

ORLETON & DISTRICT GARDENING CLUB

Rules as amended at E.G.M MARCH 2018

COMPUTER INFORMATION

The names and addresses of members and details of their subscription payments are kept on computer. The computer is used to produce address labels and membership lists for use by the Club and its members. The lists are copyright to the Club and are not to be used for any other purpose by Club members or others. Any member who believes that the membership list is being used for any other purpose must advise an officer of the Club immediately so that any necessary action can be taken to stop misuse. Officers of the Club will not divulge the name and address of a particular member to a non-member without the consent of that member or unless required by law.

NAME

1. The group shall be called "Orleton and District Gardening Club".

OBJECTIVES

2. The objectives of the club shall be to promote knowledge and appreciation of good gardening practice; to arrange lectures and visits and other activities consistent with these objectives.

MEMBERSHIP

3a. The members of the club shall be those who pay the annual subscription, due in January, except for the honorary members. Any member over six months in arrears will be deemed to have resigned and their details will be removed from active records. Full details will be kept on a separate list for 12 months after the current year of resignation, after which time only names and membership numbers will be kept for a further 36 months to allow the same membership number to be allocated to re-joiners. After that period, your data will be removed completely

3b. Honorary membership may be conferred on members of the club by a majority of those present at the annual general meeting. Honorary members shall enjoy the rights of full membership.

3c. It is recognised that certain members of the Gardening Club may need the attendance of a carer to enjoy the full activities of the Club. Carers in attendance will have free membership.

3d. Subscriptions for the ensuing year shall be due as from the first meeting in January. New members joining after the 1st October in the previous year are deemed to have joined for the following full year, at the rate agreed by the Committee at the October Committee meeting.

3e. Policy changes shall be recommended for approval at the A.G.M.

COMMITTEE

4a. The committee shall consist of the Chairman, Vice Chairman, Secretary, Treasurer and a minimum of six, maximum of eight ordinary members. The ordinary committee members shall be elected for a period of one year, but shall be eligible for re-election.

4b. Nomination for the Committee shall be received by the Secretary at least 14 days before the A.G.M., with a proposer, seconder and written agreement of the proposed.

4c. The committee shall meet one week prior to each monthly club meeting, if considered necessary. Special meetings may be called at any time by the Chairman, Secretary or four members of the committee on application to the Chairman. Notice of all meetings shall be given to committee members seven clear days before the date of the meeting, and the purpose of a special meeting must be stated.

4d. There must be a quorum of 50% of committee members or 5, whichever is the fewer, consisting of any two officers and other committee members, to make any urgent decision.

4e. The executive officers and the committee shall be empowered to carry on the business of the club.

4f. The committee may co-opt members to carry out specific functions or to fill vacancies created other than by automatic retirement, and may in emergencies appoint officers to fill vacancies. All co-options shall be notified at the next monthly club meeting.

OFFICERS

5a. The executive officers shall consist of Chairman, Vice Chairman, Secretary and Treasurer, who shall be members of the club and shall be elected annually at the A.G.M. after having been individually proposed and seconded.

5b. Nominations for officers shall be received by the Secretary at least 14 days before the A.G.M. with a proposer, seconder and written agreement of the proposed.

5c. The Chairman, Vice Chairman, Secretary and Treasurer shall serve for a maximum of three years but can be eligible for re-election

A.G.M.

6a. An A.G.M. shall be held in December each year.

6b. An annual report or reports and the audited statement of accounts shall be presented for adoption, and elections of executive officers and committee shall be carried out.

6c. Fifteen members of the club shall constitute a quorum.

ALTERATIONS

7a. Alterations to the rules shall only be made at an A.G.M. and the proposed alterations shall be given to members at the October meeting.

7b. Any alteration must be approved by at least two-thirds of the members present at the A.G.M.

FINANCE

8a. The financial year shall end on 30th November.

8b. A bank account shall be opened in the name of the club with a bank approved by the committee. Cheques shall be signed by the Book Keeper plus either the Chairman or Secretary.

8c. The accounts shall be maintained by the Book Keeper

8d. The accounts shall be audited by an auditor appointed at the A.G.M.

DISSOLUTION

9. In the event of the dissolution of the club, any assets remaining after the discharge of all liabilities shall be transferred to a charity or organisation chosen by the committee.