

BOTANICAL SOCIETY OF BRITAIN AND IRELAND

Standing Orders and Rules

2015

AUTHORITY

1. These standing orders are made by the Trustees of the Botanical Society of Britain and Ireland (the Society) pursuant to their power under Article 5.4 and 8.4 of the Society's Articles of Association as amended .

ELECTIONS

2. All elections for any elected post within the Society shall be conducted as follows:
 - 2.1. No person shall be elected unless he/she is a Member.
 - 2.2. All vacancies shall be advertised on the BSBI website at least twelve weeks before such election is due to take place.
 - 2.3. All nominations shall be made in writing, signed by two members of the Society and accompanied by the written consent of the candidate to serve.
 - 2.4. Nominations for Trustees and elected members of Council shall be sent to the Honorary General Secretary to arrive not later than four weeks in before such election is due to take place.
 - 2.5. Nominations for Country Committees shall be sent to the Honorary Secretary of the relevant Country Committee to arrive not later than four weeks before such election is due to take place.
 - 2.6. All elections for Trustees and elected members of Council (as set out in Articles 3 and 10.2 respectively) shall be conducted on the basis of a single vote per vacancy by each member present at the relevant meeting, or present by proxy, using the first past the post system.
 - 2.7. All elections for members of Country Committees shall be conducted on the basis of a single vote per vacancy by each member normally resident in that area covered by that Committee present at the relevant meeting, or present by proxy, using the first past the post system. Appointment of a proxy must be in writing and notified to the relevant Secretary before the commencement of the meeting.
 - 2.8. All contested elections for Trustees and elected members of Council shall

be by ballot, save that uncontested elections shall be by a show of hands.

GENERAL MEETINGS

3. General meetings of the Society shall take place as regulated by Article 9 of the Articles of Association.
4. The Annual General Meeting shall take place in the third quarter of each calendar year at such time and place as the Trustees shall direct.
5. General Meetings arranged by Country Committees shall be regulated by their Constitutions.
6. Voting at General Meetings shall be conducted by show of hands, but on the ruling of the Chair, or on the demand of not fewer than five members present, voting shall be by ballot.
7. All resolutions (whether an ordinary or special resolution) to be proposed at a General meeting shall be signed by two members and notified to the Charity at least 28 days prior to the General Meeting at which the resolution is to be considered.

OFFICERS

8. The President elected under Article 10.2(b) and the Honorary General Secretary and Honorary Treasurer appointed under Article 5.3 of the Articles of Association shall be *ex officio* members of Council and all Standing and Country Committees.
9. The President-elect elected under Article 10.2(b) of the Articles of Association shall have right of attendance at meetings of Council and all Standing and Country Committees.
10. The Honorary General Secretary shall carry out all ordinary secretarial duties of the Society as directed by the Trustees. One or more Assistant Secretaries or Minute Secretaries may be appointed by the Trustees to assist the Honorary General Secretary in such ways as they may determine and may be asked to be in attendance at Trustee meetings.
11. The Honorary Treasurer shall keep the Society's accounts. One or more Assistant Treasurers or Membership Secretaries may be appointed by the Trustees to assist the Honorary Treasurer in such ways as they may determine and may be asked to be in attendance at Trustee meetings.

COUNCIL

12. In addition to the duties and responsibilities of Council set out in Article 10 of the Articles of Association, Council shall:

12.1. Take the advice of any Standing or Country Committee before advising the Trustees to amend that Standing or Country Committee's Terms of Reference or Constitution;

12.2. Take the advice of any Standing Committee before appointing any member of that committee.

12.3. Ensure that the size of each Standing Committee is appropriate for the tasks to be undertaken by it and shall in any event not exceed ten members.

