

THE NATIONAL  
AURICULA AND  
PRIMULA SOCIETY  
Northern Section



MEMBER'S  
HANDBOOK

£1

[www.auriculas.org](http://www.auriculas.org).

# THE NATIONAL AURICULA AND PRIMULA SOCIETY

## Northern Section

### MEMBER' HANDBOOK revised 2017

#### INTRODUCTION

This member's handbook has been produced by the top growers and exhibitors of our Society to replace the "How to Grow and Judge Auriculas" booklet published in the year 2000, which has been reproduced in different formats several times over the years from 1946.

This 2017 edition aims to update and refresh the standards, tips, advice and Society rules and regulations for our members. I hope you will find it a useful addition to help you to improve your knowledge of these wonderful plants that we grow and love and of our Society. I also hope it will help you to get the very best from growing Auriculas & Primulas, be it for exhibition or simply for your own pleasure.

Obviously there is a limit to the amount of information available in this small booklet but further help and advice can be found on our web site: [www.auriculas.org.uk](http://www.auriculas.org.uk) If you can't find what you are looking for please contact me at: [auriculas17@googlemail.com](mailto:auriculas17@googlemail.com) if I can't help I'll pass you on to someone who can.

T Mitchell

Hon. Secretary

## Constitution of the Society

1. Name
  - 1.1 The name of the Society shall be The National Auricula and Primula Society (Northern Section), here after referred to as the Society.
  
2. Aims and Objectives
  - 2.1 To encourage and extend the cultivation, development and exhibition of:
    - a) The florist's auricula, other types of auricula and gold laced polyanthus in accordance with the traditional and laid down standards; and
    - b) Other species, cultivars and hybrids of the genus Primula.
  
3. Membership
  - 3.1 Membership of the Society shall be open to all.
  - 3.2 Fully paid up members are entitled to:
    - a) receive a free copy of the annual yearbook and spring newsletter,
    - b) vote at the annual general meeting (AGM),
    - c) exhibit free of charge at the annual shows,
    - d) receive notice of and attend any other meetings of members as may be called,
    - e) participate in the seed exchange scheme,
    - f) participate in the various plant sales organised by the Northern Section.
  
4. Subscription.
  - 4.1 Subscriptions are payable on 1 January each year.
  - 4.2 The subscription rates may be varied by a resolution passed by a majority vote at the AGM.

- 4.3 The rights and privileges of membership will cease if an individual's subscription is not paid by the end of February.
5. Life Membership.
- 5.1 Life Membership may be granted to those deemed by the Annual General Meeting to have provided exceptional service to the Society. This shall confer on the individual the right to free membership of the Society and to receive the Year Book and all Society communications without cost but not automatic membership of the committee.
6. ~~Society Funds – SEE ADDENDUM A~~
- 6.1 ~~The financial year shall end on 31 December each year.~~
- 6.2 ~~All withdrawals from the Society's bank account shall bear two signatures drawn from the Officers of the Society.~~
- 6.3 ~~The treasurer shall keep proper accounts of the finances of the Society. All incoming funds shall be paid into, without deduction, the Society's bank/building society account. All monies raised by or on behalf of the Society shall be applied to further the object of the Society and for no other purpose.~~
- 6.4 ~~The annual accounts of the Society shall be audited by any suitable person who does not hold office within the Society. The audited accounts shall be published for scrutiny by the members before being presented to the AGM for acceptance by a majority of those attending.~~
7. Executive Officers
- 7.1 The Society's executive officers shall consist of:
- a) president
  - b) secretary

- c) treasurer
- 7.2 All executive officers shall be elected annually at the AGM.
- 7.3 The president shall be elected annually but is not eligible for immediate nomination after three consecutive years of office.
- 7.4 In the event of death or resignation of any executive officer between meetings any nominated deputy shall assume relevant responsibilities. Should that not be possible the committee shall co-opt a member to hold office until the next AGM.
  
