



Byelaw 2

The Executive Committee

Composition and chair

1. The following trustee officers are ex officio members of the Executive Committee: Chair, Vice Chair and Treasurer.
2. The Chair is responsible for chairing the committee. In their absence the Vice Chair or Treasurer should assume the chair of the committee. If all three are absent the Trustees should delegate another trustee to the chair of the committee.
3. The rest of the committee consists of site representatives and committee members elected in accordance with this bye law.
4. Other trustees who are plot holding members of the society may be elected to the executive committee as a site representative or committee member.
5. There is no quorum needed for meetings of the committee and while reasonable notice of meetings should be given (usually 2 weeks) there is no specific requirement.
6. If a vote needs to be taken on an issue, a simple majority will suffice. In the event of deadlock, there is no casting vote, but the matter should be referred to the trustees who will consult with the committee and agree a solution.

Function

7. The function of the committee is to undertake the day-to-day management and administration of the sites, society membership and similar matters, and to provide a forum for issues at sites and in respect of membership to be identified and brought to the attention of the trustees.
8. The function is carried out by agreement with the trustee body, as a whole, who agree a plan and budget with the committee each November and receive reports at each trustee meeting of the committee's activities and are kept informed of any material issues arising.
9. Under charity law and the CIO constitution the committee does not have any powers other than those delegated by the trustees through the plan and budget and is not able to make any contract in the name of the trustees or the society, to incur expenditure other than that authorised by the trustees acting through the Treasurer or to exclude any member (this does not include the operation of the failure to cultivate rules). However, it can and should make recommendations to the trustees covering all such matters and any other issue of concern and request necessary changes to plans and budgets part way through the year.

Site Representatives (Site Reps)



10. Representatives will be elected from each site to join the committee through the process outlined below.
11. Site Representatives are required to attend at least one committee meeting per year or send a deputy from the site concerned.
12. Site Reps shall step-down at the next Annual General Meeting but are eligible for re-election annually.
13. As at the date of adoption of these Bye-Laws, the Society controls the following sites, which will have the number of Site Reps on the committee as specified below:

Site	Representatives allocated
Bishop's Hall	1
Crescent Road	1
Hartwood	4
Honeypot Lane	1
Middle Road, Ingrave	1
Ongar Road	2
Park Road	3
River Road	1
Total	14

Additional Committee Members

14. In addition to the site representatives there shall be eight additional committee members, one for each of the sites mentioned in paragraph 13 to be elected by the plot-holding members of that site.
15. Additional committee members step down at the next Annual General Meeting but are eligible for re-election annually.

Non-Trustee Officers

16. The non-trustee officers are drawn from the site reps and additional members of the committee on a volunteer basis subject to an election on a simple show of hands with a simple majority if there is more than one volunteer for any one role.
17. Subject to them being re-elected to the committee as a committee member or a site rep there is no formal limit to the length of time an individual may serve as a non-trustee officer, but it is useful for them to serve at least two years if possible.
18. A trustee who is a plot holding member and who has been elected as a site rep may take a role as a non-trustee officer in addition to their trusteeship.
19. The non-trustee officer roles are currently:



- a. Membership Secretary
 - b. Meetings Secretary
 - c. Allotment Site Coordinator
 - d. Publicity Officer
 - e. Data Manager
 - f. Returning Officer
 - g. Health and Safety Officer
20. Other roles can be designated and filled by the committee in order to manage the workload as necessary.
21. Further members (normally no more than 6) can be co-opted to the Committee with the agreement of the trustees to address specific tasks or issues for specific periods of time.
22. If a site rep or committee member resigns part way through their term in office, then the committee can seek a volunteer from the site concerned to replace them. If there is more than one volunteer an election should be held. If the person resigning is a non-trustee officer, the committee can seek another volunteer amongst their number to take on the non-trustee officer role who need not be the person who is now joining the committee as a site rep or additional member to replace the person resigning.

Nominations and elections to the Committee

23. The Chair will ask all Site Reps and Committee Members if they wish to remain in post for the following year by 30th November in the preceding year. Anyone expressing the desire to continue will be automatically nominated.
24. Plot-holding members who wish to put their names forward for nomination as a Site Rep or Additional Committee should notify the Returning Officer in writing or by email by the 30th of November prior to the AGM.
25. If the number of nominations is equal to or less than the positions available, those members will be appointed without need for an election. Otherwise, an election will be managed centrally by the Returning Officer on a site-by-site basis.
26. The process for the election is as follows:
- a. The Returning Officer will contact all plot holding members by email (or by post or by hand for those who do not use e-mail) with a ballot paper containing voting instructions and the names of those wishing to stand as Site Reps and/or Committee Members.
 - b. The ballot paper will need to be returned to the Returning Officer within 14 days, 17 days for postal votes
 - c. Votes received after this period has elapsed will be ignored
 - d. The results of the election(s) will be announced at the AGM



Brentwood Horticultural Society CIO

A Charitable Incorporated Organisation: Charity Number 1210707

Approved by BHS Trustees

Chair
On behalf of the Trustees