

BY-LAWS OF THE TYGERBERG ORCHID GROUP.

1. NAME OF SOCIETY : TYGERBERG ORCHID GROUP (TOG).

2. TOG is a Non-Profit Organisation: No. 030-660-NPO

3. PURPOSE OF BY-LAWS.

3.1. To function within the framework of the South African Orchid Council.

3.2. To define procedures and guide-lines to be followed in order to ensure that the society acts within the boundaries of its Constitution.

4. MANAGEMENT . Election procedures during Annual General Meetings.

4.1. Committee members are elected in order from President to Additional Member. The order of rank is that laid down in the Constitution.

4.2. Written nominations, proposed by one member and seconded by another, must reach the Secretary seven (7) days before the Annual General Meeting.

4.3. If more than one member is nominated for any specific post, voting on that matter will take place at the Annual General Meeting.

5. MEETINGS.

5.1. COMMITTEE MEETINGS.

5.1.1. Notice will appear in the monthly newsletter.

5.1.2. Date, time and place of the following Committee meeting will be decided at each Committee meeting.

5.1.3. A pre-determined, set agenda will be followed at each Committee meeting.

5.1.4. Minutes will be kept and the person responsible and return date for each task will be indicated in columns. Copies of minutes are to be forwarded to each Committee member as soon as possible after the meeting. An up-to-date minute-book is to be kept in the library for inspection by members and for reference purposes.

5.2. GENERAL MEETINGS.

5.2.1.1. Notice will appear in the monthly newsletter.

5.2.1.2. Meetings are to be held every second Tuesday of the month at 19h30 in the Library Hall, Bellville, except for January and where otherwise decided by the Committee.

5.2.3. The agenda of the monthly meetings is the prerogative of the President.

5.2.4. No official minutes of the meeting are to be taken, but important information and decisions will be reported in the newsletter, eg. plant table notes and results, etc.

6. PRACTICAL CLASSES.

6.1. This will be the responsibility of a specific Committee member who will be appointed from time to time.

6.2. Subject material of such meetings will be determined by the responsible member according to need.

7. EXCURSIONS.

7.1. This will be the responsibility of a specific Committee member who will be appointed from time to time.

7.2. Venues and nature of such meetings will be determined by the responsible member according to need.

8. GUEST SPEAKERS.

8.1. The Committee will appoint a responsible member to keep a list of possible speakers, to enable long-term planning to be done.

8.2. Guest speakers will be compensated as follows:

- (a) R100.00 if travelling less than 50 km. to meeting.
- (b) R200.00 if travelling more than 50 km. to meeting.
- (c) If speaker comes from further afield, a special decision of the committee is required.

8.3. A Society badge is to be handed over to the guest speaker, together with the cheque, on being thanked.

9. FINANCES.

9.1. Membership fees are determined annually by the Committee.

9.2. Membership fees are to be paid annually before or on the 31 December.

9.3. New members joining before or on 31 August pay full membership fees for the year. New members joining from 1 September pay the following year's membership fee on joining.

9.4. The Treasurer presents monthly cash-flow statements to the Committee.

9.5. Cheques to be signed by the Treasurer and one Committee member. Two Committee members, apart from the Treasurer, to be empowered for this purpose.

9.6. The Committee shall, on an annual basis, at the November Committee Meeting, decide on the payment of honorariums in deserving cases.

10. SHOWS.

10.1. The Committee appoints the Show Chairman, who in turn selects the members of the Show Committee.

10.2. Dates and venues of shows are determined by the Show Committee in conjunction with the Committee.

10.3. Conditions of participation. All set conditions laid out in the show schedule become, for reference purposes, part of this document.

10.4. Prizes/Awards are to be determined by the Show Committee in conjunction with the Committee.

10.5. Judging is handled by the S.A.O.C. and their decisions are final.

10.6. A regularly updated procedure/arrangements schedule for the show is part of this document, for reference purposes.

10.7. The issuing of complimentary show tickets is, in co-operation with the Committee, dealt with by the Show Committee, the tickets being made available for distribution to deserving cases.

11. LIBRARY.

11.1. Accessible to all members.

11.2. Books, magazines, etc., are loaned out on a monthly basis, at the time of monthly meetings, from 19h00 to 19h30. Members are entitled to take out a maximum of 5 items at a time.

11.3. Renewals can be arranged, **once only**, by e-mail, telephone or personally with the Librarian.

11.4. Members must replace lost items, or pay compensation.

11.5. A fine of R5.00 per month per item will be levied on outstanding items.

11.6. All outstanding library material must be returned before or at the Annual General Meeting (April).

11.7. An annual activity report will be presented by the Librarian at the Annual

General Meeting.

12. NEW MEMBERS.

12.1. An appointed Committee member will inform all new members regarding the activities of the Society.

12.2. Society badges and name plates will be available at a cost, on request from the Treasurer.

12.3. A copy of the Constitution and By-laws of the society will be supplied to each new member on joining.

12.4. The Committee reserves the right to expel or terminate the membership of any member on condition that valid reason/s can be shown that the member, for whatever reason, has become a liability or a risk to the society.

13. NEWSLETTER. A monthly newsletter will be delivered to each member, at least seven (7) days before the monthly meeting.

14. BOUQUETS/CARDS. These shall be sent at the discretion of the Committee to members, for whatsoever reason, if deemed necessary.

15. KEYS. Keys of the post box, library and stock-cupboard will be placed under the control of the relevant, responsible Committee member.

16. SHOP.

16.1. The society maintains a shop for the benefit of both the society and its members.

16.2. Arrangements for purchases can be made with the shop keeper.

17. UPDATING.

17.1. These By-laws are updated as determined by the Committee.

17.2. This edition includes revisions to 13 April 2004 and replaces all prior editions.

English version of the TOG Huishoudelike Reëls has been freely translated by Greig Russell; and in cases of dispute, the Afrikaans version is binding.

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