

# ***Highland Biological Recording Group: Constitution***

## 1. TITLE:

The group shall be known as the HIGHLAND BIOLOGICAL RECORDING GROUP (hereinafter called 'the Group')

## 2. AIMS

The aims of the group shall be:

- a) To co-ordinate and stimulate biological recording in the Highland Region (Acting as a focus for the activities, record centres, recorders and interested individuals in this area)
- b) To act as an information channel ('Network') for enquirers and users of biological data (within the limits of any agreed confidentiality)
- c) To co-operate on joint ventures such as publications (annual reports etc), publicity and special projects.
- d) To maintain a directory of local specialists and recorders.
- e) To facilitate the transfer of data to and from National Recording schemes.

## 3. MEMBERSHIP

Membership shall be open to any person or group interested in furthering the aims (as laid down in paragraph 2)

## 4. COMMITTEE

- a) The committee shall be responsible for the organisation of work in furtherance of the aims (as laid down in paragraph 2) and for the administration of Group finance and business including frequency of committee meetings.
- b) The committee shall consist of 6 members:
  - Chairman
  - Secretary
  - Records/Projects Secretary
  - 3 Committee members
- c) Committee members shall be elected for a period of 3 years.
- d) One third of the committee shall retire each year, the first retirement to commence at the end of the 1988/89 session.
- e) A retiring committee shall not be eligible for re-election at AGM or EGM for one year, with the exception of Chairman, Secretary or Records/Projects Secretary.
- f) The committee may co-opt up to two further members, who shall serve for the remainder of that session.
- g) A quorum at a committee meeting shall be four committee members including one office bearer.
- h) If the committee are evenly divided on any matter the Chairman shall have a casting vote.

## 5. GENERAL MEETINGS

- a) i) The Annual General Meeting (AGM) shall be held within 18 months of the previous AGM (initially within 18 months of the third steering meeting – 31. Oct. 1987)
- ii) Any member may have a motion placed on the agenda by submitting it to the secretary not less than 48 hours before the AGM. The Chairman may accept, at his discretion, motions at the AGM.
- b) i) To call an Extraordinary General Meeting (EGM) notice, signed by 25 ~ of fully paid membership or a written request from the majority of the committee, must be given to the Secretary stating the business to be discussed.
- ii) Notice of an EGM must be sent to all members, or notified in the local press within four weeks of receipt by the Secretary, and at least two full weeks before the meeting.
- c) A minimum of two weeks notice of the AGM or EGM shall be given to all members by circular or by notice in the local press.
- d) Voting
  - i) All members are eligible to vote
  - ii) At general meetings the quorum shall be 25 ~ of the membership.
  - iii) Alterations to the constitution must be passed by a two-thirds majority of the voting members present.

## 6. FINANCE

- a) All the funds of the Group shall be applied solely towards the promotion of the Aims of the Group, as stated at paragraph 2 hereof.
- b) Auditors shall be appointed at the AGM (the first auditor being appointed by the committee)
- c) The level of subscription shall be decided at the AGM  
Membership shall run from 1<sup>st</sup> November until the 31<sup>st</sup> October in the following year, but any new subscription received after the 31<sup>st</sup> August will give full membership until 31<sup>st</sup> October to the following year.
- d) The day to day financial affairs of the group shall be administered by an Honorary Treasurer to be appointed by the committee.

## 7. SUB-COMMITTEE

The committee shall establish such sub-committees as they deem necessary.

## 8. HONORARY MEMBERS

The members of the Group may from time to time, at an AGM appoint any person to be Honorary President of the Group, and may regulate the terms and conditions of such an appointment.

## 9. DISSOLUTION

- a) The Group may at any time be dissolved by a resolution passed by a two-thirds majority of those members present and voting at an AGM or EGM of the Group.
- b) All remaining assets of the Group at the date of dissolution shall be donated to the Biological Recording In Scotland Campaign, or, if they have ceased to exist, a body having similar aims to the Group.

SAM  
22 Feb 1988

## **AMENDMENTS**

**At the AGM held on 22 November 1997 the following amendments to the Constitution were approved:**

- 1) The Constitution was amended to include the post of Honorary Treasurer
- 2) A new post of Membership Secretary was created
- 3) The number of Non-Office Bearers was increased from three to five.

**At the AGM held on 29 November 2008 the following amendments to the Constitution were approved:**

- 1) The post of Records/Projects Secretary be replaced by a Database/Website Manager.
- 2) The post of Membership Secretary be combined with that of Treasurer.
- 3) Committee members may be re-elected immediately on expiry of their 3-year term.
- 4) A Vice Chairperson be elected from the Committee.