

Constitution of Malmesbury and District Natural History Society (MDNHS)

March 2026

The name of the Society is **Malmesbury and District Natural History Society**.

Aims of the MDNHS

We aim to educate the public about wildlife and the concerns facing its success in our area throughout our activities. We believe both education and active participation are the best ways to achieve this as follows:

Talks – focus on specific flora or fauna, their ecology, current status and ways in which we can help them to flourish. These are educational events.

Walks – focus on specific flora and fauna. There is some background at the start on their ecology, current status and ways in which they can be helped to flourish but the emphasis here is on experiencing the subject of the walk. These events are a combination of education and participation.

Projects – are long-term activities which encompass various surveying methods and smaller hands-on events. Importantly, these projects provide opportunities to discover the wildlife living in Malmesbury and the surrounding area. There is enormous scope for finding new flora and fauna, as yet not recorded in the region, thus adding to the knowledge of nature and wildlife in the vicinity. The emphasis here is on participation for those involved but the results of the project are shared and therefore provide the public with education as well.

Surveys – one-off surveys tend to involve a smaller number of participants who get a hands-on experience. Importantly, these surveys provide opportunities to discover the wildlife living in Malmesbury and the surrounding area. Again, there is scope for finding new flora and fauna, as yet not recorded in the region, thus adding to the knowledge of nature and wildlife in the vicinity. The results of the surveys are shared and therefore provide the public with education as well.

Activities

A programme of walks, talks, projects and surveys all of which have a wildlife and nature focus.

Powers

To further these aims, the Society may exercise the following powers:

- To raise funds and receive contributions, donations and otherwise, provided that the Society shall not undertake any permanent trading activity;
- To open bank accounts and take out insurance;
- To produce leaflets/posters/social media posts to publicise Society activities;
- To hold meetings;
- To buy equipment and materials as needed for use in the activities;
- To pay the necessary expenses involved in running the Society;
- To undertake any other lawful activity to further the Society's aims.

Membership

Membership of the MDNHS shall be open to all persons in sympathy with the Society's aims and willing to abide by this constitution. The annual subscription to be

agreed annually at the Annual General Meeting. Most events to be open to non-members.

The Society will be non-party-political, non-sectarian and will be committed to non-discriminatory practices and equal opportunities.

Management Committee

The Society shall elect a Committee of Chair, Treasurer, Secretary and Membership Secretary and a minimum of 2 further members who will direct the policy and management of the Society and its projects. They shall be elected to serve for one year after which time they may stand for re-election.

Meetings

Committee meetings will be held as often as necessary, normally quarterly.

An Annual General Meeting (AGM) of the Society shall be held every year in the month of March. All members shall be notified not less than fourteen days before the meeting. An agenda will be circulated. The business of the AGM will include electing the Committee members; reporting on the activities during the year; approval of the accounts for MDNHS for the preceding calendar year; and amendments to the constitution, if needed.

Duties of the Officers

The duties of the Chair are to:

- i. Chair meetings of the Committee and the Society
- ii. Hold the equipment owned by MDNHS

- iii. Represent the Society at functions/meetings that MDNHS has been invited to
- iv. Act as spokesperson for the MDNHS when necessary

The duties of the Treasurer are to:

- i. Supervise the financial affairs of the Society
- ii. Keep proper accounts that show all monies collected and paid out by the Society
- iii. Manage the bank accounts; make payments as needed, including reimbursement of expenses
- iv. Make grant applications on behalf of the Society

The duties of the Secretary are to:

- i. Manage the quarterly and any other meetings of the Committee
- ii. Prepare the agenda for meetings and write the minutes
- iii. Deal with any constitutional matters

The duties of the Membership Secretary are to:

- i. Maintain the membership list
- ii. Deal with membership correspondence including new members and renewals
- iii. Retain MDNHS information in a secure location in accordance with GDPR

Finance

- i. Any money obtained by the Society shall be used only for the Society or for a specified project
- ii. Any bank accounts opened for the Society shall be in the name of the MDNHS

- iii. A statement of accounts reviewed by a competent person who is not on the Committee shall be tabled at the AGM
- iv. No member shall derive any financial benefit from the Society, except for payment of 'reasonable expenses'
- v. No money will be paid out in the name of the Society without a receipt being presented.

Amendments to the constitution

If amendment(s) to the constitution are necessary, members will be informed in writing and given the opportunity to consider and vote on the amendments. The amendment(s) will be made if there is a two-thirds majority vote of members.

Dissolution

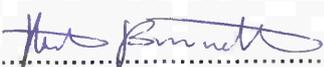
If the Committee, by a simple majority, deem it advisable to dissolve the Society, it shall call a meeting of all the members of the Society, giving not less than 14 days' notice. If such a decision is confirmed by a majority of those present, then all the assets of the Society shall be transferred to another local voluntary group or community group with similar aims.

Adopted on the third day of March 2026

Signed  (Chair)

Signed  (Treasurer)

Signed  (Secretary)

Signed  (Membership Secretary)