

**RULES AND BYE-LAWS  
Of  
THE NATIONAL CHRYSANTHEMUM SOCIETY**

(Instituted 1846)

Updated to include new Rule XVIII covering Dissolution of the Society  
and Disposal of assets as approved by members at the 2009 Annual General Meeting

**RULES**

General

All the existing rules of the Society are hereby revoked, and the following rules and Bye laws are submitted in their place.

**I. TITLE**

The name of the Society shall be The National Chrysanthemum Society.

**II. OBJECT OF THE SOCIETY**

The special object of the Society shall be to promote the cultivation of the Chrysanthemum, (i) by means of Exhibitions, Conferences, Judges' Courses and Lectures, (ii) by awarding Certificates of Merit and Medals at the Exhibitions of the Society, (iii) by the issue of such publications as from time to time may be deemed necessary, and by such means as the Committee may from time to time see fit to adopt: and generally to do all such lawful things as are incidental or conducive to the attainment of the above object which shall in the opinion of the Officers and Executive Committee be of benefit to the Society.

**III. MANAGEMENT**

The management of the Society shall be vested in the following, viz:

The President, Chairman, Vice-Chairman, Section Managers - Membership Manager, Sales Manager, Shows Manager, Financial Manager, Publications Manager, Floral and Promotions Manager, Chairman of the Operations Committee, The Executive Committee and Associates of Honour, The Chairman or Vice Chairman may also hold one of the Section Managers positions.

The President, Chairman, Vice-Chairman and Section Managers of the Executive Committee shall be ex officio members of the Executive Committee with power to vote. They shall also be ex officio members of all Standing Committees without the power to vote. Any of the above officers may instead be an elected member of a Standing Committee in his own right. Associates of Honour shall be life members of the Executive and Floral Committees with power to vote.

**IV. VICE PRESIDENTS.**

There shall be an unlimited number of Vice-Presidents elected from persons who have rendered service to the Society,

(a) Life Vice- Presidents,

(b ) Ordinary Vice-presidents who shall be elected annually at the Annual General Meeting on the nomination of the Executive Committee.

All holders of the Society's Gold Medal for Outstanding Service shall automatically become Life Vice-Presidents of the Society. In the absence of the President, The Chairman of the

Executive Committee shall preside at the Annual General Meeting or any other ceremonial occasion.

#### **V. ELECTION AND APPOINTMENT OF OFFICERS. EXECUTIVE AND STANDING COMMITTEES.**

The President, Chairman, Vice-Chairman and Section Managers of the Executive Committee shall retire from Office annually, but shall be eligible for re-election - however, a person can only be elected President for a maximum of five 1 year terms. Any Fellow or Member may nominate a candidate for any of the foregoing offices. One-third of the members of the Executive Committee shall retire annually. The retiring officers and members of the Executive Committee shall be considered as nominated, if eligible, unless they have advised the Chairman in writing by the 31st December preceding the Annual General Meeting, of their intention to retire. All nominations shall be made to the Chairman in writing by the 31st December preceding the Annual General Meeting.

The election of the Society's Officers shall be by multiple ballot, with the proviso that should there be more than two nominations for the post of any one office, the person gaining the lowest number of votes shall withdraw after each vote until only two nominations remain for that particular office, the person obtaining the highest number of votes on the final vote, being duly elected.

For election to the Executive Committee the votes of the Fellows and Members present at the Annual General Meeting shall be taken by means of a ballot on which shall be the names of the retiring committee members and the new nominees. Each paper must contain a sufficient number of votes to fill at least the full-term, three-year vacancies. Any ballot form with less than this minimum number of votes, will be declared void. The ballot papers for the election of Officers and Executive Committee shall be collected and counted by scrutineers appointed by the Executive Committee.

#### **STANDING COMMITTEES.**

The Executive Committee may appoint suitable Standing and Special Committees who will report their recommendations to the Executive Committee for approval except where they are given power to act.