- 8. Committee
- 8.1 The affairs of the Society shall, subject to these rules, be administered by a committee which shall consist of:
  - a) the executive officers of the Society,
  - b) vice president
  - c) editor
  - d) Harrogate show organiser
  - e) plant sales representative
  - f) show superintendent
  - g) seed scheme organiser
  - h) librarian
  - i) archivist
  - j) webmaster
  - k) past presidents
  - l) plus a maximum of nine paid-up members who shall be elected annually at the AGM.
- 8.2 The president shall preside at committee meetings or in their absence any other member approved by the committee. In the event of a tied vote the chair of the meeting shall have the casting vote.

- 8.3 The secretary shall call meetings of the committee as he or she thinks necessary. At least ten days notice of any meetings shall be given to all members of the committee either in writing or by email along with an agenda.
- 8.4 Special meetings may be called on the written request of not less than three members of the committee to the secretary, stating the purpose of the meeting.
- 8.5 A quorum shall consist of not less than six committee members.
- 8.6 No member of the committee, sub-committee or any of the ordinary membership shall receive remuneration from the Society in money or in kind with the exception of out of pocket expenses.
- 8.7 The committee shall meet at least once a year.
- 8.8 Any executive officer or committee member who fails to attend two consecutive committee meetings without good cause shall be deemed to have resigned their position.
9. Sub-committees
- 9.1 The committee may appoint sub-committees for special purposes.
- 9.2 When setting up sub-committees the committee shall determine its terms of reference, compositions and powers.
- 9.3 Sub-committees shall have a co-ordinator and a recorder.
- 9.4 The secretary shall receive all papers produced by all sub-committees.
10. Annual General meetings (AGM)
- 10.1 The AGM shall be held not later than 31 October each year.
- 10.2 The AGM shall be publicised in advance in the Year Book, spring newsletter and on The Society's web site.

- 10.3 Notifications for appointment to any office, or to the committee, or notice of any resolution to be put forward at the AGM shall be given to the secretary in writing no less than seven days in advance.
- 10.4 The president shall preside at the AGM, or in their absence any other member approved by the committee.
- 10.5 Except in the case of any alterations to this constitution (see 11 below) all resolutions shall be passed by a majority vote of those members present. In the case of a tied vote the chair of the meeting shall have the casting vote.
11. Alterations to the constitution
  - 11.1 No changes of any kind shall be made to this constitution except at the AGM and then only with the consent of not less than two thirds of the members voting.
  - 11.2 Notice of any proposal to alter, rescind or add to this constitution must be given in writing to the secretary not less than four weeks before the AGM.
12. Intellectual Property
  - 12.1 All materials submitted to the Society for publication, shall be covered by copyright and remain the property of the creator. Once published by the Society any such material may not be copied, used or altered without the written permission of the Society's secretary and the creator. Other materials donated to the Society for its use or archival will be deemed to belong to the Society, such material may be borrowed from the Society's archivist but remain subject to the copyright conditions previously specified.

13. Dissolution

- 13.1 A decision to wind up the Society shall only be taken at an AGM or Extraordinary General Meeting and in this case 28 days notice of the meeting shall be given. The decision to wind up must be approved by 75% of those present and eligible to vote. In the event that the proposal to wind up the Society is agreed the meeting shall appoint a committee of not less than three and not more than five individuals to oversee the disposal of the Society's assets. The committee shall appoint its own chairman who shall have a casting vote to resolve any tied decision. The meeting should give a clear direction to that committee of the use to which remaining funds should be put and the committee shall abide as closely as possible with the wishes expressed.

## RULES FOR EXHIBITORS

It is important that these rules be followed by exhibitors at the Society's shows and applied by the judges.

