

Constitution and Rules of the Macclesfield & East Cheshire Branch of the British Cactus and Succulent Society.

Name and Purpose

- 1.1 The Macclesfield & East Cheshire Branch ('the Branch') is a branch of the British Cactus and Succulent Society ('the Society') and is governed by the Society's rules and shares its objects.
- 1.2 The Branch seeks to advance the education of the public in its area by the study, culture and propagation of cacti and other succulent plants and to promote the conservation of such plants, to which end it may hold meetings, shows, exhibitions, visits to collections; exchange or sell plants, seeds and study materials; publish information.

Membership

- 2 Affiliation to the Branch is open to any Society member. There will be no membership fee other than that for joining the Society, although fees may be charged for entry to meetings, shows or other events. Visitors are welcome.

Administration

- 3.1 Except as provided otherwise in this Constitution, the Branch's affairs will be administered by a Branch Committee ('the Committee') elected at the annual general meeting ('AGM'). The Committee will consist of:
 - 3.1.1 A Chair, who will preside at all Branch and Committee meetings at which they are present. No member may hold this position for more than three consecutive years. They may be re-elected after a break of one year if there are no other possible candidates.
 - 3.1.2 A Vice-Chair, who will act in the absence of the Chair.
 - 3.1.3 A Secretary, who will keep records or minutes of meetings and details of membership.
 - 3.1.4 A Treasurer, who will keep the Branch's accounts and oversee financial matters and Society assets.
 - 3.1.5 A Show Secretary, who will organise an annual show.
 - 3.1.6 A Programme Secretary, who will organise a programme of speakers at Branch meetings.
 - 3.1.7 Two Ordinary Committee Members.
- 3.2 The Committee will meet at least twice a year. Committee meetings may be called by the Chair or Secretary. Committee members must receive notice of meetings at least 7 days before the meeting.
- 3.3 The quorum for Committee meetings will be five members including the Chair or Vice-Chair.
- 3.4 All questions that arise at any Committee meeting will be discussed openly and the meeting will seek to find a position that everyone present can agree to. If a consensus cannot be reached a vote will be taken and a decision will be made by a simple majority of members present. Voting at Committee meetings will be by a show of hands. If there is a tied vote then the Chair will have a second vote.
- 3.5 The Committee may, by a simple majority vote and for a good and proper reason, remove any Committee member, provided that person has the right to be heard before a final decision is made. Any Committee member not attending a Branch meeting without apology for six months will be contacted by the Secretary and asked if they wish to resign.
- 3.6 If a Committee member resigns or is unable to fulfil their Committee role, the Committee may appoint another

member of the Branch as a Committee member to fill a vacancy until the next General Meeting.

- 3.7 The Committee may appoint individual or groups of Committee or Branch members to Ancillary Posts or Sub-Committees as it may deem necessary for the carrying out of its work. Ancillary Post holders and Sub-Committees will update the Committee regularly on their work. Branch members will be informed of who has been appointed to these.
- 3.8 The Committee will invite a President for a term of two years.

Finance

- 4.1 An account will be maintained on behalf of the Branch at a bank agreed by the Committee. The present account with the Cooperative Bank is a dual online business and savings account. One signature only is required on cheques and standard bank activities available in the Branch. The account is run solely by the Treasurer, although there is the facility for the account to be run jointly between the Treasurer and one other nominated member (the current Secretary).
- 4.2 The Treasurer will maintain full details of the Branch accounts for income and expenditure. These must be available at all times, on demand by the Committee or indeed by anyone associated with the BCSS with just cause.
- 4.3 Financial updates will be shared at Committee meetings and an annual statement will be given at the AGM.
- 4.4 The Treasurer will also provide a copy of the Annual statement to the Society Treasurer.
- 4.5 All money raised by or on behalf of the Branch is only to be used to further the aims of the Branch or the Society.

General Meetings

- 5.1.1 The Group will hold an AGM not more than 15 months after the last AGM.
- 5.1.2 All members affiliated to the branch will be given at least fourteen days' notice of the AGM (by email or newsletter or via the Branch's website or verbally) and will be entitled to attend and vote.
- 5.1.3 The quorum for the AGM will be 10% of the membership at 31 December of the immediately previous year.
- 5.1.4 The business of the AGM will include:
 - 5.1.4.1 receiving a report from the Chair on the Branch's activities over the year
 - 5.1.4.2 receiving a report from the Treasurer on the finances of the Branch
 - 5.1.4.3 electing members to serve on the Committee
 - 5.1.4.4 appointing auditors and
 - 5.1.4.5 considering any other matter as may be necessary.
- 5.1.5 Nominations for the committee may be made to the Secretary before the meeting, or at the meeting.
- 5.1.6 Should the number of nominations for a post exceed the number of vacancies, an election will be held, by a show of hands of the members of the Branch present and voting. Candidates will leave the room before a vote.
- 5.2 An Extraordinary General Meeting ('EGM') will be called at the discretion of a majority of the Committee or upon the request in writing to the Secretary, supported by at least 20% of the membership at 31 December of the immediately previous year. The Secretary will then give

notice to members as in 5.1.2 with the meeting happening within one month of the request.

Alterations to the Constitution

- 6.1 Any changes to this Constitution must be agreed by at least two-thirds of those members present and voting at any AGM or EGM.
- 6.2 Any proposal to amend the constitution will be given to the Secretary in writing before notice of the next AGM or EGM is given and the proposal circulated with that notice.

Last updated February 2024