

Section and item number	Previous version details	Description of change	New version details
2.1	The registered office of the Society shall be the Office at <b>the Horticultural Centre, Hagley Park South, Riccarton Avenue</b> , Christchurch or at such place or places as the Society shall, from time to time determine.	Updated location of CHS offices	The registered office of the Society shall be the Office at <b>The Kiosk, Christchurch Botanic Gardens, 9 Rolleston Avenue</b> , Christchurch or at such a place or places as the Society shall, from time to time determine.
3.1d	The Manager of the Society (“the Manager”) is appointed by the Board in accordance with these Rules and is appointed to fulfil <b>his, her or its</b> functions in accordance with these Rules.	Updated pronouns to be more inclusive	The Manager of the Society (“the Manager”) is appointed by the Board in accordance with these Rules and is appointed to fulfil <b>their</b> functions in accordance with these Rules.
3.1e	The Finance Committee of the Society (“the Finance Committee”) is comprised of the Vice President/ or other Board member	Removed '/'	The Finance Committee of the Society (“the Finance Committee”) is compromised of the Vice President or other Board Member,
3.1g	A <b>Circle</b> is comprised of Financial Members, with a common interest in a particular aspect of horticulture, who meet as a club within the Society. The rules for a <b>Circle</b> are in Appendix 2 of these Rules.	Changed 'Circle' to 'Interest Group'	An <b>Interest Group</b> is comprised of Financial Members, with a common interest in a particular aspect of horticulture, who meet as a club within the Society. The rules for an <b>Interest Group</b> are in Appendix 2 of these Rules.
3.1h		Addition of an item covering Affiliated Groups	<b>An Affiliated group is a group formed outside of the CHS and pays one annual subscription to become affiliated and thereby able to have certain benefits for their membership, as determined by the Board.</b>
5.1g point 3	Provide training and development of judges;	Added 'and/or assessors'	Provide training and development of judges <b>and/or assessors.</b>
5.1g point 6	<b>Provide</b> garden competitions for home gardens, institutions, commercial and industrial property gardens or other gardens	Changed wording from 'Provide' to 'Support...'	<b>Support garden competitions provided by other organisations</b> for home gardens, institutions, commercial and industrial property gardens, or other gardens.
5.1g point 7	Publish or cause to publish in journals, periodicals or other media dealing with the Societies activities or other matters pertaining to horticulture.	Added 'social media'	Publish, or cause to publish, in journals, periodicals, or other media, <b>including social media</b> , dealing with the Society’s activities, or other matters, pertaining to horticulture.
6.1	Membership shall consist of Ordinary Members, Affiliate Members and Honorary Life Members.	Added additional membership types	Membership shall consist of Ordinary Members, Affiliate Members, <b>Special Interest Members, Junior Members</b> , Honorary Life Members and <b>Honorary Members</b>
6.4		Addition of an item referencing Appendix 2	<b>Special Interest Members *** see appendix 2</b>
6.6	With the exception of the Chairperson (or <b>his/her</b> delegate) of the Garden and Floral Art Groups Representatives’ Committee	Updated pronouns to be more inclusive	With the exception of the Chairperson (or <b>their</b> delegate) of the Garden and Floral Art Groups Representatives’ Committee
6.6	With the exception of the Chairperson (or his/her delegate) of the Garden and Floral Art Groups Representatives’ Committee, Affiliate Members are not eligible for election to the Board and shall have no voting or speaking rights at any General Meeting of the Society.	Added clarification of voting and speaking rights	With the exception of the Chairperson (or their delegate) of the Garden and Floral Art Groups Representatives’ Committee, Affiliate Members are not eligible for election to the Board and shall have no voting or speaking rights at any General Meeting of the Society, <b>unless they are full Members of the Horticultural Society</b>

6.10		Addition of item regarding Honorary Members	An Honorary Member is a person who fills a specialized role within the Society such as the Honorary Botanist, but do not have voting or speaking rights at any General Meeting of the Society.
