

LAKELAND HORTICULTURAL SOCIETY
(Registered Charity No 259847)

STANDING ORDERS OF COUNCIL
(Approved at Council, 3rd April 2018)

S/O Number

- 1. The Rules as they apply to Council shall, as far as possible, apply to its Standing Committees or other such committees or working parties as may from time to time be appointed.**

Standing Orders may be amended at any meeting of Council and, in any event, will be reviewed annually.

- 2. Council is the ultimate controlling authority of the Charity and directly responsible for:**

- Setting policy in accordance with the Charity's objects.
- The communication of policy to Standing Committees and monitoring their compliance.
- The financial control of all aspects of the Charity's affairs.
- Ensuring the continuity of suitably qualified trustees, officers and post holders as appropriate to the needs of the Charity.
- Ensuring that the Charity continues to operate with the highest standards of integrity in accordance with Charity Law.

- 3. Chair of Council shall be empowered in conjunction with the Chair of the relevant Standing Committee to deal with urgent matters between Council Meetings. Such action shall be taken following consultation with two other officers which will normally include the Treasurer if unbudgeted expenditure is required; such unbudgeted expenditure to be limited to a maximum of £2,000. Any such actions to be reported to Council Members by email at the earliest opportunity.**

- 4. The Officers of the Society may attend any Standing Committee Meeting in an advisory capacity. (Minutes of all Standing Committees are to be sent to all Trustees). The Chair of each Standing Committee may attend any other Standing Committee in an advisory capacity. Chairs of Standing Committees must be existing members of Council or be prepared to be co-opted onto Council.**

- 5. Council may appoint the following post holders from amongst the Society's members, on the recommendation of the appropriate committee:**

Post-holder	Committee
Archivist	Education
Assistant Treasurer	Council
Editor of the Journal	Publications
Editor of the Newsletter	Publications
Estates Manager	Estates
IT Co-ordinator	Council
Librarian	Education
Membership Secretary	PR
Membership Treasurer	Council
Meteorologist	Council
Photographic Co-ordinator	Publications
Plant Heritage Representative	Education
Programme Secretary	Education
Publicity Officer	PR
Health & Safety Officer	Council
Tours Co-ordinator	Education
Visiting Group Co-ordinator	PR
Wardens Co-ordinator	PR

Although it is hoped Post-holders will wish to join and become more involved with the work of their nominated committee, in any event they will be required to submit a report to their committee chair prior to each meeting and only attend should specific items on the Agenda need their input for discussion at that meeting.

6. Each standing Committee shall meet as frequently as it deems necessary, but at least twice a year. **A quorum shall be one third of its membership, minimum 3 members.**

7. **Standing Committees.**

These should, wherever possible, consist of a minimum of 5 and no more than 12 members, together with a Minutes Secretary.

Should they wish, members can address any committee by submitting a written question to the relevant committee chair 21 days prior to the meeting. They will then be invited to attend for Item 1 on the Agenda which will be “Member’s Topics”

a) Education

- i) Chair - nomination approved by Council.
- ii) Programme Secretary
- iii) Librarian
- iv) Tours Co-ordinator

b) Estates

- i) Chair
- ii) Estates Manager

c) Gardens

- i) Chair - nomination approved by Council
- ii) Garden Co-ordinator
- iii) Garden Area representatives

d) Publications

- i) Chair - nomination approved by Council
- ii) Editor of the Journal
- iii) Editor of the Newsletter

e) Public Relations

- i) Chair - nomination approved by Council
- ii) Publicity Officer
- iii) Membership Secretary
- iv) Wardens Co-ordinator
- v) Visiting Group Co-ordinator

Standing Committees may appoint a Vice-Chair, Secretary and such other post holders as they deem necessary and also co-opt new members as required.

