



Constitution of The Institute for Analytical Plant Illustration **(IAPI)**

(Agreed at the AGM held on 19 January 2008 and valid from this date until further amended.)

1. Name

The name of the organisation shall be **The Institute for Analytical Plant Illustration (IAPI)**.

2. Aims and Objectives

The aims and objectives of the Institute shall be:

- 2.1. To foster an interest in and promote botanical problem solving through illustration.
- 2.2. To provide an opportunity to acquire skills in illustration and use of optical equipment in order to analyse the overall features and detailed structure of plants.
- 2.3. To provide the opportunity to acquire the botanical knowledge necessary to interpret illustrations.
- 2.4. To give members the opportunity to publish their work individually or jointly through the Institute's Annual Journal.
- 2.5. To organise lectures, study groups and workshops where botanists and illustrators can meet to exchange ideas and expertise.
- 2.6. To promote the Institute's interests by holding non-competitive exhibitions and advertising in the appropriate journals and newsletters.

3. Membership

Membership shall be open to all those interested in analytical illustration and botany. Membership shall be granted in return for a subscription as shall be decided by the committee or AGM. Such sum shall be deemed to become due by the first of March.

4. Committee Structure

4.1.1. The Committee shall consist of a minimum of 5 members, who shall be elected by Institute members at each AGM.

4.1.2. The Chairman shall be elected, from that committee, by Institute members at each AGM, and shall hold office for no longer than 3 years continuously. A retiring chairman shall normally remain on the committee for a further 12 months as Past Chairman.

4.1.3. The Committee shall choose the Honorary Secretary, Honorary Treasurer, Journal Editor and Vice-chairman from among the remaining Committee members. The Secretary and Treasurer shall hold office for no longer than 3 years continuously.

4.2. The Committee shall have the power to co-opt additional members as and when necessary.

4.3. Meetings of the committee shall take place at least twice a year.

4.4. The quorum of the committee shall be 3.



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5. Duties of the Officers

5.1 Chairman

5.1.1. The Chairman shall preside over all committee meetings, AGMs and EGMs of the Institute.

5.1.2. In the absence of the Chairman, the Vice-chairman shall preside, and in the absence of both, nominations shall be sought from those present at the meeting to preside over that particular meeting.

5.1.3. The Chairman shall present an annual report of the activities of the Institute to the AGM.

5.1.4. The Chairman shall be responsible for the programme of meetings of the Institute.

5.2. Secretary The Secretary shall:

5.2.1. On instructions from the Chairman convene all meetings of the Institute.

5.2.2. Maintain a current register of membership

5.2.3. Be responsible for all correspondence on behalf of the Institute and for filing same.

5.2.4. Record and retain the minutes of the proceedings of all meetings of the Institute.

5.3. Treasurer The Treasurer shall:

5.3.1. Maintain a clear, detailed and accurate record of all financial transactions of the Institute.

5.3.2. Obtain receipts for all expenditure incurred by the Institute.

5.3.3. Present a detailed Financial Report including Profit and Loss and Balance sheet.

5.3.4. The financial year shall end on 31 December.

5.4. Journal Editor The Editor shall:

5.4.1. Be finally responsible for all editing and proof-reading.

5.4.2. Have the option to form a sub-committee to help in the production of the annual newsletter and journal.

5.4.3. Have full authority with regards to deadlines for submissions and publication dates.

5.4.4. Have the responsibility of giving members guidelines on how illustrations and articles should be laid out and presented for publication.

5.4.5. Have the option of co-opting recognised experts with regards to editing, proof-reading, etc.

5.4.6. Have the final responsibility of producing at least one newsletter / journal per annum.

6. Annual General Meeting

The AGM shall take place no later than 6 weeks after the end of the financial year, and the Secretary shall issue notice of the same at least one month before the date of the AGM.

6.1. The purposes of the AGM are:

6.1.1. To receive the annual report of the Chairman on the activities of the preceding year.

6.1.2. To receive the Treasurer's Financial Report and Accounts for the preceding year.

6.1.3. To decide the subscription fee for the coming year.

6.1.4. To elect officers and committee for the coming year.

6.1.5. To discuss the programme of the Institute for the coming year.



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- 6.1.6. To amend the Constitution if necessary.
- 6.2. Elections for committee members shall be held by secret ballot following requests for nominations.
- 6.3. The agenda for the AGM shall be:
 - 6.3.1. Minutes of the previous AGM and matters arising therefrom
 - 6.3.2. Correspondence (if any)
 - 6.3.3. Presentation of annual reports and accounts
 - 6.3.4. Any other business
- 6.4. The quorum for the AGM shall be one quarter the current membership plus one.

7. Amendments to Constitution

The Constitution may be amended only at the AGM. Notice of intention to amend and the text of the amendment must be submitted in time for publication to members and not less than 14 days before the published date of the AGM. All amendments require a two-thirds majority of those present and entitled to vote.

8. Extraordinary General Meeting

An EGM may be requested by one committee member or in writing by at least 10 members of the Institute. At least one calendar month notice must be given for an EGM. The notice of the EGM must include the agenda and the reason why the EGM has been called and by whom. The quorum for an EGM shall be one half of the current membership plus one. In order to be carried, any motion placed before the EGM requires a two-thirds majority of those present and entitled to vote.