

## CONSTITUTION OF THE BLOFIELD & DISTRICT GARDENING CLUB

*Revision to wording of the 2001 Constitution  
with addition of Clause 15 - taken to Club's AGM on 9<sup>th</sup> March, 2016 -  
and agreed by all members present.*

1. The collective membership shall be named BLOFIELD & DISTRICT GARDENING CLUB ("the Club").
2. **A suitable person may be invited by the Committee to act as the President of the Club.** The President should take an interest in the overall running of the Club and will chair the Annual General Meeting (AGM), but is not expected to participate in the day to day management of the Club.
3. The following Officers shall be elected at the AGM, to serve for a term of one year:  
  
Chairman; Honorary Treasurer, Honorary Secretary; Programme Secretary. Other officer posts may be offered, as required. Roles may be combined and further committee members may be recruited as appropriate.
4. The Club shall be managed by an elected Committee which is to include all elected Officers except the President, and up to three other members. The Committee shall meet at least three times per year. A quorum of at least five members, two being officers of the Club, shall be the minimum requirement for Committee meetings. Proceedings shall be recorded and submitted for approval at the next Committee meeting.
5. Officers and Committee members shall retire annually, but will be eligible for re-election.
6. An Annual General Meeting shall be held each year on the second Wednesday of March. Proceedings shall be recorded by an Officer of the Club and shall be presented for approval by the membership at the next AGM.
7. The Club Constitution, any General Membership Rules, and the Rules and Schedules for the Annual Summer Show shall only be amended by a majority vote at the AGM. Notice of any proposed alteration must be given in writing to the Hon. Secretary not less than 14 days before the AGM.
8. The Club shall meet on the second Wednesdays of March (AGM), April, May, June, July, September, October and November. A formal programme of lectures and other activities for these dates shall be developed by the Committee and endorsed by the members at the AGM. The Committee may propose visits, social events and additional activities during the course of the year for endorsement by members present at Club meetings.
9. The Club shall hold an ANNUAL SHOW where fully paid up members may exhibit for competition purposes. The date the show will be held, the RULES for the show and a SCHEDULE for entries shall be drawn up by the Committee and approved annually by members at the AGM.

10. Members' annual subscription shall become due in April of each year. The level of the subscription shall be reviewed annually by the Committee and submitted for approval at the AGM.
11. Non-members may attend Club meetings, visits and other activities at an appropriate charge. Policy for charges to non-members will be approved annually at the AGM.
12. Club funds shall be deposited in a Bank and/or Building Society and/or other financial institution at the discretion of the Committee. Any change of bank/society/institution shall be subject to approval at the AGM. Withdrawal of funds by cheque or any other means shall require two signatories who shall be Officers of the Club. Signatories will normally be any two of Hon. Treasurer, Hon. Secretary and Chairman, but to facilitate Club business during absence or illness, may be amended at the discretion of the Committee. Changes of signatory or any other action which has had to be taken which affects Club funds shall be subject to formal endorsement at the next AGM.
13. The Hon. Treasurer shall:
- maintain an up to date list of fully paid up members
  - properly maintain Club accounts at banks and other financial institutions
  - maintain accurate records of Club income and expenditure
  - have detailed financial records available at Committee meetings
  - produce a Balance Sheet of the year's finances
  - present a statement of Club finances at the AGM
  - keep up to date a list of assets owned by the Club.
14. A competent person shall be appointed by the Committee whose duty shall be:
- to examine the Club's financial records
  - to examine the annual financial statement prepared by the Hon. Treasurer
  - to report his/her findings to the next AGM.

In the event that the appointed person is unable to act, the Committee shall appoint a substitute.

15. In the event that the Committee of the Club decides that the Club is no longer viable and is unable to continue, for whatever reason, then an Extra-ordinary General Meeting (EGM) will be declared by the committee. This will be held at the next scheduled meeting of the Club. At this EGM, members will be informed that the Committee feels that the Club is unable to continue in its present form, and unless others are willing and able to take over the running of the Club within the next twelve months, then the Club will be formally wound up at the end of the Club's annual programme. The assets owned by the Club will then be distributed by the Club's Trustees\* as follows:
- 50% to the local branch of the National Gardens Scheme charitable arm, for distribution to their selected approved charities ( <http://www.ngs.org.uk/what-we-do/who-we-support.aspx> )
  - 50% to be shared between local primary schools, specifically for horticulturally-related educational purposes.

\*The Club's Trustees will be any three Officers willing and able to undertake the collection and distribution of the Club's assets at the time that the Club is to be formally wound up.