

# Regulations of the International Association of Horticultural Producers

Approved at AIPH General Meeting, Milan, 21 October 2015

## I Membership

In accordance with Article 6 of the AIPH Charter an organization applying for Active/Full membership shall submit to the AIPH General Secretariat, the required documents; these shall include:

- The Charter or Articles of the organisation,
- Regulations of the organisation,
- The most recent statement of financial accounts
- Completed application form which will cover:
  - Details of membership – number and type of members
  - Reason for application
  - Intentions for participation in AIPH activities

Additional information may be requested by AIPH.

The application will be processed according to Article 6 of the AIPH Charter.

Applications for Affiliate Membership require completion of an Application Form and a supporting reference from their national AIPH member or, in absence of an existing national member, a trade reference. Applications for Affiliate Membership will be approved by the Board, in accordance with the AIPH Charter.

## II Membership Fees

1. The membership in their General Meeting will establish the membership fee annually for the following year. Subscriptions must be paid before April 1 of the same year.
2. Annual Membership fees must be paid within 60 days of invoice. Members who have not paid their membership within that period cannot vote and will have membership privileges withdrawn.
3. If a membership receivable exceeds that of four months, the Chairman (hereinafter referred to as the President) will inform the members at the General Meeting and they will determine the action to be taken.
4. Each Active Member is entitled to one vote during the General Meeting.

5. Affiliate Members are not entitled to vote.

### **III Rights and Obligations of the Members**

1. The services provided by AIPH are at the disposal of all the members, provided they respect the confidentiality of information provided by other members and adhere to decisions based on it. Within the framework of its Charter, AIPH is committed to extend its activities to all areas of the ornamental horticulture industry. This requires the co-operation of the member organisations, which are obliged in particular to contribute information to and views on issues under discussion. This will include the provision of information, when it is requested by the General Secretariat and by the secretaries of the Standing Committees.
2. It is the responsibility of the member organizations to represent AIPH interests in dealings with governmental authorities, other public bodies and non-statutory organizations in their respective countries. When appropriate, however, AIPH itself will present its policy directly to inter-governmental and other international bodies. The Executive Committee, the Board of Directors and the members have an obligation to identify issues of importance to AIPH, both national and international. The Board of Directors represents the members in the daily management and are thus governed by the rules of the Charter. The President and the Executive Committee may also initiate other discussions within AIPH; any policy or financial decision taken as a result of these, however, requires the ratification by a subsequent General Meeting.
3. The flow of all information and issues will be through the General Secretariat.

### **IV Budget and Financial Management**

1. All income and expenditure will be recorded under the agreed general Ledger headings in the form of a profit and loss sheet and a balance sheet keeping track of the property, the separate committee budgets, and the exhibition profit and expenses by the Secretary General (SG).
2. The SG will assist the committee chairpersons in building their budgets and work plans for the following year as an agenda item for the spring meeting. Work plans must be finalized and submitted to the SG by June 1 of any given year for the following years' budget. The SG and Board of Directors will use these budgets as a basis for the entire AIPH budget to be proposed to the Members at the General Meeting for their approval.
3. Expenditure on exceptional items requires the approval of the Board of Directors or, in the absence of a Board meeting, of the President. The President will report such expenditure to the board electronically as soon as possible.
4. AIPH will hire a Professional accountancy company every year. The company will be at arms-length of AIPH. The company will be required to report to the General Meeting once each year on the finances of AIPH and the propriety and efficiency of their management. This can either be in the form of an Assurance Report or Full Audit as determined by the Board.

5. The President or any other active member may at any time inspect the financial records of the Association.

## **V Regional Structure**

1. The present members of AIPH are grouped into regions to facilitate communication and information exchange. AIPH also requires an updated contact person with fluent English capability as the primary liaison between the member and AIPH.
2. New members will be allocated to a region by the Board of Directors. New regions can be added if required.
3. From among the members within a region, one member will be nominated, to represent that region on the AIPH Board of Directors. It is assumed that this position will rotate to other members within the regions from time to time.
4. A region is responsible for the nomination of a representative following the procedure below:
  - a) When it is known that there is a vacancy for a regional Board representative this will be made known to members in that region by the Secretary General. Members within that region will be invited to propose a candidate for the role within a timescale as set by the Secretary General, but no less than four weeks. If the existing representative intends to stand for re-election then members will be informed of this at the same time.
  - b) Following the deadline for nominating candidates the Secretary General will inform members in the region, by email, who the candidates are and in the event that there is more than one candidate, will request them to vote for their preferred representative within the timescale determined by the Secretary General which will be at least two weeks. Candidates will be invited to supply a CV and any supporting statements that can be shared with the members that will be voting.
  - c) The candidate that has the majority of votes from the members in the region, by the deadline date, will be nominated for the position at the next General Meeting according to the procedure in Section IX.
  - d) In the event that there is only one candidate then the Secretary General will ask members whether they support that candidate to be their representative. If the majority of members in the region support the nomination then they will be nominated at the next General Meeting according to the procedure in Section IX.
5. The member organisations, within a region, may establish a regional AIPH secretariat and/or form a regional committee structure. The Board representative for the region will be the co-ordinator of activities in her/his respective region and s/he will inform member organisations within the region of such activities.