#### **VI. EMPLOYEES.**

Staff shall be appointed by the Officers of the Society and shall be employed for such a period at such remuneration and on such conditions of employment as the Executive Committee may from time to time determine.

#### **VII. MEMBERSHIP**

The Society shall consist of (i) Associates of Honour, (ii) Patrons. (iii) Fellows, (iv) Members, (v) joint Husband and Wife Fellows, (vi) Senior Fellows, (vii) Overseas Fellows, (viii) Honorary Fellows (chosen from those who have rendered conspicuous service to the Chrysanthemum as a special honour), (ix) Affiliated Societies. Subject to the sanction of the Executive Committee, a Chrysanthemum or Horticultural Society may become affiliated to the National Chrysanthemum Society on payment of an annual affiliation fee.

#### **VIII ELECTION OF FELLOWS.**

Every candidate for admission must be elected at an Executive Meeting or General Meeting of the Society, No candidate, having been rejected, shall be eligible for a further application for a further twelve months. Honorary Fellows shall be appointed by the Honours Committee. The annual subscription payable by Fellows, Husband and Wife / Family Fellows,

Senior Fellow, and Overseas Fellows shall be such sums as shall from time to time be prescribed by the Executive Committee.

#### **IX PRIVILEGES**

All fellows and Members shall be entitled to vote at the General meetings of the Society upon presentation of formal credential

#### **X FORFEITURE OF THE RIGHTS AND PRIVILEGES OF MEMBERSHIP.**

The Executive Committee may expel from the Society any Fellow or Member who refuses to observe the Society's rules and bye-laws or whose conduct is such as shall in their opinion be injurious to the good interests of the Society or its aims and objects and who shall on such expulsion forfeit all rights and privileges of membership. Before the Fellow or Member is expelled he shall be given full opportunity to defend himself and to justify or explain his conduct

#### **XI MEETINGS.**

The Annual General Meetings of the Society shall be held not later than the last Saturday in March, to receive the Annual Report and Statement of Accounts, and to elect Officers and Executive Committee for the ensuing year. The Annual General Meeting shall be held at a suitable venue.

An Extraordinary General Meeting may be called at any time by the Executive Committee or on a requisition signed by not fewer than fifty members of the Society being delivered to the Chairman at least twenty-eight days prior to the date of the proposed Meeting. Meetings of the Executive Committee shall be held at such times as the Chairman and Vice Chairman may consider advisable. At all Meetings of the Society and Executive Committee nine persons shall form a quorum for the transaction of business.

#### **XII. ACCOUNTS OF THE SOCIETY.**

The Accounts of the Society shall be kept by the Financial Manager and be closed on the 31st of December. The Accounts of the Society shall be examined prior to the Annual General Meeting by an Independent Examiner or such other person as may be required by Statute or The Charity Commission from time to time. Copies of the said Accounts shall be issued to the Fellows and Members attending the Annual General Meeting and they shall subsequently be available at request, to all Fellows and Members of the Society.

#### **XIII INVESTMENT OF FUNDS**

All sums of cash at any time standing to the credit of the Society and not required for immediate working purposes shall be invested by the Society. Subject to any special trusts attached thereto any such sums may be invested in securities for the time being authorized by law for the investment of trust funds or any such other investments as the Society shall, on the advice of its financial advisers given at the time of the investment, select.

#### **XIV. THE N.C.S. SUPPORT FUND.**

The N.C.S. Support Fund established for the purpose of maintaining the premises of The Society and to promote, maintain and support membership of The Society. The fund shall be administered by Trustees whose powers shall be governed by the terms of a trust declaration entered into by the Trustees. The Trustees shall be five persons nominated by Patrons and Fellows of The Society from amongst the Patrons and Fellows of The Society. No more than two officers of the Society may hold the position of Trustee. All nominees, provided they satisfy the legislation in force governing Trustees and the relevant rules of the

Charity Commission, shall be submitted to the membership at an Annual General Meeting for selection by ballot paper.

