

Constitution

(as amended at the 2018 AGM)

1. The Club

- 1.1. The Club shall be called the Lincolnshire Bird Club and can be referred to informally as Lincs Bird Club and abbreviated to LBC.
- 1.2. Its aims shall be to encourage and further an interest in the birdlife of the historic County of Lincolnshire; to participate in organised fieldwork activities; to collect and publish information on bird movements, behaviour, distribution and populations; to encourage conservation of the wildlife of the County and to provide sound information on which conservation policies can be based.

2. Administration

- 2.1. The Club shall be administered by a Committee comprising the five Officers and a minimum of three elected members. The County Recorder (see para. 2.7) shall be an ex officio member and shall be entitled to vote. A quorum of the Committee shall be four.
- 2.2. The officers shall be a Chairman, Secretary, Treasurer, IT Officer and Membership Secretary. They shall be elected at an Annual General Meeting (AGM) to serve for a term of three years; they shall be eligible for immediate re-election.
- 2.3. Ordinary members of the Committee shall be elected by the membership at an AGM to serve for a term of three years, but are eligible for immediate re-election.
- 2.4. Vacancies arising among the Officers or members of Committee for any reason may be filled by co-option at the discretion of the Committee. Members co-opted in this way shall serve until the next AGM, and are then eligible for election in the normal way. They are entitled to vote.
- 2.5. The Committee shall also have power to co-opt any additional individual, or representative of any organisation whose experience or advice it requires. Such an individual shall not be entitled to vote.
- 2.6. The Committee may appoint such sub-committees as it requires to study or advise on specific matters, and shall decide their terms of reference at the time of appointment.
- 2.7. The Committee will appoint one or more County Recorders.
- 2.8. All matters relating to the business of the Club shall be decided by the Committee in accordance with the Constitution. No individual member of the Committee may commit the Club to any activity without reference to the Committee, except that decisions required urgently may be made by the five Officers in consultation. Such decisions must be referred to the Committee as soon as possible.
- 2.9. Suitable distinguished persons may be asked to serve as President or Vice-Presidents of the Club; such posts to be honorary.
- 2.10. Cheques and other financial documents shall be signed by any two of the following Officers: Treasurer, IT Officer, Secretary, Chairman. The Treasurer may operate and have access to the club's accounts online, make payments solely, subject to a £500 daily limit, and delegate access to other Officers of the committee.
- 2.11. The Statement of Accounts for each financial year (which shall be the calendar year) shall be audited, the Auditors being appointed for the purpose at the previous AGM.
- 2.12. A copy of the Constitution shall be given to every member.
- 2.13. Minutes shall be kept of all business meetings of both the Club and the Committee. Such Minutes shall be open to inspection by any member upon application to the Secretary, at a time and place convenient to the Secretary.

Lincolnshire Bird Club

3. Membership

- 3.1. The grades of membership shall be: Ordinary, Family (two adults and the children of either who are resident with them and under eighteen); Junior (under eighteen); Senior Citizen (over sixty); and Corporate. The appropriate membership fees for each grade shall be determined by the Committee and put to the AGM for approval before any changes are implemented.
- 3.2. Membership will be for one calendar year starting on the date the subscription is paid. New members will receive a free copy of the last published Bird Report.
- 3.3. Any member bringing the Club into disrepute may have their membership withdrawn after consideration of the circumstances by the full Committee; a two-thirds majority shall be required to withdraw membership. The membership fee will not be returned. Such a person shall have the right of appeal to an AGM, or a Special General Meeting.
- 3.4. Members shall be entitled to receive, without charge, the annual Bird Report and Club Newsletters.

4. Publications

- 4.1. The Club shall aim to publish an annual Bird Report covering Lincolnshire, and also a more frequent Newsletter.
- 4.2. The annual Bird Report and the Newsletters shall be issued free to members. The annual Bird Report will be available for sale to non-members.
- 4.3. The Club may also publish other reports, books or other items on an occasional basis, as the Committee decides.

5. General Meetings

- 5.1. All individual and family members over the age of fourteen shall be entitled to vote at General Meetings. Corporate members shall have one vote.
- 5.2. An AGM shall be held in March every year, to hear the reports of the Officers and Committee, (including the Statement of Accounts for the previous year), to hold elections and to appoint the Auditors.
- 5.3. Members shall receive at least twenty-eight clear days notice of the holding of the AGM. Seconded proposals for Officers or members of the Committee (which must be countersigned by the member proposed), or motions for discussion by the meeting shall be received by the Secretary at least fourteen days before the AGM.
- 5.4. A Special General Meeting (SGM) may be called at any time by a majority decision of the full Committee or at the request of ten members. Notice of such a meeting must be given within fourteen days of the receipt of such a request or decision by the Secretary, and the meeting must be held within twenty-eight days of the receipt of the decision or request.
- 5.5. Fifteen members present at the commencement of either an AGM or a SGM shall form a quorum. If a quorum is not formed then the meeting shall be reconvened within two calendar months on a date to be decided by the Secretary.
- 5.6. The Constitution of the Club may only be changed at an AGM, after notification of the proposed change to the membership by announcement on the website and newsletter to members. To make such a change, a simple majority vote shall be required. Changes so made shall take effect immediately.