



SANDHURST AND DISTRICT GARDENING CLUB RULES

Name

1. The Club shall be called Sandhurst and District Gardening Club

Objects

2. The Object of the Club shall be to provide facilities for the cultivation and marketing of horticulture products between Members and for the encouragement of expertise in, and knowledge of, all matters concerned with horticulture for the social enjoyment of Members.

Management Committee

3. The Club shall be managed by a Management Committee consisting of a maximum of six members which should include the Chair, Vice Chair (s), Secretary and Treasurer.
4. The Management Committee will be elected by the Annual General Meeting (AGM) of members in each year.

Subgroups

5. The Management Committee will be supported by specific subgroups (Trading Hut, Shows, etc) and/or responsible individuals (eg. Coach trips, holidays) who will organise and deliver their activities. The subgroups will provide regular updates to inform the Management Committee of their activities. Representative (s) of these subgroups or responsible individuals may attend the Management Committee if required or desired. Each subgroup will prepare a yearly summary report for the AGM.

Subscription

6. The annual calendar year's subscription for ordinary Members shall be decided by the Committee by the first day of November for the following year. Members will be given until the end of March to renew their membership.

Life Members

7. The Management Committee shall have the power to propose Honorary Life Members, without payment of any further subscription, who have rendered exceptional services to the Club. These will be confirmed at the next AGM or Special General Meeting (SGM).

Expulsion of members

8. The Committee shall have the power to expel any Member who shall offend against the Rules of the Club or whose conduct shall in the opinion of the Management Committee render that

person unfit for membership of the Club. No Member whose membership has been terminated under this Rule or who owes money to the Club shall be introduced by any other Member as a visitor to any part of the Club premises or activity.

Club Volunteers

9. The Club's volunteers shall be under the order of the Management Committee only, and no Member shall reprimand a Club volunteer. If a Member has any cause to complain the complaint should be provided to the Management Committee in writing for consideration and resolution.

Formal Review and Amendment of Club Rules

10. Club rules should be formally reviewed every 5 years and confirmed at the AGM. The Management Committee shall have the power to amend the Club Rules but no alteration shall take effect until confirmation at an AGM or SGM convened for that purpose.

Annual General Meetings

11. A General Meeting of the Club shall be held in every year not later than the last day of February to transact the following business:
 - (a) To receive and, if approved, to adopt a statement of the Club's Accounts to the end of the preceding year.
 - (b) To consider and, if approved, sanction any newly-made alteration of the Rules.
 - (c) To appoint Members of the Management Committee.
 - (d) To confirm appointment of Auditors (if required).
 - (e) To deal with any special matter which the Committee desire to bring before the Members and to receive suggestions from the Members for consideration by the Management Committee.

A Notice convening the AGM shall be sent to the members not less than fourteen days before the Meeting and shall specify the matters to be dealt with.

Members' right to request a Special General Meeting

12. An SGM may be convened at any time by the Management Committee. It shall also be convened within fourteen days from the receipt of a request, either in writing, signed by not less than three Members or via separate emails from three members specifying the objective of the Meeting for any of the following purposes:
 - (a) To consider and, if approved, alteration(s) to the Club Rules.
 - (b) To deal with any special matters which the committee may desire to place before the Members.
 - (c) To receive the resignation of the Management Committee.
 - (d) To remove any Member or Members thereof from office and to fill any vacancy or vacancies caused thereby.
 - (e) To deal with any special matters which Members requiring the Meeting may desire to place before the Club.

A Notice convening an SGM shall be sent to the members not less than fourteen days before the Meeting and shall specify the matters to be dealt with.

Meeting structure

13. An AGM or SGM will be chaired by the elected Chair (unless for an SGM they are the subject of the meeting). They will have a casting or additional vote in the event of an equality of votes.

Quorum

14. At Management Committee Meetings a majority of the representatives shall form a quorum. At General Meetings (AGM/SGM) a minimum of fifteen ordinary members shall form a quorum.

Trustees

15. The Management Committee shall propose / nominate prior to every AGM 3 Trustees for the year ahead, for approval at the AGM by the members. Their role and responsibilities will be covered by the "Terms of Reference for Trustees.

Revised April 2023

Confirmed by SGM 17th April 2023