#### **XV RETIRING OFFICERS AND MEMBERS OF COMMITTEES.**

In the event of any Officer or Member of the Executive or any other Committee resigning, or ceasing to be a Fellow or Member of the Society, as also in the case of a casual vacancy in the Auditorship, the Executive Committee shall have power to fill the vacancy.

All Committees shall also have power to co-opt such persons whose expert knowledge is required for a specific purpose.

#### **XVI ALTERATION OF BYE-LAWS.**

The Executive Committee may from time to time make, vary and revoke bye-laws not inconsistent with these rules for the regulation of the internal affairs of the Society and conduct of the Fellows and Members. All bye-laws shall until revoked by the Committee be binding on all Fellows and Members.

#### **XVII ALTERATION OF RULES**

No alteration, amendment or addition to any of the Rules of the Society shall be made except at the Annual General Meeting or an Extraordinary General meeting of the Society, and then only by a resolution passed by a majority of at least two-thirds of the Fellows and Members present and voting at such meeting. No Fellow or Member shall move a resolution involving any alteration, amendment, or addition unless he/she has given to the Chairman in Writing by the 31st December, notice of his/her intention to do so, and furnished the Chairman with the terms of the resolution, so that it may be printed in the notice convening the meeting.

#### **XVIII DISPOSAL OF ASSETS AT THE DISSOLUTION OF THE SOCIETY**

In the event of the National Chrysanthemum Society being dissolved it is proposed that all funds and assets will pass to those NCS Provincial groups that are still in operation, and are registered Charities at that time of the dissolution.

50% of the assets will be divided equally between these qualified Groups, and the balance will be distributed directly in proportion to the average number of members and Affiliated Societies in the groups over the previous five years. In the event that some areas of the Country are not covered by a Group, it is hoped that members and Societies in these areas will, after the distribution of the assets, be assimilated by an adjoining group.

In the event that there are No Qualifying Provincial Groups, then the assets will pass in Trust to the Royal Horticultural Society with the provision that they are to be used solely for the promotion and benefit of the Chrysanthemum. The dissolution committee at the time will be responsible for drawing up an appropriate Trust deed.

The dissolution will be managed by a committee formed of The President, Chairman and Financial Manager of the Society in post at the time, together with two members of the Support fund trustees, and the Associates of Honour. The decisions of this committee will be final.

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## **BYE-LAWS**

### **1. ALTERATION OF BYE LAWS.**

Any bye-laws may be altered by a two-thirds majority of the Executive Committee, present and voting. The proposed alteration, amendment, or addition, shall be given to the Chairman in writing no less than twenty-one days prior to the meeting so as to allow sufficient time for it to be included in the agenda and circulated to all the Officers and Members of the Executive Committee prior to the meeting at which a decision is to be made.

### **2. DUTIES OF OFFICERS.**

**President:** The President is to preside over the Conferences, General and Special Meetings of the Society. Take the chair at the Annual Dinner, and perform other duties of a ceremonial nature which from time to time may seem desirable.

**Chairman of the Executive Committee:** shall preside over all meetings of that Committee.

**Vice-Chairman of the Executive Committee:** shall, in the absence of the Chairman, preside at meetings of the Executive Committee with full powers as Chairman.

#### **Membership Manager**

To be responsible for the Membership cost centre. To keep the membership data base To receive all membership payments, to record these on the membership data base, and bank receipts weekly. To receive, bank and notify payments on behalf of Sales Manager To agree cost centre budgets with Financial Manager. To send monthly financial report to Financial manager. To receive mail on behalf of the NCS To forward requests for the supply of goods to the Sales Manager Other duties as required by Executive committee.

#### **Sales Manager**

To be responsible for the Sales cost centre. To manage Affiliated Societies Data Base. To keep and control all stocks of NCS goods, medals, books etc. To purchase replacements as required. To agree cost centre budgets with Financial Manager. To send monthly financial report to Financial manager. To receive orders from Membership Manager. To receive orders from members direct . To receive sales payments, to record these on the sales data base, and bank receipts weekly.

