



Butterfly Conservation (Branch Name) Branch Rules

1. Name

The Branch shall be called the “Butterfly Conservation (BC) [branch name] Branch”.

2. Objects

The objects of the Branch shall be the same as the objects of Butterfly Conservation, and within these objects, the Branch shall transact such business as may be appropriate for the benefit of the Branch, and BC, and the furtherance of its aims.

3. Membership

3.1 Membership of the Branch is open only to members of BC.

3.2 Categories of membership shall be the same as for UK membership.

3.3 Membership may cease for the following reasons:

- (a) resignation of the member from BC
- (b) resignation of the member from the Branch element of the member’s UK membership
- (c) failure to pay the annual subscription within the required period
- (d) by decision of the Branch committee and subsequent approval of Council, where the member is judged to have behaved in a manner not consistent with the aims of the Branch, contrary to the orderly running of the Branch or at variance with the needs and aims of the conservation movement in general. Any member excluded under this Section shall have the right of direct appeal to Council, whose decision shall be final.

4. Management

4.1 The control and management of the Branch shall be the responsibility of the Branch committee. The committee shall comprise of a minimum of three persons: Chair, Secretary and Treasurer. The number may be increased to a maximum of fifteen by the addition of such Officers as may be appropriate from time to time. The Chair, Secretary and Treasurer must be members of the Branch.

(Inaugural rule adoption by new Branches, add: The first members of the Branch committee shall be - list of names and offices).

- 4.2 At each Annual General Meeting (AGM), one third of the Branch committee members in seniority rotation and any members co-opted onto the committee since the previous AGM shall retire and be eligible for re-election. Any member may propose another for election to the committee at the AGM, provided that the Secretary is advised in writing of the proposal at least twenty-one days before the meeting. The Branch committee may, at its discretion, accept proposals at shorter notice.
- 4.3 Meetings of the Branch committee shall be held as frequently as the committee deems necessary. Meetings should include declarations of interest and a financial statement. Any member of the committee may request that a meeting be called to give a decision on any matter which they feels warrants it. It shall be on the discretion of the Chair as to whether to call such a meeting, but they shall do so if three committee members support the request.
- 4.4 If a consensus cannot be reached, a vote shall be taken on a show of hands. In the event of a tie, the Chair shall have a second, casting, vote.
- 4.5 A quorum of the Branch committee shall be one third of its members, with a minimum of three, of whom at least one, must be the Branch Chair or the Branch Secretary. One of these two shall chair every meeting.

5. Powers Of The Branch Committee

- 5.1 The Branch committee shall have the power to control and manage all business of the Branch for the benefit of the Branch. The functions shall include:
- (a) the administration of branch funds
 - (b) the maintenance of branch records
 - (c) co-opting additional members as necessary
 - (d) establishment of sub-committees
 - (e) co-operation with such organisations or individuals as is necessary and invitations to representatives of such bodies or such individuals to attend committee meetings on a non-voting basis
 - (f) issuing periodic newsletters
 - (g) removal of members under 3.3 (c)
 - (h) any other lawful act for the benefit of the Branch
 - (i) The Branch Committee shall keep minutes of its meetings and forward a copy to BC.
- 5.2 These powers are delegated by Council, and shall be exercised to conform to any regulations imposed by Council, to be set down in the Branch Handbook.

6. Sub- committees

- 6.1 Any sub-committee appointed by the Branch committee should have the power to act on behalf of the Branch committee, subject to its

directions. Any expenditure must be approved by the Branch committee before it is incurred. The members of any sub-committee of a permanent nature shall be subject to the same retirement and re-election rules as those applying to the Branch committee.

7. General meetings

Annual General Meetings shall be held within 15 months of the previous AGM. The election/re-election or removal of Officers and the approval of the annual accounts shall take place at the AGM

7.1 An Extraordinary General Meeting may be called at the discretion of the Branch committee upon receipt of a written request supported by at least thirty members of the Branch (or all members if the total number of members is less than thirty) specifying the full reason for the request. Not less than twenty-one days notice of such a meeting, giving details of the reason for the meeting, shall be sent to all members of the Branch and only the business as is stated in the notice shall be transacted at the meeting.

7.2 The Chair or a representative appointed by him/her from the members of the Branch committee shall preside at all General Meetings at which a quorum shall be fifteen members, including members of the Branch committee (or one third of the membership, with a minimum of three, if the total number of members is less than forty-five). All decisions shall be on a show of hands and shall not be carried unless at least two thirds of those voting are in favour.

8. Finance

8.1 The Financial Year of the Branch shall run from 1st April in each year to 31st March in the following year.

8.2 The Branch committee shall have power to disburse the Branch's funds as it sees fit within the objects of and for the benefit of the Branch and/or its aims. Detailed accounts for the financial year must be presented for approval and adoption at the AGM and to BC Head Office by the end of April each year. Such accounts should be independently examined by an individual appointed at the AGM. The examination could be done by a retired individual with some financial expertise, perhaps a neighbouring Branch Treasurer – but not by someone on the Branch Committee.

8.3 The Branch committee shall conform to any regulations imposed by Council on financial administration or trading.

8.4 The Branch have an obligation to provide full financial information to BC when requested.

9. Dissolution

9.1 In the event of dissolution, no member shall be entitled to a refund. After discharge of any properly incurred branch debts, which must be

within BC's charitable objectives, any residue of funds and all other assets of the Branch shall be disposed of at the discretion of Council.

10. MISCELLANEOUS

- 10.1 No change to these rules may be made other than at a General Meeting. Any proposed change from a member who is not a member of the Branch committee must be notified in writing to the Branch Secretary at least twenty-one days before the relevant meeting. All such amendments to be approved by BC in advance. No changes should affect the charitable status of either BC or the Branch.
- 10.2 All new members shall be entitled to receive a copy of these rules and any member may request a further copy upon payment of a fee of 50p to cover costs.
- 10.3 Branch members and non-members working under the auspices of the Branch must follow any instructions of the appointed leader at any function and of any responsible third party, such as a landowner or reserve warden. Branch members must always conduct themselves in a manner so as to reflect credit upon the Branch and BC.
- 10.4 The Branch shall use its best endeavours to promote BC and to maintain a recognisable identity by using the BC logo and position statement, in addition to any branch logo on letter-heads, brochures, leaflets, etc. The Branch shall also comply with any directives issued through established channels by the Council and follow any recommendations.
- 10.5 No rule shall be valid if it is not in accordance with BC objects, policies and regulations at national level.