

HATFIELD PEVEREL & ULTING HORTICULTURAL SOCIETY

CONSTITUTION & RULES

The Society

1. The name of the Society shall be the 'Hatfield Peverel and Ulting Horticultural Society'
2. The object of the society shall be to:-
 - (a) Promote all appropriate aspects of horticulture amongst its members and in the local community.
 - (b) Hold meetings, lectures, discussions, demonstrations, and arrange horticultural visits.
 - (c) Hold horticultural shows and competitions.
 - (d) Raise funds for the Society.
 - (e) Provide other social activities for its members.
3. The Society shall consist of an Honorary President, Honorary Vice-Presidents and Members.
4. The affairs of the society shall be conducted by an Executive Committee elected from the Members.
5. Honorary Members shall be invited to serve by the Executive Committee as the need shall arise and shall hold office for one year.
6. Life membership may be conferred on any person who has given meritorious service to the Society.

The Executive Committee (The Committee)

7. The Committee shall consist of a Chairman, Secretary, Treasurer, Show Secretary, Membership Secretary and ordinary members up to a maximum of fifteen
8. The Committee may elect from its number other officers as the need may arise.
9. The Committee may co-opt any person who in its judgement may be of service to the Society.
10. Officers and ordinary Members of The Committee shall be elected at the Annual General Meeting of the Society and shall hold office until the end of the next Annual General Meeting when they shall retire but shall be eligible for re-election.
11. The Committee shall hold at least two ordinary meetings each year. Special meetings may be called at any time by any two Members of The Committee provided that at least seven days notice is given to other Members
12. Notice of all meetings with an agenda must be given in writing at least seven days before the meeting.

13. The Secretary shall keep a dated record of all meetings of the Society in a book specifically for that purpose.

14 All Members of The Committee shall have one vote on any motion laid before them at a meeting. In the event of an equality of votes The Chairman shall have an additional casting vote.

15. A quorum shall consist of one third of The Committee and a minimum of three of which at least one must be an Officer of The Committee.

16. The Committee may formulate and revise competition and show rules, set entrance fees charged and prizes offered at shows and other events from time to time as the need may arise.

17. If an Officer or Member die or resign before expiry of his / her term of office The Committee may fill the vacancy. The person appointed shall retire at the same time as his / her predecessor would have retired but shall be eligible for re-election.

18. A Member who is absent, without good reason from four consecutive meetings of The Committee shall cease to be a Member of the Committee.

Members of the Society

19 .Membership of the Society shall be open to any person who has paid the annual subscription.

20 .Every Member shall have one vote on any motion laid before them at a General Meeting.

21 .Every Member shall receive a membership card (or joint membership card for two persons) and copies of the Society's publications for the current year free of charge.

22 .Members shall be entitled to other privileges as The Committee shall from time to time decide.

23. Every Member may receive a free copy of the Society's 'Constitution and Rules' from the Secretary upon request.

General Meetings of The Society

24. The Annual General Meeting of The Society shall be held in the month of October in each year, or as soon as practical thereafter, for the purpose of:-

- (a) Receiving the Chairman's report on the work of the society during the past year.
- (b) Receiving from the Treasurer a financial statement and balance sheet.
- (c) Election of Officers and Members of the Executive Committee.
- (d) Election of an Auditor.
- (e) Any other business of which notice has been given to Members or which the Chairman shall rule in order.

25. The Committee may convene an Extraordinary General Meeting of the Society at any time and shall do so within twenty eight days of receipt of a written request signed by ten Members of the Society.

Written notice must be given to all Members not less than seven days before such a meeting setting forth the date, time, place and purpose of the meeting.

No business other than that on the notice shall be transacted.

26. The Honorary President or in his / her absence an Honorary Vice-President or in their absence the Chairman of the Society shall preside at any General Meeting.

27. A quorum of a General Meeting shall consist of ten Members of the Society.

28. Voting shall be by show of hands unless the Chairman of the General Meeting direct that a ballot be taken

29. In the event of an equality of votes the Chairman of a General Meeting shall have a second casting vote but not to make up a quorum.

The Society's Funds

30. All subscriptions and other monies received by the Society shall be passed to the Treasurer who shall be responsible for all the Society's funds and keeping accounts thereof.

31. All monies received by the Treasurer on the Society's behalf shall be paid into an account operated by The Committee in the name of the Society at such bank as The Committee shall decide.

32. All cheques drawn on the account must be signed by the Treasurer and either the Secretary or the Chairman, none of whom may be related.

33. The funds of The Society shall be used solely in furthering the object of the Society and only in ways sanctioned by The Committee or a General Meeting.

34. The membership subscription shall be set annually by The Committee and shall fall due on the first day of April in each year.

35. The Treasurer may hold up to £50 at any one time as petty cash.

36. The accounts of the Society shall be audited annually.

37. No Officer or Member of The Committee shall be eligible to act as Auditor

Closure of The Society

38. If The Society, through lack of support or other reason is unable to continue functioning, any assets shall be liquidated and all monies remaining after settlement of all outstanding debts shall be administered by two trustees appointed by The Committee.

The trustees may retain the monies in the Society’s bank account for up to five years to fund a new Horticultural society at a later date OR the trustees may donate the monies to a local registered charity at their discretion.

Alteration to the Constitution & Rules

39. The ‘Constitution and Rules’ may be amended only at a General Meeting of the Society and only if the proposed amendment is notified to all Members not less than seven days before the meeting



This new Constitution and Rules was approved by the Members of The Society at an Extraordinary General Meeting held on day of 1994.

.....Honorary President.

.....Chairman

.....Secretary

Amendments

- A. Rule 34 was revised to the form stated above and approved by the Annual General Meeting held on 1st November 2001.

NOTE: The original of this Constitution and Rules is held by the Secretary