## **VI Board of Directors and Executive Committee**

1. The Board of Directors will be constituted in accordance with Article 10 of the Charter. Persons eligible to be appointed to the Board of Directors (up to 15 people) are:
  - President/Chairperson
  - Deputy Chair x 2
  - Regional representatives (in accordance with V.3)
  - Chair of Standing Committees
2. The Executive Committee will be constituted in accordance with Article 15 of the Charter and will consist of:
  - Chairperson of Board of Directors
  - Deputy Chair x 2

- Secretary General

## **VII Standing Committees**

1. Standing Committees can be established by the General Meeting in order to oversee activities within the main areas of interest of AIPH as the members see fit. In addition, temporary working groups or ad hoc committees may be appointed, either by a Standing Committee or by General Meeting itself, to consider specific issues of a temporary nature.
2. Established Standing Committees will have a chair, and the SG, or other nominated person, will act as the official secretary. The committee may have an additional expert serving within the committee as it sees fit, their membership may include representatives of members and experts nominated by General Meeting. The Chairpersons of the committees will have a three year term and be subject to reappointment. The process for election or re-election of Committee Chairs will be subject to Section IX of the Regulations. Each Committee will prepare their own Terms of Reference for approval at each General Meeting submitted with their report.
3. Any AIPH Active and Affiliate member is entitled to attend and participate in meetings of the Standing Committees.

## **VIII Agendas and Minutes**

1. The SG, with the approval of the Board of Directors, will prepare agendas for General Meetings and Board meetings. The Chairpersons and SG will prepare agendas for meetings of their respective Standing Committees and working groups. The SG is responsible for the correct and timely distribution of the agendas of all meetings; they are sent direct to members of the body concerned, with copies for information available to Members through the website.

## **IX Elections and Voting Procedure**

The conduct of elections and the voting procedure within the General Meeting, will conform to the following regulations.

1. All discussions will be suspended during an election or vote.
2. The voting right of Members in the General Meeting is contained in Article 6 of the Charter and II of these Regulations. Proposals and decisions made within Committees will be voted on at the General Meeting.
3. The Chair of the meeting will preside over elections unless he is a candidate, in which case members present will appoint another person to discharge this role. The chair or person so appointed will be responsible for the proper conduct of the election and the announcement of the result.
4. Members will be informed of any vacancies of offices in the Board of Directors, the Executive Committee or the Standing Committees six months in advance if this is known by the Secretariat that far ahead. Members will be informed of the timescale for re-election of current Board members. Members wishing to stand for election to those positions, regardless of whether the incumbent is standing for re-election, will be aware of this and can prepare their nominations accordingly.

5. Proposals for nominations for any positions within AIPH should be submitted to the SG at least one month before the spring meeting of AIPH in order for the Board of Directors to consider the proposals. Proposals for nominations with names of candidates for vacant offices will be stated on the agenda of the General Meeting.
6. The exiting chair will seek in consultation with the EC a suitable candidate for the position to the members at the General Meeting. It is advisable to have CV and permission from the candidate to let their name stand before the General Meeting.
7. In the event that a member of the Board steps down within 6 months of the General Meeting then the SG will inform members of the vacancy that has arisen at the earliest opportunity to allow time for nominations to be made and communicated to members in good time.
8. Clause IX 7 above does not change the fact that members have the right to propose candidates for vacant functions from the floor at the General Meeting. It is hoped and advisable that the candidates' names be submitted to the SG at least 6 weeks before the next General Meeting.
9. The General Meeting will elect candidates by voting. A simple majority elects the candidate.

#### **X Expenses**

1. Member organisations will normally bear the travelling and accommodation expenses of their delegates to the Annual Congress and other meetings of AIPH. Travelling and accommodation expenses of the President and the SG will be reimbursed by AIPH.
2. Travelling expenses for the Board of Directors to attend two meetings a year can be claimed by Board members. This is to be in accordance with the AIPH Travel Policy and is dependent on budget allocation.
3. The reimbursement of the travelling and accommodation expenses, in whole or in part, will be made on the basis of evidence submitted to the SG.