

Letchworth

**LDGA  
MEMBER'S  
RULEBOOK**

2016 Edition

**Letchworth  
District  
Gardeners  
Association**

## **1. Name**

The name of the Association shall be the "Letchworth District Gardeners Association" (LDGA)

## **2. Aims**

2.1 The aims of the Association shall be to: -

2.1.1 Promote an interest in gardening and allotments

2.1.2 Provide trading facilities to its members.

2.1.3 Co-operate with the local Authorities in providing a satisfactory service on allotment matters within Letchworth Garden City.

2.1.4 Arrange suitable talks and outings

2.1.5 Organise two shows per annum, to be known as the Summer Show and the Autumn Show.

## **3. Membership**

3.1 Persons wishing to become members must submit a completed application form to the Membership Secretary.

3.2 There shall be three special classifications of membership i.e.

3.2.1 President

3.2.1.1 A Nomination for the position of the President shall be proposed by the Committee. The President shall be elected by the Membership at the AGM.

3.2.2 Vice Presidents

3.2.2.1 The position of Vice President shall be awarded in recognition of outstanding service to the Association.

3.2.2.2 Nominations for Vice Presidents shall be proposed by the Committee.

3.2.2.3 The election of Vice Presidents shall be by the Membership at the AGM.

3.2.3 Honorary Members

- 3.2.3.1 The position of Honorary Members shall be awarded to any person not necessarily a Member of the Association who the Committee consider worthy of such a distinction.
- 3.2.3.2 Nominations for Honorary membership shall be proposed by the Committee.
- 3.2.3.3 The election of Honorary Members shall be by the Membership.

#### **4. Subscriptions**

- 4.1 All members excluding those defined in paragraph 4.1.1 below shall be liable to pay the Annual Subscription.
- 4.1.1 The following Members are not required to pay the annual subscription unless they wish to stand for election to the committee: - The President, the Vice Presidents and Honorary Members.
- 4.2 All subscriptions shall be due on the 1st January each year.
- 4.3 All members shall produce current membership cards when purchasing goods at the store or monthly meetings.
- 4.4 Members whose application for membership has been accepted after 31st August will be required to pay the full subscription, but such subscription shall be valid up to 31st December of the following year.
- 4.5 Any change to the Rates of Subscription shall be recommended by the Committee and approved by the Membership at the AGM.
- 4.6 Any member, excluding those Members included in paragraph 4.1.1 above, whose subscription is in arrears by more than six ( to allow for extraordinary circumstances) months shall be deemed to have resigned from the Association.

#### **5. The Committee**

- 5.1 The committee shall consist of the Chairman, Secretary, Treasurer, Show Secretary, Trading Secretary, Meetings Secretary and up to 4 other members.
- 5.2 The Committee shall have full responsibility for the overall management decisions required to run the Association.
- 5.3 Committee meetings shall be held regularly with at least six number being held per annum. Any committee member missing more than two meetings (apart from unavoidable illness or other just reasons) will have deemed to have resigned.

- 5.4 An Extraordinary Committee meeting may be called at any time. Such meeting shall be requested by at least three members of the committee and shall be organised by the Secretary to be held within fourteen days of receipt of the request.
- 5.5 The quorum at a Committee meeting shall be five however in the event of a major decision being required then the meeting shall be postponed until such time as a full committee can convene.
- 5.6 In the event of an equal vote on any proposal the Chairman of the meeting shall have a second and casting vote.
- 5.7 In the absence of the Chairman the Committee will elect a Chairman for the duration of the meeting.
- 5.8 The Committee shall consist of Elected Members and co-opted members.
- 5.9 All nominees for a position of a Committee Member shall be nominated by a Member and seconded by at least one other Member of the Association.
- 5.10 The Committee members shall be elected by the Membership at each Annual General Meeting.
- 5.11 Should the number of nominations for positions on the Committee be twenty or less at the close of nominations then those nominations shall be automatically deemed to have been elected to the Committee. Should nominations be received at the AGM and this exceeds the number required by the shortfall, then a ballot will be taken at the meeting in which only the nominations proposed at the meeting will be considered.
- 5.12 The Committee shall have the power to co-opt up to 2 Members to assist in carrying out their responsibilities.
- 5.13 Any Committee which has been elected in accordance with 5.11 above shall commence their term of office at the termination of the said Annual General Meeting.