8.2	All applications for membership shall be sent to the Manager in writing on the Society's official membership form together with any subscription due.	Updated to reflect current practise	All applications for membership shall be sent online to the CHS office with any subscriptions due.
8.3	The nomination of a person to Honorary Life Membership under clause 6.6 must also be accompanied by a citation	Clause updated from 6.6 to 6.7	The nomination of a person to Honorary Life Membership under clause 6.7 must also be accompanied by a citation
8.4	A nomination to Honorary Life Membership under clause 6.6 shall be referred to the next Board for approval	Clause updated from 6.6 to 6.7	A nomination to Honorary Life Membership under clause 6.7 shall be referred to the next Board for approval
8.4	A nomination to Honorary Life Membership under clause 6.6 shall be referred to the next Board for approval	Space added following clause number	A nomination to Honorary Life Membership under clause 6.7 shall be referred to the next Board for approval
8.6	Members ceasing to be members for any reason forfeit all right to or claim which he or she may have had upon the Society or its property, by virtue of such membership.	Updated pronouns to be more inclusive	Members ceasing to be members for any reason, forfeit all right to or claim which they may have had upon the Society or its property, by virtue of such membership.
9.4		Addition of item regarding Privacy Policy	Privacy of Members' information policy as set out in the CHS Privacy Policy
10.1b	four (4) and up to six (6) eligible Members of the Society	Added clarification regarding Treasurer	four (4) and up to six (6) eligible Members of the Society, one of which is to be the Treasurer
10.1c	the Chairperson (or his/her delegate) of the Garden and Floral Groups Representatives' Committee (if any) and if he/she wishes to accept the appointment;	Updated pronouns to be more inclusive	the Chairperson (or their delegate) of the Garden and Floral Groups Representatives' Committee (if any) and if they wish to accept the appointment
10.3b	an Affiliate Member (with the exception of the Chairperson (or his/her delegate) of the Garden and Floral Groups Representatives' Committee)	Updated pronouns to be more inclusive	an Affiliate Member (with the exception of the Chairperson (or their delegate) of the Garden and Floral Groups Representatives' Committee)
10.4	A member of the Board may terminate his or her membership of the Board by resignation in writing to the President	Updated pronouns to be more inclusive	A member of the Board may terminate their membership of the Board by resignation in writing to the President

11.4	The Board shall maintain an account or accounts at a trading bank approved by the Board and any such account/s shall be managed by <b>two (2) persons</b> appointed by the Board to this task, one of whom will be either the Chairperson of the Finance Committee or the Manager. For the avoidance of doubt, the Manager may be appointed as the second signatory, should the Chairperson of the Finance Committee be appointed the first signatory. These appointees will be the signatories to any debits on the Society's account/s.	Updated account management details to reflect current practise	The Board shall maintain an account or accounts at a trading bank approved by the Board and any such account/s shall be managed by <b>three (3) persons</b> appointed by the Board to this task, one of whom will be either the Chairperson of the Finance Committee or the Manager, <b>and the President of the CHS</b> . For the avoidance of doubt, the Manager may be appointed as the second signatory, should the Chairperson of the Finance Committee be appointed the first signatory. These appointees will be the signatories to any debits on the Society's account/s
11.6d	to purchase, exchange, hire or otherwise acquire (either alone or in conjunction with any other person or <b>corporation</b> ) <b>any</b> personal property,	Space added following bracket	to purchase, exchange, hire or otherwise acquire (either alone or in conjunction with any other person or <b>corporation</b> ) <b>any</b> personal property
11.12	The President or, in <b>his/her</b> absence, the Vice-President or, in <b>his/her</b> absence, a member of the Board elected for that purpose by the other members of the Board, will take the chair at any meeting.	Updated pronouns to be more inclusive	The President or, in <b>their</b> absence, the Vice-President or, in <b>their</b> absence, a member of the Board elected for that purpose by the other members of the Board, will take the chair at any meeting
11.16	At any meeting of the Board, full and correct minutes will be taken and kept by the Manager or <b>his/her</b> delegate	Updated pronouns to be more inclusive	At any meetings of the Board full and correct minutes will be taken and kept by the Manager or <b>their</b> delegate.
