

# Warwickshire Bat Group

## Constitution

Adopted on the {Date}

### 1. Adoption of the Constitution

1.1. The bat group will be administered in accordance with this constitution.

### 2. Name

2.1. The group shall be known as the **Warwickshire Bat Group** or **Warks Bats** as is appropriate for its activities.

2.2. The Group will be affiliated to the Bat Conservation Trust (BCT).

### 3. Objectives

3.1. The objectives of the group are:

3.1.1. to advance the protection and conservation of bats, their roosts, feeding areas and hibernacula in Warwickshire

3.1.2. to educate the public and the group's members in all matters related to bats, including the production of literature

3.1.3. to promote the training of members for licensing as volunteer bat wardens

3.1.4. to provide a network of volunteers who are able to care for grounded and injured bats

3.1.5. to actively participate in research and recording of bats in Warwickshire

3.1.6. to support other local bat groups in achieving their objectives which are similar to those of Warwickshire Bat Group

### 4. Trustees

4.1. The Trustees of Warwickshire Bat Group will be appointed annually at the Annual General Meeting (AGM) and will consist of the Chair, Membership Secretary and Treasurer and up to six other trustees.

4.2. Nominations for the trustees should be received by the membership secretary before the commencement of the AGM and each nomination must be proposed and seconded by two paid up members.

4.3. The positions of chair, membership secretary and treasurer will be elected separately if there is more than one nomination.

- 4.4. In the case that there are no nominations received for any position prior to the to the meeting then nominations from the floor will be accepted.
- 4.5. Elections will normally be by show of hands but the meeting can decide to operate a secret ballot, which will be supervised by any officer, or member present who is agreed by the meeting and not involved in that particular ballot.
- 4.6. In the event of the resignation of one or two trustees during their year of appointment the remaining trustees may co-opt replacements from the membership of Warwickshire Bat Group or they may agree to continue at the reduced number at their discretion.
- 4.7. If more than two replacement trustees are required and there is more than four months before the AGM is due, the committee must call an Extraordinary General Meeting to appoint replacement trustees.
- 4.8. In the event of any of the three officers appointed at the AGM resigning then the other trustees may at their discretion appoint replacements from amongst their number with replacement trustees being appointed in line with 4.6 & 4.7.
- 4.9. The Trustees are empowered to take any decisions on behalf of the bat Group. A Quorum of Trustees exists if 50% of the trustees are present or a three trustees whichever is the greater.
- 4.10. The Trustees shall meet at least twice a year.
- 4.11. The person elected as Chair shall chair the meetings.
- 4.12. If the Chair is unable or unwilling to chair a meeting then the trustees may appoint another chair for that meeting from amongst it's members.
- 4.13. The Chair shall have a casting vote in addition to any other vote that they have.

## **5. Powers**

- 5.1. In addition to any other powers that they have, the trustees may exercise the following powers in furtherance of their objectives:
  - 5.1.1. power to raise funds and to invite and receive contributions, providing that in raising funds the trustees shall not undertake any substantial permanent trading activities;
  - 5.1.2. power to do all such other lawful things as are necessary for the achievement of the objectives.

## 6. General Meetings

- 6.1. Warwickshire Bat Group shall hold one Annual General Meeting (AGM) each year, which will elect the trustees, approve the accounts and decide any other matter it considers appropriate.
- 6.2. The first AGM from adoption of this constitution shall be within 12 months of its adoption
- 6.3. Subsequent AGM's shall be within 15 months of the last AGM.
- 6.4. The trustees can call a general meeting at any time to consider any matter and will be required to do so if they receive a request for a general meeting signed by at least 10% of the membership.
- 6.5. Any general meeting will have the power to amend the constitution of the group or replace any or all of the trustees providing that at least 66% of those paid up members present are in favour.
- 6.6. At least 21 days notice of any general meeting to all members is required, and the quorum for any meeting will be six members or 5% of the current membership, whichever is the greater.
- 6.7. The General Meeting shall be chaired by the person elected as Chair.
- 6.8. If the Chair is unable or unwilling to chair a meeting then the trustees may appoint another chair for that meeting from amongst it's members.
- 6.9. The Chair shall have a casting vote in addition to any other vote that they have.

## 7. Membership

- 7.1. Membership is open to any interested individuals, families or groups at the rates of subscription determined at any AGM.
- 7.2. Membership will cease by failure to renew membership within 6 months of due date, or by letter of resignation to the membership secretary.
- 7.3. Full membership is available to over 18's.
- 7.4. Family membership entitles up to two (2) over 18's to vote at group meetings.
- 7.5. Junior membership holds no voting rights.

## 8. Termination of Membership

- 8.1. In the case of there being a good and sufficient reason the trustees can terminate the membership of any individual or group subject to their being given two weeks notice of

this proposal and to their being given the option to be heard at a meeting of the trustees where another party may make representation.

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## 9. Accounts

- 9.1. The Warwickshire Bat Group will keep and prepare its accounts and present these at the AGM.
- 9.2. The trustees will maintain bank or building society accounts with the signatories of the accounts being the chair, membership secretary and treasurer with the signatures of any two being required for any transaction.
- 9.3. No trustee may receive any benefit in money or kind from the bat group
- 9.4. No trustee may have any financial interest in the supply of goods or services to the bat group
- 9.5. Any Trustee or Member may be paid reasonable expenses incurred on bat group business.
- 9.6. The Accounts shall be due at the 31<sup>st</sup> December each year.

## 10. Dissolution

- 10.1. If the trustees decide that it is necessary or advisable to dissolve the Warwickshire Bat Group, they shall call a meeting of all the members with at least 21 days notice of the resolution to be proposed. If the proposal is confirmed by a two-thirds majority of those members present and voting, the trustees shall have the power to realise any assets held by or on behalf of the Warwickshire Bat Group.
- 10.2. Any assets remaining after the satisfaction of any debts or liabilities shall be given or transferred to such charitable institution or institutions having objects similar to the object of The Warwickshire Bat Group as shall be determined at the dissolution meeting by the members present.

This constitution is as adopted by the Warwickshire Bat Group at it's AGM **{Date}**

Signed

Chair

Membership Secretary

Treasurer