1. Entry to all classes is free to members of the National Auricula & Primula Society (Northern Section) for non-members 25p.
2. An exhibitor may make any number of entries in open classes.
3. All exhibits must have been the exhibitor's property for at least 3 months prior to the show.
4. A novice is one who has not won more than 10 first prizes at any NAPS Northern Section show. In the year a novice achieves their 10th first prize, the rule will take effect from the following year.
5. Exhibits must be staged by the time stated on the schedule and should not be removed before the end of the show without the secretary's permission.
6. Exhibits should be staged in clean, round, clay or plastic pots or pans, terracotta or brown in colour. Size is determined by the internal diameter.
7. Each plant must carry a card to show its class, name (where applicable) and the exhibitor's number.
8. Neat stakes may be used to support the stems of florists' flowers; they should not touch the pedicels. Any packing between the pips must be removed prior to judging. Border auriculas must not be staked.
9. In multiple plant classes pots should be arranged from the front to the rear of the bench.
10. In the show class for six plants not less than two edge plants should be included.

11. In the show class for four plants not less than two edge plants should be include

## Judging

### Florists' Flowers

12. Plants must not be pin-eyed. Double auriculas must not be open centred.
13. Only one truss per plant will be judged, others should be tied down by the exhibitor.
14. In open classes plants should have a minimum of five fully expanded pips except for all single show auricula classes, where three is the minimum.
15. Florists' flowers will be judged to florists' standards.

### Primulas

16. Where two or more pans are called for, distinct species, forms or hybrids are required.
17. Primula species include such forms as *P. allionii* Crowsley form.
18. Primulas will be judged to accepted standards (see guidelines). Difficulty of cultivation may be considered by judges where plants are otherwise of equal merit.

### Awards

19. Judges may award fourth and fifth prizes, but these will carry no points value.
20. Premier medals may be awarded, where scheduled, at the judges' discretion. any plant considered for this award must

also have been judged to be the best in its section. Medals have a value of 5 points.

21. Awards may be withheld where exhibits are deemed to be deficient in merit. Exhibits not conforming to schedule, or where attempts at deception have been made will be disqualified. The judge's decision is final.
22. Cups and trophies will be awarded to Society members only. They remain the property of the Society, but may be held by winners until the following show when they must be returned clean and in good condition. Engraving of trophies may be done at the Society's expense. Premier medals become the property of the winner.
23. The committee reserves the right to exclude any exhibit and also to include extra classes not covered by the schedule, but these will not be considered for any award.

## SHOW STANDARDS & GUIDELINES

For the purposes of these standards:

A Florists' Auricula is an auricula judged against written standards. A Show Auricula is a florists' auricula having paste.

A Show Standard consists of a complete list of all the attributes to be considered in judging each type of florists' auricula. The highest quality possible, as determined by the naked eye, is detailed for each attribute. The standard is intended to be applied to the fully mature pip when in prime condition. NAPS Northern Section expects judges to apply these standards at shows. They should not be influenced by their preferences for variety, colour, form or type but should look for adherence to the appropriate standard.

## GENERAL STANDARDS APPLYING TO FLORISTS' AURICULAS

All Edged, Self, Alpine, Fancy and Striped Auriculas must be thrum-eyed.

The plant as a whole should be compact and well balanced with crisp, healthy foliage, free from pests and preferably a single rosette of leaves of sufficient size to nicely cover the pot. The stem should be strong and tall enough to hold the truss well above the leaves, but not overly long (between 10 and 18 cm). A neat stake may be employed to support the stem. The footstalks should be sufficiently strong to hold the pips in a firm array and of just such a length as to permit each pip to be displayed without overlapping. All the pips in the truss should be fresh, of even size and character; the periphery of each should just meet that of its neighbour to form a compact whole. The required number of fully expanded pips per truss is schedule dependent. The leaves of Grey-Edged and White-Edged Auriculas, Selves, Striped Auriculas, Doubles and Fancies may have farina present or may be plain. The leaves of Green Edges and Alpine Auriculas should be without farina. The complete assembly of pot, foliage, stem and truss should be in proportion.

## SHOW STANDARDS FOR AURICULAS

### Edged Show Auriculas

*The pip* should be round and flat with the outline of a solid disc. The individual petals should be of an even size, smooth, free of notches, of good substance and overlap sufficiently to give the desired circular appearance. The four bands should be of equal weight, no one dominating or receding. The size is of the pips should be neither too large nor small, 32mm being the optimum.

