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**Bishops Cleeve Gardeners Club**

**Rules and Constitution**

1. **Governing Body**

a. The governing body shall be a Committee to be constituted as follows:

i) Chair

ii) Secretary

iii) Treasurer and

iv) 5 committee members, one of whom shall be appointed Vice Chair.

b. The Committee may co-opt additional members.

c. There will be Committee meetings at approximately monthly intervals on dates to be agreed by the Committee. At these meetings the club program will be discussed and agreed and any necessary actions taken by the appropriate member of the Committee.

e. No decisions on financial matters can be made unless there are at least 5 members present at a Committee meeting.

f. The Committee shall:

i) Appoint one of its members to act as Chair, Vice Chair, Treasurer and Secretary for the ensuing year.

ii) Organise club events nights at approximately monthly intervals.

iii) Organise club outings to gardens or shows throughout the year.

1. **Duties of Officers**
2. **Chair**

It shall be the duty of the Chair or Deputy Chair to preside at all the meetings of the Club and the Committee and to undertake such other duties as may pertain to this office.

1. **Secretary**

The secretary shall:

1. Keep the records of membership of the Club in co-operation with the Treasurer.
2. Issue all notices of meetings of the Club and Committee
3. Be responsible for the recording and preserving of the meetings of the Committee and Annual General Meeting (“AGM”)
4. Perform such other duties as may pertain to the office of Club Secretary
5. **Treasurer**

The Treasurer shall:

1. Keep the records of membership of the Club in co-operation with the Secretary.
2. Collect subscriptions.
3. Issue new membership cards each year after collecting each member's subscription.
4. Pay any affiliation fees.
5. Keep a set of accounts which shall be presented at the AGM for approval by that meeting.
6. Hand over the accounts to an appointed person who will present for approval prior to the AGM.
7. Make the Committee aware of the financial position of the Club at Committee meetings.
8. Perform other duties as may pertain to the office.
9. **Committee Members**

The Committee members shall:

1. Attend Committee meetings and AGM.
2. Assist the Chair, Vice Chair Secretary, and Treasurer in running the Club and its activities.
3. **Meetings**

There will be an Annual General Meeting of the club. At this meeting:

1. The Officers of the Club will present their reports for the preceding year.
2. The Treasurer will present the examined accounts for the preceding year.
3. The Officers will stand down.
4. The Governing body of the Club shall be elected by ballot. Nominations shall be proposed and seconded at the AGM
5. The meeting will consider a motion from the committee proposing the subscription rate and any other charges.
6. **Resolutions**

No resolution or motion to commit the Club to any course of action on any matter shall be discussed by the Club until it has been considered by the Committee.

**February 2023**

**Annex A**

1. **MODERN SLAVERY POLICY STATEMENT**

Modern slavery is a crime and a violation of fundamental human rights. It takes various forms, such as slavery, servitude, forced and compulsory labour and human trafficking, all of which have in common the deprivation of a person's liberty by another in order to exploit them for personal or commercial gain.

The club has a zero-tolerance approach to modern slavery, and we are committed to acting ethically and with integrity in all our dealings and relationships and to implementing and enforcing effective systems to ensure modern slavery is not taking place anywhere in our activities or by any of our supply chains, other organisations and working parties.

We are also committed to ensuring there is transparency in our club and in our approach to tackling modern slavery throughout our relationships consistent to our obligations under the Modern Slavery Act 2015.

1. **ANTI MONEY LAUNDERING POLICY**

It is the policy of the Club to prohibit and actively prevent money laundering and any activity that facilitates money laundering or the funding of terrorist or criminal activities by complying with all applicable requirements by the Financial Conduct Authority.