

Letchworth

**LDGA
MEMBERS'
RULEBOOK**

2020 Edition

**Letchworth
District
Gardeners
Association**

1 NAME

1.1 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 All members of the society are expected to conduct themselves in a reasonable manner and to respect the rights of the fellow members and the wider community. In appropriate, offensive, or unlawful conduct in this regard, which is brought to the attention of the committee, may lead to membership being withdrawn. The decision of the committee on such matters shall be final. In the event that membership is terminated, the membership subscription paid for that year shall be refunded in full.

3.3 There shall be three special classifications of membership i.e.:

3.3.1 President

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.

3.3.2 Vice President

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

3.3.2.1 Nominations for Vice-President shall be proposed by the committee.

3.3.2.2 The election of Vice-President shall be by the membership, at the AGM.

3.3.3 Honorary Members

The position of Honorary Member shall be awarded to any person not necessarily a member of the association who the committee consider worthy of such a distinction.

3.3.3.1 Nominations for Honorary Membership shall be proposed by the committee.

3.3.3.2 The election of Honorary Member shall be by the membership at the AGM.

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:

President

Vice-Presidents

Honorary Members

4.2 All subscriptions shall be due on the 1st January each year.

4.3 All members shall produce a current membership card when purchasing goods at the store, or monthly meetings.

4.4 New members whose application for membership has been accepted after 31st August will be required to pay 50% of the full subscription. This will cover September to December of that year following which the full subscription will apply.

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 three months shall be deemed to have resigned from the association and will be required to pay the full subscription should they later decide to re-join unless it is after 31st August when sub-clause 4.4 will apply.

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 (6) 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 (3) members of the committee and shall be organized 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 AGM.
- 5.11 Should the number of nominations for position on the committee be ten (10) or less at the close of nominations, then those nominations shall be automatically deemed to have been elected to the committee. Should there be more than ten (10) nominations, then a ballot will be held at the AGM.
- 5.12 The committee shall have the power to co-opt up to two (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 AGM.

6 EXECUTIVE

- 6.1 The purpose of the executive is to aid the Chairman in the decision making that needs a resolution to an urgent matter.
- 6.2 The executive shall consist of:
Chairman
Secretary
Treasurer
Any other member of the committee that may be considered necessary by the executive for the efficient management of the association.
- 6.3 The quorum at an Executive Meeting shall be three (3)
- 6.4 Election of the officers
At the AGM the membership shall elect the committee
- 6.4.1 The Chairman shall be elected by the membership at the AGM.
- 6.4.2 The position of Secretary and Treasurer shall be elected by and from the committee following the AGM.
- 6.5 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.
- 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.

8 HONORARIA (section removed AGM Feb 2020)

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 AGM.

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 AGM 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 AGM.

10.5 The quorum at an AGM shall be twenty (20).

10.6 The purpose of the AGM is to: -

10.6.1 Receive the Chairman's Annual Report

10.6.2 Approve the accounts as presented in the financial statement.

10.6.3 Approve the accountant for the following year.

10.6.4 All nominations for the committee and proposals for consideration at the AGM 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 and 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 THE 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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