



The Rules

1. These are the Rules of the Japanese Garden Society ["JGS"] and are made under Clause 32 of the Constitution. The Rules set out how the JGS operates. The Rules are underpinned by a series of Standard Operating Policies and Procedures which provide a framework for the operational management of the JGS.
2. The Constitution, the Rules, and the Standard Operating Policies and Procedures are stored in an online document repository which is accessible to all members.
3. The Trustees shall review and make appropriate changes to the Constitution and the Rules every year, or earlier if there are changes to the relevant laws, regulations, or official guidance. Any changes to the Constitution and the Rules will be subject to ratification at a general meeting by a vote of the members in accordance with Clause 7 of the Constitution.
4. Trustee appointments are for one year, renewable at the AGM year, up to a maximum of six years, unless an extension is approved by members in a general meeting.
5. The Trustees shall consist of the Chair, The Treasurer, the Honorary Secretary, and up to 5 Trustees drawn from the membership. The Trustees shall have the skills, knowledge, and experience necessary to meet the objects and strategic aims of the JGS.
6. The Trustees must meet at least once per year but may meet more frequently if required. Physical and virtual meetings are permitted. In virtual meetings the Trustees must be able to see and hear the proceedings. Minutes of meetings must be recorded setting out matters discussed, decisions made and agreed actions. The minutes will be placed in an online document repository which is accessible to members. The National Committee members who are not trustees may attend the Trustees meetings as observers.
7. The Trustees shall delegate the operational management of the JGS to the National Committee.
8. The National Committee shall comprise the Trustees and a representative from each region. The National Committee may co-opt members to provide specialist input.
9. Each member of the National Committee shall have one vote and decisions shall be made by a simple majority with the Chair having the casting vote.
10. The National Committee must meet once per calendar quarter but may meet more frequently if required. Physical and virtual meeting are permitted. In virtual meetings the participants must be able to see and hear the proceedings. Minutes of meetings must be recorded setting out matters discussed, decisions made and agreed actions. The minutes will be placed in an online document repository which is accessible to members.
11. The National Committee shall operate according to the Standard Operating Procedures and Policies. The introduction of and any changes to the Standard Operating Procedures and Policies are subject to approval by the Trustees.

12. The National Committee may set up working parties to develop and undertake projects approved by them. The National Committee may co-opt members or external experts to working parties.
13. E- signatures are permitted where documents require signature.
14. The contact address is info@jgs.org.uk.
15. Membership classes, subscriptions and voting rights are as follows:

Class	Subscription	Voting rights
Individual member	£40	One vote
Joint members residing at the same address	£50	Two votes
International (Europe)	£60	One vote
International (rest of the world)	£65	One vote
Honorary member	Nil	One vote
Corporate # - Bronze	£150	One vote
Corporate # - Silver	£250	One vote
Corporate # - Gold	£500	One vote
Selected Libraries	Nil	NO voting rights

including businesses, educational bodies, and societies

16. The National Committee may change membership classes, subscriptions and voting rights subject to ratification by members at a general meeting.
17. The Subscriptions shall be renewable on the anniversary of each member joining the JGS except for the pre-existing members who have a standardized renewal date of 1 June.
18. The National Committee may grant Honorary Membership to those who have performed significant service for the JGS subject to ratification by members at a general meeting. Honorary Membership may be granted for a limited term or for a specified number of years. The National Committee may withdraw Honorary Membership subject to a notice period of 90 days.
19. The financial year shall end on 31 March. A financial statement shall be prepared by the Treasurer within 8 weeks of the financial year end. The financial statement will be circulated to the National Committee. The financial statement will be subject to independent examination by a qualified accountant. The financial statement will be approved by the Trustees and presented to the Annual General Meeting. The financial statement will be stored in an online document repository which is accessible to members.
20. The JGS shall have Regional Groups which organise local or national activities and operate under the JGS Constitution, Rules, and Standard Operating Policies and Procedures. The Regional Groups shall convene a local committee to arrange regional events, raise funds, and may have their funds ring-fenced in the national bank account or operate a separate bank account. Regional Groups may also apply to the National Committee for funds to support specific activities. To enable the JGS to fulfil its regulatory and financial reporting obligations each Regional Group shall provide an annual summary of its activities in April, and any Regional Group operating a separate regional bank account shall provide a financial report within 4 weeks of the financial year end of 31 March. A Regional Group

operating a separate bank account must hold an Annual General Meeting of members in the region to appoint a Chair, Treasurer and Secretary, and in order to review the accounts. The Regional Groups are self-governing and may choose to have additional rules to complement the national ones to provide more clarity and detail in how they operate. Additional regional rules must still align with the JGS national society constitution, rules, and charitable objects.

If you have any queries or require further information please contact HonSecretary@jgs.org.uk