## 6 **Executive**

The purpose of the Executive is to aid the Chairman in the decision making that needs a resolution to an urgent matter

6.1 The Executive shall consist of the:-

6.1.1 Chairman

6.1.3 Secretary

- 6.1.4 Treasurer
- 6.1.5 Any other member of the committee that may be considered necessary by the Executive for the efficient management of the Association.
- 6.2 The quorum at an Executive meeting shall be Three.
- 6.3 Election of the Officers.
  - 6.3.1 At the AGM the membership shall elect the committee.
  - 6.3.2 The Chairman shall be elected by the membership at the AGM.
  - 6.3.3 The position of Secretary and Treasurer shall be elected by and from the committee following the AGM.

6.7 Members are to be advised of the committee and their position held.

## **7. Accounts**

- 7.1 The Treasurer shall be responsible for the keeping of all the necessary books and for their presentation to the accountant (changed and agreed Nov 2011)
- 7.2 The Association shall have a Current banking account for day to day usage and one or more other accounts from which it may obtain the most advantageous rates available.
- 7.3 Where an account can be operated electronically only transfers between accounts may be undertaken electronically.
- 7.4 The Committee shall agree the adoption of any financial institution.
- 7.5 All Association cheques shall be signed by two out of three nominated signatories
- 7.6 The names of all cheque signatories shall be approved by the Committee before presentation to the relevant financial institution. One of the signatories shall be the Treasurer.
- 7.7 The Annual Financial Statement shall be prepared and the accounts reviewed by an Accountant. (changed and agreed Nov 2011).

## **8 Honoraria**

- 8.1 The Committee shall have the power to award Honorariums to members of the Association.

- 8.2 Honorariums for any one year shall be approved at the first Committee meeting of the following year.
- 8.3 Nominees may include any member who is considered to be a suitable recipient.
- 8.4 The amounts of such Honorariums shall be determined by the Committee.

## **9. Rules**

- 9.1 Any changes to these Rules shall be approved by the Membership at the AGM or an extraordinary General Meeting.

## **10. Annual General Meeting**

- 10.1 An Annual General Meeting shall be held every February.
- 10.2 All members of the Association who have paid their annual subscription shall have the right to attend and vote at an Annual General Meeting.
- 10.3 The President, Vice Presidents and Honorary Members who have not paid an Annual Subscription shall have the right to attend and partake at an Annual General Meeting but shall not have the right to vote on any issue.
- 10.4 Members shall receive at least fourteen (14) days' notice of the date and venue of the Annual General Meeting.
- 10.5 The quorum at an Annual General Meeting shall be - 20.
- 10.6 The purpose of the Annual General Meeting is to:-
- 10.6.1 Receive the Chairman's Annual Report
  - 10.6.2 Approve the Accounts as presented in the Financial Statement (changed and agreed Nov 2011).
  - 10.6.3 Approve the Accountant for the following year (changed and agreed Nov 2011).
  - 10.6.4 All nominations for the Committee and proposals for consideration at the Annual General Meeting shall be presented to the Secretary in writing with at least seven clear days' notice prior to the meeting.
  - 10.6.5 In the event of an equal vote on any proposal the Chairman of the meeting shall have a second and casting vote.

10.6.6 Nominations for the position of Chairman shall be taken, at the AGM, after the election of the committee.

## **11. Extraordinary General Meetings**

11.1 An Extraordinary General Meeting of the Association may be called at any time as long as the following criteria are met:-

11.1.1 The request for such a meeting shall be signed by at least twenty (20) Members of the Association and a clear indication of the reason for the meeting should be given.

11.1.2 Such request shall be handed to the Secretary in writing who shall make the necessary arrangements.

11.1.3 The Secretary shall arrange such a meeting as soon as is possible.

11.1.4 The period between the receipt of request for an Extraordinary General Meeting and the date of the meeting shall not exceed four (4) weeks.

11.1.5 The Secretary shall advise all members of the reason for the meeting its date and venue.

11.1.6 A notice in a local newspaper shall be deemed to be suitable notice to all Members in advising them of such a meeting.

11.2 In the event of an equal vote on any proposal the Chairman of the meeting shall have a second and casting vote.

## **12. Dissolution of Association**

12.1 In the event of the LDGA disbanding, the monies and assets will be held in Trust for three years by the RHS.

12.2 Should any new association be set up with similar aims and rules the monies and assets will be transferred to the new Association.

12.3 At the end of three years if no Association is formed the monies and assets will remain with the RHS for their use.

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