally for the safekeeping of all Society records, documents and other materials belonging to the Society.

- 16.2. The Secretary shall be responsible for maintaining a register of the names and addresses of members of the Executive Committee, the date at which they were elected and the date at which they resigned.
- 16.3. The Secretary shall be the person to deal with correspondence and the ordering of materials and services on behalf of the Society.
- 16.4. The Secretary shall attend all properly constituted meetings of the Society, prepare agendas and record the minutes of such meetings.
- 16.5. The Secretary is required to liaise with the Chair, Membership Secretary and Treasurer to ensure the efficient administration of the Society's affairs and execution of Executive Committee matters.
- 16.6. In the event of the Treasurer being indisposed, the Secretary shall assume the duties of the Treasurer.
- 16.7. In the event of the Chair being indisposed, the Secretary shall assume the duties of the Chair.

17. DUTIES OF THE TREASURER:

- 17.1. The Treasurer shall be responsible to the Executive Committee in the first instance and to members generally, for the safekeeping of all monies and other assets of the Society and for the accounting of all financial matters.
- 17.2. The Treasurer shall be responsible for managing the Society's bank accounts.
- 17.3. The Treasurer shall present a quarterly statement of accounts (January, April, July, October) to the Executive Committee and an annual statement to the Annual General Meeting of the Society.
- 17.4. The Treasurer is required to liaise with the Chair, Membership Secretary and Secretary to ensure the efficient administration of the Society's affairs.
- 17.5. In the event of the Membership Secretary being indisposed, the Treasurer shall assume the duties of the Membership Secretary.
- 17.6. In the event of the Treasurer being indisposed, full control of the office shall be handed over to the Secretary.

18. DUTIES OF THE MEMBERSHIP SECRETARY:

- 18.1. Recording membership payments and the status of members on the Membership database/spreadsheet.
- 18.2. Updating members records on the Membership database/spreadsheet when necessary (i.e. change of address etc)
- 18.3. Maintaining the group mailing list – and to share this with others on the Committee as required
- 18.4. At the end of the financial year provide the Treasurer with a list of Members that reconciles with the membership dues received
- 18.5. Prepare membership reports for the Committee, AGM and SGM as required

- 18.6. The Membership Secretary is required to liaise with the Chair, Treasurer and Secretary to ensure the efficient administration of the Society's affairs.
- 18.7. In the event of the Membership Secretary being indisposed, full control of the office shall be handed over to the Treasurer.

19. THIS CONSTITUTION, IN THE NAME OF WELLOW & DISTRICT
HORTICULTURAL SOCIETY, IS HEREBY ADOPTED BY THE UNDERSIGNED:

President of the Society

Name and signature

Chair of the Society

Name and signature

Secretary of the Society and witness to signatures above

Name and signature

On

Date