**Fintray Gardening Club Constitution**

1. Name

The name of the organisation shall be the Fintray Gardening Club (hereafter referred to as the club) We shall operate within Hatton of Fintray (hereafter referred to as the village).

1. Aims

The aim of the club is to:

* Protect and enhance the natural environment within the village
* Promote, maintain and enhance horticulture within the village
* Provide advice, support and education on horticulture within the village
* Work in partnership with the Community Council and Fintray primary school

1. Affiliation

We will meet at least 4 times a year all year and will be affiliated to the Fintray Community Association to who we will present an annual budget and who will hold funds on our behalf.

1. Membership

Membership will be free and is open to anyone within the village with an interest in horticulture.

1. Equalities

Membership shall be open to all and no one will be refused on other than reasonable grounds. There will be no discrimination on grounds of age, disability, gender, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex, sexual orientation, political or other opinion.

1. Committee

6.1 There will be a minimum of 3 and a maximum of 5 committee members.

6.2 The committee shall comprise of the following office bearers elected by the committee following the AGM

* Chairperson
* Vice chairperson
* Treasurer
* Secretary
* School Liaison Person
* 2 Horticultural Advisors

Committee members may hold more than one post and shall be elected at the Annual General Meeting for a period of one year, but are eligible for re-election.

6.3 The Committee shall have the power to co-opt people to

* Fill casual vacancies
* Sit on specific ad-hoc committees as and when required

1. Meetings

7.1 Annual General Meetings

The Annual General Meeting shall be held in September of each year.

* 1. Special General Meetings
     1. A Special General Meeting of the club shall be held if requested by the Committee. Requests for a Special General Meeting must be submitted in writing to the **secretary** stating the nature of the proposed business to be considered at the meeting.
     2. Any Special General Meeting so requested shall be held as soon as is practicable but no later than 6 weeks after the receipt by the **secretary** of such request.
  2. Committee Meetings

The Committee shall meet at least 4 times per year and additionally at other times as they may determine having regard to the business demands.

Minutes shall be stored online and kept by the **secretary**.

7.4 Sub-Committee Meetings

Sub-Committees shall meet as often as necessary to deal with the business they have been established to furnish, and for the period relevant to the task in hand.

7.5 Calling of Meetings

Members of the club shall receive at least 4 weeks’ notice of the Annual General Meeting.

Members of the Management and sub-committees shall receive 14 days notification of meetings and the business to be transacted.

7.6 Chairing of Meetings

The chairperson of the club, or in their absence, the vice-chairperson, shall preside at all meetings of the committee. In the absence of both office bearers, then any member of the committee may chair the meeting.

Sub-committee meetings shall be chaired by the person appointed for the purpose.

7.6 Voting at Meetings

Voting at all meetings shall be on the basis of vote per member club present. The chairperson shall have the casting vote in the event of any tie as well as a deliberative vote. Voting may be by show of hands, roll call or secret ballot as determined by the majority of those present at the meeting. Voting can be done in person or by nominated proxy.

7.7 Quorum

The quorum for an Annual General Meeting and Committee meetings shall be 3 members of the total membership of the committee.

1. Motions

8.1 Motions to change the constitution must be received by the secretary at least 4 weeks prior to the Annual General Meeting.

8.2 Notice of the motions and all other relevant papers shall be sent to members not less than 2 weeks prior to any Annual General Meeting or Extraordinary General Meeting.

The constitution can only be amended by resolution carried by a majority of two-thirds of those present and voting at an Annual General Meeting or Extraordinary General Meeting of the club

1. Finance

9.1 The finances for the club will be held in the Community Association account, and the club will submit an annual budget to the Community Association in September of each year and will then report on any spend at the Community Association meetings.

9.2 The club financial year shall run April to March.

9.3 The club may receive grants from other bodies for general or specific purposes for the furtherance of the club aims.

9.4 The club may seek additional finance from other appropriate agencies, or by fund-raising, to further support their development work.

9.5 Monies received on behalf of the club shall be paid into the Community Association bank account.

1. Dissolution

The club may be wound up by resolution carried by a majority of two-thirds of those present and voting at an Extraordinary General Meeting called for that purpose. Any monies allocated to the club will revert to the Community Association.

1. Adoption of Constitution

Adopted at the inaugural AGM / public meeting on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

This constitution was adopted by the members present

Signed

(Committee Members)

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