STANDING COMMITTEES

13. Committees shall work within the Terms of Reference laid down under Article 10.7 of the Articles of Association and set out at Appendix A of these Standing Orders. A Committee may refer any appropriate matter to another Committee without first bringing such matter to the attention of Council.
14. Committees shall consist of such members of the Society as Council may appoint from time to time. The appointments shall be for a term of three years however members shall be eligible for re-appointment up to a maximum of nine years continuous service and shall be ineligible for re-appointment for three years thereafter.
15. The Chair and Secretary of each Standing Committee shall be elected for a term of three years by members of the Committee from their own number. A retiring Chair or Secretary shall be eligible for re-election up to a maximum of nine years continuous service and shall be ineligible for re-election for three years thereafter. The Secretary shall be responsible for keeping the minutes of each meeting and shall submit a report of the decisions made at each meeting to the next meeting of Council. A record of any receipts and payments incurred by the Secretary on behalf of the Society shall be kept and shall be submitted to the Treasurer of the Society. The Secretary may, at the discretion of a Committee, delegate any of the Secretary's duties to any other member of the Committee.
16. Meetings of a Committee shall be called at the discretion of the Chair or the Secretary of the Committee except that the Secretary shall be required to call a meeting upon receiving a written request signed by at least three members of the Committee. At least ten days' notice shall normally be given of the calling of a meeting. A quorum for any meeting of a Committee shall be three.
17. Committees may co-opt members of the Society as members of the Committee as may be appropriate, consulting with the Council of the Society and more widely in their search for suitable candidates. Such co-option shall be for a maximum period of 1 year after which co-opted persons may offer themselves for appointment by Council as full committee members. Co-opted members shall not count towards the maximum size of Standing Committees under Rule 12.3 above.
18. Committees may appoint working groups or subcommittees from within their membership and such working groups or subcommittees may include any other

persons BSBI members in their meetings. Any working group or subcommittee shall not sit for more than one calendar year without the approval of Council.

19. Committees shall promote rotation of members of the Committee by an appropriate cycle and by actively seeking opportunities to appoint a proportion of members who have not served previously.

COUNTRY COMMITTEES

20. Country Committees shall work within their Constitution under Article 10.7 of the Articles of Association and set out at Appendix B to these Standing Orders. These committees shall promote the aims and activities of the Society on a more local basis and facilitate a two-way flow of all relevant information. They shall report to Council through their nominated representative.
21. Membership of and meetings of Country Committees shall be governed by the rules set out in their Constitution save that the President, Honorary General Secretary and Honorary Treasurer shall be, *ex officio*, members of every committee.

VICE-COUNTY RECORDERS

22. The Society shall appoint one or more Recorders for each vice-county, who shall be responsible for collecting plant records for the vice-county for the benefit of the Society as a whole and for scientific and conservation purposes.
23. Vice-County Recorders shall be appointed by the Council, however Council may from time to time delegate the power of appointment to a Standing Committee.

PANEL OF REFEREES AND SPECIALISTS

24. The Society shall appoint a Panel consisting of persons each of whom is prepared to deal with enquiries on specified taxonomic groups of plants or on subjects connected with the objects of the Society.
25. Members of the Panel shall be appointed by the Council, however Council may from time to time delegate the power of appointment to a Standing Committee.
26. Any alterations to the Panel shall be notified to Members.

MEMBERSHIP

27. The following are the categories of membership:
 - 27.1. **Ordinary Membership** of the Society is open to all persons interested furthering the objects of the Society who comply with Rule 29 and pay the current subscription as set under Rule 30, which shall entitle them to the

privileges of membership until the 31st day of December of the current year (but for new members see also Rule 34).

27.2. **Junior Membership.** Persons under the age of 21 years may join the Society as Junior Members on payment of a reduced subscription as set under Rule 30. Payment of this sum shall entitle a Junior Member to the privileges of membership until the thirty-first day of December of the current year. A Junior Member will cease to be a Junior Member on the thirty-first day of December of the year in which he or she reaches the age of 21 years, and may then become an Ordinary Member without further application. Members under the age of 25 years and in full time education may elect to join the Society as a Junior Member. Junior members under the age of 16 years may not serve on Council.

27.3. **Family Membership.** Members of the family of an Ordinary Member who do not wish to receive copies of the Society's publications may, at the discretion of the Trustees, be elected members of the Society on payment of such reduced subscription as shall from time to time be set under Rule 30; such members shall have all the other privileges of Ordinary Members, and shall be entitled to one vote per family.

27.4. **Honorary Membership.** Botanists, whether members of the Society or not, who have rendered special service to the Society or its objects may, on the recommendation of Council, be appointed Honorary Members by the Trustees, and shall enjoy all the privileges of membership. Nominations for Honorary Membership may be submitted to Council by any member at any time. The numbers of Honorary Members shall not be added to when the sum total of such members exceeds five per cent of the total paying members of the Society as on the last day of the preceding year and no more than two Honorary Members shall be appointed in any calendar year.