11.17	No member of the Board will receive remuneration for services to the Society or derive any pecuniary gain within the meaning of the Incorporated Societies Act 1908 from the property or operations of the Society provided however that any member of the Board is entitled to receive remuneration for services rendered to the Society as counsel, solicitor, accountant, auditor, scrutineer, or returning officer or for any special services for which <b>he or she</b> may be employed by the Society.	Updated pronouns to be more inclusive	No member of the Board will receive remuneration for services to the Society or derive any pecuniary gain within the meaning of the Incorporated Societies Act 1908, from the property or operations of the Society, provided however that any member of the Board is entitled to receive remuneration for services rendered to the Society as counsel, solicitor, accountant, auditor, scrutineer, or returning officer, or for any special services for which <b>they</b> may be employed by the Society.
12.2a	issue notices of meetings and attend all meetings of the Society as directed including Board meetings, and General Meetings, and be responsible for the taking of full minutes, copies of which shall be made available to Members of the Society on request	Added 'may' to clarify Manager duties	issue notices of meetings and attend all meetings of the society, as directed, including Board meetings, and General Meetings, and <b>may</b> be responsible for the taking of full minutes, copies of which shall be made available to Members of the Society on request.
12.2b	record and maintain a register of Members being the names, addresses <b>and occupations</b> of those Members and the dates at which they became Members	Updated to reflect current practise	record and maintain a register of Members being names, addresses, <b>email, phone numbers, and other details as required</b> of those members and the dates at which they became Members

12.2d	report monthly to the finance committee providing information on income and expenditure for the previous month, performance against budget and any items of financial expenditure or management that <b>he/she</b> wishes to be brought to the Board	Updated pronouns to be more inclusive	report monthly to the Finance Committee providing information on income and expenditure for the previous month, performance against budget and any items of financial expenditure or management that <b>they</b> wish to be brought to the Board
14.7	The quorum for the AGM shall be TWENTY (20) Financial Members	Updated full item to reflect current practise regarding AGM quorums	The quorum for the AGM shall be fourteen (14) Financial Members eligible to vote, present in person or online. If a quorum is not present within thirty (30) minutes of the time set down for such meeting, no business shall be transacted, and the meeting adjourned for not more than twenty-eight (28) days. Ten (10) days clear notice of such adjourned meeting shall be sent to all members. At the adjourned meeting, if a quorum as specified above is not present at the advertised time of the meeting, whatsoever number of qualified persons so present at the expiration of thirty (30) minutes from the advertised time of the meeting, shall constitute a quorum.
14.10a	Voting on any matter at the AGM may be exercised by a Financial Member, Honorary Life Member or Chairperson (or <b>his/her</b> delegate) of the Garden and Floral Groups Representatives' Committee) in person or by proxy and in accordance with these Rules.	Updated pronouns to be more inclusive	Voting on any matter at the AGM may be exercised by a Financial Member, Honorary Life Member or Chairperson (or <b>their</b> delegate) of the Garden and Floral Groups Representatives' Committee in person or by proxy and in accordance with these Rules.
14.10b	Any proxy appointed by a Member to exercise a vote on <b>his or her</b> behalf, in accordance with these Rules, must be in writing, clearly setting out the name of the proxy (who must be a Financial Member or Honorary Life Member) and signed. The proxy must be registered with the Chairperson prior to the commencement of the AGM.	Updated pronouns to be more inclusive	Any proxy appointed by a Member to exercise a vote on <b>their</b> behalf, in accordance with these Rules, must be in writing, clearly, setting out the name of the proxy (who must be a Financial Member or Honorary Life Member) and signed. The proxy must be registered with the Chairperson prior to the commencement of the AGM
15.1b	Not less than seven (7) days' notice of such meeting shall be given by way of advertisement in a daily local newspaper and Society noticeboard (including any website noticeboard) or the Society's newsletter.	Updated to reflect current practise	Not less than seven (7) days' notice of such meeting shall be given by way of <b>social media</b> , the Society's noticeboard (including any website noticeboard) or the Society's newsletter.