#### **Shows Manager**

To be responsible for the Shows cost centre. To send appropriate financial reports to Financial manager. To agree cost centre budgets with Financial Manager. To be responsible for the preparation of all show stationary. To receive all show entries. To prepare show schedules. To organise, set up erection and dismantling of the National shows. To liaise with other organisations participating in the shows. To investigate future structure, location etc of shows.

#### **Financial Manager**

To be responsible for the NCS Financial Management. To agree cost centre budgets with Managers and prepare overall budget. To receive monthly returns from cost centre managers and prepare financial statement. To produce management control information for all cost centres. To advise and assist cost centre managers in the operation of their cost

centres. To prepare end of year accounts for external accountants. To present financial returns at AGM.

#### **Chairman Operations Committee**

To be responsible for the function of the Operations Committee.

He/She may also hold one of the Officers or Section Manager positions.

#### **Publications Manager**

To be responsible for the Publications cost centre. To send monthly financial report to Financial manager. To agree cost centre budgets with Financial Manager. To collect, collate and produce articles and information for members publications. To prepare and deliver membership publications. To obtain competitive quotes for publications, and issue orders. To liaise with other Managers on postings required with publications.

#### **Floral and Promotions Manager**

To maintain the NCS Register of cultivars To Chair floral meetings. To liaise with RHS. To promote the Society at RHS and other shows. To be responsible for the Floral and Promotions cost centre. To send appropriate financial reports to Financial manager. To agree cost centre budgets with Financial Manager.

### **3. EXECUTIVE COMMITTEE.**

(i) The Executive Committee shall consist of the Officers, Associates of Honour, 9 elected Members and 6 Group Representatives, not already elected to the executive committee.

(ii) Executive Members due for re-election shall be considered at the last Executive Meeting before the 31st December each year.

(iii) Whenever a paper ballot is being taken for the election of Committee members, whatever the committee, the numbers of votes cast on said ballot paper must equal the number of advertised vacancies, otherwise the ballot paper will automatically be declared null and void.

(iv) A paper ballot shall be used by the Executive Committee for their nomination for the office of President Chairman and Vice- Chairman. and Section Managers for the ensuing year, such nominations to be submitted to the Annual General Meeting for election.

(v) All members of the Executive Committee who have served a term of not less than nine years on the Committee shall upon retirement from the Committee be eligible to attend future meetings of the Executive Committee and to receive the Minutes of such meetings. Any expenses incurred by the retired member shall not be recoverable.

### **4. STANDING AND SPECIAL COMMITTEES.**

The Executive Committee may appoint suitable Standing and Special Committees from its member's. In addition, with the exception of the Management Committee, members of the Society not necessarily members of the Executive committee may be elected with full power to vote but they shall not become eligible for Chairman. Such members could be invited to attend other meetings if their presence were deemed advantageous. The Chairman of a Standing or Special Committee shall be appointed by a paper ballot at the first meeting of the Committee each year. The Chairman of a Standing or Special Committee may attend meetings of other Standing or Special Committees when invited to do so without power to vote but, exceptionally in the absence of a quorum, the said member may be called upon to make up a quorum and be entitled to vote.

The following Standing and Special Committees shall be appointed annually at the last Executive Meeting prior to the Annual General Meeting:

**a) MANAGEMENT.**

The Management Committee shall consist of the President, Chairman, Vice Chairman, Financial Manager, Membership Manager, Sales Manager, Publications Manager, Shows Manager and the Floral & Promotions Manager and Chairman of the Operations Committee. Four members shall form a quorum. Terms of reference: To exercise control over the Society's finance. Recommendations of other Standing and Special Committees requiring expenditure shall be submitted to this Committee who shall report on the financial liabilities involved to the Executive Committee. To pass for payment accounts for expenditure previously authorized by the Executive Committee, or confirm payments already made. To report to the Executive Committee on the current financial position of the Society. To consider and make recommendations to the Executive Committee on all matters not proper to the other Standing and Special Committees and to consider the general interests of the Society in every way.