*The tube* width should not exceed one-fourth the diameter of the pip. It should be round, smooth-edged, golden or rich yellow in colour, of a waxy substance and well up the plane of the pip.

*The anthers* should be fresh and bold, golden or rich yellow colour and evenly set around, but not protruding from, the tube. They should curve inwards to meet over and obscure the lower tube.

*The pistil* should not be visible among or above the anthers otherwise the plant will be disqualified.

*The paste* should be circular with clear-cut edges, the outer edge a half of the pip's diameter. The paste should be brilliant white, smooth, dense and free from blemishes and cracks.

*The body (also called the ground colour)* should be solid and circular where it meets the paste. Its outer edge should extend no more than three-fourths of the pip's diameter. It should feather finely into the edge but not extend to the pip's periphery.

It should be bright, rich and velvety, unshaded and free from meal.

*Body colours* other than black are not excluded from any of the classes for edged auriculas. The same criteria for judging black ground-coloured plants should be observed i.e. they should be bright, un-shaded, of the correct proportion and free from meal. Non-descript dull colours are not encouraged, however scarlets and blues are to be welcomed.

*The edge* may be green, grey or white according to the class. If green-edged it should be of an even shade, bright and free from meal. Grey-edged flowers should have an even covering of meal overlying the petal edge, not so thick as to mask completely the underlying green, thereby creating the grey effect. In white-edged flowers the covering of meal should completely mask the green of the petal. In both grey and white edges the meal should be white, bright, refined and free from blemishes. The edge should not extend through the body and touch the paste.

#### Self Show Auriculas

*The pip* should be round and flat. The individual petals should be of even size, smooth, free of notches, of good substance and overlap sufficiently to give the desired circular appearance. The pip should be somewhat smaller than the edged types, 29mm being the optimum.

*The tube* should be smaller than in the edged type, about one-sixth the pip's diameter and be well-filled with anthers. It should be round, smooth-edged, golden or rich yellow in colour,

of a waxy substance and well up to the plane of the pip. In the case of blue Selfs the tube may be a lighter colour.

*The anthers* should be fresh and bold, golden or rich yellow colour and evenly set around, but not protruding from, the tube. They should curve inwards to meet over and obscure the lower tube.

*The pistil* should not be visible among or above the anthers otherwise the plant will be disqualified.

*The paste* should be circular with clear-cut edges, the outer edge a half of the pip's diameter. The paste should be brilliant white, smooth, dense and free from blemishes and cracks.

*The petals* should be an even colour, unshaded, bright, clear and smooth with a velvety texture, free from veins and blemishes.

#### Alpine Auriculas

*The pip* should be round and flat. The individual petals should be of an even size, with a smooth periphery, free from notches, of good substance and overlap sufficiently to give the desired circular appearance. The pip should neither be too large nor too small, the optimum being about 29mm.

*The tube* should be round, about one-sixth the diameter of the pip, well up to the surface of the pip, of the same colour as the eye and well filled with anthers.

*The anthers* should be fresh and bold, golden or rich or yellow colour and evenly set around, but not protruding from, the tube. They should curve inwards to meet over and obscure the lower tube.

*The pistil* should not be visible among or above the anthers otherwise the plant will be disqualified.

#### *The eye*

Gold-Centre Alpines - should be bright golden yellow, of a uniform shade, smooth and free from blemishes. The outer edge should be circular, sharply defined and extend to about one half the pip's diameter.

Light-Centre Alpines - should be white or pale cream, of a uniform shade, smooth and free from blemishes. The outer edge should be circular, sharply defined and extend to just over half the pip's diameter.

Intermediate colour of the eye between Gold and Light Centres (i.e. so-called custard-centre) is not desirable.

*The petals* should be of a similar size, un-notched and shading evenly from a deeper hue where it joins the eye to a lighter tone at the periphery. All parts of the pip should be free from farina.

