



Bequest committee terms of reference

Constitution and Rules

1. The Bequest Committee was set up in 1996 by decision of Council following a generous bequest made to the Society by the late Mrs A G Side. It shall be responsible for administration of funds from this and any future bequests and gifts made to the Society, unless the bequest or gift is made with an aim outside the following constitution and rules.
2. The Objects of the Bequest Committee shall be:
 - to help those beginning in bryology to attend BBS meetings and courses
 - to promote bryology by supporting the research activities of bryologists both in Britain and abroad
 - to enable the results of bryological studies to be published or otherwise disseminated.
3. The Bequest Committee shall have delegated authority within the terms of this Constitution and Rules to make awards without further reference to Council. A brief statement of awards made during each year shall be made as part of the Committee Chairman's annual report published in the Bulletin and the Committee shall provide to each meeting of Council a report on its work and any awards made.
4. Discussion by the Bequest Committee on applications for awards shall be strictly in confidence between Members of the Committee and no written records of such discussions shall be circulated outside the Committee.
5. Awards shall normally be limited to the amount received each year from January 1995 in interest by the Society from the Bequest Fund capital and advised to members of the Bequest Committee by the Treasurer. Funds available but not awarded may be held over for subsequent awards.
6. Awards may only be made to members of the Society. The Society may make other charitable awards to individuals or institutions from time to time, but these fall outside the remit of the Bequest Committee and will be considered directly by Council.
7. Availability of awards shall be advertised on the Society's website and in the Bulletin and elsewhere at the discretion of the Committee. Applications will be considered bi-annually at closing dates of 1 February and 1 August and successful applications publicised.
8. Applicants shall be required to describe how the award would be used, and each application shall be judged against the following criteria:
 - how far the objects set out in Paragraph 2 above would be met
 - the need for an award and alternative sources of funding for the activity proposed.
9. In return for any assistance given, the Society will expect an acknowledgement in any resulting publication or a brief report on the activity for which the award was used.
10. No member of the Bequest Committee may receive an award or benefit directly or indirectly from an award except insofar as all Society Members might benefit.
11. The Bequest Committee shall be composed of four members of the Society who shall retire annually in rotation, and the Treasurer of the Society ex-officio. One of the four other members of the Committee will serve as Chairman and function as convenor and secretary. The Chairman shall be an Officer or Member of Council and thus a Trustee of the Society. Replacements for retiring members shall be appointed by Council who may consider a recommendation made by the Committee. Retiring members may be re-appointed but will have a normal limit of tenure of eight years.