



Royal Botanic Gardens
Kew
Richmond
Surrey
TW9 3AB

THE
Kew
Guild
FOUNDED IN 1893

THE BYELAWS OF The Kew Guild CIO

(Registered Charity number 1174033)

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(1) Management of The Guild

- a) The business of The Guild shall be conducted by the Board of Trustees, henceforth known as The Board, consisting of no less than 9 or greater than 12 Trustees. The Board will be supported by a Committee of ex officio, invited or co-opted members. These members of the Committee will provide advice and guidance only and will not have voting rights at The Board meetings.
- b) The Board will elect from within its number a President, Two Vice Presidents, (each serving two years; one being appointed in each calendar year) a President Elect and an Award Scheme Chairperson. The position of Immediate Past President will follow the election of a new President.
- c) The Board will elect from within its number a Membership Secretary, Treasurer, Editor, Events Officer and a Communications Secretary or failing any nominations may make external appointments to the Committee along with any other support to perform Guild functions.
- d) The Board will also invite as ex officio members to the Committee the Principal of The School of Horticulture plus three Kew Diploma Students Representatives, one from each diploma year, to speak on behalf of the School and the student body.
- e) The Board may appoint to the Committee Advisors including a Gardens Representative whose function will be to bring to the Board special expertise and experience in respect of Guild matters. Advisors may or may not be members of The Guild.
- f) At least seven days' notice of a meeting of the Board shall be given to every Board member in writing or by e-mail as appropriate.
- g) The Board shall appoint an Independent Examiner for the Accounts, unless the funds exceed statutory limits, in which case an Auditor will be appointed.

(2) Membership of The Kew Guild

Membership of The Kew Guild will be by application to one of the following categories and acceptance will be subject to ratification by The Board.

- a) Full Membership of The Guild shall be open to the following:
 - i. Anyone undertaking a course of study at the Royal Botanic Gardens, Kew, lasting a minimum of one year and leading to a diploma, certificate or other qualification,

- ii. Past and present staff members of the Royal Botanic Gardens, Kew, RBG Kew Enterprises Limited, members of the Foundation and Friends of the Royal Botanic Gardens Kew, internal trainees, research and liaison scientists and volunteer workers,
 - iii. Persons previously granted Honorary Membership,
 - iv. Persons who work, have worked or otherwise have a real interest in the fields of horticulture and botanical sciences and will support the ethical values of the Royal Botanic Gardens Kew.
- b) Honorary Fellowship of The Guild is granted by invitation to persons of significant professional or academic achievement not qualifying for membership under categories 2.a. The Board may not award more than three Honorary Fellowships in any Guild year and the total number of Fellows shall not exceed twenty-five at any one time. Nominations for Fellowship shall be considered initially by the Kew Guild Award Scheme Committee before approval by The Board.
- c) Associate Membership of The Guild shall be open to the following, subject to ratification:
- i) Horticultural or Scientific bodies, institutions or organisations.
- d) Honorary Membership of The Guild shall be granted to persons who would normally qualify under 2.a but have particular circumstances that would otherwise preclude them from membership.

(3) Membership Fees

- a) Membership Fees shall be payable on the first day of January each year and shall be an amount approved at the preceding Annual General Meeting. Payment of the subscription shall entitle;
- i. Full Members to receive the Annual Journal and other benefits of membership including voting rights at general meetings,
 - ii. Honorary Fellows do not pay a subscription for membership and will receive the full benefits of membership, but have no voting rights,
 - iii. Honorary Members do not pay a subscription for membership and will receive the benefits of Full Membership and
 - iv. Associate Members do not pay a subscription and will not receive a copy of the Journal and have no voting rights.
- b) Journal subscriptions for libraries and literary archives shall be at a rate determined by The Board,
- c) Failure to renew a subscription by 1st April of any year will result in the membership terminating.
- d) If a member resigns during a year there is no refund of any part of the subscription for that year.

(4) Meetings

- a) The Annual General Meeting shall be held at The Royal Botanic Gardens, Kew or Wakehurst Place in September of each year. At the Annual General Meeting the President's Report, the Award Scheme Report and a Financial Statement shall be presented and the appointment of the Independent Examiner or Auditor shall take place.
- b) At a General Meeting each individual Full and Honorary Member whose subscription is fully paid to the date of the meeting (as appropriate) shall have one vote except the Chairperson who shall have a second or casting vote in the case of an equality of votes.