

CLAPHAM & PATCHING
HORTICULTURAL SOCIETY
(formerly Clapham & Patching
Flower Show & Horticultural Society)

Established 1941

CONSTITUTION

1. NAME

1.1 The name of the Society shall be Clapham and Patching Horticultural Society, hereafter referred to as 'the Society'.

2. OBJECTS

2.1 The objects of the Society shall be to foster among its members, local residents and their families, and pupils at the village school, an active interest in gardens and gardening by:

- a) holding regular events, such as talks, garden and other visits, and 'open gardens', for the benefit of members and others;
- b) holding flower shows and competitions, the nature, scope and content of each show being decided by the Committee;
- c) advising any member on gardening-related matters; and
- d) encouraging the enjoyment of gardens and gardening by such other means as the 'Committee' (hereafter defined) may determine.

3. MEMBERSHIP

3.1 Membership of the Society is open to all on payment of an annual subscription due at the beginning of each membership year. The membership year shall run from 1st January to 31st December; however, the Society's financial year shall run from 1st November to 31st October. Membership subscriptions shall be decided by the

Committee and notified to all members at least 14 calendar days in advance of the Annual General Meeting.

3.2 Annual subscriptions shall be payable in advance. Members joining the Society after the due date shall pay their annual subscription on joining, except that members joining after 1st September shall be deemed to have paid their subscription up to the end of the next following membership period.

3.3 Any person whose annual subscription is unpaid 2 months after the due date shall be deemed to have ceased membership and to have lost whatever rights or benefits are available to members. Failure or refusal by the Treasurer and the Committee to collect subscriptions shall not disbar members from further participation in the Society's affairs.

3.4 Membership privileges shall be decided by the Committee and shall be reviewed in advance of each Annual General Meeting.

4. OFFICERS AND COMMITTEE

4.1 The affairs of the Society shall be conducted by a Committee comprising the Officers of the Society and up to eight other members. This Committee may appoint one or more sub-committees comprising elected members of the Committee and/or other members of the Society to perform specific tasks. The Committee shall have the power to co-opt additional members to fill vacancies or otherwise until the next Annual General Meeting, and to appoint individuals to sub-committees for specific tasks as required.

4.2 The Officers of the Society shall be a Chair, Shows Secretary, Minutes Secretary, Treasurer and such other Officers as shall be deemed necessary. No one individual shall hold more than one office at a time.

4.3 Elections of Officers and Committee members will be held every year at the Annual General Meeting, and any member of the

Society in good standing may nominate, with the nominee's consent, any other such member for election. The Officers shall hold office until the end of the next Annual General Meeting. Committee members shall retire at the end of the Annual General Meeting when they have completed five years' service; they may be re-elected for two further five-year terms, after which they may not be re-elected to the Committee until one year has passed.

4.4 Any Committee member attending fewer than two meetings in the course of a year shall be deemed to have resigned from the Committee.

4.5 The Committee may appoint distinguished individuals and those who have given particular service to the Society as Honorary President. The Honorary President shall not be a member of the Committee, and shall be appointed for life.

5. ANNUAL AND EXTRAORDINARY GENERAL MEETINGS

5.1 The Annual General Meeting of the Society shall be held within two months of the end of the financial year for the purpose of:

- a) approving the Committee's reports of the year's activities;
- b) approving financial statements for the previous financial year, such statements having been reviewed, and signed to that effect, by an appropriately qualified person;
- d) electing Officers for the coming year, and Committee members to replace those who have retired;
- e) considering any motion which has been notified to the Secretary of the Society at least 28 calendar days prior to the date of the AGM and which has been circulated to all members;
- f) noting any other matters for consideration by the Committee.

5.2 The Committee may convene an Extraordinary General Meeting of the Society at any time and must do so within 28 calendar days of receiving a written request signed by 12 or more members. Notice in writing must be sent to all members not fewer

than 14 calendar days before such a meeting, 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 EGM.

5.3 The Chair of the Society shall act as chairman at an Annual or Extraordinary General Meeting of the Society. In the absence of the Chairman, the Committee members present shall elect one of their number to chair the meeting.

5.4 No matters of policy shall be agreed at an Annual or Extraordinary General Meeting or at a Committee Meeting unless a quorum is present. The quorum of a General Meeting shall consist of one third of the membership and the quorum of a Committee Meeting shall consist of four members, in both cases including at least one of the Officers. In the event of a quorum not being present, the meeting shall be adjourned to a day, time and place decided by the chairman of the meeting.

5.5 Only members whose subscription is fully paid shall be entitled to vote at an Annual General Meeting, Extraordinary General Meeting or meeting of any Committee or sub-committee.

5.6 Voting at all meetings shall be by a show of hands unless the chairman of the meeting directs that a secret ballot shall be taken. All matters shall be decided by a simple majority of those present and voting.

5.7 The chairman of any meeting may not participate in the initial voting but, in the event of a tie, shall have a casting vote.

6. AFFILIATION

6.1 The Society may affiliate and pay the necessary fees to such national and local horticultural or similar societies as the Committee may deem desirable.

7. FUNDS AND PROPERTY

7.1 A Minute book and books of account shall be provided and kept by the Committee.

7.2 All subscriptions and other moneys received by the Society shall be passed to the Treasurer, who shall be responsible for all of the Society's funds, and for keeping accounting records thereof and presenting the accounts for review 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, one of whom should normally be the Treasurer. The funds of the Society shall be used solely to further the objectives of the Society and only in ways approved by the Committee.

7.3 A suitably qualified person shall be appointed to review the annual accounts prior to the Annual General Meeting. No Committee Member shall be eligible to carry out this review.

7.4 A reviewed Statement of Accounts for the previous financial year shall be presented at the Annual General Meeting.

7.5 The Society's financial year shall end on 30th October.

7.6 The property of all funds and articles, including all cups or trophies (which shall be insured against loss) and other kinds of materials, shall vest in the Committee.

8. ALTERATIONS TO THE CONSTITUTION

8.1 This Constitution may only be amended at an Annual or Extraordinary General Meeting and then only if notice of the proposed amendment has been notified to all members not fewer than 14 calendar days before the meeting.

8.2 Any matters for which provision is not made in this Constitution shall be decided by the Committee at its discretion and shall be reported to the next Annual General Meeting for endorsement or further direction.

9. DISSOLUTION

9.1 A decision to wind up the Society shall only be taken at an Annual or Extraordinary General Meeting that 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 then go on to appoint a Committee of not fewer than three and not more than seven individuals to oversee the disposal of the Society's assets. The meeting shall give a clear indication to that Committee of the use to which any remaining funds should be put. The Committee appointed to oversee the disposal of the Society's assets shall abide as closely as possible by the wishes expressed at the meeting which appointed it.

30th November 2011

Amended 4th March 2016