

MILFORD GARDENERS' CLUB RULES

1. NAME

The name of the Club shall be MILFORD GARDENERS' CLUB

2. OBJECTIVES

- To provide knowledgeable speakers on a wide variety of garden related subjects.
- As a social meeting point for enthusiast gardeners and plantspeople to learn new ideas and skills and exchange information.
- Hold annual fund-raising activities for charity, e.g. plant fairs and plant sales, encouraging attendance of the wider community.
- Facilitate education on sustainability and protection of the environment through our speaker programme.
- Enhance awareness of alternative ways of gardening to reduce our impact on the environment. As a group to gain concessionary rates for travel and entrance to gardens, exhibitions and shows via day trips and holidays.
- Affiliation to other appropriate organisations, e.g. Royal Horticultural Society, Hampshire Federation of Horticultural Societies, Dorset Federation of Horticultural Societies.
- Be a non-profit-making organisation.

3. MEMBERSHIP

Applications for membership shall be dealt with in chronological order by the Committee which may at its discretion set a maximum number of members. Unsuccessful applicants shall be entered on to a waiting list and advised as and when a vacancy arises.

4. CONDUCT OF THE CLUB'S AFFAIRS

The affairs of the Club shall be conducted by a Committee consisting of the Officers of the Club and up to eight other Members.

5. OFFICERS

The Officers of the Club shall be a Chairman, Treasurer and Secretary. No person may hold more than one office at a time. A vice chairman can be appointed if appropriate.

6. ELECTION OF OFFICERS

The Officers shall be elected at the Annual General Meeting of the Club and shall hold office until the end of the next Annual General Meeting when they shall retire but be eligible for re-election.

7. ORDINARY MEMBERS OF THE COMMITTEE

Ordinary Members of the Committee shall be elected at the Annual General Meeting of the Club and shall continue as Committee Members until the end of the next Annual General Meeting when they shall retire but be eligible for re-election.

8. CHAIRMAN OF THE COMMITTEE

The Chairman of the Club shall Chair the Committee but in his/her absence the Committee shall elect a Chairman to preside at that Meeting.

9. ANNUAL GENERAL MEETING

An Annual General Meeting of the Club shall be held in February each year for the purpose of:

- a) Receiving the Chairman's report on the activities of the Club during the preceding year
- b) Receiving the Treasurer's report and adoption of the Annual Accounts

- c) The election of Officers and Members of the Committee
- d) Appointment of Auditor
- e) Any other business of which notice has been given to Members or which the Chairman shall rule is in order.

Notice of the date, time and place of the meeting shall be made available to each Member at least fourteen days before such day.

10. EXTRAORDINARY GENERAL MEETINGS

The Committee may convene an Extraordinary General Meeting of the Club at any time and shall do so within four weeks upon receipt of a written request signed by ten Members of the Club. A written notice must be made available to all Members not less than fourteen days before such meeting, stating the date, time, place and purpose of the meeting, and no business other than that mentioned in the notice shall be transacted.

11. CHAIRMAN OF GENERAL MEETING

The Chairman or delegated member of the Committee shall preside at any General Meeting of the Club.

12. QUORUM

The quorum of an Annual or Extraordinary General Meeting shall consist of at least 20% of Members of which at least two shall be members of the Committee.

13. VOTING

Voting shall be by show of hands unless the Chairman of the Meeting shall direct that a ballot be taken. Only fully paid up Members shall be entitled to vote or participate in a ballot.

14. SUBSCRIPTION

The annual subscription shall be fixed by the Committee each year and shall become due on the first day of January in every year. A person accepted for membership after 30 June shall pay one half of the annual subscription for the year.

15. NON-PAYMENT OF SUBSCRIPTION

Subscriptions for the current year must be paid by 31 January. Failing this membership will lapse.

16. ORDINARY MEETING OF THE CLUB

The Ordinary Meetings of the Club shall be held in accordance with an annual programme which shall be formulated by the Committee and issued to all Members of the Club at the end of the preceding year.

17. VISITORS AT ORDINARY MEETINGS

At the discretion of the Committee, visitors may be permitted to attend Ordinary Meetings on payment of a fee fixed by the Committee. Visitors shall not be entitled to vote at any meeting.

18. THE CLUB'S FUNDS

All subscriptions and other monies shall be passed to the Treasurer who shall be responsible for all the Club's funds and for keeping accounts thereof. The financial year shall run from 1 January to 31 December. All sums received by the Treasurer on the Club's behalf shall be paid into the Club's banking account.

The Treasurer is authorised to apply for and access the Business Internet Banking Service as the primary user, with all permissions as outlined in the bank's Business Internet Banking conditions. The Treasurer is delegated to have access to the accounts online, make payments solely, online, by debit card or cheque on behalf of the club, up to a daily limit agreed by the Committee. Secondary users must be agreed by the Committee and are delegated to make payments solely, online, by debit card or cheque on behalf of the club.

The Treasurer will provide detailed accounts to the Chair every month, and to the Committee at each Committee meeting.

The funds of the Club shall be used solely for furthering the Club's objectives and only in ways sanctioned by the Committee or by a General Meeting.

19. EXAMINER OF ACCOUNTS

An Examiner of Accounts for the ensuing year shall be elected at every Annual General Meeting and shall be eligible for re-election. No Member of the Committee shall be eligible to be the Examiner of Accounts.

20. DEATH OR RESIGNATION OF OFFICERS OR ORDINARY MEMBERS OF THE COMMITTEE

If an officer of the Club or any Ordinary Member of the Committee should die or resign before the expiration of his/her time of office the Committee may fill the vacancy. The person so appointed shall retire at the time when his/her predecessor would have retired but shall be eligible for re-election. Should an Ordinary Member of the Committee become an Officer of the Club, the vacancy shall be filled in the same way as if the Member had resigned from the Committee.

21. DISSOLUTION

In the event of the dissolution of the Club, any surplus funds after meeting all debts and liabilities of the Club shall be paid to a charity or charities agreed by the Committee.

22. ALTERATION OF THE RULES

These rules may be amended only at an Annual or Extraordinary General Meeting of the Club and only if notice of the proposed deletion or addition has been made available to all members not less than fourteen days before the meeting.

23. RULES

Club rules will be displayed on the club's website and notice board. If requested through a committee member, Committee meeting minutes are available.

24. DATA PROTECTION

Details you have provided will be kept secure and will not be shared with any other organisation.

19 November 1997

Amended 19 February 2003

Amended 20th February 2019

Amended 17 November 2021