

# Heathfield & District Agricultural Show Society

## Rules

### 1) **Name.**

The Society shall be called the Heathfield & District Agricultural Show Society

### 2) **Objects.**

The objects of the Society are: -

- (a) The encouragement of Agriculture and Horticulture generally
- (b) Improvement in the Breeding and Rearing of Livestock
- (c) To encourage the invention and improvement of Agricultural Implements and Machinery
- (d) To advance education in agriculture and animal husbandry
- (e) To hold shows, fairs, demonstrations, and exhibitions.
- (f) To hold on deposit any funds not required to deliver the objects of the Society .

### 3) **Powers**

In order to achieve its objects the Society may:

- (a) Raise money
- (b) Open bank accounts
- (c) Acquire and manage buildings and land either by lease or purchase
- (d) Take out insurance
- (e) Employ staff
- (f) Organise courses and events
- (g) Foster and support relevant research
- (h) Work with similar Groups and exchange information and advice with them
- (i) Do anything that is lawful which will help it to fulfil its objects.

### 4) **Constitution**

- (a) The Society shall consist of a President, Council and Members.
- (b) The President shall be elected at the Annual General Meeting each year but shall be eligible for re-election up to a maximum of five years
- (c) The President shall become an Honorary member of the Society for the term of office.
- (d) If no President has been elected the Show Society will continue to operate with the Show Chairman fulfilling the President's tasks until such time as an election takes place.

### 5) **Membership**

- (a) Membership of the Society shall be unlimited in number and open to any individual over sixteen who:
  - is interested in helping the Society to achieve its aims
  - shall abide by the rules of the Society and
  - shall pay any subscription agreed by the Council

- (b) The membership of any member may be terminated for good reason by the Council: Provided that the member concerned shall have the right to be heard by the Council, accompanied by a friend, before a final decision is made.

**6) Privileges**

Members shall have privileges and concessions as may be decided by the Council

**7) Subscriptions**

Subscriptions are due on 1 January each year and shall be fixed annually at the Annual General Meeting.

**8) Management**

- (a) The Society shall be administered by the Council which shall ensure that all appropriate and available insurance is maintained in respect of the activities and business of the Society.
- (b) The Council shall consist of the President, and upto 24 Elected Members.
- (c) One third of the elected members of Council shall retire annually on rotation but shall be eligible for re-election (by ballot if necessary) or the vacancies filled at the Annual General Meeting.
- (d) Only members of Council who have attended more than 50% of the meetings of Council during their term shall be eligible for re-election.
- (e) Any vacancy occurring during the year may be filled by the Council; a Member so appointed shall retire in the rotation of their predecessor
- (f) The Council may co-opt onto the Council, for such period as Council shall determine, individuals, that it feels will help to fulfil the objectives of the Society in an advisory and non-voting capacity but provided that co opted members of Council shall not make up more than 49% of the Council
- (g) The Council shall meet at least four times a year.
- (h) At least seven elected or appointed Council members must be present for a Council meeting to take place.
- (i) Voting at Council meetings shall be by a show of hands. If there is a tied vote then the Chairman shall have a second vote.
- (j) The Council shall have the power to remove any member of the Council for good and proper reason.

**9) Council**

The Council shall have power, *inter alia*: -

- a) To elect a Chairman and Vice Chairman
- b) To appoint Committees
- c) To appoint a Secretary of the Society
- d) To appoint a Treasurer or Treasurers
- e) To appoint a Member to fill a vacancy on the Council that may arise during the year
- f) To appoint such additional Officers or Employees as Council shall deem necessary to deliver the Objects of the Society.
- g) To enter into such contracts or arrangements as Council shall deem necessary to deliver the Objects of the Society.

**10) The Duties of the Officers.**

- a) The duties of the Chairman shall be to:
  - Chair meetings of the Society and the Council
  - represent the Society at functions/meetings that the Society has been invited to and
  - act as the spokesperson of the Society when necessary.
  - the Chairman of Council, in conjunction with two other Council members, and in consultation with the Society Secretary, is authorised to make urgent decisions and report back to the next meeting of Council.
  
- b) The duties of the Show Secretary shall include:
  - keeping a membership list
  - preparing in consultation with the Chairman the agenda for meetings of the Society and the Council
  - keeping minutes of all meetings and
  - collecting and circulating any relevant information within the Society and the Council
  
- c) The duties of the Treasurer shall include:
  - supervising the financial affairs of the Society and the Council and
  - keeping proper accounts that show all monies received and paid out by the Society and the Council.