**(b) OPERATIONS**

The Operations Committee shall be responsible for the planning, organization, control and development of the Floral, Membership, Publications and Sales functions. The committee shall be composed of the Floral, Membership, Publications and Sales Managers and at least 3 other executive members. 4 members shall form a quorum

**(c) FLORAL**

This Committee shall consist of eighteen members of the Executive Committee, six members shall form a quorum. The Chairman shall be elected by the Executive Committee from within the eighteen elected members. The Floral Committee may make or amend regulations for its own procedure subject to the agreement of the Executive Committee. It shall be the duty of this Committee:

- (i) To classify cultivars presented for the first time. Their decision on such cultivars shall stand for the first season of general distribution.
- (ii) To make awards in accordance with the approval award criteria of The Society.
- (iii) At its meeting immediately proceeding the final Executive Meeting of the year, to prepare a draft list of cultivars whose classification has given cause for dissatisfaction. This list shall be subsequently published upon the authorization of the Executive Committee.
- (iv) To produce and maintain the Register of cultivars.

The Committee is empowered to obtain such expert assistance as may be deemed necessary from time.

**(d) SHOWS.**

The Show Committee shall consist of eight elected members plus co-opted members. Five members shall form a quorum.

Terms of reference: To prepare show schedule, to make arrangements for all shows. To carry out examination of potential Judges and produce and maintain a Register of qualified Judges.

**(e) HONOURS .**

The Committee shall consist of all Officers of the Society, elected members of the Executive Committee, and members who have been awarded the Associate of Honour or the Society's Gold Medal.

Each year prior to the Honours Committee meeting the Executive Committee shall assess the position and if they consider it advisable may appoint additional members of the Society for one year only.

The Chairman shall be the President of the Society if eligible or the Chairman of the Society if eligible. If neither are eligible a Chairman shall be elected from members attending the meeting.

The decisions of the Honours Committee shall be final and accepted by the Executive Committee.

#### **(f) SHOWS WORKING PARTY**

Shows Working Committee.

Members serving on this Committee may be persons other than members of the Executive Committee.

Duties shall be to assist the Shows Manager in the setting up and general administration of National Shows.

#### **5. EXHIBITIONS.**

The Exhibitions of the Society shall be held at such times and places as the Executive Committee may from time to time determine, and the most recent issue of the National Register and the Supplements thereto shall be the standard work of reference in all questions of classification nomenclature that may arise thereat. The Money Prizes, Medals or other awards won by Exhibitors at any of the Exhibitions shall be delivered to the winners thereof at the earliest possible date; but the Prize Money awarded at the Shows will only be paid if the available funds of the Society are sufficient for the purpose. Should there be a deficiency from any unforeseen cause, then a pro rata distribution will be made at the discretion of the Committee. The Executive Committee shall make such Regulation as may be deemed necessary for the orderly management of the Exhibitions, and shall have power to alter or amend such Regulations whenever it may be deemed desirable.

#### **6. AFFILIATED SOCIETIES.**

##### **Privileges**

- (i) To appoint one of its bona fida subscribers as a delegate to the Annual General Meeting of the Society with power to vote. Such delegate to be annually elected by the Society appointing him at a properly constituted meeting of the Society. The delegate must be a Member or Fellow of the N.C.S. in his own right. The name of the delegate who will attend the meeting to be advised to the Sales Manager of the N.C.S. 21 days prior to the meeting. Authority will then be issued by the Sales Manager for the use of the said delegate to enable him to obtain an official ballot paper when attending the Annual General Meeting. A member may only vote on behalf of one Affiliated Society.
- (ii) To receive a copy of the Society's publication as determined by the Executive Committee.
- (iii) To have free passes for all the Society's Exhibitions, the number to be determined by the Executive committee
- (iv) To compete for the possession of the National Chrysanthemum Society Affiliated Society's Trophies.
- (v) To purchase a printers block of affiliation.
- (vi) To receive two of the Society's Certificates annually, free of charge, and to obtain additional certificates at a charge to be determined by the Executive committee.
- (vii) To be supplied with the Medals of the Society at prices to be determined by the Executive Committee. The Executive Committee reserve the right to examine the relevant schedules before granting these awards.

