

# The Constitution of the Haworthia Society

The Haworthia Society was formed in 1986 as a non-profit organisation for the study, propagation and conservation of Haworthia, Gasteria, Aloe and other related South African Succulents.

The Society is registered with HM Revenue and Customs as a charitable company (Charity Ref. XT20686) and is entitled to exemption from Corporation Tax and can claim Gift Aid credit on the subscriptions from eligible UK members.

The rules governing the conduct and activities of the Haworthia Society (as amended at the General Meetings of 2002, 2008, 2010, 2012 and 2021) are as follows:

## 1) NAME

The Society shall be called "The Haworthia Society".

## 2) OBJECTIVE

The objective of the Society shall be to advance knowledge of plants in the genus Haworthia and other allied genera by providing the following services to all Members:

1. Publication of a periodical called the "Haworthiad" which shall contain information about cultivation, propagation, uses, taxonomy, conservation, natural distribution, major collections, personalities and related matters.
2. Distribution of seeds and plant materials.
3. Organisation of events such as lectures, visits and plant shows.
4. Other services as chosen by the Committee.

## 3) MEMBERSHIP

Membership of the Society shall be open to all people interested in the Objective of the Society. All applications for membership shall be in writing and accompanied by at least one year's subscription fee. All subscriptions shall be for one calendar year from the first day of January and back issues shall be sent if a subscription is received later during a year.

If a subscription renewal has not been received by the last day of March, then that Member shall be deemed to have resigned and shall not receive the Haworthiad and other Services, unless their subscription is renewed.

A Life President, who pays no subscription, shall be elected at a General Meeting in recognition of outstanding services to the Society.

Life Vice Presidents, who shall pay no subscription, may be elected at a General Meeting in recognition of exceptional service to the Society or to the study of the Genera. Such individuals, duly proposed and seconded, shall be nominated to or by the Committee at least two months prior to the next General Meeting. If the nomination(s) is/are approved by the Committee, the proposal(s) may then be put to the General Meeting without prior notification to the Membership or the nominated individual(s).

In addition, Honorary Members, who also pay no subscription, but benefit the Society in other ways during a year, shall be elected by the Committee each year.

The Committee shall have the power to expel any Member for conduct detrimental to the best interests of the Society, subject to that Member having had the opportunity to put his or her case to the Committee. In

the event of expulsion, or of any Member resigning during any year, no portion of any subscription paid shall be refunded.

#### **4) GENERAL MEETINGS**

The Society shall hold a General Meeting on a regular basis (typically every two years) where the following business shall be transacted:

1. To receive the Minutes of the previous General Meeting.
2. To receive the Chairman's Report about the health and progress of the Society.
3. To receive the Treasurer's Report about the financial state and membership of the Society.
4. To receive reports from Ancillary Officers.
5. To elect the Honorary Officials and, occasionally, the Life President and/or Life Vice Presidents. Nominees should be prepared to describe what they could offer the Society.
6. To approve proposed alterations to the Rules.
7. To deal with other relevant business.

The General Meetings shall be held either face-to-face or by other means (e.g. telephone- or video-conferencing). Participation at General Meetings shall be open only to Members of the Society. The time and place of such a meeting shall be announced well in advance and at least one month prior to it being held giving all members the opportunity to attend. Decisions shall only be taken by a proposal receiving the assent of at least two-thirds of those Members present. The quorum shall be ten Members and must include at least three committee members.

If a General Meeting has to be postponed then the reasons shall be published in Haworthiad and the meeting shall be re-arranged as and when possible.

Extraordinary General Meetings shall be called at the discretion of the Committee or upon receipt by the Secretary of a written request giving a reason supported by the signatures of not less than ten members.

#### **5) NOMINATION AND ELECTION OF OFFICIALS**

Officials shall be elected at the General Meeting and shall thus serve for approximately two to three years. A vote shall be held when the number of nominations exceeds the number of vacancies. Nominations in writing, bearing the signature of a proposer and seconder and the written and signed consent of the nominee, shall be submitted to the Secretary before the start of the General Meeting.

