

MID DEVON NATURAL HISTORY SOCIETY CONSTITUTION & RULES

1 Name and address

The Society will be called the MID DEVON NATURAL HISTORY SOCIETY. The registered address shall be that of the Chairman or, in the absence of the chairman, that of the Acting Chairman.

2 Aims

- a) To promote interest in Natural History.
- b) To study Natural History.
- c) To protect species of wildlife and the environment.
- d) To promote the exchange of ideas and interests with other natural history and conservation groups.
- e) To conduct field study groups to places of interest.

3 Membership

- a) Membership is open to all adults and their families who are in sympathy with the Aims of the society, upon payment of the annual subscription. Juniors, under 18, attending meetings must be accompanied by a parent or guardian.
- b) The membership year will run from 1st January to 31st December.
- c) Membership ceases if the annual subscription is not paid by 31st March of the membership year, or the AGM whichever is earlier.

4 Annual General Meeting (AGM)

The AGM shall be held not later than the 15th of June each year and notice of the meeting shall be sent to all members at least 14 days before the appointed date of the meeting. The order of the meeting shall be:-

- a) Declare meeting open.
- b) Apologies.
- c) Minutes of previous years AGM.
- d) Matters arising.
- e) Chairman's annual report.
- f) Treasurers annual report.
- g) Membership secretary's report.
- h) Any sub-committee reports.
- i) Election of Chairman.
- j) Election of other officers and committee members
- k) Setting of subscription rates for the next membership year.
- l) Appointment of an auditor, who cannot be a committee member.
- m) Any other business (any such item to be notified to the secretary or other officer in writing at least 28 days prior to the AGM).
- n) Close meeting.

5 Rules

- a) The affairs of the society shall be conducted by a committee consisting of a Chairman, Vice-chairman, Secretary, Treasurer, Membership Secretary and subject to rule 5d, not more than seven ordinary committee members. Six members will represent a quorum.

- b) The name of each member nominated for the committee, should where possible, be communicated to the secretary or other officer prior to the AGM, accompanied by an assurance that the candidate nominated has consented to serve if elected. Nominations may also be made at the AGM.
- c) Candidates for committee must be nominated, seconded and elected at the AGM, and will hold that post until the next AGM, when they shall retire, but be eligible for re-election. The chairman may hold that post for five years, if re-elected, but after five consecutive years must stand down, he/she may stand for any other committee post and be eligible to stand for the post of chairman at the next AGM.
- d) Voting at the AGM will be by show of hands (unless a secret paper ballot is requested), and be resolved by a simple majority. The Vice-chairman or, if not present, any other outgoing officer, will chair the meeting for the election of the Chairman, and will have a casting vote in the event of two or more candidates receiving an equal number of votes. For all other committee posts the newly elected Chairman will have the casting vote in the event of a tie.
- e) The committee shall have the power at its discretion to co-opt additional members and to appoint additional officers.
- f) The committee will have the power to appoint sub-committees for special purposes. Such sub-committees may appoint their own officers and may co-opt additional members, at their discretion, who may not be members of the committee.
- g) Accounts shall be kept to show the income and expenditure of the society. Such accounts shall be presented to the members at the AGM and shall be audited. Cheques up to £200 may be signed by the treasurer alone, cheques over £200 must be made out and signed by the treasurer and subsequently signed by one other officer.
- h) The Treasurer will keep a schedule of the society's property and assets which shall be available for members to inspect at the AGM.

6 Extraordinary General Meeting (EGM)

An EGM can be called on any subject. The committee may call an EGM at any time, subject to one months notice to members. The committee must call an EGM on receipt of a request in writing from any twelve or more members.

7 Alteration to the Constitution

- a) Proposals for amendments to the constitution, or dissolution of the society (see clause 8), must be delivered in writing to the secretary or other officer. The secretary or other officer in concert with all other officers shall then decide on a date within 90 days for an EGM to discuss such proposals, (unless an AGM falls within that 90 day period, when such proposals can be discussed). Giving at least 14 days clear notice to all members.
- b) Any changes to this constitution must be agreed by at least two thirds of those members present and voting at the EGM.

8 Dissolution

The Society may be wound up at any time. After payment of all outstanding debts, any residual assets shall be passed to another group(s) with similar aims such group(s) to be decided upon at the dissolution meeting.