



FRIENDS OF BOTANIC GARDENS FORUM CONSTITUTION

1. NAME

The name of the association shall be the Friends of Botanic Gardens Forum.

2. PURPOSE

To provide a forum for the exchange of information and ideas to promote the use, value and role of Friends of Botanic Gardens groups in their support and engagement of the mission of their respective botanic gardens.

The following objectives will support the Forum's agreed purpose:

3. OBJECTIVES

- Encourage and support interest in botanic gardens
- Encourage exchange of information and experience
- Raise awareness of the value of Friends/Members in supporting botanic gardens
- Represent the interests of Friends of Botanic Gardens
- Collaborate with relevant organisations as appropriate

4. MEMBERSHIP

Membership of the Forum shall be open to any Friends of Botanic Gardens' groups who are interested in furthering the purpose and objectives of the Forum. Each member group will have one vote. There will be one nominated representative from each group. The Executive Committee may, by unanimous vote, and for good reason, terminate membership of any member, after allowing the member the right to be heard by the Executive Committee.

Special categories of membership e.g. Associate or Affiliate Members, may be proposed by the Executive Committee and should be ratified at either the Annual or an Extraordinary General Meeting of members.

5. SUBSCRIPTIONS

Annual subscriptions are due on 1st of May for the following twelve months, with invoices being sent out on 1st March.

Rates of subscription shall be determined by the Executive Committee and submitted to members for approval at the AGM.

6. ANNUAL GENERAL MEETING

The AGM shall be held not later than the end of May every year:

- i) to elect members of the Executive Committee
- ii) to receive the financial report and reports from the Executive Committee
- iii) to appoint an auditor
- iv) to carry out any other business as appropriate.

Notice of the AGM, including relevant papers shall be issued to all members a minimum of three weeks prior to the meeting.

7. EXECUTIVE COMMITTEE

Management of the Forum shall be by a core committee known as the Executive Committee consisting of a minimum of 5 members elected at the AGM for a period of 3 years, one third to retire each year. Retiring members may, if eligible, seek a re-election. At the AGM, the Executive Committee, including Chair, Vice-Chair, Treasurer and Secretary should be elected. The Executive Committee may fill vacancies and may co-opt additional members; such members shall retire at the AGM but may stand for re-election. Nominations for vacancies on the Committee, must be lodged with the Chair or Secretary not less than 21 days prior to the AGM.

Four members of the Executive Committee shall constitute a *quorum*. This number can be varied if appropriate by the Executive Committee.

Executive Committee members are honorary positions and shall not receive payment although reasonable out-of-pocket expenses may be reimbursed.

The Committee may meet together for the dispatch of business, either face to face or virtually a minimum of twice a year. One or more meetings should be open for the entire membership to attend (in addition to the AGM). Questions arising at any meeting shall be decided by a majority of votes. In the case of a tied vote, the Chair will have a second, casting, vote. Any member of the Executive Committee may summon a meeting of the Committee. The Executive Committee shall have the power to convene an Extraordinary General Meeting on written request from 10 members of the Forum. Notice of Extraordinary General Meetings shall be given to members not less than 21 days prior to the meeting.

The Executive Committee may appoint special sub-groups with terms of reference and membership to be determined by the Executive Committee.

8. FINANCES

Administration of funds of the Forum shall be the responsibility of the Executive Committee. The Executive Committee powers are limited in that the Forum may not a) borrow money, and b) cannot commit to expenditure for which it does not already possess funds.

Where finances permit, Committee may recruit and employ assistant officers and others as appropriate and deemed necessary. The Executive Committee should appoint an independent and suitably experienced person to conduct an independent review of the accounts. The person should not be a member of the committee/Forum.

The financial year will run from 1st April to 31st March.

9. ALTERATIONS TO THE CONSTITUTION

Changes to the Constitution may be proposed and put into effect by the Executive Committee but must be ratified at the next AGM or an EGM by a majority of members.

10. DISSOLUTION OF FORUM

If proposed the dissolution of the Forum should be agreed at a general meeting of the Forum with a majority vote. Any funds or assets remaining after settling all debts and liabilities should be transferred to a charity agreed by a majority vote of the members.

Friends of Botanic Gardens Forum

Date 11th May 2024
