

Wolverhampton Horticultural Society Constitution

1. The name of the Society shall be Wolverhampton Horticultural Society
2. The objective of the Society shall be to promote good horticultural practices among its members by:
 - 2.1. Holding regular meetings for lectures, discussions and demonstrations.
 - 2.2. Holding occasional competitions.
 - 2.3. Arranging visits to gardens and other sites to observe gardening in practice
 - 2.4. Providing a social opportunity for sharing of common interest and expertise
3. Membership of the Society shall be open to anyone interested in gardening.
4. The affairs of the Society shall be conducted by a Committee comprising the Officers of the Society and up to 6 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.
5. The officers of the Society shall be a Chairman, Treasurer and Secretary and such other officers as shall be deemed necessary.
6. Committee members are elected for a minimum of three years with an opportunity for re-election for a further three year term, serving a maximum of six consecutive years in total. Following six consecutive years a member is not able to stand for re-election to the committee without a 12 month break.
7. 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 (“period of office”).
8. If any Committee member should die or resign before the expiration of their term of office, the Committee may fill the vacancy if they see fit.
9. Meetings of the Committee shall be chaired by the Chairman of the Society. In the event that the Chairman is absent at any meeting of the Committee, the members present shall elect one of their number to take the chair for that meeting.
10. The Committee shall meet at least 3 times a year in accordance with the dates agreed by the Chairman of the Committee.
11. 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/or its sub-committees and issued to all members of the Society on payment of the annual subscription. No matters of policy shall be agreed at an ordinary meeting of the Society.
12. An Annual General Meeting of the Society shall be held for the purpose of:
 - 12.1. Approving the Committee’s Annual Report on the work of the Society during the preceding year.
 - 12.2. Electing officers for the forthcoming year and Committee Members to replace those who have retired.
 - 12.3. Approving the report on the Society's accounts by the independent reviewer.
 - 12.4. Electing a reviewer of the accounts, independent of the society, for the following year
 - 12.5. 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 in writing or by suitable electronic media.
 - 12.6. Noting any other matters for consideration by the Committee.
13. The Committee has the power to 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 5 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.
14. In the event of the Chairman’s absence, the Committee members present shall elect one of their number to chair any ordinary, Annual or Extraordinary General meeting of the Society

15. 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 be 15 percent of the membership and the quorum of a Committee Meeting shall consist of 3 members. 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.
16. 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.
17. Voting at all meetings shall be by a show of hands unless the Chairman directs that a secret ballot be taken. All matters shall be decided by a simple majority of those present and voting.
18. The chairman of an Annual General Meeting, Extraordinary General Meeting or any meeting of the Committee may not participate in the initial voting at any meeting but, in the event of a tie, shall have a casting vote.
19. The amount of the subscription for the next year shall be notified to the members at the Annual General Meeting. The annual subscription for the next calendar year shall be payable at the January meeting.
20. Any member who fails to renew their subscription in the current year shall cease to be a member of the Society.
21. Membership privileges shall be decided by the Committee and shall be reviewed in advance of each Annual General Meeting.
22. Non-members of the society may attend any meeting of the society on payment of a visitor's fee. The amount of such fee to be determined by the committee from time to time.
23. 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, for keeping accounting records thereof and presenting the accounts to an independent reviewer 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 to further the objectives of the Society and only in ways approved by the Committee.
24. An independent reviewer of the Society's accounts shall be appointed at every Annual General Meeting to serve until the end of the next Annual General Meeting and shall be eligible for re-appointment. In the event that the appointed reviewer cannot fulfil their duties before the next AGM the Committee shall make a temporary appointment. No member of the committee or the Society shall be eligible to act as the reviewer of accounts.
25. The Society's financial year shall end on 31st December.
26. 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.
27. 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 individuals to oversee the disposal of the Society's assets. The Society's remaining shall be distributed to one or more local horticultural organisations.
28. 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.