

## **DENNINGTON HORTICULTURAL CLUB**

### Rules and Regulations, June 2019

1. The name of the club is the Dennington Horticultural Club
2. The purpose of the Club is to provide a forum for those interested in horticulture and gardening to meet and learn on a regular basis
3. Membership of the Club is open to anyone who lives in or near the village of Dennington in Suffolk, or who is agreed by the Committee to be suitable for membership
4. All members will be subject to these Rules and Regulations
5. Application for membership of the Club shall be by completion of a membership application form and by payment of the relevant subscription fees as determined by the Committee
6. No person shall be eligible to take part in the business of the Club or to vote at any general meeting unless the appropriate subscription has been paid by the specified date
7. The 2019 membership fees for the Club will be £20 for an individual and £30 for a couple per year and will be paid at the first meeting of each year by cash, cheque or BACS
8. Membership fees may be increased from time to time at the direction of the Committee
9. The Club will send out a monthly email with forthcoming meeting dates and speaker topics, and other news of interest
10. The Club will meet bi-monthly in the Dennington Village Hall
11. The content of meetings will vary but will be mainly talks and presentation on horticultural topics as well as outings to places of interest from time to time, possibly at an additional cost
12. The Club will usually offer refreshments at meetings
13. The Club will have a Committee of at least four members, including Chair, Secretary, Treasurer and Meeting Organiser; a member may be elected to more than one executive office
14. The Committee will be elected from within the membership by vote of the members
15. Committee members will be elected for a period of two years, but shall be eligible for re-election to the same office or another office at the end of their term
16. Committee meetings will be convened not less than three times per year by the Secretary
17. The Committee will decide on the dates of meetings, the topics of meetings and other matters associated with the smooth running of the Club, including the subscription rate, raising funds, opening bank accounts etc.
18. Only members of the Committee present in person or by telephone shall be entitled to vote at Committee meetings, though a Committee member may appoint another member of the Committee to vote on his/her behalf. Voting will be by simple majority vote, with the Chair entitled to an additional casting vote in the event of an equal vote
19. The Committee shall have powers to appoint sub-committees as necessary and co-opt advisers who may be non-Club members to advise on specialist subjects
20. The Treasurer will be responsible for collecting annual subscriptions and banking them and for organising payments for speakers and other incidental expenses
21. The Financial year will run from 1<sup>st</sup> June-31<sup>st</sup> May in each year
22. Any cheques up to £250 drawn against Club funds should hold the signatures of at least one of the following: the Chair, Treasurer, Secretary and any others as the Committee may decide. Cheques over £250 should hold the signatures of two of the Committee
23. The Club will be non-profit making; any surplus each year will be spent as directed by vote of the membership based on recommendations made by the Committee
24. The initial Committee will consist of:

- a. Penelope Evers, Chair
  - b. Joanna Denton, Secretary/Treasurer
  - c. Roderick Roy, Meeting Organiser
  - d. Pamela Turner, Committee Member
25. The annual general meeting of the Club shall be held once a year; special general meetings may be convened by the Committee or on receipt by the Secretary of a request in writing from not less than six Members of the Club, on the same notice period and basis as an AGM
26. Not less than 14 days' notice of the AGM shall be given to members by email. Members must advise the Secretary in writing of any other business to be moved at the AGM at least 10 days before a meeting and an agenda for the meeting must be circulated to members not less than 7 days in advance of the AGM
27. The business of the AGM shall be to:
- a. Confirm the minutes of the previous AGM
  - b. Receive the accounts for the previous year from the Treasurer
  - c. Receive the annual report of the Committee from the Secretary
  - d. Elect the Officers of the Club
  - e. Review subscription rates and agree them for the forthcoming year
  - f. Transact any other business included on the agenda
  - g. Review any proposed amends to the Rules and Regulations
28. Nominations of candidates for election of Offices, other than re-election, shall be made to the Secretary before the AGM
29. A quorum for a General Meeting shall be five members present in person; members are entitled to appoint a proxy to attend and vote on his/her behalf in writing to the Secretary
30. All complaints regarding the behaviour of members should be lodged in writing with the Secretary. The Committee shall appoint a Disciplinary sub-committee who will meet to hear complaints within seven days of a complaint being lodged and have the power to take appropriate action

Signed \_\_\_\_\_

Chair

Signed \_\_\_\_\_

Secretary/Treasurer