

# Dorset Dragonfly Group Constitution

## 1. Title

The Group shall be called the **Dorset Dragonfly Group**, hereafter to be referred to as 'the Group'.

## 2. Status & Affiliation

The Group is an unincorporated association and is a British Dragonfly Society (BDS) local group.

## 3. Aims of the Group

The aims of the Group shall be:

- i) To promote the study and conservation of Dragonflies and their habitats in Dorset.
- ii) To actively record Dragonflies in areas of Dorset which have historically few records, to plug gaps in our knowledge of species distribution and status.
- iii) To promote a wider awareness of Dragonflies through events, field-trips and press releases to engage people in Dorset.
- iv) To identify sites within Dorset worthy of conservation.
- v) To maintain an interactive website to advertise events and information about Dragonflies and be a place where people can submit sightings and photographs.

## 4. Membership

Membership shall be open to all persons interested in the aims of the Group and the furtherance of Dragonfly conservation in Dorset. At present no fees will be charged for membership. The introduction of fees in the future may be introduced by the General Committee, (see section 6.5 below) but will be put to all members of the Group at a vote at the Annual General Meeting.

At all times Members shall treat other individuals and groups with courtesy and mutual respect. Members shall not perpetrate or condone any act of harassment, bullying, abuse or discrimination be it in person or via any public or private medium (including any and all electronic media).

Membership may cease for the following reasons:

4.1 Resignation of the Member from the group.

4.2 By decision of the Group Committee or Special General Meeting where a Member is deemed to have brought the Group into disrepute; behaved in a manner contrary to the orderly running of the Group or has been at variance with the values and needs of the Group or the conservation movement in general.

## **5. Officers**

The Officers of the Group shall be as follows:

Chairperson  
Secretary  
Treasurer

## **6. Election of Officers**

All Officers shall be elected at the Annual General Meeting of the Group, from and by the Members of the Group.

All Officers are elected for a period of two years but may be re-elected to the same office or another office once the initial two-year service has been completed.

Any Officer who wishes to 'retire' prior to the completion of their two-year service in the post must state their request in writing to both the Chairperson and Secretary four weeks prior to the date they wish to remove themselves from office.

The affairs of the Group shall be controlled by a General Committee comprising the Officers of the Group.

The Group's financial and contractual liabilities rest with the General Committee Officers responsible for the day-to-day decision-making and running of the Group.

The duties of the General Committee shall be:

- 6.1 To control the affairs of the Group on behalf of its members.
- 6.2 To keep accurate accounts of the finances of the Branch through the Treasurer. These records must be available for reasonable inspection by the Members of the Group and shall be presented, within fourteen days of receipt of a written request to the Treasurer, for examination.
- 6.3 To maintain on behalf of the Group, such bank or investment accounts as the General Committee determines necessary through resolution. The following Officers are authorized to sign cheques or other orders to withdraw Group funds from any account: any two from Chairperson, Treasurer or Secretary.
- 6.4 To make decisions on the Group's behalf on the basis of a simple majority vote.
- 6.5 To review and set membership subscription rates.
- 6.6 Additional members may be co-opted on an ad-hoc basis to the General Committee if all the Officers are in total agreement. Co-opted members will not have a vote on any General Committee business.
- 6.7 External advisors, who may or may not be Members of the Group, can, at the discretion of the General Committee, be appointed to use their expertise in dealing with matters concerning the Group.

6.8. The Committee has the power to appoint an Officer to replace one who resigns before the AGM.

## **7. General Meetings**

The Annual General Meeting shall be held not later than the end of November each year. No less than 14 days written notice shall be given to Members of the date of the Annual General Meeting.

Members must advise the Secretary in writing of any business or proposal to be moved at any General Meeting at least seven days before the meeting.

A member of the General Committee shall circulate the agenda for any meeting to Members immediately before the meeting commences.

Although the Agenda will provide for 'Any Other Business', such items will only be discussed at the discretion of the Chairperson.

The Annual General Meeting shall be to:

- 7.1 Confirm the Minutes of the previous Annual General Meeting and any General Meeting held since the last Annual General Meeting.
- 7.2 Receive a statement of the accounts for the year from the Treasurer. In the event that the Treasurer cannot attend the Annual General Meeting, they may co-opt a Representative, from the Members of the Group, to make the statement instead.
- 7.3 Receive the annual report of the Chairperson on behalf of the General Committee.
- 7.4 Elect the Officers of the Group.
- 7.5 Transact such other business included on the agenda.
- 7.6 Nominations of candidates for election as Officers shall be made in writing to the Secretary at least seven days in advance of the Annual General Meeting. In the event that there are no nominations, the Chairperson will accept nominations at the meeting. Nominations can only be made by Members and each must be seconded by another Member.
- 7.7 At all General Meetings, the chair will be taken by the Chairperson or, in their absence, by a deputy appointed by the General Committee or otherwise by Members attending the meeting.
- 7.8 Decisions made at a General Meeting shall be by a simple majority vote from those Members attending the meeting. In the event of equal votes, the Chairperson shall be entitled to an additional casting vote.
- 7.9 A quorum for a General Meeting shall be SIX Members and at least TWO Officers of the Group.
- 7.10 If a quorum is not achieved at any General Meeting or AGM a new General Meeting or AGM will be convened after a week and those present will form a quorum.

## **9. Alterations to the Constitution**

Any proposed alterations to the Group Constitution may only be considered at an Annual General Meeting. Any alteration or amendment must be proposed by a Member of the Group and seconded by another Member. Such alterations shall be passed if supported by not less than two-thirds of those Members present at the meeting, assuming that a quorum has been achieved.

## **10. Dissolution**

If at any General Meeting of the Group, a resolution be passed calling for the dissolution of the Group, the Secretary shall immediately convene a Special General Meeting of the Group to be held as soon as possible but not more than two months thereafter to discuss and vote on the resolution.

If at that Special General Meeting, the resolution is carried by at least two-thirds of the Members present at the meeting, the General Committee shall set a date by which all assets of the Group and all debts and liabilities of the Group shall be discharged.

After discharging all debts and liabilities of the Group, any remaining assets shall not be paid or distributed amongst the Members of the Group but shall instead be given or transferred to some other organization having objectives similar to those of the Group, as determined by the General Committee.

**This Constitution is an amended version of the Group's original Constitution.**

**Changes and additions were proposed and accepted by the DDG membership at the DDG AGM on Wednesday 17 November 2021.**

**Those changes and additions are incorporated into this present document.**

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