# HEREFORDSHIRE WILDLIFE TRUST LIMITED

# HEREFORD CITY BRANCH CONSTITUTION & GUIDELINES

1. **Name** The Branch shall be known as the Hereford City Branch of the Herefordshire Wildlife Trust (herein after known as HWT) or other such name as shall be agreed between the Branch and the HWT’s Board of Trustees.

The Branch shall legally be a constituent part of HWT and shall be bound by HWT’s Memorandum and Articles of Association and by the policies as approved and agreed relevant by the HWT Trustees from time to time.

1. **Objectives**:

All of the above to be agreed jointly and in advance

a.    to share**knowledge** of our diverse urban wildlife and its conservation across Hereford’s environs

b**.**to encourage public participation in projects via **volunteering** **opportunities**

c.    to promote, fundraise, and **recruit members** for HWT

d.   to **support** **HWT** by making public statements on its behalf

e.   to proactively assist and support HWT with its **conservation land management** schemes

f.    to use appropriate **modern communication** technology to help achieve these objectives

1. **Geographical Area** each Branch will cover a defined geographical area agreed between the HWT Trustees and the other Branches. These areas will not overlap and if a new Branch wishes to form it shall agree boundaries with the Branch(es) affected in advance.
2. **Membership** Unless members advise HWT’s Membership Officer that they wish to belong to a different Branch, all HWT members living in the Branch’s area will automatically be regarded as members of the Branch. Some members may request to sit on more than one mailing list – this can be arranged in request by either the branch secretary or direct by the member via the HWT membership officer.
3. **Branch Committees** The running of the Branch shall be undertaken by the Branch Committee, which is responsible to the HWT Board of Trustees.

The Branch Committee shall comprise up to 6 members of HWT elected at the Branch AGM. If fewer than 6 people are elected the Committee shall have the power to co-opt members from the Branch membership up to that number. The Committee shall elect its Officers either at its AGM or at its first meeting following the AGM. Officers shall include Chairman, Secretary and Treasurer. It is desirable, but not essential, that these shall be three different people. Committee members shall be re-elected on an annual basis.

If a Committee member repeatedly fails to attend Committee meetingswithout good reason, their continuance as a Committee member should be a matter left to the judgement of the Branch Chairman.

Three full Committee members shall constitute a quorum. Minutes of the meetings should normally be taken, and a copy kept for inspection. The Committee shall meet as often as it feels necessary. At least one quorate meeting of the Committee shall take place each year. The Branch Committee shall have the power to appoint sub-committees.

1. **Branch Annual General Meetings** the Branch shall have an AGM within 9 months of the end of the previous financial year. For this purpose, years shall end at 31st March. Notice of the AGM shall be given to Branch members at least three calendar weeks prior to the Meeting (this may be by notice within HWT’s published diary of events). Nominations to the Branch Committee must be received by the Branch Secretary before the start of the meeting and shall be proposed and seconded by separate Branch Members. The nominated person must have agreed to stand. Elections shall normally be by show of hands, but a secret ballot may be decided upon by the meeting. Only paid up HWT members who are also members of the Branch shall be eligible to vote and only paid up Trust members will be eligible to stand for election. Minutes of the AGM should be taken, and a copy provided to HWT
2. **Communications** The main day-to-day communications shall be via HWT’s Volunteer Co-ordinator, as per Annex 1. They, or another delegated member of staff, will endeavour to attend any Branch committee meeting on request (given reasonable notice and taking into account other commitments). They or the Chief Executive or Chairman may request to attend a Branch Committee meeting, giving reasonable notice to the Branch Secretary, to discuss a specific issue.
3. **Branch monies:** all Branch monies legally belong to HWT and must be spent in accordance with its aims and objectives. The Branch must not incur any commitment greater than its financial resources.
4. **Accounting** proper accounts and records of expenditure shall be kept. Finances must be accounted for by the Branch Treasurer on an annual basis to the satisfaction of the HWT Finance Manager and sent to them within 4 weeks of the end of the Financial Year, if necessary marked “subject to approval at the Branch AGM”. The Branch Treasurer shall make available upon request in reasonable time by HWT’s Auditor’s an up to date record of the Branches accounts together with relevant supporting vouchers. The Branch Financial Year shall be the same as HWT’s (currently April – March).
5. **Branch changes to this Constitution** Proposals for changes to this constitution shall be made in writing to the Branch Secretary at least four calendar weeks in advance of the Branch AGM. They shall be proposed and seconded by paid up HWT members who are members of the Branch. Proposals shall require at least a 75% majority of those present and voting to be carried. The proposed changes shall then be put for approval to HWT’s Board of Trustees.
6. **Dissolution of Branch** In exceptional circumstances the Branch may be dissolved by the HWT Board of Trustees whose decision is final. Any other proposal to dissolve the Branch shall be proposed and seconded by paid up HWT members, who are members of the Branch, to the Branch Committee. The Committee shall convene a Special General Meeting within 2 calendar months giving Branch members at least 30 days’ notice at which the matter shall be put to the vote. Approval of dissolution shall require a 75% majority of those present and voting.

Upon dissolution, all Branch assets including monies, stationery, etc. shall be returned to HWT’s registered office and a full account of the Branch’s financial transactions (together with related vouchers) up until the time of dissolution shall be made available to HWT’s Finance Manager within a calendar month of dissolution.

1. **Operational Procedures**

In order to deliver its Objectives each Branch will, *inter alia*:

* Refer to themselves as ‘HWT Branches’.
* Actively try to recruit members and raise money for HWT, in conjunction with HWTs development team.
* Encourage anyone involved in the above, or HWT events, to undertake the ‘membership recruitment’ training provided by HWT.
* Agree and coordinate any fundraising efforts in advance with the HWT Supporter Engagement Officer.
* Account for any restricted funds raised separately from other monies, as per Charity Commission rules, and as advised by HWT’s Finance Manager.
* Refrain from making any public statements about or on behalf of HWT or the Branch re: HWT policy, including commenting on planning applications, without the approval of the HWT staff member responsible for the matter in question.
* Participate in and/ or help to recruit volunteers (including Voluntary Wardens) to assist in the conservation of the HWT reserves within the Branch area (as per map in Annex 2) working with the Reserves Officers listed in Annex 1.

Concomitantly, HWT will

* share and manage a joint database of members (both new and existing).
* provide its up-to-date logo and guidelines on their use.
* promote Branches and their meetings via the HWT website.
* provide training and advice so that Branch personnel can abide by HWTs policies, procedures and standards as required.
* canvass views from individual Branch members where appropriate prior to formulating HWT’s policies or public responses.
* ensure that the Officers listed in Annex 1 keep Branches updated on what is going on in their patch.
* make available all the necessary training and equipment required to enable those participating in conservation of its reserves to do so safely and to the required standard.