#### Fancy Show Auriculas

*The pip* should be round and flat. The individual petals should be of even size, of good substance and should overlap sufficiently to give the desired circular appearance. The pip should be neither too large nor too small, the optimum being in the range 29 to 32mm.

*The tube* width should be about one-sixth the diameter of the pip, round, smooth-edged, golden or rich yellow in colour, of a waxy substance and well up to the plane of the pip. Depending

on the colour and form of the petals the colour of the tube may deviate from yellow as long as the overall effect is pleasing.

*The anthers* should be fresh and bold, golden or a rich yellow colour and evenly set around, but not protruding from, the tube. They should curve inwards to meet over and obscure the lower tube.

*The pistil* should not be visible among or above the anthers otherwise the plant will be disqualified.

*The paste* should be circular with clear-cut edges, the outer edge a half of the pip's diameter. The paste should be brilliant white, smooth, dense and free from blemishes and cracks.

*The petals* may be of any attractive form not specified elsewhere in the standards for auriculas. Their inner edge should contrast well with the paste.

#### Striped Show Auriculas

*The pip* should be round and flat. The individual petals should be of even size, of good substance and should overlap sufficiently to give the desired circular appearance. The pip should be neither too large nor too small, the optimum being about 29mm.

*The tube* width should be about one-sixth the diameter of the pip, round, smooth-edged, golden or rich yellow in colour, of a waxy substance and well up to the plane of the pip. In the case of blue striping the tube may be of a lighter colour.

*The anthers* should be fresh and bold, golden or a rich yellow colour and evenly set around, but not protruding from, the tube.

They should curve inwards to meet over and obscure the lower tube.

*The pistil* should not be visible among or above the anthers otherwise the plant will be disqualified.

*The paste* should be circular with clear-cut edges, the outer edge a half of the pip's diameter. The paste should be brilliant white, smooth, dense and free from blemishes and cracks.

*The petals* should be evenly striped. The majority of the stripes should be full-length i.e. extend from the edge of the paste to the periphery of the petal. The stripes should not coalesce to form an edge or a ground as in the edged auricula. The stripes may be of a colour or farina but farinaceous stripes should be different in underlying tissue colour from the rest of the pip.

#### Double Auriculas

*The truss* should not be congested. Each pip should be clearly displayed and not deformed as a result of overcrowding or overlapping. The pips should be at the same time of development and of similar size. The layout of colour on all pips must be uniform. The stem should carry the truss above the leaves and create a balanced appearance.

*The pip* may be a double form of any type of auricula i.e. no one type of doubled alpine, self, edged or border has preference. The doubling may be of any character no particular petal formation or degree of doubling is preferred to another. The individual pips should be circular in outline and have sufficient additional petals to cover and obscure the tube. Pips with open centres where the central tube is not covered by petals, i.e.

giving the effect of a hole in the centre of the flower, will be disqualified. The optimum pip size should be about 29mm.

*The petals* may be striped or variegated, shaded or self coloured, but should be clear and bright. The colour is secondary to form. The petals should be smooth-edged without notches; their conformation should be neat and regular and effectively fill the pip. Where meal is present it must not be smeared, but crisp and bright. Variegation includes any combination of colours, striping or flecking.

#### Gold-Laced Polyanthus

*The flower* must not be pin-eyed.

*The truss* should have a minimum of *five* fully expanded pips and will be judged on the uniformity of all the pips in the truss. *Only one truss* will be judged on each plant, any others should be removed or neatly tied down.

*The pip* as a whole should be round, flat and approximately 20mm in diameter.

*The petals* should have an indenture in the centre of its periphery, giving it a heart shaped appearance. The indenture must not reach to the eye or centre of the pip and should be the same depth as those between the petals.

*The tube* should be round and in the centre of each pip, approximately 3mm in diameter and well filled out with anthers. The tube may or may not have a raised rim.

