

ROEHAMPTON GARDEN SOCIETY



Constitution of Roehampton Garden Society

Article 1 Name of the Society

The name of the Society shall be the **Roehampton Garden Society** (in which are incorporated the Roehampton Horticultural and Cottage Garden Society, founded in 1873 (reconstituted as the Roehampton Horticultural Society in 1927) and the Roehampton Estate Garden Society, founded in 1923, amalgamating as the Roehampton Garden Society, in 1956), hereinafter referred to as 'the Society'.

Article 2 Aims of the Society

The overall aim of the Society is to assist amateur gardeners in all aspects of gardening.

In detail, the aims of the Society shall be:

1. To promote the practice and knowledge of horticulture.
2. To manage (on behalf of Wandsworth Borough Council) and maintain the allotments known as sites 2 and 3 in the Dover House Estate in Roehampton.
3. To carry out such activities as the committee may from time to time decide relating to the development and dissemination of botanical and zoological knowledge and support for the practical implementation of such knowledge.

Article 3 Membership

- 3.1 Membership of the Society is open to members of the public of sixteen years and over. Any child under the age of sixteen of a member shall be considered as an ex-officio member without voting powers.
- 3.2 Any eligible person shall become a member of the Society on payment to the Society of the appropriate membership fee, the amount of which shall be determined annually by the committee of the Society. Subscriptions become due on 1st April; a reduced fee is payable by those eligible for a concession on April 1st of the year of membership. Any member who has not paid the subscription by 1st May of the year of membership shall cease to be a member.
- 3.3 Life Membership shall be conferred by a simple majority of members attending an AGM in recognition of a member's outstanding service to the Society. Life members shall not exceed ten in number at any one time.
- 3.4 There shall be a President of the Society. This is an honorary position tenable for a period that shall be determined from time to time by the Committee.
- 3.5 There shall be Vice Presidents of the Society, not exceeding 12 in number. These are honorary life positions

Article 4 Management of the Society

- 4.1 The management of the Society shall be in the hands of the Officers and Executive Committee elected for the ensuing year at the Annual General Meeting.
- 4.2 The Committee shall comprise fifteen volunteer persons elected at the AGM from the membership of the Society. The Chairman may from time to time co-opt members of the Society to advise the committee in general or on particular items.
- 4.3 The Executive Committee shall conduct the business of the Society.

4.4 The Executive Committee of the Society shall be elected from the membership of the Committee at the Annual General Meeting, or, if necessary, at an Extraordinary General Meeting.

4.5 The Executive Committee shall consist of the following members:

The Officers:	The Chairman The Vice-Chairman The Secretary The Treasurer
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The Executives:	The Minutes' Secretary The Secretaries of each of the allotment sites The Trading Secretary The Chairman of the Show sub-committee The Bulletin Editor The Website Editor
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4.5.1 **The Chairman**

The Chairman shall be responsible for the efficient and safe conduct of the business of the Society and shall direct and delegate powers and responsibilities to other members of the Committee appropriately.

4.5.2 **The Vice-Chairman**

The Vice-Chairman shall be responsible for the efficient and safe conduct of the business of the Society (including the Store roster) in conjunction with the Chairman.

4.5.3 **The Secretary**

The Secretary shall keep the non-financial records of the Society, including the official membership list, manage the correspondence of the Society and submit the end of year report.

4.5.4 **The Treasurer**

The Treasurer will manage the financial affairs of the Society. He/she will maintain the financial records of the Society. He/she will prepare and present to the Society the end of year accounts and treasurer's report for the Society.

4.5.5 **The Minutes' Secretary**

The Minutes' Secretary will be responsible for the recording and distribution of minutes of meetings of the Society and its committees and subcommittees.

4.5.6 **The Secretaries of each of the allotment sites**

The Secretaries of each of the allotment sites will be responsible for the management of Sites 2 and 3.

4.5.7 **The Trading Secretary**

The Trading Secretary will be responsible for the management of the Store including ordering and banking takings.

4.5.8 **The Chairman of the Show sub-Committee**

The **Chairman of the Show sub-Committee** will be responsible for the organization of the shows.

4.5.9 **The Bulletin Editor**

The Bulletin Editor will be responsible for the generation and distribution of monthly bulletins for the Society.

4.5.10 **The Website Editor**

The Website Editor will be responsible for the security and maintenance of the website.

4.5.11 **The Site Manager**

The Site Manager will represent Wandsworth Borough Council and act as the intermediary between the Society and the Council in matters relating to the management of the allotments that are leased to the Society by the Council.

