

HELLEDON HORTICULTURAL ASSOCIATION

Constitution to be approved at the AGM 2025 Including amendments and Appendices

1. Title

The association's name shall be the "Hellesdon Horticultural Association," hereinafter referred to as the Association.

2. Objectives

The objectives of the Association are:

- To bring together people interested in gardening in Hellesdon and the surrounding district.
- To provide a discussion forum in respect of gardening and gardening-related issues.
- To arrange regular meetings for Association members that include guest speakers on gardening or gardening-related topics or any other subjects of general interest.
- To arrange visits to places of gardening and horticultural interest.
- To hold, as a minimum, an Annual Horticultural Show.

All profits arising from the general business of the Association and all subscriptions received shall be used to accomplish the objectives of the Association.

3. Membership

Membership of the Association shall consist of such persons whose application for membership is approved by the Committee as hereafter defined and who shall have fully paid their subscriptions.

The membership year shall run from 1st January to 31st December.

The Association's Treasurer and Membership Coordinator shall maintain a register of all members' names and contact details. All Committee members are responsible for the care and well-being of members in all HHA activities.

The Committee ensures that this register meets the requirements of the Data Protection Act and is used exclusively by Committee members

in pursuance of their Association roles and to ensure accurate addressing in communications with members.

Membership subscriptions shall be payable upon joining the Association and shall be the amount determined each year by the AGM.

Membership shall automatically be cancelled if a member's subscription is more than three months in arrears.

A member may resign from the Association by sending written notice to the Treasurer. Any subscription paid by such member for the year in which resignation is made shall be forfeited.

Any member aggrieved by the action(s) of the Association Committee may appeal to the next Annual General Meeting giving notice in writing to the Chair at least 30 days prior to the AGM. The appeal shall be upheld if two thirds of members present vote in favour.

Any member changing their address shall notify the Association Treasurer in writing (email or letter).

4. Expulsion of Members

A General Meeting may, by a vote of two thirds of the members present and entitled to vote, expel any member for conduct detrimental to the Association, provided that a notice specifying the conduct for which it is intended to expel is sent to the member as entered in the register of members at least 30 days prior to the date of the meeting.

5. Committee

The Association shall have an ex-officio President and Vice Presidents who are appointed by the membership as a whole in recognition of their major contributions to the life and work of the Association.

The management, organisation and activities of the Association shall be conducted by a Management Committee that shall consist of no more than ten (10) Association members elected each year at the AGM. Terms of office shall run from 1st January to 31st December. The Committee shall be elected at the Annual General Meeting each November.

The Management Committee is a cooperative body and shall elect officers from within its number to help it carry out its work.

Current Officer Titles are:

- Chair - to conduct the Committee and General meetings of the Association in a fair, transparent and honest manner and ensure collective decision-making.
- Vice Chair - to act for the above in the absence of the Chair
- Secretary - to record the decisions, actions and outcomes of the Association and the Committee and provide all associated administration.
- Treasurer - to manage the finances of the Association

Each member of the Committee shall undertake an organising role on behalf of the membership and/or shadow a role to act in the event of absence.

Committee Roles are:

- Events Coordinator - to manage speakers, visits and arrangements for all events
- Show Coordinator - to manage and administrate any and all shows originated by the Association compliant with the requirements of the RHS and this Constitution.
- Refreshments
- Table Sales
- Raffles
- Photographic Competition

Committee roles and the activities they cover may change due to changing circumstances and will be recorded in Committee minutes.

6. Committee Meetings

The Association Committee shall meet on the first Monday of each month at 7.30 pm. Five members to form a quorum.

The Secretary shall notify all Committee members of the date, time and place of all Committee meetings, giving at least seven days' notice of such meetings and circulating the agenda for the meeting.

At all meetings of the Committee, each agenda item requiring a vote shall be decided by a simple majority vote, with one vote per Committee member. If an equal number of votes are cast both 'for' and 'against', the Chairman shall have the casting vote. If the Chairman is absent, the Vice-Chairman shall preside.

In an emergency, the Chairman and one other Officer may make an executive decision where it is not practicable for the issue to be addressed at a regular or special Committee meeting. Details of the action will be recorded for presentation at the next regular meeting of the Committee.

7. Regular Meetings and the Annual General Meeting (AGM)

The Minute Secretary or other designated Committee member shall circulate programmes on a regular basis giving details of meetings, outings and any other relevant information.

General meetings are to be held on the third Monday of each month. Notice of meetings, outings, etc., shall be posted on the Association web site and updated on a regular basis by the Committee.

The AGM shall be held in November each year, details of which will be in the Programme circulated to all members. The business transacted shall include but not be restricted to:

- Chairman's Report
- Treasurer's Report including presentation of the audited Statement of Accounts and Balance Sheet for the preceding financial year (1st October to 30th September)
- Election of Committee to take up their position from the 1st January the following year.

Following the AGM there will be the presentation of awards.

A Special General Meeting (SGM) shall be called whenever the Association Committee deems it expedient or when at least ten members request it in writing. Ten members shall form a quorum.

