

# PAULERSPURY HORTICULTURAL SOCIETY CONSTITUTION

## 1. NAME

The name of the Society shall be "Paulerspury Horticultural Society".

## 2. OBJECT AND AIMS

The object of the Society is to provide community interest in the art of horticulture, and develop skills in garden and allotment expertise.

## 3. OFFICERS AND PRESIDENT

**A.** The Officers of the Society shall consist of: Chairman, Vice-Chairman, Treasurer and Secretary

Executive Committee shall consist of the above plus a maximum of eight other Members

Officers shall be elected at the Annual General Meeting in each year and shall hold office for one year, retiring at the termination of the Annual General Meeting in each year. All Officers of the Society shall be eligible for re-election.

**B.** An Honorary President may be nominated by the Committee, and when elected, such person shall hold the office indefinitely.

## 4. MEMBERSHIP AND SUBSCRIPTIONS.

**A.** The Society shall consist of the following classes of membership:

**(a)** Ordinary Members - who shall pay an annual subscription and have one vote.

**(b)** Honorary Members - who shall be such persons as the Committee may appoint for such periods as it may decide and shall not pay a subscription and shall not be entitled to vote.

### **B.** Annual Subscription

An annual subscription, as determined by the Committee shall be paid to the Society when becoming a member, and thereafter shall be due annually on 1st January, except that if membership commences after August then the subscription will be applicable for the rest of the current year and the following year. If a member has not paid the subscription by the date of the Annual General Meeting, such person will be regarded as having resigned from the Society.

## **5. COMMITTEE**

### **A. General Committee**

- (a)** The affairs and business of the Society shall be managed by the Committee.
- (b)** The Committee may co-opt members to the Committee.
- (c)** The Committee shall meet as many times as necessary, but not less than four times during the year, for the proper conduct of the Society, reasonable notice of the meeting being given to the members of the Committee by the Secretary. At meetings the Chairman or Vice-Chairman, or in their absence a Chairman to be elected by those present, shall preside.
- (d)** Voting shall be by show of hands. In the case of equality of votes the Chairman shall have a second and casting vote.
- (e)** A quorum shall consist of up to 50% of the elected Committee Members present at a meeting.

### **B. Duties and Powers**

- (a)** The Committee shall manage the affairs and business of the Society according to the Constitution and shall have the power to incur and meet such expenses as may become necessary.
- (b)** The Executive Committee shall ensure that accounts are kept and that an audited Statement of Income and Expenditure for the year ending 31st December, together with a statement of the Society's assets and liabilities, is presented to members at the Annual General Meeting.
- (c)** The Executive Committee shall ensure that minutes of all meetings are kept.
- (d)** The Executive Committee shall formulate all matters of policy and finance for presentation at meetings.

## **6 MEETINGS**

### **A. Annual General Meeting/Special General Meeting.**

- (a)** An Annual General Meeting of the Society shall be held no later than the 30th April of each year. The Secretary shall, at least fourteen days before the date of such meeting, send to each member notice thereof and the business to be brought forward at the meeting.
- (b)** No business except the passing of Accounts, Election of the Committee and two Honorary Auditors, and any business that the Committee may order to be inserted in the notice convening the meeting shall be discussed at such meeting unless notice thereof is given, in writing by a member entitled to vote, to the Secretary at least fourteen days before the date of the Annual General Meeting.
- (c)** The Committee may at any time, upon giving twenty-one days' notice in writing, call a Special General Meeting of the Society for any special business,

the nature of which shall be stated in the summons convening the meeting and the discussion at such meeting shall be confined to the business stated in the notice sent to members.

**(d)** Fifteen members entitled to vote and personally present shall form a quorum at a General Meeting of the Society.

**(e)** The Committee shall similarly call a Special Meeting upon a written request addressed to the Secretary and supported by at least twenty members. The agenda at such meeting shall be confined to the business stated in the notice sent to members, and shall be convened within a reasonable time following receipt of the requisition.

**(f)** No motion at a members' Special Meeting may be carried unless supported by a majority of the membership present at the meeting and entitled to vote.

**(g)** At every meeting of the Society, the Chairman or Vice-Chairman, or in their absence a Chairman elected by those present, shall preside.

**(h)** Resolutions and nominations for election to the Committee shall be given to the Secretary before the Annual General Meeting and shall include the signature of the proposers, seconders and nominee.

#### **B. Election and Appointment of Officers, Auditors and Honorary President**

**(a)** All members of the Committee shall retire at each Annual General Meeting and shall be eligible for re-election.

**(b)** If the number of candidates, duly proposed and seconded, shall exceed the number of vacancies to be filled, the election at the Annual General Meeting shall be by ballot.

**(c)** If the number of candidates for election is equal to or less than the number of vacancies to be filled then all candidates shall be deemed to be elected if a majority of those present at the Annual General Meeting and entitled to vote, vote in favour of such election.

**(d)** If for any reason, a casual vacancy shall occur, the Committee may co-opt a member of the Society to fill such a vacancy until the next Annual General Meeting.

**(e)** Two Honorary Auditors, who shall be members of the Society, shall be elected by show of hands at the Annual General Meeting, and shall be eligible for re-election.

**(f)** An Honorary President shall be elected by show of hands at the Annual General Meeting, such title to be held indefinitely once appointed. The holder may attend Committee Meetings but will have no vote.

#### **C. Voting**

**(a)** Only Members shall vote at any meeting of the Society.

**(b)** Members may nominate in writing to the Secretary another member to exercise a proxy vote on their behalf. Voting shall be by show of hands (with proxy votes to be taken into account).

**(c)** In the case of an equality of votes, the Chairman shall have a second and casting vote.

**(d)** Any Resolution properly put to a meeting of the Society relating to the Constitution shall not be carried except by a majority vote of at least two-thirds of those present and entitled to vote.

## **7. DISSOLUTION OF THE SOCIETY**

If the dissolution of the Society is agreed by the members, any monies remaining after the sale of all assets and the settlement of any debts, shall be given to a charitable organisation having a similar objective to that of the Society.

## **8. CONSTITUTION**

**(a)** A copy of the Constitution of the Society shall be available on request to the Secretary.

**(b)** No amendment or addition to this Constitution shall be effective unless full particulars thereof have been set out in the notice convening the Annual General Meeting or Special General Meeting and the Resolution carried by two-thirds or more of the votes cast at the meeting.

**ADOPTED AT THE ANNUAL GENERAL MEETING HELD ON**