

HAYLING ISLAND HORTICULTURAL SOCIETY

RULES 2017

NAME

1. The Name of the Society shall be the "The Hayling Island Horticultural Society".

AIM

2. The Aim of the Society shall be to improve the practice of Horticulture in Hayling Island by:-
 - (i) Holding regular Horticultural Shows.
 - (ii) Arranging Horticultural Instruction: Lectures, Discussions, Competitions, Newsletters and Social Activities.
 - (iii) Operating a Trading Centre.
 - (iv) Guarding the interests of Allotment Holders.
 - (v) Affiliating to such organisations as may be appropriate.

MEMBERSHIP AND SUBSCRIPTIONS

3. Membership of the Society is open to all persons interested in Horticulture whose application for Membership has been approved by the Committee. Membership shall be on a Family/Household basis. The named Family/Household is entitled to the privileges of the Society. Each Membership Card permits two votes. The subscription shall be for one year, 1st March – 28th (29th) February. Members in arrears as at the 30th April shall be deemed lapsed.

OFFICERS

4. The Officers shall be; the President who shall be elected for a maximum term of 3 years, Chairman, Vice-Chairman, Secretary, Treasurer, Trading Manager, Trading Treasurer, Show Manager, Lecture Secretary and Membership Secretary.

MANAGEMENT

5. The affairs of the Society shall be conducted by a Committee consisting of the above Officers (excluding the President). A quorum at Committee meetings shall be 5 persons. The Officers of the Society shall be elected for 3 years, one third retiring each year by rotation at the Annual General Meeting. Those retiring shall be eligible for re-election. Officers not retiring by rotation shall be eligible for election to an Office falling vacant. If successful the person elected to fill the resultant vacancy shall remain in that position until that Office next falls vacant by rotation. The Offices shall fall vacant in the following sequence:-
 - (i) Chairman, Trading Manager and Membership Secretary
 - (ii) Vice-Chairman, Treasurer and Lecture Secretary
 - (iii) Secretary, Show Manager and Trading Treasurer

The Committee is authorised to fill vacancies as they occur and to co-opt additional Members. Members so appointed or co-opted shall hold Office until the next Annual General Meeting. Election to the Committee shall be by ballot, nominations shall be submitted to the Secretary not later than 31st October. The consent of the Nominee must be obtained.

GENERAL MEETINGS

6. The Annual General Meeting shall be convened not later than the last day of November. The Chairman's Report and interim statements of the General and Trading Accounts shall be submitted to this meeting, which shall also elect Committee Members. Other General Meetings shall be held at such times as the committee, or a request in writing by at least 30 members, shall determine. Not less than 28 days notice shall be given of all General Meetings. Forty members of the Society shall

form a quorum, and in the case of equal voting, the Chairman shall have the casting vote. At all General Meetings voting shall be by show of Membership Cards. Membership Cards are not transferable and proxy votes shall only be allowed if 48 hours prior notice is given to the Secretary.

FINANCE

- 7.1 The Society's Financial Year shall commence on the 1st October. Records of the Society's Accounts shall be maintained detailing the receipt, disbursement and investment of all funds. Two sets of records shall be kept, the General Account and the Trading Account. The General Account shall record all financial transactions other than those of the Trading Centre and shall be kept by the Society Treasurer. The Trading Centre Account shall record all financial transactions of the Trading Centre and shall be kept by the Trading Centre Treasurer. A Revenue Account and Consolidated Balance Sheet, which shall include details of Assets held by both the General Fund and the Trading Centre, shall be presented to the Annual General Meeting by the Society Treasurer. A separate Revenue Account and Balance Sheet in respect of the Trading Centre shall be presented to the Annual General Meeting by the Trading Centre Treasurer.
- 7.2 The Committee may only authorise a donation from the Society funds under the following circumstances:
 - (i) it must be to a local cause for a specific purpose
 - (ii) it must come from an estimated surplus over the funds budgeted surplus/deficit for the year
 - (iii) it should be no more than £50. Larger donations may be made provided that a notice giving details has been displayed in the Trading Centre for five weeks and that no written objection has been received.
 - (iv) the total of all Society gifts and donations must not exceed £250 in any year unless previously authorised by a General Meeting.

AUDITORS

8. Audits of the two accounts shall be conducted annually to ensure compliance with the Society's financial policies and procedures by an auditor appointed by the Annual General Meeting. The Auditor shall report to the Society at the Annual General Meeting.

TRADING CENTRE

9. The Trading Centre shall be operated as a self-accounting Unit, controlled by the Trading Sub-Committee, answerable to the Main Committee.

STANDING ORDERS

10. Standing Orders for conducting the business of the Society shall be recorded separately from these Rules. They shall detail terms of reference for the Officers and the Sub-Committees. They shall be reviewed and amended, if necessary, by the first Committee Meeting following the Annual General Meeting.

SPECIAL BUSINESS (including rule changes)

11. The Society may be converted, dissolved or these Rules may be amended by a two-thirds majority of Members present and voting, at the Annual General Meeting or a specially convened General Meeting. The suggested conversion, dissolution or alteration to the Rules must be submitted in writing to the Secretary who shall convene a Meeting within 8 weeks of receipt of the submission (See Rule 6). The object for which a specially convened General Meeting is called, shall be stated in the notice convening the Meeting.

MATTERS NOT PROVIDED FOR

12. Any matter not provided for in these Rules shall be dealt with by the Committee.