CONSTITUTION OF THE xxxxx BRANCH OF THE ROYAL SOCIETY OF BIOLOGY

# Name

The name of the Branch shall be the Royal Society of Biology xxxxx Branch.

1. **Objectives**

The objectives of the Branch shall be to further the Aims and Objectives of the Royal Society of Biology at all times by:

1. promoting and fostering the public understanding of Biological Sciences in the Branch area
2. encouraging the exchange of ideas and information between biologists from different fields of expertise and areas of employment
3. representing the views of the members of the Branch to the Officers, Council or other Branches of the Society
4. enhancing the professional status of bio-scientists thereby encouraging young people who aspire to become professional biologists
5. organising activities of biological, social and general value to members of the Branch, thereby keeping them in touch with current developments in biology
6. assisting the Society in the recruitment of members
7. collaborating with other Branches and Specialised Groups of the Society and with sister Societies in the furtherance of the above objectives.
8. **Membership**

Membership of the Branch shall be for all members of the Royal Society of Biology of any grade living or working within the area of the Branch and any other member who has chosen to be affiliated with the Branch.

1. **Organisation.** The Branch shall be organised and administered by a Committee elected by the Branch members.
2. **Composition**

The Branch Committee shall consist of the following:

* 1. the Honorary Officers: Chairman, Vice-Chairman (optional), Secretary and Treasurer, nominated from the Individual voting Members of the Branch
  2. up to twelve ordinary members, nominated from all grades of membership of the Branch
  3. up to three additional members of the Branch, co-opted by the Committee

1. **Election of Officers and Committee Members**

The election of Officers and Committee Members shall be conducted and ratified at an Annual General Meeting of the Branch or, exceptionally, at a Special General Meeting (SGM) convened for that purpose and annually thereafter.

Elections of Officers and Committee Members shall be by ballot of those Individual Voting Members, registered in the Branch one month prior to the election. The ballot shall be carried out at the AGM or SGM or by postal vote held at the discretion of the Committee and ratified at the AGM or SGM.

1. **Tenure of Office**

Normally no person shall serve as an Honorary Officer in the same capacity for a period of more than five (5) consecutive years. Normally, no person shall serve as an Ordinary Member of Committee for more than ten (10) consecutive years.

1. **Unexpired Term**

In the event of the resignation of an Honorary Officer, the Committee shall appoint another member of the Committee to take over the relevant responsibility until the following AGM. In the event of a resignation of a Committee Member, the Committee shall have the power to co-opt to fill the unexpired term of membership.

1. **Records**

The Branch Secretary shall notify members of forthcoming meetings and shall keep a permanent record of all proceedings, which shall include:

The names of all Officers and Members of the Branch Committee attending meetings

All decisions taken by the Branch Committee

All decisions taken at the AGM or at a Special General Meeting of the Branch

1. **Quorum**

A quorum of the Committee shall consist of one third of the total elected Committee Members and Honorary Officers. In the absence of the Chairman, the Vice Chairman or other Honorary Officer shall take the Chair.

1. **Special General Meetings of the Committee**

Any three elected members and/or Honorary Officers may request the Honorary Secretary to convene a special meeting of the Committee within a period of 21 days, stating the business to be discussed. The Honorary Secretary should also advise the HO Regional Coordinator of the requirement to hold a special meeting of the Committee.

**12 Duties and Responsibilities of Officers**

a) The Honorary Treasurer shall keep accounts of all monies received and expended by the Branch and shall report to the Committee at each meeting on the state of the finances.

b) The Honorary Treasurer shall ensure that the accounts are examined annually and shall forward a copy of the Branch Accounts, together with such other information as may be required, to the Finance Administrator at the Society, by such date as may be set.

c) The Honorary Treasurer shall produce a budget for the forthcoming year that shall be agreed with HO and submitted for approval by such date as may be set.

**13 Annual General Meeting**

A General Meeting of the members of the Branch shall be held in each calendar year. A quorum of 10 members shall regulate the annual meeting which shall be chaired by the Chairman, or in his/her absence the Vice-Chairman, or in the absence of both officers by a member of the Branch Committee. Notification of the Annual General Meeting shall be given at least 21 days prior to the date of the meeting stating the date, place and time of that meeting, together with the Agenda and any call for nominations for election to the Committee.

14 **Special General Meeting**

Any ten corporate members of the Branch may request the Honorary Secretary to convene a Special General Meeting of the Branch, stating the business to be discussed. At least 21 days notice of such a Special General Meeting shall be required.

**15 Powers of Branch Committee**

The Branch Committee shall have the powers to decide on matters not provided for in the foregoing Constitution so long as such decisions do not contravene the Charter, Bye-Laws or Regulations of the Society.

**16 Changes to the Constitution**

The Constitution and Bye-Laws shall be changed only after notice of the proposed changes have been made to the Annual General Meeting and thereafter agreed by a vote of at least two-thirds of those attending a subsequent Annual or Special General Meeting*.* Any proposal for changes to this Constitution shall be agreed with the Regional Co-ordinator on behalf of the Society prior to adoption at an Annual or Special General Meeting of the Branch. Any proposal for changes arising at an AGM or SGM not previously agreed with Head Office must be approved before implementation.

**17 Dissolution of the Branch**

In the event that the Branch is unable to operate for any reason, a motion to dissolve the Branch shall be made by the Branch Committee at a Special General Meeting convened for that purpose. If the motion is carried, then any monies or property currently held by the Branch must be returned immediately to the Society.

**18 Date of Effect**

This Constitution was agreed at an Annual General Meeting of the xxxxx Branch on xxx(date) and shall be effective from that date.