Note: No affiliated Society shall be entitled to more than six Medals in one year without special applications to, and sanction of, the Executive Committee. No Medal or Medals of the National Chrysanthemum Society offered for competition at any Exhibition of the Affiliated Society can be supplied to any person or persons other than the Secretary of the Society. No Medal or Medals after being ordered by an Affiliated Society and duly supplied can be returned. Not more than two Medals and two N.C.S. Certificates may be awarded at one Show.

### **CONDITIONS.**

That with the one special exception hereafter mentioned, the Society's Medals and Certificate shall be awarded only to classes for Plants or Cut Blooms of Chrysanthemums, and that all inscriptions be recorded thereon before being handed to the winners; but Affiliated Societies obtaining the Medals of the Society are permitted to purchase one extra Medal, which may be awarded to non-competitive exhibits of any kind at their Exhibitions, at the discretion of the judge.

That the most recent issue of the National Register and the Supplements thereto shall be the standard works of reference in all questions of classification or nomenclature that may arise with reference to the exhibits in any class. Any Affiliated Societies that refuse to observe the Society's Rules and Regulations, shall automatically forfeit all rights and privileges of affiliation.

Subject to the foregoing conditions, the Committee of an Affiliated Society are at liberty to offer in their schedule as prizes the Medals and Certificates as they think most advisable, but these shall only be awarded at the Judges' discretion with a view to maintaining the high standard required for the Society's Show Awards.

### **STANDING ORDERS FOR EXECUTIVE COMMITTEE AND STANDING ORDERS COMMITTEE.**

#### **1. QUORUM**

Nine persons shall form a quorum for The Executive Committee. If within half an hour after the time appointed for the meeting to commence a quorum is not present, the meeting shall be dissolved. Standing Committee : One-third of the total membership shall form a quorum.

#### **2. ORDER OF BUSINESS**

An agenda shall be prepared by the Chairman and circulated prior to the meeting. All items thereon shall take precedence over all other business. Any member desirous of introducing business for the consideration of the meeting may do so after the business on the Agenda has been completed, or may give notice of the motion to be discussed at a further meeting.

#### **3. SUSPENSION**

The Chairman may accept a motion for the suspension of Standing Orders. Any Standing Order may be suspended with the agreement of not less than two-thirds of the voting members. A member moving the suspension of a Standing Order shall state the reason for the motion and if seconded such motion shall be put forthwith. Reference back. Upon the submission of any report any member of the Committee may move the reference back of the whole of any part thereof.

#### **4. MINUTES**

The Chairman shall read the Minutes of the previous meeting, but no motion or discussion

shall be allowed on the Minutes except in regard to their accuracy. After the confirmation of the Minutes, they shall be signed by the Chairman, and the members shall then be at liberty to ask any questions in regard to matters arising out of them. Such questions shall be allowed for purposes of information only, and no debate on the policy outlined in the Minutes shall take place.

#### **5. SELECTION OF SPEAKERS**

Every member shall address the Chairman as "Mr Chairman". When more than one member wishes to speak, the first to attract attention shall be given precedence, the decision resting with the Chairman, but the member who intimated immediately after the first one shall have the right to speak at the close of such member's address.

#### **6. THE CHAIRMAN'S RULING**

If the Chairman rises to call a member to order, or for any other purpose connected with the proceedings, the member speaking shall thereon cease to speak, and no other member shall rise until the Chair be resumed. The ruling of the Chairman on any question under the Standing Orders, or on points of order or explanation, shall be final, unless challenged by not less than three members, and unless two-thirds of the members present vote to the contrary.