4.5.12 **The other members**

The other members of the committee shall attend committee meetings in an advisory capacity and carry out tasks as the Chairman may from time to time require.

4.6 **Committee Meetings**

- 4.6.1 Meetings of the committee shall be held on the first Sunday of each month excepting August and December. All members of the committee shall be entitled to attend and vote at such meetings.
- 4.6.2 The quorum for a meeting of the committee shall be six committee members.
- 4.6.3 Meetings of the committee shall be convened by the Chairman.
- 4.6.4 Meetings of the Executive shall be convened from time to time at the discretion of the Chairman.

4.7 **Term of Office of the Committee**

- 4.7.1 The committee shall hold office from the Annual General Meeting subsequent to their election until the next Annual General Meeting.
- 4.7.2 Any member of the Executive Committee failing to attend three consecutive meetings without giving due notice shall cease to serve on the Committee

4.8 **Powers of the Committee**

The Executive Committee is empowered to:

- 4.8.1 Organise annual Shows
- 4.8.2 Organise lectures, outings and other social aspects of gardening
- 4.8.3 Purchase garden requisites for sale to members
- 4.8.4 Administer allotments which are leased to the Society by Wandsworth Borough Council (see also RGS Rules for Allotments)
- 4.8.5 Affiliate with other gardening organisations in order to provide advice and assistance to the Society's members
- 4.8.6 Transfer monies between the Society's current account and a savings account as the occasion arises.

Article 5 General Meetings

5.1 **Annual General Meeting**

- 5.1.1 The Annual General Meeting of the Society shall take place in November, at a time to be determined by the Chairman of the Society.
- 5.1.2 Members of the Committee will be nominated and agreed at the AGM, in addition to acceptance of the accounts
- 5.1.3 No less than fourteen days' notice of the Annual General Meeting shall be given.

5.2 **Extraordinary General Meetings**

5.2.1 An Extraordinary General Meeting of the Society may be convened to:

- (i) Consider a proposal to amend this constitution or any other governing instrument of the Society;
- (ii) Address any other circumstance not provided for in this constitution.

5.2.2. An Extraordinary General Meeting shall be convened:

- (i) By majority decision of the committee; or
- (ii) On the basis of a submission to the committee of the Society of a petition signed by not less than 5% of the membership of the Society.

5.2.3 No less than fourteen days' notice of an Extraordinary General Meeting shall be given.

Article 6 Election of the Committee

- 6.1 The committee of the Society shall be elected at the Annual General Meeting.
- 6.2 The Chairman shall act as returning officer for the elections; the President or Vice President returns for the Chairman.
- 6.3 All members of the Society shall be eligible for election to the committee except as defined in 4.7 above.
- 6.4 Candidates for each position on the committee of the Society must be proposed and seconded by members of the Society at the A.G.M.
- 6.5 All members of the Society present at the A.G.M. shall be entitled to vote in the election of the committee.
- 6.6 The election of members of the committee shall take place by ballot at the A.G.M. Where the votes obtained by any candidate exceed the votes obtained by any other candidate for that position, he/she shall be deemed elected to that position.

Article 7 Resignations from the Committee

- 7.1 The resignation of any member of the committee shall be instituted by a letter of resignation to the Secretary of the Society. In the case of the resignation of the Secretary, resignation may be instituted by a letter of resignation to the Chairman.

Article 8 Management of Finance

- 8.1 The finances of the Society shall be managed by the Treasurer and at least two further members of the committee appointed by the committee.
- 8.2 No member of the committee of the Society shall receive remuneration from the Society, or use their office for personal financial gain.
- 8.3 Any conflict of interest, real or potential, must be notified in writing to the committee.
- 8.4 All monies belonging to the Society shall be collected by the Treasurer or his/her nominee and paid into the Society's current account.
- 8.5 All items of expenditure of £100 or over, other than for trading, shall be authorised by the Executive Committee.
- 8.6 All cheques issued on behalf of the Society must bear two signatures.

Article 9 Amendments to the Constitution

- 9.1 Amendments to this constitution may be made at an Annual General Meeting or an Extraordinary General Meeting of the Society.
- 9.2 Such amendments to this constitution as may be approved by an Annual General Meeting or an Extraordinary General Meeting of the Society shall take place with immediate effect.

Article 10 Dissolution of the Society

- 10.1 The Society may be dissolved by a two-thirds majority vote of its membership at a General Meeting.
- 10.2 This General Meeting must be called by the Committee with a written notice period to the membership of at least 28 days
- 10.3 On dissolution of the Society, its assets shall become the property of the Gardeners Benevolent Fund, similar charitable organization, or the Royal Horticultural Society.