15.1d	The quorum for General Meetings shall be TWENTY (20) Financial Member	Updated full item to reflect current practise regarding SGM quorums	the quorum for General Meetings shall be fourteen (14) Financial Members eligible to vote, present in person or online. If a quorum is not present within thirty (30) minutes of the time set down for such meeting, no business shall be transacted, and the meeting adjourned for not more than twenty-eight (28) days. Ten (10) days clear notice of such adjourned meeting shall be sent to all members. At the adjourned meeting if a quorum as specified above is not present at the advertised time of the meeting, whatsoever number of qualified persons so present at the expiration of thirty (30) minutes from the advertised time of the meeting shall constitute a quorum.

16.1	These Rules may, from time to time, be altered or repealed or added to at any AGM or at any General Meeting called for that purpose, provide that notice of such proposed alteration, repeal or addition shall have been given to Members by newsletter, and newspaper advertisement and/or notice on the Society's noticeboard (including any website noticeboard) at least ten (10) days prior to such meeting.	Updated to reflect current practise	These Rules may, from time to time, be altered or repealed or added to at any AGM or at any General Meeting called for that purpose, provided that notice of such proposed alteration, repeal or addition, shall have been given to Members by newsletter, social media and/or notice on the Society's noticeboard (including any website noticeboard) at least ten (10) days prior to such meeting
16.4		Addition of an item covering covering compliance with legislation	Any change to these Rules must be compliant with any Rules of Incorporated Societies Act, of The Charities Services and the taxation department
<b>Appendix 1</b>			
5	RIGHT OF REPLY: The mover of an original motion shall have the right to reply and after he/she has commenced such reply no other person shall speak to the motion. It shall not be competent for any new matter to be introduced by the mover when speaking in reply. The mover shall confine him/herself to answering previous speakers.	Updated pronouns to be more inclusive	RIGHT OF REPLY: The mover of an original motion shall have the right to reply and after they have commenced such reply no other person shall speak to the motion. It shall not be competent for any new matter to be introduced by the mover when speaking in reply. The mover shall confine themselves to answering previous speakers.
6.1	Exercise his/her right of reply at the conclusion of the debate on the amendment	Updated pronouns to be more inclusive	Exercise their right to reply at the conclusion of the debate on the amendment
6.2	Speak to the amendment, in so doing losing his/her right of reply	Updated pronouns to be more inclusive	Speak to the amendment, in so doing losing their right of reply
7	QUESTIONS OF A MOTION: Should the Chair so direct, a member who has already spoken to a motion shall be permitted to reply to a question, but his/her reply shall not introduce new matter.	Updated pronouns to be more inclusive	QUESTIONS OF A MOTION: Should the Chair so direct, a member who has already spoken to a motion shall be permitted to reply to a question, but their reply shall not introduce new matter.
20	CHAIRPERSON RISING: Whenever the Chair rises during a debate, any member speaking or offering to speak shall resume his/her seat and the meeting shall be silent so that the Chair may be heard without interruption.	Updated pronouns to be more inclusive	CHAIRPERSON RISING: Whenever the Chair rises during a debate, any member speaking or offering to speak shall resume their seat and the meeting shall be silent so that the Chair may be heard without interruption.
21	MEMBERS DESIRING TO SPEAK: Any member desiring to speak shall rise and address the Chair. No member shall rise to speak when another is already speaking, or when another has, by standing, indicated his/her intention to speak. When two or more members rise simultaneously, the Chair shall determine who shall speak first.	Updated pronouns to be more inclusive	MEMBERS DESIRING TO SPEAK: Any member desiring to speak shall rise and address the Chair. No member shall rise to speak when another is already speaking, or when another has, by standing, indicated their intention to speak. When two or more members rise simultaneously, the Chair shall determine who shall speak first.