#### **7. INTERRUPTION**

If any member interrupts another while addressing the meeting, or uses abusive or profane language, or causes disturbance at any of the meetings, and refuses to obey the Chairman when called to order he shall be named by the Chairman. He shall thereupon be expelled from the room and shall not be allowed to enter again until an apology satisfactory to the meeting be given. No members shall leave the meeting before its conclusion without the permission of the Chairman. Irrelevance or repetition in Debate: If any member persists in irrelevance or tedious repetition either of his own arguments or of the arguments used by other members indicate, the Chairman may call the attention of the meeting to his conduct and direct him to discontinue his speech.

#### **8. MOTIONS AND AMENDMENTS**

The first proposition on any particular subject shall be known as the Original Motion, and all succeeding propositions on that subject shall be called amendments. Every motion or amendment must be moved and seconded by members actually present at the meeting before they can be discussed. It is permissible for a member to make his speech first and conclude with a motion. When an amendment is moved to Original Motion no further amendments shall be discussed until the first amendment is disposed of. (Notice of any further amendment must be given before the first amendment is put to the vote.)

Amendments are divisible into three modes:-

An amendment by leaving out words

An amendment by inserting words.

An amendment by leaving out words in order to insert other words.

It is out of order to propose solely the bare negation of a motion. A direct negative to a motion is by a vote against the motion when put as a question from the Chair.

#### **9. SUBSTANTIVE MOTIONS**

If an amendment be carried, it displaces the Original Motion and itself becomes the substantive motion, whereupon any further amendment relating to any portion of the substantive motion may be moved, provided it is consistent with the business and has not

been covered by an amendment or motion which has been previously rejected. After the vote on each succeeding amendment has been taken, the surviving proposition shall be put to the vote as the main question, and if carried shall then become a resolution of the meeting.

**10 RIGHT OF REPLY**

Under no circumstances shall any further discussion be allowed once the question has been put to the vote from the chair.

**11 WITHDRAWALS OR ADDITIONS**

No motion or amendment which has been accepted by the chair shall be withdrawn without the unanimous consent of the meeting, neither shall any addendum or rider be added to a motion which has once been accepted by the Chair without such full consent. Should any member dissent, the addendum must be proposed and seconded, and treated as an ordinary amendment.

**12 VOTING**

The voting shall be by a show of hands, except where a ballot vote is specified by the General Rules. Where required by such rules, or where deemed necessary by the Chairman, two scrutineers or tellers shall be appointed by the Chairman. The Chairman shall not vote on any question, unless there is an equal number of votes, when he shall have a casting vote.

**13 VOTING IN COMMITTEE**

Where a difference of opinion on a proposition at a meeting of any Committee occurs, a vote shall be taken, and the number of those for and against, and of those abstaining from voting, shall be stated in the minutes. Any decision by a committee properly arrived at is considered binding on all members of that committee.

**14 NOTICE OF MOTION**

Notices of motion shall be sent to the Chairman in writing not less than 14 days before the meeting at which they are to be discussed. Such motions shall be placed upon the Agenda in the order in which they are received.

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**RULES AND CONSTITUTION FOR A PROVINCIAL GROUP.**

**1 TITLE**

The title of the Group shall be the National Chrysanthemum Society .....  
Group.

**2. CONSTITUTION,**

The Group shall be an integral part of the N.C.S. and shall consist of Chrysanthemum and Horticultural Societies affiliated with The N.C.S, individuals who are members of The NCS and located within the area of the Group. Individual members shall not have voting rights at General meetings of the Group.

The Group shall have no obligations towards individual members of Affiliated Societies who are not also members of the N.C.S. and shall not accord to any such persons any privileges

or benefits greater than those which with N.C.S. allows to individual members of Affiliated Societies who are also members of the N.C.S.

### **3 OBJECTS**

The general object of the Group shall be to promote the cultivation of the Chrysanthemum and develop N.C.S. Executive policy to meet local needs.

The special object of the Group shall be to provide at some easily accessible town or towns for the benefit of Societies affiliated the N.C.S. and the Group and for the benefit of Fellows and Members of the N.C.S. facilities similar and in addition to those provided by the N.C.S.