The Chairman shall normally preside at all meetings, and a quorum shall be 10 members or 25% of the membership, whichever is the greater.

Payment of the annual subscription is a prerequisite for members' entitlement to vote at any AGM or SGM.

A show of hands shall dispose of all motions at any AGM or SGM.

The Agenda, including changes to the Constitution, for an AGM or an SGM will be sent by email or letter 30 days before the AGM, if necessary.

8. Finance

The Treasurer shall be responsible for all financial aspects of the Association and shall bank all monies (except petty cash) in the name of the Association.

The Treasurer shall give financial statements at all Committee Meetings.

The Treasurer shall close the Accounts on 30th September each year and prepare Income and Expenditure statements and a Balance Sheet for examination by the Auditor for presentation to the membership at the AGM in November.

Appendices

Show Co-ordinator Job Description

Overview of Responsibilities

- Book judges for all three shows at the beginning of each year. [Note – a list is provided by N&NRHS and emailed to Shirley King, who passes it on to the Show Co-ordinator]
- Preparation and review of Show Schedules for Summer and Autumn, which last for five years. [Note – the current schedule will need to be reviewed in 2027]
- Print copies to cover new members and others who wish to purchase a new copy.
- Preparation of Supplementary Show Schedules in consultation with informal sub-committee, particularly Shirley King [Floral Art] and Noel Hardy [Cookery]
- Present the Supplementary Schedules to the full committee. Make the summer schedule available to members at the May meeting and the autumn schedule available at the August meeting.
- Notify/remind members of show dates and provide entry forms [not Spring].
- Update banner for Summer and Autumn Shows

Shows:

Spring Show

Before the Show

- Provide two hall layout plans for the use of caretakers at the Parish Council office.

- Invite two stewards to work with the judges. Please provide them with record grids for recording the judges' decisions.
- There are no advance entries. Be prepared to fill in exhibitor slips as the exhibitors arrive. [Tip – print some with name already entered for those known to enter several classes]
- Pre-prepare award cards as far as possible, leaving name to be added.

At the Show-

Show Co-ordinator and Assistant Show Co-ordinator work together to:

- Record the classes entered on the Show Co-ordinator's grid.
- Record the judges' decisions and points awarded on the grid, i.e.
 First class 5, Second class 4, Third Class 3, Highly Commended 2, Commended 1.
- Complete the Award cards.
 Total the points won. Record trophy winners and fill in Congratulations cards.
- After the show, update the Show Record Book with results and trophies awarded.

Summer and Autumn Shows

- Prepare award certificates as much as possible in advance with the assistance of the Assistant Show Co-ordinator. [Currently Jackie Maxwell]
- Delegate show refreshments and raffle organisation to others on the sub-committee.
- Invite three/four stewards to work with judges. Provide them with record grids for recording the judges' decisions.

- Provide entry forms with final date for receipt of entries
- Record exhibitor entries on Show Co-ordinator grids and fill in entry slips for each class entered.
- Provide two hall layout plans to the Parish Council Office for the use of caretakers.
- Contact judges to ensure that they are still able to come. Provide them with show schedules by post.
- Put up banners in advance [currently one on the Bull's fence, and the other on the railings outside Hellesdon High School]
- Prepare paperwork: Show Co-ordinators Grid, Stewards' results grids, and stewards' guide. Fill in the SC Grid and entry slips as the entries arrive.
- Assess the space needed for each class once entries are in
- Invite three/four stewards to work with the judges.
- Check that refreshments and raffle arrangements are in hand.
- Items for discussion/info at Committee meeting before each Show: layout plan, setting up, volunteers for setting up and clearing away at the end, refreshment arrangements, raffle arrangements, the timetable for the day.
- Make arrangements for the auction. [usually run by the President]

On the day:

- Arrive at 8.00 am for set up. Ensure the layout is correct, and cover tables with baize or white cloths for cookery. Put out class cards and dividers, ensuring appropriate space for each class.

- 9.00 am- receive entrants and hand them their entry slips. Remind them to stamp 'Not for Sale' as they wish. Preparation in the foyer.
- 11.30 am- all entrants must complete their entries and leave the hall and foyer. The stewards and Show coordinators are then the only people allowed to be in the hall until it opens to the public.
- 11.30 am - Foyer to be prepared for refreshments.
- Greet the judges as they arrive
- 12.00 noon. Judging begins
- The coordinator and assistant work together to record judges' decisions and points awarded on appropriate grids [see Spring Show]
- Coordinator and assistant work together to Complete Award cards. Stewards to put them in place.
- Total points won by each entrant, and fill in appropriate 'Congratulations' cards
- 2.00 pm - Show opens to the public. Award cards should all be in place by then.
- 4.00 pm - Auction
- Clearing up!
- After the show update the Show Record Book with results and trophies awarded.

October – Contact all trophy holders to ask them to return their trophies [cleaned if possible] in readiness for presentation at the November AGM.

November AGM - Ensure all trophies are ready for presentation. Organise into four groups and display on tables.

1. Summer Show trophies, 2. Autumn Show Trophies, 3. Joint Show Trophies. 4. Special trophies