4 final paragrap	The minutes of any meeting in committee, shall be recorded by the Chair, or his or her nominee, and held by the Chair on behalf of the Society.	Updated pronouns to be more inclusive	The minutes of any meeting in committee, shall be recorded by the Chair, or their nominee, and held by the Chair on behalf of the Society

Appendix 2			
Title		Title changed to reflect current practise	
1	Rules for a Canterbury Horticultural Society <b>Circle</b>	Changed 'Circle' to 'Group'	Rules for a Canterbury Horticultural Society <b>Special Interest Group</b>
1	Each <b>Circle</b> is to be known as the “Canterbury Horticultural Society [insert name of horticultural interest] <b>Circle</b> ”	Changed 'Circle' to 'Group'	Each <b>Group</b> is to be known as the “Canterbury Horticultural Society {insert name of horticultural interest} <b>Group</b> ”
3	Each <b>Circle</b> is to function as a club, and its members are required to comply with the objects of the Society which includes promoting the culture and display of the <b>Circle's</b> flower/s or other special interests, either for garden enhancement or exhibition purposes.	Changed 'Circle' to 'Group'	Each <b>Group</b> is to function, as a club, and its members are required to comply with the objects of the Society which may include promoting the culture and display of the of the <b>Group's</b> flower/s or other special interests, either for garden enhancement or exhibition purposes
4	Membership of each Circle is to be open to Financial Members of the Society <b>only</b> . Any person, other than a Financial Member, may attend Circle meetings for a period of up to four consecutive months or four Circle meetings (whichever occurs first), as a guest of a Member. After that, a person must become a Member of the Society if he or she wishes to attend another meeting.	Updated full item to reflect current membership practise	Membership of each Group is to be open to Financial Members of the Society and interested members of the public.  1. Those who elect to be members of specific group only, shall pay a part subscription to The Society and this shall grant that member voting and attendance rights only in their nominated group. 2. The public are very welcome and may be charged a single meeting fee. 3. Each group shall maintain accurate attendance and payment records, which will form part of that group's annual report to the board. 4. Membership status shall be clearly marked on the membership card
5	Any Financial Member of the Society may attend the meetings of any Circle but only those Society members registered as a Circle member may have voting rights in respect of the Circle or Circles with which he/she is registered.	Updated pronouns to be more inclusive	Any Financial Member of the Society may attend the meetings of any Group but only those Society members registered as a Group member may have voting rights in respect of the Group or Groups with which they are registered
5	Any Financial Member of the Society may attend the meetings of any Circle but only those Society members registered as a Circle member may have voting rights in respect of the Circle or Circles with which he/she is registered.	Changed 'Circle' to 'Group'	Any Financial Member of the Society may attend the meetings of any <b>Group</b> but only those Society members registered as a <b>Group</b> member may have voting rights in respect of the <b>Group</b> or <b>Groups</b> with which they are registered
6	Each <b>Circle</b> is to be administered by a committee comprising a Chairperson, Secretary/Treasurer and not less than two other members, to be elected by members of the <b>Circle</b> at their Annual General Meeting. The Society's Board may appoint a member of the Board to act as a liaison person with the <b>Circle</b> for the purpose of discussion and advice as required.	Changed 'Circle' to 'Group'	Each <b>Group</b> is to be administered by a committee comprising a Chairperson, Secretary/Treasurer and not less than two other members, to be elected by members of the <b>Group</b> at their Annual General Meeting. The Society's Board may appoint a member of the Board to act as a liaison person with the <b>Group</b> for the purpose of discussion and advice as required.

