APS Australasian Plant Society

www.anzplantsoc.org.uk

Statement of purposes
Constitution

Updated 18th November 2019

STATEMENT OF PURPOSES OF THE AUSTRALASIAN PLANT SOCIETY

The Australasian Plant Society (the Society) is an unincorporated association constituted to promote the cultivation and conservation in the Northern Hemispheres of Australasian plants and their closest relatives.

The Society aims to

- Support all information received by the Society on methods of propagation, cultivation and of the sources of supply of plants and seeds available for distribution and to publish such information from time to time.
- Encourage and facilitate the study of Australasian plants, their habitats, conservation and their cultivation in the Northern Hemisphere.
- Further the dissemination of knowledge and act as a source of informed opinion on these matters.
- Encourage the nursery industry to propagate and supply Australasian plants to the general public.
- Encourage area or regional meetings and activities of the Society on an informal basis.
- Carry on any other activity for the furtherance and extension of the purposes of the Society.
- Educate about and encourage monitoring for risks posed to our plants from new and emergent pests and diseases.

Note- Australasian plants and their nearest relatives are deemed to be plants identifiable and referable to non-naturalised species indigenous to the Commonwealths of Australia and its Territories, New Zealand and its Territories (or species within the same genera found elsewhere), or to cultivars derived exclusively from one or more of such species.

CONSTITUTION

MEMBERSHIP

A person becomes a member on payment of the current full annual subscription and is then entitled to the full rights of membership.

Subscription payment can be made by any method acceptable to the society.

New membership applications will be acknowledged as soon as possible after receipt of subscription, with a welcome letter and a copy of the Society's constitution.

A member may resign after giving written notice to the Chairman, Membership Secretary or Treasurer. In such a case, any subscriptions paid in advance for future years (but not the remaining balance of the current year's subscription) shall be refunded.

Members will be reminded when their subscription is due for renewal but will be deemed to have resigned if no renewal has been received within three months.

Renewal reminders will be sent out at the discretion of the Membership Secretary.

CATEGORIES OF MEMBERSHIP

There shall be the following categories of members: -

Ordinary: for all named persons resident at the same UK address - only one copy of the newsletter and one seed entitlement will be sent, but there will be separate voting rights for each such named person.

Overseas: for all named persons resident at the same non-UK address - only one copy of the newsletter and one seed entitlement (subject to national legislation) will be sent, but there will be separate voting rights for each such named individual.

Institutional: for organisations who have an interest in the aims of the Society. Only one copy of the newsletter and on seed entitlement (subject to national legislation) will be sent, but only the named designated representative from the institution has voting rights.

EVENTS OR REGIONAL GROUPS

The Society will encourage the informal meetings, activities or get-togethers of members living in different parts of the UK or overseas.

The Society will reimburse certain reasonable expenses involved as part of these, to be approved by the treasurer beforehand.

The Chairman should be informed in advance of such meetings by the Events Officer. (is this in the right position?)

OFFICERS

The officers of the Society may comprise: -

President, Chairman, Treasurer and as many other officers as are needed to carry out the duties of the society including **Membership secretary, Editor, Seed Officer, Webmaster, Conservation Officer, Social Media Officer** and **Events Officer**.

A President and Chairman may remain in office for 3 years, or longer if voted on at an AGM to do so. All other officers are elected annually at the AGM but may offer themselves for re-election.

All officer roles except President and Chairman are available to be held individually or as multiple roles held by one individual.

MANAGEMENT COMMITTEE

The Management committee (the committee) shall comprise all officers of the Society. The committee shall have power to perform such acts and things as appear to be essential to the proper management and running of the Society, other than those powers and functions that are required to be authorised at an Annual or Special General Meeting.

In the event of the post of an officer falling vacant for whatever reason, the committee shall have the power to co-opt any person as a replacement until the ensuing AGM.

DUTIES OF OFFICERS

Duties of President

1. Act as an ambassador for the society .
2. Promote the society and its goals, where appropriate, across the wider horticultural and conservation community.
3. Encourage the goals of the society.
4. Motivate and enthuse the membership of the society to engage in society activities.
5. Encourage the recruitment of new members and the retention of current members of the society.

Duties of Chairman

1. Acknowledge correspondence on behalf of the society and distribute such correspondence to relevant officers or members for response.
2. Deal with requests for help and advice and engage with the committee on necessary matters.
3. Prepare the agenda for the AGM and any other meetings.
4. Chair the AGM.
5. Provide a written or verbal annual report.

Duties of Treasurer

1. Be responsible for monies and deposit such monies promptly.
2. Maintain a record of all receipts and expenses.
3. Pay all outstanding accounts.
4. Make recommendations to the committee on any change in subscription changes and on the management of the Society 's reserve monies.
5. Prepare an annual statement of the finances of the Society and ensure that every member receives a copy of this statement when it is prepared.
6. Arrange for such annual accounts to be examined independently.
7. Approve financial transactions of the society.

Duties of Membership secretary

1. To be a point of contact for all society members.
2. To process new memberships, liaising with the Editor and Webmaster on such issues.
3. Supply information regarding membership to Chairman, Webmaster, Editor and other officers should it be required.
4. Maintain the membership list and related data in compliance with privacy legislation such as GDPR.
5. Provide the Chairman and Editor with an updated list of all members and at regular intervals.