*The eye* or centre should be round and about half the diameter of the pip, rich gold or bright yellow in colour and clean cut to

the edge of the ground. The divisions between the petals should not intrude into the eye.

*The ground or body colour* should be solid, free from shading and have a velvet-like appearance, to give the flower a brilliant and attractive look.

*The lacing* should be the same colour as the centre, clean, crisp, narrow, even and without breaks. It should run around the edge, down the middle of each petal, to the eye or centre.

*The stem* should be long enough to hold the truss well above the foliage and the footstalks long enough to allow the individual pips to be displayed evenly without crowding. Staking is allowed but undesirable.

*Foliage* should be clean and free from pests with thick dark leaves of vigorous healthy growth, nicely covering the pot.

## GUIDELINES FOR JUDGING BORDER AURICULAS

*Border auriculas* are not judged to florists' standards.

*The foliage* should be clean and fresh and in proportion to the number of flowers. Leaves with or without farina are both acceptable.

*The flower stems* should be strong and rigid and capable of holding the trusses above the leaves, the footstalks should be capable of supporting the individual flowers and displaying them to their best advantage. No form of staking or support of either trusses or flower stems is permitted.

*The truss* should have the majority of pips fully expanded. A minimum of 3 trusses is required.

*The pips* for the purpose of judging eyed both pin and thrum eyed flowers are of equal merit.

*The petals* may be smooth edged, wavy, frilled or flat and with or without farina on the eye. Whilst the presence of scent is desirable the absence of the same is not deemed to be a fault.

*Overall presentation* the exhibit should be clean and fresh and whilst there is no limit on pot size it should be commensurate with the plant that is being shown. The overall effect should be of a plant that has sufficient vigour to grow outdoors and has a clump forming habit. Multiple planting of a single variety in one pot in order to create an impression of a large plant is not permitted.

# GUIDELINES FOR JUDGING VERNALES THE HARDY PRIMROSES

## Primroses and Polyanthus

*The plant* should be in a clean terracotta coloured pot of a dimension appropriate to the size of the plant and in line with any scheduled size requirement.

*Foliage* should be fresh, unblemished and pest free.

*The pips* should be fresh, unblemished and equally spaced giving the whole plant a pleasing profile to the eye.

Check that the plant meets the schedule requirements. Some plants produce both acaulis and polyanthus types of stem and will be disqualified.

## Double Primroses

*The truss* should not be congested.

*The pips* should be clearly displayed and not deformed as a result of overcrowding or overlapping. They should be at the same time of development and of similar size. The individual pips should be circular in outline and have sufficient additional petals to cover and obscure the tube. Pips with open centres will be disqualified.

The same guidelines apply to the following:

*Species:* *Primula vulgaris*, *veris*, *elatior*, *acaulis*, *juliae*, *malacoides*, *obconica* and *sinensis*.

Garryarde

Known also as Irish Primroses, their leaves are dark and the flowers of their many varieties come in a range of colours.

Hose in Hose

The calyx has transformed into petals and should give the impression of one flower inside another.

Jack in the Green

The flowers are held in a ruff of leaves.

Jackanapes

The calyx should be striped.

Galligaskins

The calyx should be large and ribbed.

Pantaloons

Similar to Jackanapes but should have a green stripe along the calyx.

## GUIDELINES FOR JUDGING PRIMULAS

There are no established standards for primulas; nor can there be due to the huge diversity of types that exist. The following guidelines will assist a judge to make an informed decision that reflects the skill of the grower and acknowledges the trials and tribulations of producing an exhibit that may be worthy of the highest award.

*The plant* should be fresh, grown true to type and not overfed resulting in a blowsy specimen.

*The pips* should be fully open and well furnished with flowers as opposed to sporting a plethora of unopened buds.

*Pin-eyed flowers* are perfectly acceptable, however muddy colours and ragged blooms will lose points.

*Presentation* - pots should be clean and the plant free from pests and insects. Dead or dying pips and damaged leaves should have been removed. A well balanced plant showing that attention has been paid to regular turning of the pot to give even growth is desirable.