28. **Institutional Subscribers.** Botanical or Natural History Societies, Libraries, Museums, Botanical Gardens, Schools and similar institutions are not eligible for membership but may subscribe to the Society's New Journal of Botany on the terms offered by Maney Publishing or its successor as the case may be and BSBI News on terms agreed from time to time with the Honorary Treasurer.

29. Candidates for membership shall sign a Form of Declaration of their willingness to support the objects of the Society and accept the responsibilities of membership. The Trustees reserve the right to refuse the admission of a candidate to membership.

ANNUAL SUBSCRIPTION

30. The Annual Subscription for each category of membership shall be an amount set by the members at a General Meeting and the Trustees hereby delegate their power of setting subscription rates to a General Meeting.

31. Persons who have been members of the Society for 40 years or more may elect to have their annual subscription fixed at the rate current on their attaining 40 years of membership.
32. The Trustees shall have the power to reduce the annual subscription for any member paying by Direct Debit. Persons over 65 who have been members of the Society for at least 10 years and who are no longer in full-time employment may elect to pay an annual reduced subscription at such rate as from time to time shall be decided by the Trustees.
33. Annual Subscriptions are payable upon the first day of January in each year. Subscriptions may be paid under the authority of a Direct Debiting Mandate lodged with the member's bank.
34. The annual subscription of members who join the Society on or after the first day of October shall cover the period ending on the thirty-first day of December of the following year.
35. Unless already paid notice shall be given to every member of his or her subscription being due.
36. Any member whose subscription shall be in arrears for two months, having received a reminder, shall cease to be a member unless adequate reason is given.

PRIVILEGES OF MEMBERSHIP

37. Each member of the Society shall be entitled:
 - 37.1. To receive, in whatever form, one copy of the Society's periodicals as issued, including New Journal of Botany, except as provided under Rule 27.3.
 - 37.2. To submit plants for naming to the Recorders or to the Panel of Referees and Specialists. Return postages shall be prepaid by the sender.
 - 37.3. To consult the Officers, Recorders and the Panel of Referees and Specialists on botanical matters.
 - 37.4. To submit papers and notes for consideration for publication by the Society.
 - 37.5. To attend, and, if over the age of 16 years, vote at, general meetings
 - 37.6. To attend conferences and field meetings of the Society for which they have booked in advance, subject to limitations on numbers.
 - 37.7. To invite guests to attend conferences and field meetings for which they have booked in advance, subject to limitations on numbers and to the

discretion of Council.

LEAVING THE SOCIETY

38. Any member wishing to resign his or her membership shall give written notice to the Honorary General Secretary or Honorary Treasurer before the last day of December in any year of his or her intention to resign, failing which he or she shall be liable for the payment of his or her subscription for the ensuing year.
39. If it be demonstrated at any time to the satisfaction of the Trustees that any member has acted in any way contrary to the objects or derogatory to the interests of the Society, the Trustees shall make a report on the matter to the next General Meeting. On a vote of not less than two-thirds of the members present at such meeting in favour of expulsion, the member concerned shall cease to be a member of the Society and shall forfeit any claim upon the Society; he/she may subsequently, however, be reinstated, but only by a resolution put to the members present at an Annual General Meeting.

Appendix A. Standing Committee Terms of Reference.

Meetings and Communications Committee

1. To arrange Annual Summer Meetings, Annual General Meetings and Exhibition Meetings on a national and regional basis as appropriate in conjunction with the National and Regional Committees. Annual Summer Meetings should rotate round the four countries and between mid-week and weekend with weekend meetings every three years.
2. To encourage and arrange field meetings in the British Isles and collaborative ones overseas; to include some to encourage new members, botanical beginners and young people and some for the study of particular groups of plants.
3. To initiate and, in consultation with Publications Committee, arrange conferences and other indoor meetings in the British Isles, and, in collaboration with others, overseas, within an annual budget approved by the Trustees. Suitable subjects include taxonomy, ecology, historical botany and plant distribution. It may sometimes be appropriate to collaborate with other learned societies.
4. To arrange meetings in conjunction with other committees where appropriate.
5. To arrange for meetings and conferences to be adequately advertised in the BSBI Year Book and on the BSBI website, with any limitation on numbers and guests in accordance with Rules 37.6 and 37.7.
6. To maintain a code for safety on field meetings and arrange for it to be issued to all leaders of field meetings.