### **4. MANAGEMENT AND CONTROL.**

(a) The management of the affairs of the Group shall be vested in the Officers of the Group, namely: President, Chairman, Vice-Chairman, Secretary and Treasurer, and a Management Committee of a number deemed to be necessary by the Group.

(b) The President and Officers of the Group shall be ex officio members of any Sub-Committee of the group.

(c) The Group Officers and Management Committee shall have full control of the organization of Group Shows subject to the proviso that persons presenting N.C.S. current passes shall be admitted to Group Shows free of charge

(d) The Group Committee shall not make any awards or grant any Certificates to new Cultivars of Chrysanthemums exhibited at Group Shows.

(e) The Group shall be subject to the supreme control of the N.C.S. Executive Committee on all general questions affecting the Society as a whole and shall not, without the prior approval of the N.C.S. Executive Committee, publish in the name of the N.C.S. any literature or issue any statements or policy on such matters.

### **5. OFFICERS AND COMMITTEE**

(a) The President, Secretary and Treasurer of the Group shall be elected at the Annual General Meeting and shall retire from office annually but shall be eligible for re-election. The Chairman and Vice-Chairman of the Group shall be elected at the first meeting of the Group Management Committee after the Annual General Meeting.

(b) The Officers and Members of the Group Management Committee must be members of the N.C.S. They must be duly nominated by an Affiliated Society that is also affiliated to the Group or by the Group Management Committee. All such nominations should be made to the Group Secretary in writing fourteen days before the Annual Meeting.

(c) The Officers and one-third of the Group Management Committee shall retire annually but shall be eligible for re- election.

(d) Vice-President of the Group shall be elected by the Management Committee from persons who have rendered service to the Group.

### **6. MEETING.**

(a) The Group shall hold an Annual Meeting before 31st March in each year to receive the report of the Management Committee to receive the Statement of Accounts, and to elect officers and members of the Management for the ensuing year.

(b) Meetings of delegates of Societies affiliated to the Group and other meetings of interested persons shall be held at such times as the Management Committee may decide.

(c) Affiliated Societies may appoint delegates to attend and speak at the Annual and other meetings of the Group, except Management Committee Meetings, but each Society shall have only one vote. Members of Management Committee have power to vote at all meetings.

(d) The quorum at any Meeting shall be seven members, and no business conducted in the

absence of such quorum shall be valid until confirmed at a subsequent meeting at which a quorum is present.

## **7. FINANCE.**

(a) The financial year of the Group shall be the calendar year as from 1st January to 31st December.

(b) Societies affiliated to the Group shall contribute to Group Funds such minimum annual sums as the Management Committee may from time to time determine.

(c) There shall be no obligations to the N.C. S. from Group Funds and all profits of Group Shows and contributions earmarked for the work of the Group shall be retained by the Group.

(d) The Group Chairman, Vice-Chairman, Treasurer and Secretary shall be Trustees of all Group Funds.

(e) The Treasurer shall take charge of all Funds of the Group, shall give official receipts for all monies collected and shall pay into the Group's banking account all monies belonging to the Group that come into his/her possession.

(f) Cheques on the Group's banking account shall be signed by the Treasurer and in addition by either the Chairman or Secretary

(g) The Treasurer shall prepare an Annual Balance Sheet which shall be examined, prior to submission, by an "Independent Examiner," or such other person as may be required by Statute or The Charity Commission from time to time, appointed at the previous Annual General Meeting. Copies of the Balance Sheet shall be made available to all those attending the Annual General Meeting and a copy shall be sent to the Offices of The National Chrysanthemum Society.

(h) The Examiner, as qualified in (g) above shall have access to all books and accounts of the Group including Minutes of Group Meetings at which expenditure was authorized by the Management Committee.

(i) In the event of it being deemed necessary at any time to wind up the Group, notice shall be given in writing to the Chairman of the National Chrysanthemum Society. A Joint Committee shall be set up consisting of representatives from the Group Management Committee and representatives from the National Chrysanthemum Society to proceed with the winding up of the Group.