



## **Constitution of the Royal Horticultural Society Lily Group**

### **Name**

The name of the Group is the “Royal Horticultural Society Lily Group”, commonly called RHS Lily Group or The Lily Group.

### **Aims**

The Group’s aims are to encourage the cultivation, conservation and knowledge of the genus *Lilium* and related genera.

### **Membership**

Membership is open to anyone on payment of the current annual subscription set by the committee. Each member is entitled to receive all the benefits of the Group unless practical constraints prevent this for members outside the UK.

The RHS Lily Group Subscription runs annually from 1st January to 31st December. Anyone joining in October to December in any one year will become a paid-up member until the end of the following year.

Subscriptions are due on 1st January each year. Failure to renew a subscription within 4 weeks of that date results in membership and benefits automatically becoming void. These can be reinstated only on payment of the annual subscription.

### **Activities**

To pursue its aims, the Group will carry out a range of activities including, but not limited to, publishing information in print or digital form, distributing seed and bulbs, arranging garden visits and tours, arranging meetings and supporting relevant research and conservation.

### **Management**

The management of the Society will be by committee. The committee is to consist of a Chairman, up to two Vice Chairmen, a Treasurer/Finance Officer, Secretary and other officers and members as the committee may decide necessary. Committee meetings must have a minimum of five attending to form a quorum, including Chairman or Vice Chairman plus Secretary or Treasurer/Finance Officer. There will be at least four meetings each year, either in person or electronically. Smaller working groups may meet as required to implement decisions or to bring forward recommendations to the full committee. New committee members will be co-opted for twelve months after being recommended by a majority of committee members and agreed by the Chairman. They must then be confirmed in post at a following AGM. Once confirmed in post, committee members will serve initially for a period of three years but will then be eligible for re-election at the AGM for further periods of three years. New committee members may also be proposed and seconded by

two members at the AGM provided the Secretary has received notice in writing two weeks in advance.

Additional members may be invited to participate in an advisory role and will be known as “Corresponding Members” of committee.

### **Appointment of Officers**

The Chairman will be elected by committee members wherever possible from among their own number. Where no committee member is chosen, the committee is authorised to approach and elect a Chairman from the wider membership. The Chairman will be appointed for a five-year period and thereafter may be re-elected for a maximum of a further five-year term. All other officers will be nominated by the Chairman and elected by the committee.

### **Finances**

The RHS Lily Group financial year will run from 1<sup>st</sup> January to 31<sup>st</sup> December each year.

Accounts will be kept of the Group's financial transactions. Administration of the accounts is to be carried out by the Treasurer/Finance Officer and a report made annually at the AGM and at committee meetings when requested. The accounts will be subject to an annual audit or independent examination by a qualified person appointed at the Annual General Meeting.

Money belonging to the RHS Lily Group is to be kept in a UK bank current account and reserves in a UK savings account. There are to be four approved signatories for the bank and savings accounts to include the Treasurer/Finance Officer, Secretary and Chairman or Vice Chairman.

A PayPal account or similar may be used for collection of subscriptions and other short-term transactions. There are to be two approved signatories: the Treasurer/Finance Officer and the Secretary.

Currently all transactions are made via online banking by the Treasurer/Finance Officer with appropriate online banking authorisation. Any payment or transfer over £200 will need the authorisation of two signatories.

The Group is not allowed to be overdrawn on any of its accounts.

### **Remuneration and Honoraria**

Members of the committee generally will not be paid for their services, nor receive any other direct or indirect material benefits. However, the committee may, if it wishes, offer an honorarium to any officer on a case-by-case basis. Any officer may be reimbursed for reasonable expenses within the guidelines of an Expenses Policy approved by the committee.

The committee will arrange to indemnify its members against personal liability incurred in relation to the conduct of the Group's activities.

### **AGM**

An Annual General Meeting will be held in September or October each year in order to:

- Receive a report of the Group's activities for the past year

- Receive the accounts and financial reports for the previous year
- Vote on committee appointments
- Decide on any proposal or matter submitted to the Secretary two weeks in advance

A quorum at an Annual General Meeting is five per cent (5%) of the paid-up membership of the Group in the UK and European time zones.

### **Extraordinary General Meeting**

An Extraordinary General Meeting of the Group may be called at any time. It will be convened within twenty-eight days of receipt by the Chairman or Secretary of a request in writing signed by at least four members of the committee or twenty members of the Group, specifying the purpose of the meeting. Notice of the purpose, date, time and location of the meeting will be given to the Group's members, electronically wherever possible, at least fourteen days before it is held.

### **Changes to the Constitution**

Changes to this Constitution may be made only at a quorate General Meeting. Any proposal must be signed by at least two members and submitted in writing to the Secretary at least one month prior to such a meeting. Notification will be sent to Group members at least ten days prior to the meeting. Such changes shall not take effect unless approved by a minimum of two-thirds of members present and entitled to vote at the meeting. The Chairman will have a casting vote in the event of a tie. No amendment may be allowed which would cause the Group to cease to be a not-for-profit organisation.

### **Dissolution**

Should a two-thirds majority of the members present at a quorate General Meeting vote to dissolve the Group, the members of the committee will remain in office as trustees responsible for the orderly winding-up of the Group's affairs. After making provision for all outstanding liabilities of the Group, the Committee may transfer the remaining funds to a charity or other not-for-profit organisation which in their view has similar aims and purposes, as they think fit.