Publications Committee

1. To disseminate botanical knowledge to both professionals and amateurs by publishing or encouraging the publication of:
 - Journals (currently New Journal of Botany and BSBI News).
 - Handbooks, monographs and other relevant material on particular groups of taxa.
 - Relevant material on other media including the digital archive of Watsonia and BSBI News on BSBI website.
2. In conjunction with Records Committee, to publish or arrange publication of the

results of the Society's surveys and projects, such as Atlases of plant distribution.

3. To assist the publication of Local Floras and other botanical publications by offering grants. Any author accepting such a grant shall provide the Society with five copies of the Flora concerned.
4. To advertise its publications as appropriate including use of the BSBI website and a book agent.
5. The work of the committee, including grants towards publications, to be carried out within an annual budget approved by the Trustees.

Records and Research Committee

1. To advance and disseminate our knowledge of the distribution flora of the British Isles and to maintain and implement a forward plan for the plant recording activities of the Society.
2. To maintain a network of active vice-county Recorders in accordance with Rule 23 responsible for:
 - Maintaining for each vice-county, on behalf of the Society, an index of its current and past flora in an electronic database with supporting paper records.
 - Publishing all relevant records in New Journal of Botany.
 - Ensuring the accuracy of these records, by collaboration with the panel of referees where necessary.
 - Furthering, where appropriate, the publication of Local Floras and Rare Plant Registers.
 - Assisting in national surveys and projects .
 - Sharing all records held in the electronic database to an agreed programme with BSBI Science Unit and sharing other data as may be reasonably requested.
 - Encouraging members and the general public in collecting records and by responding, as appropriate, to requests for information.
 - Collaborating with relevant statutory and voluntary bodies.
3. To maintain a panel of referees and specialists for taxonomic groups in accordance with Rule 25.

4. To maintain the Vice-county Census Catalogue.
5. To arrange national or regional meetings and taxonomic workshops for recorders in conjunction with Publications Committee and Meetings and Communications Committee.
6. To provide resources for recorders such as the MapMate database software and downloads available from the BSBI website in conjunction with BSBI Plant Unit.
7. To collaborate with Standing and Country Committees as appropriate.
8. The work of the committee to be carried out within an annual budget approved by the Trustees.
9. To review from time to time, the Society's scientific objectives and the degree to which the scope of current surveys and projects meet these objectives.
10. To maintain a taxonomic database underpinning the Society's projects and to seek to make private herbaria more widely available for study through the website 'Herbaria at Home', both within an annual budget approved by the Trustees.
11. To assist in the design of taxonomic, autecological and distributional projects on the flora of the British Isles by BSBI members and others.
12. To appoint from its committee members a Grants Panel to assess suitable projects for grant-aiding within an annual budget approved by the Trustees. These to include both projects submitted by BSBI members and non-members and commissioned research.
13. To promote the committee's activities as appropriate, including use of the BSBI website.

Training and Education Committee

1. To promote botanical training and education within the British Isles within an annual budget approved by the Trustees through:
 - Plant identification training: facilitated through other organisations by training grants, together with informal sessions through vice-county recorders and local botany groups, workshops at conferences on difficult taxa and 'training the trainers' days.
 - Awarding bursaries for training and research.
 - Facilitating training outside of BSBI by recommending trainers and literature.

- Boosting botany in university biology schools, perhaps through an academic champion.
 - Supporting members by working with other committees to provide training material.
2. To promote the committee's activities as appropriate, including use of the BSBI website.
 3. The work of the committee to be carried out within an annual budget approved by the Trustees.

Appendix B. Country Committee Constitution

Botanical Society of Britain and Ireland Committee for *Ireland/Scotland/Wales* Constitution.

1. Name

The name of the Committee shall be “The BSBI Committee for *Ireland/Scotland/Wales*”.

2. Status

The Committee shall act under the aegis of the BSBI and shall function as the Society’s *Irish/Scottish/Welsh* country Committee.

