

CAMBERLEY & DISTRICT HORTICULTURAL SOCIETY

CONSTITUTION 2024

1. The name of the society shall be The Camberley & District Horticultural Society, henceforth known as the Society or C&DHS.
2. **Objectives:**
 - To stimulate interest in horticulture and encourage community involvement.
 - To manage the allotment sites within the Borough of Surrey Heath on behalf of the Surrey Heath Borough Council, for which service Surrey Heath Borough Council will provide an annual management fee, in accordance with the management agreement dated 1977.
 - To subscribe to other similar Societies and organisations for the purpose of furthering the aims of the Society, these other organisations and their members.
 - To effectively communicate with tenants and members
 - To offer guidance to tenants and members, to improve knowledge and methods of current horticultural practice.
 - All allotment sites to be managed in a consistent manner and in accordance with society procedures including the Code of Conduct, Ways of Working and any others introduced and reviewed from time to time.
3. **Membership:**
 - All tenants will be members.
 - Shall be open to all those interested in horticulture, who are paid up tenants of the Society or said family members or friends (being active on the Allotments).
Membership subscription is included in allotment rents. (£1 per head for anyone not a tenant or such amount as may be decided at the Annual General Meeting)
Members who have not renewed their membership before the period detailed in the site tenancy agreement (28 days after 6 January each year) shall be deemed to have resigned unless there are extenuating circumstances.
4. **Administration:**
 - The Executive Committee shall carry out the administration of the Society.
 - The Executive Committee shall consist of twelve members, who shall act for the good and benefit of the Society and its tenants. These shall be the appointed site representatives from each allotment site, with the balance from members elected at the Society AGM.
 - Three of these members will subsequently occupy the offices of Chair, Treasurer and Secretary and shall be decided at the Executive Committee meeting following the AGM.

- The Executive Committee shall have the right to appoint such Officers, e.g. for investigations / appeals Secretary, or sub-committee as may be necessary to meet special circumstances. Such appointments shall be on a temporary basis for the duration of the requirement.
- The Executive Committee shall have the power to fill any vacancies arising on the Committee between one AGM and the next by co-option, and in addition, to co-opt not more than two additional members to meet specified needs.
- In case any dispute arises between the Society and any of its officers or any Member relating to the Constitution and Rules of the Society, the matter shall be dealt with by the Executive Committee convened for this purpose. Both parties in dispute may make representations at such meeting and a decision of the Executive Committee is final.

5. Meetings:

- The AGM shall be held in February each year. This meeting will be minuted for record / finance purposes.
- Executive Committee meetings shall be held quarterly.
- An Extraordinary General Meeting may be called at any time on a written request to the Secretary or Chair of the Executive Committee of not less than 20 Members of the Society, together with a copy of the resolution or resolutions signed by the proposer and seconder, and not less than 18 members of the Society. The cost of any such meeting shall be borne by the proposer and seconder of any resolution that fails to be adopted.
- A Quorum at an AGM shall be 50% of the total number of the Executive Committee (as elected at AGM), plus no less than 10 tenants/ members. All questions put at the meeting will be decided upon by simple majority.
- The Chair and either the Secretary or Treasurer may take any executive emergency actions required where it is not practicable for the business to be decided upon at a Regular or Special Committee Meeting. Details of the action shall be reported and recorded at the next meeting of the Executive Committee.
- At all meetings of the Executive Committee, a quorum should consist of a minimum of 50% of the members plus the Chair. Every question shall be decided by a simple majority of votes and if the votes are equal, the Chair shall have the casting vote in addition to his/her vote as a Member. In the absence of the Chair, an acting Chair elected at the Committee meeting shall preside for that meeting.
- All decisions taken by the Executive Committee regarding capital expenditure on a particular site shall be a simple majority of those members not affiliated to that site. The Chair (or acting Chair) shall have the casting vote if necessary.
- Any expenditure up to the value of £500 may be authorized by a majority of the Executive Committee officers. This value will be reviewed annually.
- If any member is not present at a committee meeting when a vote is taken they will not

be able to vote.

- If, between scheduled meetings, a vote via email is necessary, a period of 14 days must be allowed for members to vote. If a member has not voted within that allocated timescale then they are deemed to be "abstaining" from the vote.

6. Finance:

- The Treasurer shall receive all monies on behalf of the Society and shall pay all accounts. S/He shall present an audited Balance sheet to the AGM each year and shall report regularly to the Committee the correct state of the Society's finances.
- No disbursements may be made by any officer or member of the Society without the authority of the Treasurer.
- All disbursements (eg. Cheques, direct debits, BACs payments) shall be authorised by two signatories other than the payee.
- The authorised signatories (max 4) shall be decided by the Executive Committee or in the event of a default shall be Chair, Treasurer and Secretary.

7. Insurance:

- The Society will hold Liability Insurance cover via the RHS (or other provider). This policy will provide an indemnity to the Society and Executive Officers and at the Society's request any member of the society for its legal liability for injury to third parties or damage to third party property arising out of the Society's Horticultural or Social activities. This includes an indemnity for legal costs incurred with insurers' consent in defending any such claims including third party costs awarded against the Society/Executive Officer/Member all subject to the limit of the indemnity purchased (currently £10 million).
- Insurance will be charged with annual plot rents covering Third Party liability to visitors /3rd parties on site, property belonging to the society and injury to volunteers working for the society.

8. Allotments

The Secretary shall act as liaison officer between the Surrey Heath Borough Council and the Executive Committee of the Society.

- All plots will be leased through a Society approved terms and conditions tenancy agreement to named tenants.
- Site Reps in consultation with the Secretary will administer the Tenancy Agreements governing the tenancy of the Allotments and will be responsible for the smooth running of the allotment sites.

This document has been presented at the AGM and agreed by those present to its

implementation.

Signed 

Dated 8/2/2024

Chair of C&DHS Horticultural Society Executive Committee

*Horticultural as defined in the Oxford English Dictionary 'Art of garden cultivation'