



## CONSTITUTION 2026

### THE CLUB

1. The name of the Club shall be the Cannock Wood & Gentleshaw Gardening Club.
2. The Officers of the Club to be the Chair, Treasurer, Secretary, Programme Secretary, Coach Trips Organiser and others as directed by the Committee.
3. The Officers of the Club to be appointed annually.
4. The Club shall have a Committee with a maximum number of 12. Committee members may be co-opted from time to time as required up to the maximum number allowed.
5. A quorum for the transaction of business shall be 51% of the number of current committee members or 5, whichever is lesser. At least two of those present should be Officers.
6. An annual general meeting of the Club is to be held each year in May. Subsequent annual meetings to take place the following May, or where this is not practicable within fifteen months of the previous annual meeting.
7. The Secretary is to give members 21 days' notice of the date of an annual general meeting or a special general meeting for matters of urgent concern. Nominations for Officers and Committee and any matters for consideration to be sent to the Secretary at least seven days before the date of the annual or special meeting. Members should receive any relevant matters and documentation via email at least 72 hours before the meeting.
8. The Officers of the Club shall operate bank accounts at any Bank as approved by the Committee with at least three signatories, any two required for every transaction with any transactions reported to the next committee meeting.
9. Such authorised persons (Rule 8) to agree transactions on behalf of the Club and to ensure all agreed expenses incurred by Officers or committee members in the running

of the Club shall be reimbursed promptly when required. Transactions to be limited to £200 without the prior consent of the Committee.

10. The Treasurer of the Club to report regularly to the Committee regarding Club finances and bank balances and present a report and balance sheet to the Committee at annual general meetings.

11. The Club meetings will be held in the Village Hall on the second Tuesday in the month or as otherwise agreed from time to time. Club meetings to commence at 7.30pm or as otherwise agreed from time to time.

12. Upon dissolution of the Cannock Wood & Gentleshaw Gardening Club the surplus assets (if any) shall after the discharge of all debts and liabilities be distributed to such Charities, Trusts or other worthy recipients as agreed by the Committee in general meeting.

## AIMS AND OBJECTIVES

### AIMS:

13. The aims of the Club are to encourage membership from anyone, whether amateur or specialist, with a shared interest in gardening and to promote the exchange, sale or donation of surplus garden plants, seeds etc to Club members.

14. The Chair and Officers of the Club will endeavour to organise talks, slide shows, demonstrations, garden visits, coach trips and other items of interest to Club members throughout the year. endeavour to fundraise to support events for the benefit of the club, good causes and the villages as determined by the committee.

### OBJECTIVE:

15. The objective of the Club is for membership to be open to all residents of the villages and surrounding areas.

## MEMBERSHIP

16. An annual membership fee as agreed at an annual general meeting is payable by all members of the Club to cover speaker costs and room hire. From 1st November until 31st March half the annual membership fee is payable; up to two months before the end of the year i.e. from 1st April, members can pay the full fee and receive the benefit of the extra two months.

Amended Constitution regarding Item 17 and Item 18 were agreed at the Annual General Meeting held on 12 May 2009

Amended Constitution regarding Item 8 and Item 9 were agreed at the Annual General Meeting held on 9 May 2017

Amended Constitution regarding updates to term Chair (from Chairman) and updates to items 5, 6, 7 and 8 at Special General Meeting held on 13 August 2024

Updated Constitution agreed at AGM on 13 May 2025 – reviewed 13 April 2026