Serving officials, nominees, proposers and seconders must all be Members. Officials who resign or are unable to fulfil their duties shall, if possible, immediately inform the Secretary in writing and the Committee shall have the power to co-opt a replacement to serve until the next General Meeting.

#### **6) OFFICIALS**

The Honorary Officials who serve the Society and who collectively make up the Committee shall be:

1. The Chairperson, who shall chair Meetings and Events. In the absence of the Chairperson, at any single Meeting or Event, another Official shall be invited by the Committee to act as Chairperson.
2. The Secretary, who shall minute Meetings, conduct the correspondence and business of the Society in accordance with the decisions of the Committee and solicit nominations for officials.
3. The Events Manager, who shall organise the Society's Shows and Events in accordance with the decisions of the Committee.
4. The Membership Secretary, who shall keep and maintain a Register of Society Members, receive, and forward to the Treasurer, Society Subscriptions, enrol New Members and prepare mailing lists of Members as required.

5. The Treasurer, who shall receive, expend and keep safe all monies of the Society in accordance with the decisions of the Committee.
6. The Editor, who shall procure, organise and edit material for publication in the Haworthiad.
7. The Seed Distributor, who shall procure, publicise and distribute relevant seed material.
8. Ancillary officers, as required to perform specific roles within the Committee.
9. Up to four additional Committee Members, to assist with the running of the Society, in accordance with the decisions of the Committee.

The Committee may co-opt, to assist with special projects and/or the running of the Society, additional Committee Members, who may serve until the next General Meeting.

Any of the above posts may be divided or combined as the Committee deems expedient.

## **7) MANAGEMENT**

The Society shall be managed by the Committee, which shall meet at least once per year at times, dates and places chosen ideally at the previous Committee Meeting. Such meetings may take place either face-to-face or by other means (e.g. telephone- or video- conferencing). Decisions shall be taken by majority votes and the quorum for the transaction of business shall be four officials.

Minutes shall be kept of all Meetings by the Secretary and a copy shall be sent to each Official before the next Committee Meeting. These minutes shall be approved at the next Committee Meeting and signed by the Chairperson. Concise accounts of the General Meetings shall be published by the Secretary in Haworthiad.

The Society's financial year shall run from the 6th April to the 5th April of each succeeding year (for simplicity when reporting to HMRC) but, in practice, the annual accounts shall be from 1<sup>st</sup> April to the 31<sup>st</sup> March of each succeeding year. The annual accounts, which have been audited by one Member who is not an Official, shall be published by the Treasurer, in the subsequent autumn Haworthiad.

Reasonable travelling expenses of Officials for attendance at Committee or General Meetings and other reasonable expenses incurred by them in the execution of Society business shall be refunded by the Society, when requested. Receipts shall be produced whenever possible.

## **8) DISSOLUTION**

The Society shall only be dissolved by a proposal passed at a General Meeting. Any property or assets which remain, after the satisfaction of all debts and liabilities, shall not be paid to or distributed amongst Members but shall be given or transferred to such other society or institution, having objectives similar to the Objective of this Society, as the General Meeting shall determine and, if this cannot be put into effect, then to some other charitable purpose.

## **9) ALTERATION TO RULES AND CONSTITUTION**

Initial adoption and subsequent alterations to these Rules shall only be made at a General Meeting. The Constitution and Rules shall be reviewed at least every five years. Notice to propose alterations or additions to these rules shall be given in writing to the Secretary not less than four months prior to a General Meeting with a draft of the proposed new Rule(s) and shall bear the signature of a proposer and seconder who are Members. The Secretary shall include a copy of the Proposal in the Haworthiad before the General Meeting.

The Committee shall be the sole authority for the interpretation of these Rules and their decision shall be final.