

# Bradford Ornithological Group Constitution

## TITLE

1. The Group shall be called Bradford Ornithological Group, hereafter to be referred to as "the Group".

## AIMS OF GROUP

2. The aims of the Group are:
  - 2.1 To promote the study and the welfare of birds in the Group's recording area, as defined.
  - 2.2 To promote a wider awareness of birds through indoor meetings and field trips.
  - 2.3 To publish an annual report of birds recorded in the area.
  - 2.4 To identify sites within the area worthy of conservation.
  - 2.5 To continue to establish specific sites within the area as permanent bird reserves.

## MEMBERSHIP

3. Membership of the Group shall be open to any person completing a membership application form and paying the relevant annual subscription as determined by the General Committee.
4. There shall be 3 classes of membership available. These are:
  - 4.1 Full Member
  - 4.2 Family Member (includes up to 2 adults and all children 18 years of age or under, resident at the same address).
  - 4.3 Concessionary Member (those living solely on State Pension, Income Support or Job Seeker's Allowance)
5. All references in this Constitution to "Member" or "Members" include persons described in subparagraphs 4.1 to 4.3 above.
6. Annual subscriptions shall be due and payable on the 1<sup>st</sup> of May each year for the succeeding year. The subscriptions for any new member joining after 31<sup>st</sup> December shall also cover the succeeding membership year.

## OFFICERS

7. The Officers of the Group shall be as follows:

Chairperson  
Treasurer  
Secretary  
Calendar Secretary  
Publications Secretary  
Commercial Secretary  
Membership Secretary  
Conservation Officer  
Surveys Coordinator  
Records Committee representative

## ELECTION OF OFFICERS

8. All Officers shall be elected at the Annual General Meeting of the Group, from, and by, the Members of the Group.
9. All Officers are elected for a period of one year, but may be re-elected to the same office or another office the following year.

## **GENERAL COMMITTEE**

10. The affairs of the Group shall be controlled by a General Committee comprising of the Officers of the Group and up to 2 other Members elected at the Annual General Meeting of the Group, from, and by, the Members of the Group. The General Committee shall meet at agreed intervals and not less than four times per year.
11. The duties of the General Committee shall be:
  - 11.1 To control the affairs of the Group on behalf of the Members.
  - 11.2 To keep accurate accounts of the finances of the Group through the Treasurer. These must be available for reasonable inspection by Members and be audited before every Annual General Meeting. The Group's financial year will begin on 1 March.
  - 11.3 Review and set membership subscription rates.
  - 11.4 Maintain, on behalf of the Group, such bank or investment accounts as the General Committee determines necessary through resolution. The following Officers are authorised to sign cheques or other orders to withdraw Group funds from any account: two from the Chairperson; Treasurer, Secretary and one other member of the General Committee.
  - 11.5 To co-opt additional members of the Committee as the Committee feels necessary. Co-opted members shall not be entitled to a vote on the Committee.
  - 11.6 To make decisions on the basis of a simple majority vote. In the case of equal votes, the Chairperson shall be entitled to an additional casting vote.
  - 11.7 To set up a separate Records Committee whose role will, on behalf of the General Committee, be to manage and maintain Group ornithological records and data, and produce the Group's annual report described at paragraph 2.3 above. Membership of the Records Committee will be determined by the General Committee, and may be drawn from any Members of the Group, but its Representative member will be subject to election at the General Meeting in accordance with paragraphs 7,8 and 9.

## **GENERAL MEETINGS**

12. The Annual General Meeting of the Group shall be held not later than the end of April each year. No less than 21 days written notice shall be given to Members of the Annual General Meeting, either by circulating a copy of the notice to every member at their address as recorded in the Group's membership list or publishing the date in the Group calendar of events issued to Members.
13. Members must advise the Secretary in writing of any business or proposal to be moved at any General Meeting at least 14 days before the meeting.
14. The Secretary shall circulate the agenda for any meeting to Members immediately before the meeting commences. Although the Agenda will provide for "Other business", such items will only be discussed, but not voted upon, at the discretion of the Chairperson.
15. The business of the Annual General Meeting shall be to:
  - 15.1 Confirm the minutes of the previous Annual General Meeting and any General Meetings held since the last Annual General Meeting.
  - 15.2 Receive the audited accounts for the year from the Treasurer.
  - 15.3 Receive the annual report of the Chairperson on behalf of the Committee and other Officers as determined by the Committee to be needed.

- 15.4 Elect an Auditor.
- 15.5 Elect the Officers of the Group and a General Committee.
- 15.6 Transact such other business included on the agenda.
- 16. Special General Meetings may be convened by the General Committee or on receipt by the Secretary of a request in writing from not less than 15 Full Members of the Group. At least 21 days notice of the meeting shall be given by the Secretary and the meeting will be held no more than two calendar months after the request to convene is received by the Secretary.
- 17. Nomination of candidates for election of Officers shall be made in writing to the Secretary at least 14 days in advance of the Annual General Meeting date. In the event that there are no nominations, the Chairperson will accept nominations at the meeting. Nominations can only be made by Members and each must be seconded by another Member.
- 18. At all General Meetings, the chair will be taken by the Chairperson or, in their absence, by a deputy appointed by the General Committee or otherwise by Members attending the meeting.
- 19. Decisions made at a General Meeting shall be by a simple majority of votes from those Members attending the meeting. In the event of equal votes, the Chairperson shall be entitled to an additional casting vote.
- 20. A quorum for a General Meeting shall be 15 Members and 3 Officers of the Group.
- 21. Each Member of the Group shall be entitled to one vote at General Meetings.

**ALTERATIONS TO THE CONSTITUTION**

- 22. Any proposed alterations to the Group Constitution may only be considered at an Annual or Special General Meeting. Any alteration or amendment must be proposed by a Member of the Group and seconded by another Member. Such alterations shall be passed if supported by not less than two-thirds of those Members present at the meeting, assuming that a quorum has been achieved.

**DISSOLUTION**

- 23. If at any General Meeting of the Group, a resolution be passed calling for the dissolution of the Group, the Secretary shall immediately convene a Special General Meeting of the Group to be held as soon as possible, but no more than 2 months thereafter to discuss and vote on the resolution.
- 24. If at that Special General Meeting, the resolution is carried by at least two-thirds of the Members present at the meeting, the General Committee shall thereupon, or at such date as shall have been specified in the resolution, proceed to realise the assets of the Group and discharge all debts and liabilities of the Group.
- 25. After discharging all debts and liabilities of the Group, the remaining assets shall not be paid or distributed amongst the Members of the Group, but shall be given or transferred to some other organisation having objects similar to those of the Group, as determined by the General Committee.

**Signed:**..... **Chairperson**

**Signed:**..... **Officer of the Group**

**Date:**.....

**Date:**.....