

Tatsfield Horticultural Society

Constitution, Rules and Regulations Updated November 2014

1. **Name.** The name of the Society is Tatsfield Horticultural Society.
2. **Aims.** The principal aims of the Society are the promotion of knowledge and interest in horticulture ie gardening and the growing of vegetables, fruit and flowers. The Society also aims to encourage other activities that the Committee decides are appropriate: these are usually reflected in some of the classes of the shows.
3. **Membership.** Membership is open to all and allows members to exhibit, free of charge, in all classes of each show, subject to the appropriate show regulations.
4. **Subscriptions.** These are payable annually and are set by the Committee in the preceding year. Membership subscription includes all members of the family living at that address. Senior citizens may be members free of charge. If exhibiting at a show without having paid the subscription, an exhibitor will be asked to pay to join the Society when staging their exhibits.
5. **Annual General Meeting.** An Annual General Meeting shall be held not later than the month of November in each year. The ordinary business to be transacted being to receive the reports of the Chairman and the Treasurer, and to elect the President , Chairman, Secretary, Treasurer , Auditor and other members of the Committee.
6. **Vice-Presidents.** Vice Presidents are proposed by the Committee and ratified at an Annual General Meeting for election as a Vice President.
7. **Extraordinary General Meeting.** An Extraordinary General Meeting may be convened at any time but as soon as possible after the receipt by the Secretary of a request in writing to do so signed by not less than ten members of the Society.
8. **Notice of General Meeting.** At least 14 days' notice in writing of any General Meeting shall be given to all members of the Society. The notice shall specify the date, time and place of the meeting and the business to be conducted at the meeting.
9. **Officers and Guardians.** The Officers of the Society are the President, Chairman, Secretary and Treasurer. The Guardians of the Society are the Chairman, Secretary and Treasurer.
10. **Committee.** The Committee of the Society consists the Officers and up to 10 general members. The Committee elects a Vice Chairman at its first meeting after an Annual General Meeting.
11. **Election of the Officers and Committee.** The Officers and other members of the Committee are elected by the members of the Society present at an Annual General Meeting. Any member of the Society is eligible for election as an Officer or as another member of the Committee. No member of the Committee may be a member in the same capacity for more than five consecutive years, except by resolution at an Annual General Meeting.
12. **Committee Meetings.** Meetings of the Committee shall be held at appropriate intervals. Six members shall constitute a quorum. Matters requiring urgent decision may be approved by email, or other communications, pending ratification at the next Committee meeting.

13. **Vacancies on the Committee and Co-opted Members.** The Committee may from time to time co-opt members of the Society to the Committee. Such members shall serve until the close of the next Annual General Meeting.
14. **Chairman.** The Chairman of the Society shall also be Chairman of the Committee. Should the Chairman not be present within 5 minutes of the appointed time for a meeting of the Committee or a General Meeting of the Society the Vice Chairman, if present, will act as Chairman: otherwise members present at that meeting shall volunteer from amongst themselves a member to serve as Chairman of the meeting. The Chairman of the meeting shall have a casting vote.
15. **Secretary.** The Secretary of the Society shall also be Secretary of the Committee and shall keep minutes of the Committee meetings and General Meetings of the Society, together with such books and records as may be required. The Secretary shall also serve notices on members as required by this constitution and shall cause to be kept a register of members of the Society and of subscriptions paid by those members. Minutes of General Meetings and the register of members shall be open for inspection on demand by any member.
16. **Treasurer.** The Treasurer of the Society shall keep a record of the income, expenditure, assets, and liabilities of the Society and such records are to be available for inspection on demand by any member. The Treasurer shall also prepare a statement for submission to members at an Annual General Meeting of income and expenditure and a balance sheet showing the financial position of the Society for each year ending 30th September.
17. **Auditor.** The accounts shall be audited annually by an Auditor appointed at a General Meeting and the Auditor shall co-sign the Annual Balance Sheet.
18. **Bank Account.** The Committee shall open and maintain an account with a bank and withdrawals from this account may only be made against the signatures of 2 authorised Officers. The Treasurer will use this account to make payments.
19. **Borrowing Powers.** The Committee is not empowered to borrow money or to agree to or contract to borrow money on behalf of the Society. Any borrowing must be specifically authorised by a resolution of the members at a General Meeting.
20. **Assets and Property.** Any assets owned by the Society shall be managed by the Guardians of the Society. Any property owned by the Society which, in the opinion of the Guardians, is surplus to the immediate needs of the Society, may be disposed of, as considered best by the Guardians.
21. **Winding Up.** The Society may be wound up or disbanded by a resolution of the members at a General Meeting. In such an event all money and property held by the Society shall be dealt with as directed by the meeting subject to the requirements of this constitution and any overriding conditions required by grant applications.
22. **Changes to the Constitution.** This constitution shall be changed only by a resolution passed by a majority of at least two thirds of the members present and voting at a General Meeting.