

THE NEEDHAM MARKET AND DISTRICT HORTICULTURAL SOCIETY

RULES

1. The name of the Society shall be The Needham Market and District Horticultural Society.
2. The object of the Society shall be to promote diverse aspects of the design and cultivation of gardens and allotments through lectures; discussions and demonstrations; through competitions and through visits to centres of horticultural interest.
3. A programme for the year shall be formulated by the Committee and issued to all members of the Society at least one month before the AGM.
4. The annual subscription shall be determined by the Committee according to the Society's financial circumstances and will be due from the first day of January in every year.
5. Honorary Life Membership may be awarded to members where their outstanding long and valuable services to the Society merit such recognition. Nominations for such Membership shall be made to the Committee for consideration and approval.
6. A Committee consisting of not more than 14 elected members shall conduct the affairs of the Society and shall normally include the following officers:

President, Chairman, Secretary, Events Co-ordinator, Treasurer.

7. The Officers and Committee shall be elected at the Annual General Meeting of the Society and shall hold office until the next Annual General Meeting when they will retire, but be eligible for re-election.
8. No person may hold more than one office at a time. Additional officers or Committee members may be co-opted and temporary sub-committees may be formed as circumstances make desirable. The committee is authorised to fill any vacancy that may arise.
9. At the first meeting of the Committee after the Annual General Meeting the Committee shall elect a Vice-Chairman. If at any Committee meeting neither the Chairman nor the Vice-chairman is present, the Committee shall elect a Chairman to preside at that meeting.
10. The Annual General Meeting of the Society shall be held during the first week in February in every year for the purpose of:
 - (a) Receiving the Committee's report on the work of the Society during the preceding year, and a financial statement and Balance Sheet signed by the Auditor.
 - (b) The election of Officers and members of Committee.
 - (c) Any other business of which notice has been given to members or which the Chairman shall rule is in order.

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11. The Committee may convene an Extraordinary General Meeting of the Society at any time and shall do so within two calendar months upon the receipt of a written request signed by ten members of the Society. Notice of such a meeting and its agenda must be displayed at a preceding meeting.
12. The President, or in his absence the Chairman, or in the absence of both, the Vice-Chairman of Committee shall preside at any Annual or Extraordinary General Meeting of the Society.
13. The quorum of a General meeting shall consist of ten members, and the quorum of a Committee meeting shall consist of six members. In the event of an equality of votes, the Chairman of any meeting shall have a second or casting vote.
14. Voting shall be by show of hands unless the Chairman of the meeting shall direct that a ballot be taken.
15. No person shall be entitled to vote at any meeting of the Society or to any other privilege of membership until his subscription for the current year has been paid.
16. All subscriptions and other monies shall be passed to the Treasurer who shall be responsible for all the Society's funds and for keeping accounts thereof. All sums received by him on the Society's behalf shall be paid into the Society's banking account and all cheques drawn on that account shall be signed by him and one other authorised signatory. The funds of the Society shall be used solely for furthering the Society's objectives and only in ways sanctioned by the Committee or by a General Meeting.
17. An auditor for the ensuing year shall be elected at every Annual General Meeting and shall be eligible for re-election. If necessary, the Committee is authorised to appoint an interim auditor. No Officer or member of the Committee shall be eligible to be Auditor.
18. These rules may be amended only at the Annual General Meeting of the Society and only if notice has been sent to all members not less than fourteen days before the meeting.

Revised FEBRUARY 2005