**11) Committees**

- a) Each Committee shall appoint a Chairman Vice Chairman and Committee Secretary
- b) Committees shall have power to co-opt non voting members
- c) The Chairman and Vice Chairman of the Council shall be ex officio members of all Committees
- d) All Committees shall keep minutes of their meetings which should be reported back to Council. Decisions involving the expenditure of monies shall require the ratification of Council.
- e) Signed copies of Committee minutes should be forwarded to the Society Secretary and be filed together for safe keeping.

**12) Finance.**

- a) All monies received by or on behalf of the Society shall be applied to further the objects of the Society and for no other purpose.
- b) Any bank accounts opened for the Society shall be in the name of the Society.
- c) Any payments by the Society shall be authorised by the Chairman and by the Secretary or one other nominated member of the Council.
- d) The Society shall ensure that its accounts are audited or independently examined every year.
- e) Any person acting with the authority of the Society shall be indemnified from the assets of the Society for any costs or claims incurred or liabilities arising from any actions undertaken or contracts entered into by them on behalf of the society.

**13) General Meetings.**

- a) An Annual General Meeting shall be held not later than the 30 November in each year and all Members shall receive not less than 21 days notice.
- b) An Extraordinary General Meeting of the Society may be called by the Council, or upon a requisition stating the purpose of the meeting, addressed to the Secretary, signed by not less than twelve Members. Not less than 21 days notice of such meeting, stating its purpose, shall be sent to every Member.
- c) The business of the A.G.M. shall include:
  - i) receiving and confirming (or amending as necessary) the Minutes of the preceding Meeting of the Society
  - ii) receiving a report from the Chairperson on the Society's activities over the year
  - iii) receiving a report from the Treasurer on the finances of the Society
  - iv) electing a President and Members of the Council and
  - v) considering any other matter as may be decided and of which notice shall have been given in the Notice convening the meeting.
- d) All members shall be entitled to attend and vote at the Annual General Meeting of the Society.
- e) At least twelve Members must be present for the Annual General Meeting and any other General Meeting to take place.
- f) In the absence of the Chairman of the Society at any meeting the Members present may elect any Member to be Chairman for the purposes of the meeting.
- g) Voting shall be by show of hands unless prior to a vote being taken the meeting shall on a request being made have decided to vote by ballot.

**14) Minutes.**

The Secretary of the Society shall enter in a book the Minutes of every Meeting of the Society and of every meeting of Council and the same shall be read, confirmed or amended as necessary and signed by the Chairman at the succeeding meeting.

**15) Alterations to the Rules of the Society**

- a) Alterations to any of the Rules of the Society can only be made at an Annual General Meeting
- b) Any Member wishing to propose an alteration to the Rules must send particulars to the Secretary to reach them by 15 September for inclusion in the Agenda of the Annual General Meeting
- c) Changes to the Rules must be agreed by the greater of twelve or at least two-thirds of those members present and voting at any Annual General Meeting.

**16) Liability to the Public and/or Exhibitors**

- a) All visitors to premises being used by the Society accept that the Society its Officers, employees or servants shall have taken all reasonable steps to ensure the safety of such visitors while in or upon the premises, or while entering or leaving the same.
- b) All visitors to premises being used by the Society shall at all times exercise all reasonable care while in or upon the premises, or while entering or leaving the same.

- c) It is the responsibility of the parent to ensure that children under the age of 16 shall be supervised by a responsible adult who shall be responsible for ensuring their safety and welfare at all times while in or upon the premises, or while entering or leaving the same.
- d) Neither the Society, its Officers, employees or servants shall be responsible to any person whatsoever while in or upon any property or premises being used by the Society, or while entering or leaving the same for any damage or loss howsoever caused to the property of any such person or for any injury, fatal or otherwise to any such person
- e) Exhibitors, the Public and all Stock handlers and Employees or servants shall be responsible for anything that may happen from any cause or circumstances whatsoever to exhibitors, their employees servants or any person visiting or attending a Show through or by any animal or article exhibited at a Show and it shall be considered a condition of entry or admission to the Show Ground that each person shall hold the Society harmless, and that they shall indemnify the Society against any legal proceedings arising from any such case or circumstances

**17) Disputes**

- a) Any dispute or doubt arising on any question connected with the Society shall be referred to the Council whose decision shall be final
- b) No person shall be present at any meeting or sit on the Council, while any dispute relating to him or herself or any award in which they are interested is discussed, unless called in to answer any questions

**18 Dissolution.**

The Society may be wound up at any time if agreed by two-thirds (being not less than twelve in number) of those members present and voting at any General Meeting. In the event of winding up any assets remaining after all debts have been paid or provided for shall be given to another not for profit Society or charitable fund having similar objects to those of the Society.

**Adoption of the Rules.**

These Rules were adopted on the 24<sup>th</sup> day of November 2014