*Difficulty of cultivation* is taken into account particularly when two plants appear to be of equal merit when all of the above criteria have been met. This is particularly important given the fact that many of the hybrids are extremely floriferous and the species are often dainty with far fewer flowers.

## HINTS AND TIPS FOR EXHIBITORS

1. Prepare your plants in the days before the show, ensure they are well-watered, remove any dead leaves and stake where necessary.
2. Ensure the plants are in clean, round, clay or plastic pots or pans, terracotta or brown in colour.
3. Read the schedule and show standards to decide in which classes you intend to exhibit.

4. Check the show schedule to make sure your pot is within the size limit for the class, size is determined by the internal diameter.
5. Pack your plants carefully and likewise transport them to the show. Try to arrive in good time.
6. Obtain an exhibitor's number and cards from the secretary.
7. Find a place to prepare your plants for benching.
8. Remove any cotton wool you may have inserted between the footstalks. Carefully remove any pips that are faded, damaged or not fully open. Check the rules to ensure you have left the correct number of pips. Brush any bits of compost from the foliage and give the pot a final wipe.
9. Write the plant name and your exhibitor's number on the card and, using the card holder provided, label each pot. Also complete the judging slip with the class number, your exhibitor's number and the plant name's.
10. Place your exhibits on the bench, in the event of overcrowding contact the show superintendent, do not move or remove exhibits yourself.
11. Make sure you put your plant in the correct class. In multi-plant classes exhibits should be staged from front to back of the bench.
12. Do ask other exhibitors for advice and guidance they will be only too pleased to help.
13. If you are unsure in which class to exhibit your plant, ask the show superintendent.
14. At the end of the show be sure to take home all your own plants.

# ADDENDUM A

Passed at the AGM 2023

## 6. Society Financial Arrangements

6.1 The Society Committee will identify a suitable member and appoint them as Treasurer to manage the financial arrangements of the Society. Any such appointment must then be ratified at the next Annual General Meeting. As set out in para 7.1, the appointment of the Treasurer – and other Officers – will be re-approved at each subsequent AGM. The Treasurer may be removed from office (and a replacement appointed) at a Committee meeting, at an AGM or at a Special Meeting (see 8.4/8.5).

6.2 The Treasurer is responsible to the Committee and to the membership for the safe and effective management of the financial affairs of the Society and may make recommendations as to the methods and resources to be used. The Treasurer will report to each meeting of the Committee and to the AGM on the financial standing of the Society.

6.3 The Treasurer, with the agreement of the Society Committee, will establish a bank account or accounts which will permit the safe lodging of Society funds. The Treasurer is authorised to operate the Society bank accounts via a bank branch or by establishing on-line access to the accounts. Receipts and payments may be managed via on-line access.

6.4 The Treasurer will establish, and agree with the Society bank, a panel of members who will be 'authorised signatories'. Withdrawals by cheque from the Society's bank account, in order to make payments, shall bear two signatures, one of which may be the Treasurer, drawn from the panel of authorised signatories. Where payments are made by online bank transfer or debit card, the Treasurer shall provide details to, and seek the prior agreement of, one member of the panel of authorised signatories via e-mail. The e-mail of agreement shall be

attached to the payment voucher.

- 6.5 The Treasurer may, with the agreement of the Committee, establish an account with PayPal in order to facilitate payments to the Society. The Treasurer will monitor and record payments made via PayPal and ensure that funds received are transferred and credited to the Society bank account promptly.
- 6.6 All funds received shall be lodged without deduction to the Society's bank/building society account. All monies raised by or on behalf of the Society shall be applied to further the object of the Society and for no other purpose.
- 6.7 The Treasurer shall keep proper accounts of the finances of the Society. The Treasurer will devise, design, operate and maintain suitable methods of working. The annual accounts of the Society shall be audited, within six months of the financial year-end, by any suitable person, appointed by the AGM, who does not hold office within the Society. A summary of the annual accounts shall be published to all members via the next available Society Yearbook.