8. In addition to advising Council on the appointment of Post-holders and professional consultants as appropriate, the terms of reference of each Standing Committee shall be:
- a) **Education:** To be responsible to Council for the educational aspects of the charity's work in accordance with the constitution. This may include the arrangement of a programme of lectures, courses, day schools and visits to places of horticultural interest; maintenance of the Society's library; promotion of the Society's objects in accordance with the Constitution. To inform members and the public of the Society's educational programme, in consultation with the PR committee.
 - b) **Estates:** To be responsible to Council for interior and exterior decoration, maintenance, security and safety of the Society's buildings including the walls of the walled garden; for cleaning and the supply of cleaning materials, furnishings, heating, lighting and Utilities.
 - c) **Gardens:** To be responsible to Council for the maintenance of the gardens and the development of the gardens and gardeners in accordance with the constitution. This includes plant labelling and garden signs, garden infrastructures and paths, and safety and security in the garden. The committee is also responsible for the provision of plants for sale to Garden visitors.
 - d) **Publications:** To be responsible to Council for the production and publication of the Society's publications including the Journal, the Newsletter, The Garden Guide, the leaflet series, and the membership card in accordance with the constitution.
 - e) **Public Relations:** To be responsible to Council for all the promotional aspects of the Charity's work with regards to the members, affiliated groups, other horticultural societies and the general public in accordance with the constitution. To manage membership recruitment and the wardening service, the organisation of visits to

Holehird and of items for sale in the reception area. To be responsible for social events, refreshments and catering at Society functions.

Ancillary groups

Responsible to Council unless otherwise indicated. The Chair of each ancillary group shall be appointed by Council.

9. Subject to any specific direction of Council, each Standing Committee shall have power to take action and incur expenditure within its terms of reference and approved annual budget provided that the terms on which any commitments are entered into accord with the terms and conditions for the time being approved by Council and provided that the power does not extend to: -
 - i) any action which would involve a departure from the current and approved policy of the Society or would affect its charitable status.
 - ii) the acquisition or disposal of land.
 - iii) any action involving a continuing liability.
10. Standing Committees and the ancillary groups shall present a report of their achievements in the previous year and produce a plan outlining their programme for the coming year, linked to corresponding budget estimates, in accordance with their areas of responsibility.
11. Standing Committee Chairs shall authorise payments of accounts which relate to their committee activities and shall organise their accounts and procedures as required by Council. At least two written estimates shall be sought for expenditures over £5,000 where practicable. Regular items of expenditure over £5,000 should be put out to tender at intervals not greater than three years.
12. Minutes of Standing Committees and, where appropriate, the ancillary group shall be so ordered that they will be available at least one week before Council meetings.
13. Prior to the Council meeting preceding the Annual General Meeting, each Standing Committee shall nominate its Chair for the following year to be approved by Council and to be confirmed by the Committee at its first meeting after the Annual General Meeting.
14. New trustees of the charity shall be given copies of the appropriate Charity Commission documentation and of the Society's Constitution and Standing Orders and shall be invited by the Chair to indicate the Standing Committee/s on which they wish to serve. All co-opted members of Standing Committees shall be given a copy of the Society's Constitution and Standing Orders.
15. The Officers of the Society shall be elected annually as in the Constitution. A person shall not be elected to more than one Office at a time, save in exceptional circumstances.
16. The members may, if they choose, pay their subscriptions by Direct Debit and whatever the method of payment, so long as they are UK taxpayers they may declare their

payments to be by means of Gift Aid. To enable direct debiting the Society shall participate in the Direct Debiting Scheme as an originator and may enter into any indemnity required by the sponsoring Bank. Such indemnity may be executed on behalf of the Society by officials nominated in an appropriate resolution of Council.

- 17.** The use of the Society's name for the promotion of the pecuniary interests of members is not permitted.
- 18.** Debit and Payment Authorisation cards are to be issued to the nominated bank account signatories as confirmed by Council from time to time, with Debit Cards restricted to Trustees alone. They are to be used solely on official LHS business and afforded the same security as personal cards. Appropriate spending limits may be set by Council. All payments made in this manner are to be supported by a voucher and/or invoice and recorded and analysed in accounting records. Copies of all Bank statements are to be sent to the Chair of Finance & General Purposes Committee for general scrutiny and an annual review of card use to ensure compliance with policy.