

# THE CONSTITUTION FOR THE ENVIRONMENTAL RECORDERS' GROUP

## 1. NAME

The name of the group shall be the '**Environmental Recorders' Group**'.

## 2. OBJECT

The object of the Group shall be to promote biological and other related recording by encouraging and demonstrating best practice for the collection, recording, verification, interpretation and distribution of records, including the use of computerised databases and other media.

## 3. MEMBERSHIP

- (a) Membership shall be open to all persons and groups who are in sympathy with the object of the Group, subject to paragraph 3 (b)
- (b) The Committee shall approve any application for membership and shall have the right to refuse any application, or to suspend any member until the next General Meeting, if they consider it to be in the best interests of the Group. At such a General Meeting, if two-thirds of the members present vote to refuse an application or for the expulsion of a suspended member, then he or she shall be refused membership or be deemed to have ceased to be a member.

## 4. SUBSCRIPTION

- (a) The Committee may decide that there shall be an initial and/or an annual membership subscription.
- (b) The Committee shall fix the amount of any membership subscriptions.
- (c) A Group member who has failed to pay any annual subscription set by the Committee for more than two years will be deemed to have resigned from the Group.

## 5. MANAGEMENT

- (a) The affairs of the Group shall be managed by a committee, meeting as circumstances require, but with a minimum of two meetings per year. Minutes of meetings will be kept.
- (b) The Committee shall consist of:
  - (i) a Chairperson;
  - (ii) an Honorary Secretary;
  - (iii) up to four other ordinary committee members.

These members of the Committee shall be elected at an Annual General Meeting. The Chairperson and Honorary Secretary and will serve for two years and other members for one year. All Group members will be eligible for election or re-election.

In addition, the Committee may co-opt any number of additional Committee members and may also invite any number of non-voting observers to attend their meetings.

- (c) Each elected Committee member shall have a vote and, in the event of a tie, the Chairperson shall have a casting vote.
- (d) In the event of a Committee member retiring before expiry of their term, the Committee may nominate a substitute to serve for the remainder of that term.

- (e) The quorum for all Committee meetings shall be four members.

#### 6. ANNUAL GENERAL MEETING (AGM)

- (a) An AGM will be held between the 2nd January and the 31st March each year. Notice of the meeting shall be given in writing to each current Group Member at least 14 days in advance of the date of the meeting.
- (b) Nominations for Committee members and officers of the Group may be made in writing before the meeting, or at the meeting, together with notification of the nominee's willingness to serve. A nominee may be elected *in absentia*.
- (c) The business to be transacted shall include:
  - (i) presentation of an Honorary Secretary's report for the previous year;
  - (ii) the election of Committee members and officers by a secret ballot;
  - (iii) any other appropriate business.
- (d) In the case of an equality of votes, the Chairperson of the meeting shall have a second or casting vote.
- (e) Amendments or additions to the constitution may be made only by resolutions moved at the AGM. Such resolutions shall be proposed and seconded by members of the Group and must be notified to the Honorary Secretary at least twenty-one days in advance of the meeting. To carry any resolution in respect of changes to the constitution, not less than two-thirds of the members present at the meeting must vote in favour of such a resolution.

#### 8. EXTRAORDINARY GENERAL MEETING (EGM)

- (a) An EGM shall be called by the Honorary Secretary on receipt of a resolution of the Committee, or within twenty-eight days of a written request by not fewer than one-third of the current members of the Group giving details of the business for discussion.
- (b) Notice of the meeting shall be given in writing to each current Group member at least 14 days in advance of the date of the meeting.

#### 9. WINDING UP THE GROUP AND DISPOSAL OF ASSETS

If the Group ceases to exist, then any Group funds available, after settlement of all proper debts, shall be passed to the Ulster Wildlife Trust.