7	The <b>Circle's</b> committee shall meet as necessary to meet the <b>Circle's</b> purposes as set out in rule 3 above and to undertake the following matters	Changed 'Circle' to 'Group'	The <b>Group's</b> committee shall meet as necessary to meet the <b>Group's</b> purposes as set out in rule 3 above and to undertake the following matters:
7a	Organise the yearly programme, together with forward bookings of <b>meeting rooms</b> and dates;	Updated to reflect current practise	Organise a programme, together with forward bookings of <b>the Kiosk</b> and dates
7d	Prepare and keep a current register of <b>Circle</b> members is to be maintained by the <b>Circle's</b> Secretary/Treasurer, with one copy to be provided to the Society's Manager, at least once a year, or as requested by the Society's Manager;	Changed 'Circle' to 'Group'	Prepare and keep a current register of <b>Group</b> members <b>which</b> is to be maintained by the <b>Group's</b> Secretary/Treasurer, with one copy to be provided to the Society's Manager, at least once a year, or as requested by the Society's Manager
7d	Prepare and keep a current register of Circle <b>members is</b> to be maintained by the Circle's Secretary/Treasurer, with one copy to be provided to the Society's Manager, at least once a year, or as requested by the Society's Manager;	Added 'which' to clarify sentence	Prepare and keep a current register of Group members <b>which</b> is to be maintained by the Group's Secretary/Treasurer, with one copy to be provided to the Society's Manager, at least once a year, or as requested by the Society's Manager
7e	Conduct an Annual General Meeting, notice of which to be published in the Society's newsletter or other media including a website, such notice to be received by members at least <b>seven clear days</b> prior to the meeting.	Changed notice period for AGM	Conduct an Annual General Meeting, notice of which to be published in the Society's newsletter or other media including a website, such notice to be received by members at least <b>one (1) month</b> prior to the meeting
8	Each <b>Circle</b> may organise up to (5) activities using the Society's premises, for example shows open to the public and/or where an entry fee is contemplated. Beyond that, a <b>Circle</b> may organise any such activity with the approval of the Board. In considering such approval, which is at the sole discretion of the Board, the Board will consider costs, charges and other financial implications, publicity and compatibility with other Society events.	Changed 'Circle' to 'Group'	Each <b>Group</b> may organise activities using the Society's premises, for example shows open to the public. Beyond that, a <b>Group</b> may organise any such activity with the approval of the Board. In considering such approval, which is at the sole discretion of the Board, the Board will consider costs, charges and other financial implications, publicity and compatibility with other Society events.
8	Each Circle may organise <b>up to (5)</b> activities using the Society's premises, for example shows open to the public and/or where an entry fee is contemplated. Beyond that, a Circle may organise any such activity with the approval of the Board. In considering such approval, which is at the sole discretion of the Board, the Board will consider costs, charges and other financial implications, publicity and compatibility with other Society events.	Removed number of activities	Each Group may <b>organise activities</b> using the Society's premises, for example shows open to the public. Beyond that, a Group may organise any such activity with the approval of the Board. In considering such approval, which is at the sole discretion of the Board, the Board will consider costs, charges and other financial implications, publicity and compatibility with other Society events.
9	Any <b>Circle</b> activities outside the Society's premises such as bus tours, should in the first instance be referred to the Society's Manager, to ensure all legal obligations are covered	Changed 'Circle' to 'Group'	Any <b>Group</b> activities outside of the Society's premises such as bus tours, should in the first instance be referred to the Society's Manager, to ensure all legal obligations are covered

10	The Society will not charge for the use of an available room or rooms in any premises owned by the Society for the conduct of a <b>Circle's</b> activities. Any room used by a <b>Circle</b> is to be left in a clean and tidy condition. The Society Manager will endeavour to make available a particular room where requested.	Changed 'Circle' to 'Group'	The Society will not charge for the use of an available room or rooms in any premises rented by the Society for the conduct of a <b>Group's</b> activities. Any room used by a <b>Group</b> is to be left in a clean and tidy condition
10	The Society will not charge for the use of an available room or rooms in any premises owned by the Society for the conduct of a <b>Circle's</b> activities. Any room used by a <b>Circle</b> is to be left in a clean and tidy condition. <b>The Society Manager will endeavour to make available a particular room where requested.</b>	Removal of sentence to reflect current practise	The Society will not charge for the use of an available room or rooms in any premises rented by the Society for the conduct of a <b>Group's</b> activities. Any room used by a <b>Group</b> is to be left in a clean and tidy condition
11a	a <b>Circle</b> may raise funds by means of donations, sale of plants, raffles, work at shows and like activities for the purpose of fostering the <b>Circle's</b> purposes (see rule 3 above)	Changed 'Circle' to 'Group'	A <b>Group</b> may raise funds by means of donations, sale of plants, raffles, work at shows and like activities for the purpose of fostering the <b>Group's</b> purposes (see rule 3 above);
11b	<b>while a Circle may not charge subscription fees, it may charge its members an activity fee to cover the estimated costs of a particular activity; and</b>	Removal of sentence to reflect current practise	
11c	a <b>Circle</b> may have to expend monies to support its activities.	Changed 'Circle' to 'Group'	a <b>Group</b> may have to expend monies to support its activities.
