

# Southern African Bulb Group

## Constitution

### **Aims**

The SABG was set up to promote the cultivation, study and conservation of bulbous plants from southern Africa.

### **Membership**

Membership is open to anyone with an interest in these plants by application form with a joining donation. The amount of the donation required is stated on the application form, and may be varied from time to time, at the discretion of the committee. Membership of the group shall entitle the member to participate in all general activities of the group.

Members may resign by letter to the Secretary. A member may be asked to resign, or be expelled from the group, at the discretion of the Committee.

### **Committee and Officers**

The group is organised by a Committee derived from members.

The Committee consists of a Chairman, Secretary and Treasurer with up to three other members, all prepared to manage the group. In the event of there being too many volunteers, an election will be held by email voting of all members. The Committee may co-opt up to two extra members if they think fit.

A list of members with their contact details will be maintained by one designated person, and made available to those Committee members who need it. This list will not be available to any other individual or organisation.

Members have the choice of limiting the use of their details.

### **Meetings**

The aim is to have a number of planned meetings a year (usually two) which any member may attend. Meetings are also open to members' guests and non-members on payment of the meeting charge.

Committee meetings will be scheduled to take place at the same place and date as the planned meetings, before, after or in the lunch break of the meetings.

There will be no Annual General Meeting. Any member may call for a special meeting by letter, supported and signed by five other members, to the Secretary; this will be arranged by the Committee to happen together at the next planned meeting. Notice of a special meeting, giving details of any matters to be discussed, will be communicated to the membership at least one month before that meeting. The quorum for a special meeting is 25, or half the membership, whichever is less. Minutes will be taken by the Secretary of any special meeting, and distributed to the membership.

## **Other Activities**

Members will be invited to participate by mail and email in bulb and seed exchanges, provided volunteers or Committee members are available to organise these. Donations are expected to cover the cost of packing and postage.

From time to time, garden or other visits may be arranged, in accordance with the aims of the group. A charge may be made for these to cover costs.

## **Procedures**

The Chairman, or other officer in his absence, will conduct the planned meetings.

At any meeting the Chairman or his stand-in will have a casting vote if required.

All communications between the Committee and the other members will as far as possible be by email. Any member not having access to the Internet can receive communications by post on provision of stamped and addressed C5 envelopes to the Secretary.

## **Finances**

There is no yearly membership fee, but the Committee may request a levy if finances make it necessary.

The group will open a cheque account with the National Westminster Bank. Cheques must be signed by any two of the three officers.

The Treasurer will maintain accounts of income and expenditure. The accounts will be audited by an independent person and after approval be published to all members by email or newsletter.

Payment of a meeting fee is made to cover the cost of hall hire and speaker expenses. Members are encouraged to offer plants or relevant books for sale at meetings. Sales are subject to a levy of 20% for group funds.

Surplus funds may be disbursed as grants to further the aims of the group, at the discretion of the Committee-

## **Changes to the Constitution**

Revisions to the constitution will be framed by the Committee and presented to a special meeting for ratification. If accepted by majority vote of the special meeting, the Committee will notify members and any other interested parties of the changes made.

## **Dissolution**

In the event of any decision to close the group, the whole membership will be notified within a month. If not revoked during the following twelve months from that notification, the group assets will be donated to a plant charity.