
Harrietsham Gardening Society

Constitution

1. The name of the Society shall be Harrietsham Gardening Society.
2. The objects of the Society shall be to promote good horticultural practices among its members by:
 - a) Holding regular meetings for lectures, discussions and demonstrations.
 - b) Holding horticultural shows and competitions.
 - c) Arranging visits to gardens and other sites places of horticultural interest.
3. Membership of the Society shall be open to anyone interested in gardening The committee may, from time to time, confer honorary membership on individuals worthy of special recognition by the society.
4. The officers of the Society shall be a Chairman, Treasurer, Secretary and such other officers as shall be deemed necessary and no one individual shall hold more than one office at a time.
5. The officers shall be elected at the Annual General Meeting of the Society and shall hold office until the end of the next Annual General Meeting.
6. The affairs of the Society shall be conducted by a Committee consisting of the Chairman, Treasurer, Secretary, and up to 4 other members. This Committee shall have the power to co-opt members to serve as full Committee members until the next Annual General Meeting and may appoint sub-committees or individuals, whether elected or non-elected, to the Committee to perform specific tasks such as the running of the Society's events.
7. The ordinary meetings of the Society shall be held in accordance with a programme for the year which shall be drawn up by the Committee and issued to members of the Society.

8. The Society's financial year shall end 31st December.
9. The Society's Annual General Meeting shall be held in January in every year for the purpose of:
 - a) Approving the Committee's Annual Report on the Society during the preceding year.
 - b) Electing officers and Committee Members for the forthcoming year.
 - c) Approving financial statements signed by an Auditor.
 - d) Considering any motion which has been notified to the Secretary of the Society at least 28 days prior to the date of the AGM and which has been circulated to all Members.
 - e) Noting any other matters for consideration by the Committee.
10. The Committee has the power to convene an Extraordinary General Meeting of the Society at any time and must do so within 28 days of receiving a written request signed by 10 members. Notice in writing must be sent to all members informing them of the date, time, venue and purpose of the meeting. No business other than that detailed in the notice shall be transacted at an Extraordinary Meeting.
11. No matters of policy shall be agreed at an Annual or Extraordinary General Meeting nor a Committee Meeting unless a quorum present. The quorum of a General Meeting shall consist of 15 percent of the membership and the quorum of a Committee meeting shall consist of 4 Members. The Chairman may not participate in the initial voting at any meeting but, in the event of a tie, shall have a casting vote. The quorum of any sub-committee shall be decided by the Committee when appointing it.
12. Voting at all meetings shall be by a show of hands unless the Chairman directs that a secret ballot be taken.
13. The annual subscription shall be decided by the Committee and notified at the Annual General Meeting. Annual subscriptions are payable in advance and shall be due by no later than 28 days from the A.G.M. New members shall be deemed to have paid their subscription up to the end of the next financial year.

14. Membership privileges shall be decided by the Committee and shall be reviewed in advance of each Annual General Meeting.
15. No person shall be entitled to vote at any meeting of the Society unless their subscription for the year preceding that meeting has been paid in full. Any member whose subscription remains unpaid after the due date ceases to be a member of the Society from that date. Failure or refusal by the Treasurer and the Committee to collect subscriptions shall not automatically disbar members from further participation in the Society's affairs.
16. All subscriptions and other moneys shall be passed to the Treasurer who shall be responsible for all of the Society's funds, for keeping accounting records thereof and presenting the accounts for audit at the end of the financial year. All sums received by the Treasurer on the Society's behalf shall be paid into the Society's bank account and all cheques drawn on that account shall be signed by any two nominated officers. The funds of the Society shall be used solely for further the objects of the Society and only in ways sanctioned by the Committee.
17. No Committee member shall be eligible to audit the accounts.
18. This constitution may only be amended at an Annual or Extraordinary General Meeting.
19. A decision to wind-up the Society shall only be taken at an Annual or Extraordinary General Meeting which is attended by a minimum of half of the total membership. There must be a majority vote in favour of the proposal to wind-up the Society by those attending the meeting. In the event that the decision to wind-up the Society is agreed, the meeting shall appoint a Committee of not less 4 to oversee the disposal of the Society's assets. Any assets remaining will be passed to Harrietsham Parish Council for distribution amongst other village organisations.
20. Any matters for which provision is not made in this constitution shall be dealt with by the Committee at its discretion and shall be reported to the next Annual General Meeting for endorsement of further direction.