12	In respect of monies to which rule 11 and its sub-clauses apply, a <b>Circle</b> may, with the approval of the Board, operate its own bank account which is to be in the name of the Society with reference to the <b>Circle's</b> name	Changed 'Circle' to 'Group'	In respect of monies to which rule 11 and its sub-clauses apply, a <b>Group</b> may, with the approval of the Board, operate its own bank account which is to be in the name of the Society with reference to the <b>Group's</b> name
13	A <b>Circle's</b> bank account must have two signatories, one of whom must be the <b>Circle's</b> secretary/treasurer. Both signatories to be approved by the Board.	Changed 'Circle' to 'Group'	A <b>Group's</b> bank account must have two signatories, one of whom must be the <b>Group's</b> secretary/treasurer. Both signatories to be approved by the Board
14	The <b>Circle's</b> secretary/treasurer is required to maintain a financial record of the <b>Circle's</b> financial activities described in rule 11 and its sub-clauses above. Such a financial record is to be made available to the Society's Manager on request	Changed 'Circle' to 'Group'	The <b>Group's</b> secretary/treasurer is required to maintain a financial record of the <b>Group's</b> financial activities described in rule 11 and its sub-clauses above. Such a financial record is to be made available to the Society's Manager on request
15	A statement of income and expenditure is to be given to the Society's Manager within one month of the end of each <b>Circle's</b> financial year, for inclusion in the Society's own accounts by way of Trust Accounts	Changed 'Circle' to 'Group'	A statement of income and expenditure is to be given to the Society's Manager within one (1) month of the end of each <b>Group's</b> financial year, which will match the financial year of the Society, (i.e. January to December) for inclusion in the Society's own accounts by way of Trust Accounts



15	A statement of income and expenditure is to be given to the Society's Manager within <b>one month</b> of the end of each Circle's financial <b>year, for</b> inclusion in the Society's own accounts by way of Trust Accounts	Clarification of statement requirements	A statement of income and expenditure is to be given to the Society's Manager within one <b>(1)</b> month of the end of each Group's financial year, <b>which will match the financial year of the Society, (i.e. January to December)</b> for inclusion in the Society's own accounts by way of Trust Accounts
16	For the avoidance of doubt, any monies held by a <b>Circle</b> are monies belonging to the Society and the Board may direct the payment of any such monies in accordance with the Society's Rules	Changed 'Circle' to 'Group'	For the avoidance of doubt, any monies held by a <b>Group</b> are monies belonging to the Society and the Board may direct the payment of any such monies in accordance with the Society's Rules
17	A <b>Circle</b> and its Members may not represent itself/themselves as an agent of the Society without written authorisation of the Board	Changed 'Circle' to 'Group'	A <b>Group</b> and its Members may not represent itself/themselves as an agent of the Society without written authorisation of the Board
18	All <b>Circle</b> correspondence with national and other societies on matters relating to the Society must be conducted through the Society's Manager and using the Society's address (physical or email).	Changed 'Circle' to 'Group'	All <b>Group</b> correspondence with national and other societies on matters relating to the Society must be conducted through the Society's Manager and using the Society's address (physical or email)
19		Addition of item requiring an annual written report of activities	<b>All Groups provide a written report of annual activities each year to be included in the Annual Report</b>
<b>Appendix 3</b>		Addition of new Appendix listing Policies	<b>Policies - Available from the Office by request</b>  <b>Health and Safety</b> <b>Financial</b> <b>Course Cancellation</b> <b>Privacy</b> <b>Conflict of Interest</b>