

Constitution of Somerton Gardeners Club

1. TITLE

The Club shall be known as 'Somerton Gardeners' Club, herein referred to as the Club.

2. PURPOSE

The objectives and purpose of the Club are to;

- Bring together people with an interest in gardening and related issues
- Provide a forum to discuss gardening and related issues
- Arrange regular monthly meetings for Club members
- Arrange guest speakers to give presentations on gardening or gardening related topics or those subjects of general interest
- Arrange visits to places of gardening or horticultural interest
- Hold an annual Horticultural and Craft show and Plant Sale

3. MEMBERSHIP

- The Club is open to all who have fully paid their membership subscription for the current year
- Membership shall run from 1st January to 31st December each year
- Annual membership shall be determined by the Committee and approved by resolution of the members at the AGM
- Visitors may attend talks and visits organised by the Club subject to availability of space and payment of the fee set by the Committee

4. MANAGEMENT

The management of the club shall be conducted by the Committee composed of;

President - non elected position

Chair

Vice Chair

Treasurer

Club Secretary

Booking Secretary

Membership Secretary

Show Secretary

Members elected at the AGM

- Officers and members of the Committee shall be elected annually at the AGM
- The Committee shall have the power to co-opt additional members
- The committee have the right to set up sub committees to carry out specific functions such as the annual Horticultural Show
- Officers and Committee members have the right to be elected for three consecutive years and, after a period of one year, be re-elected

5. COMMITTEE MEETINGS

- The Committee shall meet at least four times a year or at such times as deemed necessary
- A quorum may consist of 5 Committee members
- The Club Secretary will notify all Committee members of date, time and venue of all Committee meetings, provide minutes of each meeting and circulate the agenda for the next meeting

6. ANNUAL GENERAL MEETING

- The AGM will be held in January each year.
- It will be chaired by the President which is a non-elected position.
- Reports will be given by Chairman, Treasurer, Show Secretary

- Election of Officers and Committee will take place to take immediate effect. Nominations will be present to the secretary seven days prior to the AGM
- Any changes to the constitution will need to be voted by members at the AGM
- Subscription changes will be presented by the Treasurer (or outvoting Committee) and voted on by the membership

7. REGULAR CLUB MEETINGS

Members will be given notice of all meetings and outings on a regular basis

8. FINANCE

- The Treasurer will be responsible for the Club finances and will present a report at the AGM
- Cheques to be signed by Treasurer and one other Officer according to the bank mandate
- In the case of bank transfers, a report will be made to the Committee so they may be noted in the minutes

9. DISSOLUTION OF THE CLUB

The Club can be dissolved by two thirds majority vote by the membership present at an AGM or SGM whereupon the Committee will arrange to discharge any assets amongst nominated charities and groups. Any liabilities at the time of dissolution shall be the joint responsibility of all Members.

Constitution agreed and accepted Date.....

RESPONSIBILITIES AND DUTIES OF OFFICERS AND COMMITTEE MEMBERS

President

This is a non-elected position and is a non-officio member of the Committee
 Primary responsibility to chair the AGM and oversee election of Officers and Committee members
 May present prizes at annual Veg and Flower Show

Chair

To chair monthly members meetings, introduce speaker and give vote of thanks at the end
 Help set up and clear hall at start and end of meetings
 Ask speaker to judge monthly competition
 Chair Committee meetings and works with Club Secretary to make agenda available to Committee members along with minutes of meetings
 Prepare report for AGM to summarise annual events and welcome any new members

Vice-Chair

Primary duty to assist Chair and stand in if Chair not available for monthly members meetings

Treasurer

Balance funds and record movements in cash book
 Bank funds as and when necessary
 Pay all fees due to Gold Club, RHS and Insurance and any other expenses as they occur including visiting speaker fees
 Collect money from subscriptions, outings and events
 Organise float for Plant Sale
 Invoice advertisers for Annual Show and collect amounts due
 Prepare accounts and present report to AGM

Club Secretary

Book monthly meeting venue in advance for the year
 Book site for annual Plant Sale
 Take minutes at Committee meeting and distribute as soon as possible to Committee members
 Circulate the agenda prior to Committee meetings
 Provide minutes of previous AGM for viewing and signing

Take minutes of AGM

Liaise with Show Secretary in booking venue for Annual Show

Ensure details on website is kept up to date

Contact Viaduct to advertise monthly meetings with subject, time and venue

Inform Somerset Federation of Gardening Clubs of main events such as Annual Show and Plant Sale

Booking Secretary/ies

Put together and make bookings for a programme of speakers for monthly meetings

Check with speakers at least a week prior to confirm visit and give directions to venue

Check with visiting speakers if they require any technical equipment set up

Arrange summer garden visits

Arrange Christmas meal with assistance from rest of Committee

Membership Secretary

Keep register of members and visitors at each meeting

Keep spreadsheet of members names, addresses and contact details as per signed membership forms - only to be shared within the Committee re Data Protection

Update spreadsheet with new members and changes to existing membership details

Provide information packs and membership cards to new members

In January, re-new subscriptions for members and hand out new membership cards

Liaise by email any correspondence with membership

Show Secretary

The following consists of main tasks associated with the Annual Show but a more detailed list is available and is carried out by the help of a sub-committee.

Check with Club Secretary that venue booked for Annual Show

Discuss with Committee various classes exhibits for Annual Show

Approach advertisers and sponsors for show in Jan/Feb

Send letter to Town Council for Funding

Book Judges for various classes

Distribute details of classes to Club Membership

Arrange for schedules to be put together with adverts and ready for printing (Huish Episcopi School)

Print Posters

Distribute schedules to Overt Locke and Library (and elsewhere?)

Send copies of schedules to judges and advertisers

Advertise in Viaduct, Social Media, Website etc.

Collect trophies and arrange for engraving

Ask for donations for raffle tombola, sales table etc

Confirm Judges nearer to Show

Organise volunteers to help set up (Friday evening) and dismantle show (Saturday)

Purchase prizes

Collect exhibitor schedules and allocate exhibit cards and exhibitor numbers

Committee Officers and Members elected annually at the AGM by club members

Other tasks such as Raffle, Monthly Competition, Christmas meal, special outings, to be undertaken by all Committee members by agreement

All Committee members to work together and help in any of the roles above if assistance is required