

NOTTINGHAM RSPB LOCAL GROUP CONSTITUTION

Aims and objectives

To actively support the work of the RSPB in the local community and to involve RSPB members and the wider public, in the Society's conservation, public affairs, education, fundraising and other activities. The local group is acting as a representative of the RSPB (Registered Charity Number 207076) and is not a charitable body in its own right.

The Nottingham Group will plan activities to achieve some or all of the following:

- Raise awareness of the RSPB and its work, particularly among non-members
- Run Indoor and outdoor activities for local RSPB members and the Public
- Encourage the interest of young people by supporting RSPB Wildlife Explorers and RSPB Phoenix Groups and encouraging family participation.
- Recruit new RSPB and Wildlife Explorer Members and encourage 'name gathering'.
- Raise funds for the Society and for any approved activities undertaken by the Group
- Carry out practical conservation work, where possible on RSPB Reserves.

Membership

Membership of the Nottingham Local Group is open to all who qualify upon application and payment of an annual subscription via the membership secretary. All those wishing to become members of the Group must be members of the RSPB, although attendance at all meetings and field trips are open to members of the public. The subscription is for a household. One member of a household will be considered to be a full member with voting rights and entitlement to a quarterly newsletter and annual programme of events, others within the household will be associate members entitled to participate in all activities of the group.

The Committee, on discussion with their Regional Office, will be entitled to refuse membership to an applicant, or withdraw membership from anyone who in the view of the Committee acts in a manner inconsistent with the aims of the RSPB. Others not eligible to attend Group meetings are: those denied Membership of the Society at the RSPB AGM or have been found guilty of offence connected with the Wildlife and Countryside Act and those who cause a public affray or who are drunk and disorderly.

Members will receive a copy of the programme upon joining as proof of payment and may inspect the constitution and minutes relating to Group business upon application to the Committee.

Members who have significantly contributed to the Group for 25 years can be offered honorary membership at the discretion of the Committee. Honorary membership is free.

Group Administration

1. The Group will be administered by a Committee comprising a maximum of 12 officers who should be full members of RSPB. The following officers will be appointed:
Group Leader, Deputy Leader, Treasurer, Secretary, Membership Secretary, Education Officer, Outings Officer, Publicity Officer, Fundraising Officer, Newsletter Co-ordinator, Sales Co-ordinator and appointments to other responsibilities currently required to manage the affairs of the Group; some officers may have dual responsibilities. The roles and responsibilities of the committee and its officers are as defined in the RSPB group's manual.
2. The posts of Group Leader and Treasurer are appointed by the RSPB for a five year term.
3. Other committee members are elected annually at the Annual General Meeting.
Nominations for the Committee (including for those seeking re-election) will be invited in the January newsletter. These should be in writing, seconded by another member, and submitted to the Secretary prior to the April meeting. Voting will take place at the AGM.
4. The Committee may form sub-groups for particular tasks which may include non-committee members of the Group or on occasion co-opt any persons who they feel may be able to offer expertise upon the topic in question.
5. The Committee will meet at least six times a year and requires at least five members to be quorate.

Financial Management

1. The Group shall be financed by subscription from the membership on a 'not for profit' basis. The amount of the subscription will be reviewed annually and any changes ratified at the AGM.

2. Subscriptions will be due on 1 January for the calendar year and should be paid to the Membership Secretary. Payment by standing order is encouraged. Those joining after 31 August in a year will be regarded as members for the forthcoming year. A renewal reminder will be placed in the October & January Newsletters each year. A final personal reminder will be enclosed with the April Newsletter for outstanding subscriptions. Any subscription unpaid by the last day of June in any year will be considered a resignation.
3. Additional charges will be made to cover costs for those attending meetings and field trips.
4. The financial year shall run from 1 April each year in line with the RSPB's financial systems.
5. Signatories shall be appointed by the Committee from their membership to administer the banking arrangements of the Group. The signatories will be led by the Treasurer. It will be a condition of the Group account that the signature of any two signatories be required in order to settle payments incurred.
6. All fund-raising is in support of RSPB conservation initiatives.
7. A group account (separate from the Charitable Account) will be used in support of non-charitable activities eg weekend holidays. Monies raised over and above the costs of these activities will be donated to the charitable account.

Meetings

Meetings will normally be held on the first Wednesday of each month from September to May. A programme of presentations from invited speakers upon topics likely to be of interest to members will be available. Meetings are open to both members and non-members, upon payment of an entry fee. During the summer months and on other occasions the Group will organise local field trips in lieu of meetings, these will not include transport to the venue.

Field Trips

These are usually arranged on a monthly basis to enable individuals to visit more distant habitats supporting a variety of bird and other wildlife to advance members knowledge and interest.

Charges are made to meet the cost of the trip and must be paid in full at the time of booking; these charges are not refundable. Booking forms are provided with each edition of the newsletter and should be returned to the outings organiser.

Weekend field trips are normally organised yearly.

Places on the trips may be limited and places are allocated on a first come first served basis.

Young people under 16 years are very welcome and will be charged at a reduced rate. They must be accompanied by a responsible adult. The trips are not suitable for children under the age of 7 years.

The Outing Organiser will identify known risks and warn members of these prior to arrival at a site, however members attending field trips do so at their own risk.

Annual General Meeting

The annual general meeting is normally held in May each year. Attendance by 15 members (other than the committee) provides a quorum

The business of the meeting is to review the activities of the previous year through reports from the officers. Election of officers is undertaken at this meeting.

The membership is invited to submit agenda items to the secretary at least a month prior to the meeting. Minutes of the previous years meeting and an invitation for members to submit future items will be included in the January newsletter.

A final Agenda will be available prior to AGM on the Group website and at the meeting.

A Special General Meeting may be called at any time by the Committee or at the written request of 20 members delivered to the Leader stating the business for which the meeting is called. In such an event 14 days notice will be given to the members.

Group Website

www.notts-rspb.org takes you to the Nottingham Group website where you will find current information or amendments to previously circulated arrangements in the programme or newsletter.

Dissolution arrangements

If the group is dissolved or discontinued, all assets held on trust for the RSPB shall be transferred to them immediately. Surplus group funds after payment of all expenses must be given to the RSPB. All funds in the Charity account are, and remain, the property of the RSPB.

If the group is dissolved or discontinued, no member of the Group shall thereafter use, or set up a new group using, the name 'RSPB' or anything similar without the written permission of the RSPB.