



Member Code of Good Practice

Proposed to members in July 2024¹

PURPOSE

The purpose of the Member Code of Good Practice is to set out the Standards of Good Practice and Behaviour expected of members of the Botanical Society of South Africa (the Society or BotSoc) to achieve its Mission and Vision, together through good governance.

MISSION AND VISION

Mission: BotSoc is a conservation Civil Society Organisation that conserves South Africa's indigenous plants through programmes geared towards improving knowledge, cultivation and sustainable use, protection and enjoyment of our natural ecosystems.

Vision: To inspire a South Africa where people love, protect and are custodians of indigenous plants.

MEMBER BEHAVIOUR STANDARDS

A member² is understood here as a Life, Honorary or Annual paying member of the Botanical Society of South Africa.

A BotSoc Member is expected to:

Maintain the highest standards of good practice and behaviour as a member of the Society and in fulfilment of their duties as a member to the Society, and will::

1. Promote the integrity of the natural environment and encourage the protection of and the love for, indigenous flora and vegetation among the people of South Africa;
2. Act with honesty, responsibility and integrity;
3. Treat others with fairness, equality, dignity and respect;
4. Communicate transparently and honestly at all times;
5. Act in a way that is in line with the Purpose and Values of the Society and that enhances the work of the Society;
6. Follow the Society's Policies and Procedures;
7. Fulfil their role as a volunteer to a satisfactory standard;
8. Perform their volunteer role to the best of their ability in a safe, efficient and competent way;
9. Follow instructions or directions reasonably given to them by the Society and its collaborative partners;
10. Exercise caution and care with any documents, material or devices, containing confidential information, keep such information confidential, and at the end of their involvement with the Society, returning any such documents, material in their possession;
11. Obtain authorisation before communicating externally on behalf of the Society;

¹ Please note that this document builds on the Code of Good Practice presented and approved by Members at the Special General Meeting of the members in March 2015. It has been benchmarked against other organisations and society's codes of practice, conduct and good governance.

² Many of our Members are active and valuable volunteers in branches across the country and therefore some of the standards are more applicable to our active volunteers than to general members.

A BotSoc member is expected to Not:

1. Contravene the principles of equality and discrimination as set out in the South African Constitution;
2. Be affected by alcohol, drugs, or medication which will impair their abilities to carry out their duties and responsibilities while volunteering as a member;
3. Provide a false or misleading statement, declaration, document, record or claim in respect of the Society, its volunteers, employees or Council;
4. Engage in any activity that may damage property;
5. Take unauthorised possession of property that does not belong to them, including any gifts, rewards, benefits, donations intended for the Society;
6. Engage in illegal activity while carrying out their role for the Society;
7. Improperly disclose, during or after their involvement with the Society ends, confidential information gained in the course of their volunteer role.
8. Bring the Society into disrepute (including through the use of email, social media and other internet sites and engaging with media on behalf of BotSoc);
9. Engage in any activity that may cause physical, mental or emotional harm or distress to another person (such as verbal, emotional and physical abuse, physical and sexual assault, bullying, defamation, or discrimination or harassment on the grounds of race, gender, age, sexual orientation, civil status, family status, religion, disability or occupation).

NOTE TO MEMBERS

The Member Code of Good Practice is a formal policy document of the Society and is therefore expected to be adhered to as per the Society's [Constitution](#) (Clause 8.2³) in becoming a member of the Society. This is a measure to ensure good organisational governance.

The Society has a duty of care, therefore where a member or volunteer is found to be in serious breach of one or more of the standards outlined in this Code of Conduct or any of the Botanical Society's Policies and Procedures, this may result in the membership being terminated, either temporarily or permanently. The termination of membership is subject to a decision of the Council, as per the Constitution (Clause 14.12.1.5⁴).

The Code of Good Practice applies to all members (Annual, Life and Honorary). This therefore applies to our valuable and active volunteer members in the branches, to Staff, Branch Committees and Council members who pay a membership fee or are directly employed by the Society. It is noted here that both staff and Council to the Society each have their own separate code of conduct.

³ Clause 8.2: A Member whose application for Membership has been accepted shall be bound by this Constitution and any rules of the Society which are then in force, or which subsequently may be altered or amended and in force at any future time.

⁴ Clause 14.12.1.5: the Membership of a Member shall terminate in the event of – the Council resolving to terminate the Membership of the Member concerned, provided that such Member is given at least 14 days' written notice of the Council meeting at which the resolution will be proposed and considered and is afforded the opportunity to make written or verbal representations at the Council meeting.