**CONSTITUTION**

1. The title of the Society shall be: **North Berwick Gardening Club**, formerly known as **North Berwick Horticultural Society**.
2. The object of the Society shall be the encouragement of horticulture in all its branches
3. Purpose: To carry on any activities which further the above object
4. Structure:
	1. MEMBERS - who have the right to attend the annual general meeting (and any special general meeting) and have important powers under the constitution; in particular, the members elect people to serve on the management committee and take decisions in relation to changes to the constitution itself
	2. MANAGEMENT COMMITTEE - who hold regular meetings during the period between annual general meetings, and generally control and supervise the activities of the club; in particular, the Management Committee is responsible for monitoring the financial position of the association.
5. Membership: open to any resident of North Berwick and surrounding areas. Any person who wishes to become a member must apply, and lodge with the association, an application for membership in writing or by email. Honorary membership -The Management Committee may from time to time invite persons of note in the community to become members, honorary vice presidents or honorary presidents.
	1. Membership subscription: membership subscription shall be payable in September each year. The amount of subscription will be determined by the Management Committee and confirmed at the AGM.
	2. Register of members: The Management Committee shall maintain a register of members, setting out the full name, address, telephone number and email address of each member. The register of members will be held by the secretary for as long as the person is a member, and details of membership and emails will be kept confidential by the secretary. A fair processing notice will be available on the association website and members will be asked for their consent for the secretary to hold their address etc. Members of the management committee will be asked for their consent to publish their names on the association website.
	3. Upon payment of the subscription each member will receive a membership card showing the year of membership and anything else the Management Committee so decides.
	4. Withdrawal from membership: Any person who wishes to withdraw from membership shall lodge with the association, a written or email notice to that effect; on receipt of the notice by the association, they shall cease to be a member.
6. The government of the Society shall be entrusted to the Management Committee, consisting of Chair, Vice-Chair, Secretary, Treasurer and up to six other Management Committee Members. The Management Committee shall be elected at the Annual General Meeting and all members of the Management Committee will be current members of the club. With the agreement of the current Management Committee members, others may join the Management Committee during the year.
	1. The Management Committee shall elect from among its number officers to carry out duties such as Minute Secretary, Show Organiser, Outings Organiser, and Press Officer. The Management Committee may appoint an Honorary President
	2. Minutes:The Management Committee shall ensure that minutes are made of all proceedings at general meetings, management committee meetings and meetings of committees; a minute of any meeting shall include the names of those present, and (as far as possible) shall be signed by the chairperson of the meeting
	3. Accounting records and annual accounts**:** The Management Committee shall ensure that proper accounting records are maintained in accordance with all applicable statutory requirements. The management committee shall prepare annual accounts, complying with all relevant statutory requirements; if an audit is required under any statutory provisions or if they otherwise think fit, they shall ensure that an audit of such accounts is carried out by a qualified auditor.
7. Any five Management Committee members shall form a quorum and, in the event of equality of voting, the Chairman shall have a casting vote.
8. The Management Committee shall organise a horticultural programme of activities such as Lectures, Demonstrations, Excursions, Exhibitions and Social events.
9. The Annual General Meeting of the Society shall be held not later than the 30th April each year. The Annual General Meeting shall receive reports from the Management Committee, shall consider and confirm the Annual Accounts of the Society, shall elect, or re-elect Officers and Members of Management Committee, and shall conduct any other business appropriate to the Annual General Meeting. A quorum shall consist of one third of the membership. In the event of equality of voting, the Chairman shall have a casting vote.
10. In the event of the Society disbanding, assets should pass to an appropriate local organisation at the discretion of the Management Committee.