

Constitution of Paisley Natural History Society

Approved on 5th April 2012.

1. Name of the Society

The society shall be known as “Paisley Natural History Society”.

2. Aims of the Society

- a. The aims of the society shall be:
 - i. to encourage the study of natural history, principally in Renfrewshire;
 - ii. to support the conservation of wildlife and habitat in Renfrewshire;
 - iii. to maintain links with the Natural History department of Paisley Museum.
- b. These aims shall be achieved by such means as the following:
 - i. holding meetings in Paisley Museum for the presentation of lectures and illustrated talks on the subject of natural history;
 - ii. promoting the study and documentation of Renfrewshire's natural history;
 - iii. campaigning on conservation issues;
 - iv. running outdoor excursions for practical fieldwork.

3. Membership

- a. Membership of the society shall be open to anyone interested in the natural history of Renfrewshire.
- b. An applicant for membership shall sign an application form approved by the committee and submit it to the treasurer with the appropriate subscription.
- c. The committee may refuse an application.
- d. The following categories of membership exist:
 - i. Ordinary membership, open to all, allowing attendance at the society's meetings and excursions, receipt of all the periodical publications of the society, the right to vote, hold office and use equipment and reference material belonging to the society.
 - ii. Unwaged membership, open to individuals who are not wage-earners. The privileges of ordinary membership shall apply, but the subscription shall be at a reduced rate.
 - iii. Family membership, open to couples living at the same address, and including any children under 18 years of age living at that address. The privileges of ordinary membership shall apply, except that children are not allowed to vote and only one copy of the society's publications shall be sent to the family.
- e. If a written notice of motion for the removal of the name of any member from the roll of the society, signed by five or more ordinary members, is received by the secretary, the notice shall be printed in the circular calling the ensuing meeting. The motion shall be put to the vote at that meeting and it shall be carried if supported by three fourths of the members voting.

4. Voting

- a. Any motion supported by the majority of the members voting (unless otherwise provided for in the constitution) shall be declared carried.
- b. All votes shall be tendered personally.
- c. The chairperson shall have a deliberative and a casting vote.

5. Subscriptions

- a. The rates of annual subscription for the different categories of membership shall be determined at the society's annual general meeting.
- b. A first annual subscription shall accompany the application to join the society. Thereafter the annual subscription shall become due on the 1st September each year.
- c. Should a member be more than one year in arrears of subscription, the treasurer shall send notification to that effect, and if payment is not then made that member's name shall be removed from the roll.
- d. Members shall be liable for their subscriptions up to the date at which they give written notice of their resignation to the secretary.
- e. Members whose subscriptions are in arrears shall not be entitled to any of the privileges of the society.

6. Annual General Meeting

- a. The annual general meeting (AGM) shall be held on or before the first Thursday in April.
- b. Written nominations for any vacancy on the committee must be received by the secretary not later than one week before the AGM. If no written nominations have been received for any post, nominations for the post or posts concerned will be accepted at the AGM.
- c. The order of business shall be as follows:
 - i. The minutes of the previous AGM shall be read, amended if required and approved.
 - ii. The chairperson shall present a report on the society's activities over the previous year.
 - iii. The treasurer shall submit a statement of the financial affairs of the society.
 - iv. The meeting shall elect office bearers and ordinary committee members as far as there are vacancies.
 - v. Any other business.

7. Intimation of Meetings

The business of each meeting shall be intimated to members by a circular issued at least three days before the meeting.

8. Committee

- a. The business of the society shall be managed by a committee consisting of a chairperson, a secretary, a treasurer and six ordinary members.
- b. The chairperson shall take office for three years and shall not be eligible for re-election to the same office until the expiry of one year. The remaining office bearers and committee members shall retire annually but shall be eligible for re-election.
- c. The committee shall have the power to enact bye-laws on points not provided for by the constitution, to fill vacancies in the committee occurring during the session, and generally to administer the affairs of the society.
- d. Four members of the committee shall form a quorum.
- e. The committee shall meet at least twice a year.

9. Chairperson

- a. The chairperson shall chair all meetings of the society and of the committee. In the absence of the chairperson, any member elected at the meeting shall take the chair.
- b. It shall be the duty of the chairperson to conduct the meetings according to the society's constitution.

10. Secretary

- a. The secretary shall act for both the society and the committee and shall ensure the intimation of all meetings of the society and of the committee.
- b. The secretary shall ensure that records of all proceedings are recorded in minute books.
- c. The secretary shall conduct the general correspondence of the society.

11. Treasurer

- a. The treasurer shall collect all subscriptions and monies due to the society and make all payments. All expenditure shall be subject to the approval of the committee.
- b. The treasurer shall prepare annually a statement of the receipts and expenditure for the past session. This statement shall be duly independently examined and shall be circulated with the newsletter calling the AGM and presented at the AGM.
- c. The treasurer shall bank all monies received. The bank or building society account(s) shall be kept in the name of the society and drafts thereon shall be signed by two out of three signatories, elected by the committee.
- d. The treasurer shall keep, or ensure the proper maintenance of, a register of the names and addresses of the society's members.

12. Meetings - Ordinary and Special

- a. The session of the society shall commence on 1st September each year. Ordinary meetings, of which intimation shall have been previously given by newsletter, shall normally be held monthly or two-monthly between the months of September and May.
- b. Outdoor excursions shall be organised by the committee and intimated by circular.
- c. Special meetings may be arranged by the committee with due notice to members by circular.
- d. At a special meeting or at the AGM, ten members shall form a quorum.

13. Alteration of the Constitution

This constitution may be altered by a three-fourths majority of those voting at a general meeting of the society, provided that no less than 28 days' notice of the motion to alter the constitution has been given to the secretary and particulars have been circulated to all members at least 14 days before the meeting.

14. Winding-up

The society may resolve to wind itself up and the requisite procedure shall be the same as provided for the alteration of the constitution. In the event of winding-up, the society's assets shall not be paid to or distributed amongst the members of the society but shall be given or transferred to some other charitable institution or institutions, having objects similar to the objects of the society, and which shall prohibit the distribution of its or their income and property among its or their members to an extent as least as great as is imposed on the society, such charitable institution or institutions to be determined by the members of the society at or before the time of winding-up.