

CLWB GARDDIO DREFACH FELINDRE
DREFACH FELINDRE GARDENING CLUB
CONSTITUTION

Approved at the Annual General Meeting 7th February 2018

1. The name of the Club shall be Clwb Garddio Drefach Felindre/Drefach Felindre Gardening Club.
2. The objectives of the Club shall be to promote interest in gardening and improve knowledge and skills among its members by:

Holding regular meetings
Arranging outings
Organising Shows
Any other means approved by the committee

3. Membership of the Club shall be open to anyone.
4. The Officers of the Club shall be a Chair, Secretary and Treasurer. A Committee consisting of the Officers and five elected members shall regulate the affairs of the Club. The Committee shall appoint a Vice-Chair from the Committee and any assistant officers as required. The Committee shall have the power to co-opt up to three further members and may delegate some responsibilities to other Club members.
5. The Committee may appoint any Sub-Committees for specific tasks, including organising the Show. At least one member of the main Committee shall sit on any Sub-Committee.
6. The Chair must have served on the Committee and been a member of the Club for at least two years.
7. The Officers and Committee shall be elected annually at the Annual General Meeting. They shall be freely available for re-election except for the Chair, who shall serve for a maximum of three years continuously.
8. The Club's financial year shall end on 31st December. Audited accounts of all Club monies shall be prepared for the Annual General Meeting. The auditor, who should not be a committee member, shall be appointed at the previous Annual General Meeting.
9. An Annual General Meeting shall be held in the month of February each year for the purpose of presenting the Officers' reports, endorsing accounts and electing Officers and Committee members. Any other matters to be raised at the Annual General Meeting should be submitted to the Secretary by 31st December and signed by three members. Notice of this meeting must be sent to all members in writing or by email at least fourteen days in advance.

10. An Extraordinary General Meeting shall be called at the discretion of the Committee, or following a written request signed by at least five members. Notice of such meetings must be sent to all members in writing or by email at least fourteen days in advance.

11. No matters shall be considered at the Annual General Meeting unless a quorum of at least one third of the membership is present.

12. The method of voting shall be by a show of hands unless the Chair directs otherwise.

13. The annual subscription shall run for one year from the date of the Annual General Meeting. If payment is not made within three months from the due date, membership shall cease. New members joining during the year shall pay an appropriate proportion of the annual subscription.

14. All subscriptions and other monies, including income from the Annual Show, shall be passed to the Club Treasurer and paid into the Club's bank account. Cheques drawn on Club account shall be signed by any two of the Club's Officers. All expenditure over £50.00 shall be approved in principle by the Committee or the appropriate Sub-Committee.

15. The Show monies shall be accounted for separately.

16. Any legacy left to the Club shall be accounted for separately, and used at the discretion of the Committee.

17. Any alteration to the Constitution must be approved by two thirds of the members present at the Annual General Meeting.

18. A decision to wind up the Club shall be taken only at the Annual General Meeting, or at an Extraordinary General Meeting, which is attended by a minimum of half the total membership. There must be a majority vote in favour of the proposal to wind up the Club's affairs by those attending the meeting. If the decision to wind up the Club is agreed, the meeting shall then appoint a Committee of no fewer than three and no more than seven individuals to oversee the disposal of the Club's assets. The meeting shall give a clear indication to that Committee of the use to which any remaining funds shall be put. The Committee appointed for this task shall abide as closely as possible to the wishes expressed at the meeting, which appointed it.