

# DAWLISH GARDEN SOCIETY

## CONSTITUTION

Revised January 2021

### 1. Name

The name of the society is Dawlish Garden Society (The Society)

### 2. Aims and Objectives.

The purpose of the Society is the promotion, within Dawlish and surrounding areas, of horticulture, gardening and the enjoyment of gardens by:

- The provision of regular meetings for members
- The organization of visits to places and events of gardening and horticultural interest
- The provision of talks and presentations by guest speakers
- The holding of plant and produce show and/or sales
- The maintenance of the Society website: [dawlsh-gardensociety.uk](http://dawlsh-gardensociety.uk)

### 3. Membership

- Membership of the Society shall be open to all individuals who are interested in furthering the work of the Society and who have paid their annual subscription
- The Membership year shall run from 1<sup>st</sup> February to the 31<sup>st</sup> January the following year
- Every member shall have one vote
- The annual subscription shall be payable by each member. The subscription shall be as proposed by the Treasurer with agreement of the Management Committee and agreed by a majority vote at the Annual General Meeting. A membership card will be issued on payment of the subscription; such membership card shall be the formal receipt for payment.
- Visitors are welcome to attend talks, visits and other occasions organized by the Society on payment of the agreed fee for the meeting or event.

### 4. Management Committee

- The Society shall be managed by a Committee which will comprise a Chair, Secretary and Treasurer and a maximum of 7 other members
- All Committee members will be elected at an AGM by a two-thirds majority of Society members present and shall hold office from the conclusion of that meeting for a period of three years.
- All Committee members shall be eligible for re-election at the end of their three-year term.
- The Committee from time to time may co-opt additional members for specific projects or to fill a casual vacancy. Such co-opted members will serve until the next AGM, at which they may stand for election. Until such election, co-opted members shall not be eligible to vote on Committee matters and shall not be counted in respect of numbers present for the quorum.
- The Committee shall meet at least five times each year.

- A quorum shall be half of the Committee members and must include at least one of the Chair, Secretary or Treasurer.
- Decisions shall be determined by a majority vote by members of the Committee present and voting on the question. In the event of a tied vote the Chairman shall have the casting vote.
- When there is an urgent issue and lack of time to arrange a meeting dictates, the issue may be dealt with by e-mail or telephone between not less than four members, including Chair and Treasurer.
- The Secretary shall be responsible for taking and distributing minutes.
- The Secretary and Treasurer shall maintain the names and addresses of Society members and the data protection of them as laid down in section 9.
- The Treasurer shall ensure the public liability insurance is in place.

## **5. The Annual General Meeting**

The Annual General Meeting will be held on or about the last week in March of each year.

- The Secretary will send out the AGM Agenda and any items for discussion/agreement at the AGM a minimum of 21 days before the AGM, advising members that any issues/items they wish to raise for discussion be communicated to the Secretary no later than 48 hours before the meeting.
- The AGM shall be held for the purpose of:
  - Receiving the Chair's Report and the Treasurer's audited report
  - The election of Officers and Committee members as necessary
  - Deal with matters put to the Committee for discussion and agreement at the AGM

## **6. Special General Meetings**

The Committee may call a Special General Meeting of the Society at any time, if at least five members of the Society request such a meeting in writing to the Chair, stating the business to be considered. The Secretary shall call such a meeting with at least ten days notice given to members of the meeting and the notice shall state the business to be discussed. No other business shall be discussed at this meeting.

## **7. Society Meetings**

There will be between six to eight meetings of the Society plus the AGM shall be held each year, dependent on the circumstance at the time.

## **8. Finance**

- The Treasurer or delegated deputy shall have responsibility for all financial aspects of the Society and shall bank all monies (except petty cash) in the name of the Society.
- All cheques issued on behalf of the Society shall be signed by any two of the Chair, Treasurer or Secretary.

- The Treasurer shall provide a financial statement at each Committee meeting and shall report annually to the society at the AGM. The accounts produced at the AGM shall have been independently examined by a person deemed suitable by the committee.
- The Treasurer shall propose any recommended change in the annual subscription and meeting charge at the AGM whereupon members shall consider and vote on the proposal.
- The society is a 'Not for Profit Organisation'
- All profits and losses made by the Society Shows, plant sales or events will belong to the society
- In the event of the Society being wound up the disposal of any funds, after payment of outstanding bills, to be decided by the committee.

## **9. Data Protection**

A membership list of every member containing name, address and contact details will be kept by the Secretary and Treasurer. This information will be kept in a computer file and will only be used to send members the Newsletter and information about the group or associated activities via email or post. Each year members will be asked to give positive consent. At any time, members can have their contact information changed or deleted by informing the Secretary or Treasurer. Completed membership forms will be kept for the duration of the membership.

See Appendix 1 for the full Data Protection Policy

## **10. The Constitution**

- This Constitution shall take effect upon ratification by two thirds of members attending the AGM in January 2019.
- Proposals for amendment of the Constitution after this must be submitted by members to the Committee not less than 30 days prior to an AGM.
- This Constitution will be available on the Society website or a printed copy on request.
- For review bi-annually

**Adopted January 2019 – updated January 2021.**

**Signed:**

**Chair**

**Secretary**

**Treasurer**

# Appendix 1: Data Protection Policy

## General Data Protection Regulation 2018 Policy

### 1. Introduction

The Dawlish Garden Society (DGS) will comply with the requirements of the General Data Protection Regulation 2018. This Policy sets out how that will be achieved and who within the organisation will be responsible for ensuring compliance.

This policy is applicable to all Members of the DGS.

### 2. Definitions

'MEMBERS' means all the following classes of membership.

Full Members, Supporters, Officers, Committee, Life and Honorary Members

### 3. Type of data collected

The DGS will collect the following data for each Member: -

- First Name
- Surname
- Postal Address
- Telephone number (landline and/or mobile)
- Email address (where applicable)

### 4. Storage of data

The data is held on the Computers of the Secretary and Treasurer.

### 5. Use of data

The DGS uses the collected data to administer the Society and its organisation.

The e-mail addresses of the Members are used to circulate notices of events deemed to be of interest to the members. These circulated notices include events directly involving the DGS and events organised by others.

### 6. Sharing data within the DGS.

Data collected may be shared with committee members for information and for use in DGS business.

### 7. Sharing data outside of DGS.

The DGS does not share data with any person not a member of DGS Committee without their permission.

### 8. Deletion of Data

All data in respect of a Member will be deleted when a Member resigns, or their membership is terminated under the rules of the DGS.

The DGS will use best endeavours to ensure data is removed from all e-mail lists and all other live records held by the DGS.

### **9. Members choice of use of Data**

On joining each Member will be asked to provide the data detailed in item 3.

Each Member has the right to withhold any item of data they do not want the DGS to hold.

### **10. Ensuring Data Accuracy**

It is the responsibility of the Member to ensure that they advise DGS Secretary promptly of any changes to the data held by the DGS.

### **11. Data Control**

The Dawlish Garden Society Secretary and Treasurer hold the responsibility for ensuring that this policy is complied with, updated, and maintained.