

THE ASSOCIATION OF FRIENDS OF THE UNIVERSITY OF BRISTOL  
BOTANIC GARDEN

CONSTITUTION

Registered Charity No. 291159



Friends of the  
University of Bristol  
Botanic Garden

**1. NAME**

The Association shall be known as 'Friends of the University of Bristol Botanic Garden'.

**2. OBJECTIVES**

The objects of the Association are to advance public education in, and to promote research into, Botany and its related subjects, and to publish the useful results of such research.

**3. AIMS**

In pursuance of the above objects the Association shall support the work, and further the development, of the University of Bristol Botanic Garden.

**4. MEMBERSHIP**

Any person or organisation shall be eligible for membership on payment of the appropriate subscription. Rates of subscription shall be determined by the Committee and submitted for members' approval at a General Meeting.

The Committee may appoint Honorary Members.

The Committee has the right to refuse or terminate membership.

The Committee may offer special categories of membership upon such terms as shall be ratified at a General Meeting of members.

## **5. COMMITTEE**

The management of the Association shall be conducted by a Committee consisting of a maximum of twelve members, who shall serve as Trustees of the Association, elected at an Annual General Meeting for a term of three years, one third to retire each year. Retiring members may, if eligible, seek re- election.

At its first meeting after the Annual General Meeting, the Committee shall appoint its Chairman, Vice Chairman, Treasurer, Membership Secretary and such other honorary officers as are necessary for the conduct of the Association's activities.

The Committee may fill vacancies in its membership and may co-opt additional members; such members shall retire at the next Annual General Meeting but may stand for election.

Nominations for vacancies on the Committee must be lodged with the Chairman not less than twenty-one days prior to the Annual General Meeting.

Four members of the Committee shall constitute a *quorum*.

The Committee may appoint a Policy and Planning Group the terms of reference and membership of which shall be as determined from time to time by the Committee. The Committee may also appoint special sub-committees upon such terms of reference as the Committee shall decide.

The Curator of the University of Bristol Botanic Garden (or an appropriate deputy) may attend meetings of the Committee, the Policy and Planning Group and any sub-committees in an *ex officio* capacity.

No member of the Committee shall receive payment for services, although reimbursement of reasonable out-of-pocket expenses may be made.

## **6. SECRETARY**

The Committee may appoint a Secretary, whether honorary or paid, for such period as it may determine.

## **7. PRESIDENT**

The Committee shall invite an eminent person to accept the position of Honorary President of the Association, upon such terms as it may decide. One or more Vice Presidents may be appointed to support, and deputise for, the President.

## **8. GENERAL MEETINGS**

(a) The Annual General Meeting shall be held not later than the end of March to:

- (i) receive the annual report and audited accounts for the previous financial year ended 31st December;
- (ii) elect members of the Committee;
- (iii) appoint an auditor;
- (iv) consider resolutions submitted to the Chairman in writing by 31st December for inclusion in the notice of the Meeting;
- (v) at the discretion of the Chairman, transact any other business which could reasonably be considered not to have required special notice.

(b) The Committee shall have the power to convene an Extraordinary General Meeting, which shall also be held on the written request of twenty members.

Notice of General Meetings shall be given to members not less than three weeks prior to the meeting. Twenty members present shall constitute a *quorum* and every matter requiring a vote shall be decided by a simple majority. In the event of a tied vote, the Chairman shall have a second, casting, vote. Online technology may be used if the need arises.

#### **9. FINANCES**

The administration of the funds of the Association shall be the responsibility of the Committee and the funds may be invested at its discretion subject, nevertheless, to such conditions as may be imposed or required by law. All payments must be authorised by any two of four persons nominated by the Committee.

#### **10. DISSOLUTION**

Any assets remaining on the dissolution of the Association, after satisfying outstanding debts and liabilities, shall not be distributed amongst the members of the Association but shall be donated in any manner which is exclusively charitable in law.

#### **11. AMENDMENTS TO THE CONSTITUTION**

(a) Changes to the Constitution may be proposed and put into effect temporarily by the Committee, but must be ratified at the next General Meeting of members by a majority of the members present.

(b) No alteration or amendment shall be made to this clause, or Clauses 2, 3 and 10 without the prior written approval of the Charity Commission and no alteration or amendment shall be made which would cause the Association to cease to be a charity in law.

**June 2023**

*A copy of the Constitution is held by the Charity Commission*