3. Constitution

This constitution is set out by the Trustees of the BSBI, in furtherance of the powers provided to the in the Articles of Association of the BSBI. No amendment to this constitution shall be made other than by the Trustees for the time being of the BSBI on the advice of and in consultation with such of its members as shall be resident in *Ireland/Scotland/Wales*.

3. Objects

- a) To further, in *Ireland/Scotland/Wales*, the aims and objectives of the BSBI, as set out in its Memorandum of Association and Articles.
- b) To provide liaison between the BSBI and other bodies with similar or allied interests in *Ireland/Scotland/Wales*.

4. Composition

The Committee shall consist of the following, who must be members of the BSBI:

- a) Chair;
- b) Secretary;
- c) Up to eight additional elected members;
- d) Up to 2 co-opted members.

Additionally, if a Chair Elect has been elected at an Annual General Meeting, that person shall also be a member of the Committee. The Committee may invite the attendance of such representatives of appropriate organisations from time to time as they see fit.

The Committee may ask individual Committee members to take responsibility for such specific areas of the Committee's work as they see fit.

5. General Meetings

- a) The committee shall hold an Annual General Meeting at least once in a calendar year.
- b) General meetings are called with at least 14 and not more than 28 clear days' written notice.
- c) BSBI members resident in *Ireland/Scotland/Wales* are entitled to attend and vote at annual general meetings.
- d) There is a quorum at annual general meetings if the number of voting members present in person is at least 15.
- e) The chair at a general meeting shall be the chairman of the committee or in default any committee member present and elected by the voting members present.
- f) Every issue, including any elections which may be necessary, shall be decided on a show of hands by the voting members present in person, each having one vote on each issue and by a simple majority.
- g) The secretary shall prepare or cause to be prepared draft minutes of each Annual General Meeting not less than three weeks after the meeting and provide a copy to the Hon. General Secretary of the BSBI together with a summary. Such minutes shall be approved, if necessary in amended form, at the next Annual General Meeting.

6. Nominations, elections and ancillary matters

- a) Nominations for membership of the Committee shall be in writing, with the candidate's consent, and signed by two members entitled to vote at the Annual General Meeting as above, to be in the hands of the Committee secretary at least 28 days before the Annual General Meeting.
- b) In the event of insufficient nominations the Committee shall have the power to nominate additional candidates at the Annual General Meeting.
- c) The Chair shall be elected to serve for two years and be eligible for re-election for a further two years. Thereafter he/she shall not be eligible for re-election as chair until the expiry of one year.
- d) A Chair Elect, may be elected to serve for one year, his/her election taking place at the Annual General Meeting immediately preceding that at which the current Chair is due to retire.
- e) The other members of the Committee shall be elected to serve for three years and be eligible for re-election for a further three years. Thereafter they shall not be eligible for re-election until the expiry of one year.
- f) One third of the Committee members shall retire at each Annual General meeting, those longest in office (where applicable, since re-election) retiring first and the choice between any of equal service being made by drawing lots at the last meeting of the Committee in any year.

g) The Committee shall have the power to co-opt up to two members but a co-opted member shall only hold office until the next AGM when he must either offer himself for election or stand down.

7. Committee Proceedings

The committee must hold at least two meetings each year.

- a) A quorum at a meeting of the Committee is at least five or one half of the members of the committee (if greater), save that co-opted members shall not count towards the quorum.
- b) A meeting of the Committee may be held either in person or by suitable electronic means agreed by the committee in which all participants may communicate with all the other participants but at least one meeting in each year must be held in person.
- c) The Chair or (if the Chair is unable or unwilling to do so) some other committee member chosen by the Committee present shall preside at each meeting.
- d) Any issue may be determined by a simple majority of the votes cast at a Committee meeting, but a resolution in writing agreed by all the committee is as valid as a resolution passed at a meeting. For this purpose the resolution may be contained in more than one document.
- e) Every Committee member has one vote on each issue but, in case of equality of votes, the chairman of the meeting has a second or casting vote.
- f) The secretary shall prepare or cause to be prepared draft minutes of each meeting not less than three weeks after the meeting and provide a copy to the Hon. General Secretary of the BSBI together with a summary. Such minutes shall be approved, if necessary in amended form, at the next meeting of the Committee.