Duties of Editor

Shall be responsible for

1. the publication and posting of the Society's newsletter (known as "Pentachondra") to all members.
2. Accept contributions in any source, reject or edit any contribution and acknowledge where possible.
3. Publish, without editing, official reports sent by the officers, except where such statements may be libellous or otherwise in contravention of UK Law.
4. Contents of the newsletter will be guided by the committee, but the Editor has final decision and responsibility.
5. Send complimentary copies to agreed like-minded societies or organisations.
6. May arrange advertising material.

Duties of Seed Officer

1. Prepare, in coordination with the Chairman and Editor, an annual seed list to be sent out to members.
2. Maintain the seedbank with donated seed from members or seed obtained or purchased from any source.
3. Distribute seed requested by members from stock attributed to each annual list.

Duties of Webmaster

1. Manage and report on the Society's Website.
2. Maintain and update the Society's Website.
3. The site should have appropriate links to other sites and information on joining the Society.
4. May accept or reject material (as for Editor's duties above).
5. Should inform the Treasurer of expenses incurred.
6. Contents of the website will be guided by the committee, but the webmaster has final decision and responsibility.

Duties of Events officer

1. Act as a point of contact for and encourage the informal meetings, activities or get-togethers of members living in different parts of the UK or overseas.
2. Oversee the smooth running of all society meetings and events apart from the AGM or SGM.
3. Investigate potential event ideas and venues.
4. Act as lead/point of contact for any national society events including flower shows, lectures or trips.
5. Ensure that all events are relevant to or meet the wider goals of the Society.

Duties of Social Media Officer

1. Manage and report on the Society's various social media platforms.
2. To work alongside the Editor and Webmaster to ensure social media content reflects the brand and current messages of the Society.
3. To moderate all Society social media platforms and to manage and respond swiftly to all negative or antisocial behaviour that may take place on such platforms.
4. Encourage membership of the Society via social media.

Duties of Conservation officer

1. Ensure the Society works towards the conservation of Australasian plants, their cultivars and their habitats.
2. Encourage members to become involved in the conservation of Australasian plants and their closest relatives.
3. To make the Society aware of conservation issues facing Australasian plants and their closest relatives.
4. Inform the committee of areas where the Society could assist in the conservation of Australasian plants.
5. Network with other organisations involved in the conservation of Australasian plants and their closest relatives.
6. Ensure (in collaboration with the committee) the Society complies with all international conventions designed to ensure the conservation of Australasian plants.

ANNUAL GENERAL MEETING

The Society shall in each calendar year convene an Annual General Meeting (AGM) of its members.

The committee shall determine the date, time and venue.

At least 4 weeks notice of the AGM shall be sent to all members.

Any member may bring to the AGM a matter for discussion or a firm resolution for decision, either to be notified to the Chairman in writing at least 2 weeks before the date of the AGM.

The ordinary business of the AGM shall be:-

1. To confirm the minutes of the previous AGM. Minutes of the previous AGM will be published in the May edition of Pentachondra and be made available on the website.
2. To update or change the constitution by vote if necessary.
3. To receive reports from the officers of the transactions and activities of the Society in the previous year.
4. To approve the financial accounts for the previous year.
5. To elect the officers for the forthcoming year, and any members of any- proposed sub-committees. Nominations for an officer's post should be sent to the Chairman 2 weeks before the AGM, either by the person concerned or if by another member should include the candidate's written willingness to accept the post.
6. To discuss and vote, if needed, on any matters arising.
7. To discuss and/or vote on any matter brought forward by the membership.
8. A guest speaker may be invited to address the meeting.

QUORUM for an annual or special general meeting. This shall consist of at least 2 officers and 3 members.

In the absence of a quorum the meeting will be adjourned or cancelled.

VOTING

Each named person as part of a membership will have one vote only.

Voting will normally be by show of hands, the Chair having a casting vote if there is a tie.

A ballot will be held, rather than a show of hands, if any of the following arise:

1. At least two members request this.
2. The Chair should so decide
3. There are several candidates for re-election as officers of the Society.

The committee may, at its discretion and on a matter which they think is of great importance to all members, institute a postal vote to members. The result of this vote will be announced and ratified at the ensuing AGM.

FUNDING

The income of the Society shall consist of subscriptions, donations, monies from seed, plants or literature distribution and other items relevant to the Society's purposes, and such other items as the committee determines.

APPLICATION OF SUPPORT

Other than the normal expenses of running the Society, the Society may at its discretion, given an assurance of sufficient funds from the Treasurer and after assessment by the committee and up to three co-opted members, assist by subscription, donation or other means any like-minded society, organization, group or individual upon application for support. In the event of an officer of the Society applying for support the committee (excluding the applicant) and up to three co-opted members may at its discretion, and after assessment, assist by subscription, donation or other means such an application for support.

ETHICS AND DISCIPLINE

No member shall in the Society's name order any material which will be debited to the Society or use the Society's name for any personal gain without the full knowledge and consent of the committee.

Members shall not make claim to speak on behalf of the Society, without the consent of the committee.

If any member should be found to have committed an unbecoming action or behaviour which is grossly prejudicial to the interest or reputation of the Society, the committee shall have the power to suspend that member until the next AGM where a disciplinary decision can be taken and at which that member can comment.

WINDING-UP

In the event of the winding-up of the Society, the remaining assets of the Society, after settlement of all outstanding debts, will be distributed to a like-minded society, charity or association selected by the committee.

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