



HALTON GARDENING GROUP CONSTITUTION

1. **NAME:** The group shall be called Halton Gardening group (HGG)
2. **OBJECTIVES:**
 - To promote interest and participation in gardening in Halton and the surrounding area.
 - To develop a harmonious, social network among the gardening community of Halton and the surrounding area
 - To raise funds for community planting projects
3. **MEMBERSHIP:** Membership shall be open to all residents of Halton and the surrounding area. Members are defined as those listed on the membership list (unless specified as 'other'). This entitles the holder to vote at meetings.
4. **OFFICERS:** The officers of the HGG shall consist of **Chairperson, Secretary, Treasurer and Task Leaders**

The **Chairperson** shall:

 - Convene and chair meetings, including preparation of the agenda with the secretary.
 - Liaise with the Parish Council and other parties
 - Be a signatory on the HGG account

The **Secretary** shall:

 - Prepare agenda with the Chairperson, take notes and distribute notes of the meetings
 - Maintain records of contact details (electronic and hard copy) of the HGG membership
 - Be a signatory on the HGG account

The **Treasurer** shall maintain the accounts of the HGG and be a signatory on the HGG account.

The **Task Leaders** shall co-ordinate some, but not necessarily all the events in the calendar of the HGG.
5. **RECORDS:** Shall be kept and made available for inspection by any member of the HGG if so required. These records will include minutes of meetings including the AGM and correspondence with other parties.
6. **VACATION OF OFFICE:** Any officer shall vacate her/his office upon resignation.
7. **ANNUAL GENERAL MEETING:** This meeting should be held in September or October. A minimum of one month's notice will be given to the membership of the date of the AGM.
8. **GENERAL MEETINGS:** These will be held in The Centre@Halton on the third Tuesday of every month, except in December, January and August. Other meetings may be arranged as and when necessary by agreement with members.
9. **FINANCE:** The Treasurer will maintain the accounts and report to the group at the AGM and on request of the Chairperson. On vacating office the treasurer of the HGG shall hand over the books of account to her/his duly elected successor.
10. **AMENDMENT OF THE CONSTITUTION:** This constitution may be amended or altered after discussion and agreement by 40% of the members. Changes to be ratified at the AGM
11. **DISSOLUTION CLAUSE:** In the event that the **Halton Gardening Group** ceases to exist a final meeting of current members will be called to decide the fate of any funds or assets of the group.

This constitution shall be made available to all members of the HGG on request.