

# BAILDON HORTICULTURAL SOCIETY

<http://www.baildonhort.btck.co.uk>

## CONSTITUTION

The Society will be called

Baildon Horticultural Society (BHS)

1. **Objectives:** BHS operates to promote an active interest in horticulture, for the purpose of gardening and growing vegetables, fruit and flowers. The Society also administers garden allotments and smallholder plots at Thompson Lane and Charlestown on behalf of the Baildon Town Council, where rare breeds of livestock and bees are also kept. It also organises and presents an Annual Horticultural Show in September.
2. **Membership:** Membership is open to all people in the Baildon area and surrounding locality who subscribe to the objectives of the Society and who pay the annual subscription. All plot holders must be members of the Society.
3. **The Committee:** The members shall yearly, at the AGM, elect a committee from among the membership. The function of the Committee is to transact the business of the Society on behalf of the membership, in pursuit of the objectives stated above. The Committee will consist of 12 officers, the officers designated in 4 below, plus 8 ordinary members. The committee will meet monthly (except in December). A quorum shall consist of 5 members. Officers will report to the committee. The Committee may decide on action to be taken, or may endorse an action already taken by an officer. Meetings will be recorded and copies of the minutes will be available to members for inspection.
4. **Officers:** The members shall yearly, at the AGM, elect the following Honorary posts: President, Chairperson, Treasurer, General Secretary and **Communications** Officers. Other officers, including allotment officers, shall be elected on a needs basis including general committee members. The Committee members may co-opt additional committee members as and when required.
5. **Appointment of officers:** Nominations of officers may take place at the committee meeting immediately prior to the AGM, or from the floor of the AGM. In the event of more than one nomination being made for a position, a show of hands shall be held and the result determined by simple majority. If an officer vacancy should occur during the year the committee can seek to fill the vacancy. If more than one nomination is received, the matter shall be resolved by a ballot within the committee.
6. **Removal of Officers:** Officers and committee members shall hold office during their term unless they consistently fail, without good reason, to attend meetings. Where an officer is deemed not to have met his/her responsibilities, the committee can remove the officer from office after the carrying of a vote of "No Confidence"
7. **Ad Hoc Sub-committees:** The main committee may set up an "ad hoc" sub-committee in order to deal with a particular project. The remit of the sub-committee and the powers delegated shall be set by the main committee, which shall receive reports from the sub-committee.
8. **Financial Control:** The Society shall operate a bank account (bank accounts). The committee shall agree the bank and also the signatories to the bank account. All cheques shall be authorised by two members as indicated in the bank mandate.

9. **Rule enforcement:** The committee shall be responsible for enforcing the rules of the Society as stated in the document "BHS Rules and Conditions for Allotment Tenants" The committee is empowered to amend existing rules or introduce new rules during the course of the year, but rule changes shall be reported to the AGM and endorsement sought.
10. **Annual General Meeting:** The Annual General Meeting shall take place in December. The business transacted shall include:
- (1) Receiving reports from officers
  - (2) Receiving and approving a set of audited accounts for the previous year's transactions
  - (3) Electing officers for the forthcoming year together with committee members
  - (4) Setting the level of honoraria for those officers in receipt of same
  - (5) Setting the level of membership subscription to the Society
  - (6) Setting the level of allotment rents to be charged
  - (7) Deciding whether to make a donation to a local charity and if so, which charity.

The AGM is the appropriate forum for amending the constitution (by simple majority vote) and notification of rule changes, which should be endorsed by a majority vote. The quorum for an AGM is 10 members attending.

11. **Extraordinary General Meeting:** On receipt of a written request from at least ten members, the Secretary shall call an Extraordinary General Meeting. The meeting shall be held within fifteen working days of the receipt of the request, and all members shall receive at least ten days written notice of the meeting, together with details of the arrangements and agenda items.

January 2020