

CONSTITUTION OF THE BRANCH OF THE ROYAL SOCIETY OF BIOLOGY

1 Name

The name of the branch is the Royal Society of Biology xxx branch.

2 Objectives

The objectives of the branch are to further the aims and objectives of the Royal Society of Biology (RSB) at all times by:

- a) promoting and fostering the public understanding of biology in the branch area
- b) encouraging the exchange of ideas and information between biologists from different fields of expertise and areas of employment
- c) representing the views of the members of the branch to the officers, council or other RSB branches
- d) enhancing the professional status of bioscientists, thereby encouraging young people who aspire to become professional biologists
- e) organising activities of biological, social and general value to members of the branch, thereby keeping them in touch with current developments in biology
- f) assisting the RSB in the recruitment of members
- g) collaborating with other branches, RSB Member Organisations, Special Interest Group and sister Societies in the furtherance of the above objectives

3 Membership

Membership of the branch is for all members of the RSB, at any grade, living or working within the area of the branch and any other member who has chosen to be affiliated with the branch.

4 Organisation

The branch is organised and administered by a committee elected by the branch members.

5 Composition

The branch committee must consist of the following:

- a) the honorary officers: chair, vice-chair (optional), secretary and treasurer, nominated from the individual voting members of the branch
- b) up to 12 ordinary members, nominated from all grades of membership of the branch
- c) up to three additional members of the branch, co-opted by the committee

6 Election of Officers and Committee Members

The election of officers and committee members will 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 will be by ballot of those Individual Voting Members, registered in the branch one month prior to the election. The ballot will 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.

7 Tenure of Office

Normally no person should serve as an honorary officer in the same capacity for a period of more than five consecutive years. Normally, no person should serve as an ordinary member of committee for more than 10 consecutive years.

8 Unexpired Term

In the event of the resignation of an honorary officer, the committee will 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 has the power to co-opt to fill the unexpired term of membership.

9 Records

The branch secretary will notify committee members of forthcoming meetings and will keep a permanent record of all proceedings, which should include:

- a) The names of all officers and members of the branch committee attending meetings
- b) All decisions taken by the branch committee
- c) All decisions taken at the AGM or at a Special General Meeting of the branch

10 Quorum

A quorum of the committee consists of one third of the total elected committee members and honorary officers. In the absence of the chair, the vice chair or other honorary officer should take the chair.

11 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 will keep accounts of all monies received and expended by the branch and will report to the committee at each meeting on the state of the finances.
- b) The honorary treasurer will ensure that the accounts are examined annually and will forward a copy of the branch accounts, together with such other information as may be required, to the finance manager at the RSB, by such date as may be set.
- c) The honorary treasurer will produce a budget for the forthcoming year that will 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 must be held in each financial year. A quorum of 10 members will regulate the annual meeting which is chaired by the chair, or in their absence the vice-chair, or in the absence of both officers by a member of the branch committee. Notification of the Annual General Meeting must be given at least six weeks 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 10 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 is required.

15 Powers of Branch Committee

The branch committee has the powers to decide on matters not provided for in the foregoing Constitution so long as such decisions do not contravene the Charter, Bylaws or Regulations of the RSB.

16 Changes to the Constitution

The Constitution and Bylaws can 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 must be agreed with the regional coordinator on behalf of the RSB prior to adoption at an Annual or Special General Meeting of the branch. Any proposal for changes arising at an Annual or Special General Meeting not previously agreed with HO 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 will 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 RSB.

18 Date of Effect

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