

**BOURNEMOUTH NATURAL SCIENCE SOCIETY (BNSS)**  
**39 Christchurch Road**  
**Bournemouth**  
**Dorset BH1 3NS**  
**A Charitable Incorporated Organisation (CIO)**  
**Registered Charity Number 1165951**

**THE RULES OF THE SOCIETY**  
**Made under Clause 26 of the Constitution 2016**

**1. MEMBERSHIP**

- (1) The BNSS shall consist of, but not be restricted to, the following categories of membership:-
- (a) **Ordinary:** (i) Single membership. An individual, a corporate body, or an individual or corporate body representing an organisation which is not incorporated.
- (ii) Joint membership; available with a reduction to the subscription for the second/subsequent members at the same address. Joint members will receive only one copy of BNSS\_programmes, newsletters and Proceedings.
- (b) **Associate:** Persons up to the age of eighteen or, if a full time student, of any age, but subject to proof of student status, may become an Associate member. Associate members under eighteen years of age do not have voting rights.
- (c) **Honorary:** (i) Honorary membership may be extended to any person distinguished in Science or who has rendered exceptional service to BNSS
- (ii) Written nominations, supported by at least three members of the BNSS may be submitted to the Trustees at any time.
- (iii) Election to Honorary Membership shall require a unanimous vote of the Trustees present at the meeting.
- (d) **Life:** Closed to any further additions.
- (2) Applicants shall apply on the prescribed form and the application sent to the Membership Secretary together with the appropriate subscription.

**2. ANNUAL GENERAL MEETINGS**

- (1) The Annual Report of the Trustees together with the Financial Statement shall be presented at the Annual General Meeting.

**3. TRUSTEES**

- (1) Nominations for those wishing to become a Trustee must be received by the Secretary on the prescribed form at least fourteen days before the Annual General Meeting.
- (2) The Minute secretary to the Trustees shall not be required to be a Trustee but will be appointed by the Trustees.
- (3) The Trustees may appoint sub-committees of members of the BNSS

- (4) The Trustees shall appoint the Officers with responsibility for substantial assets of the CIO including:

Assistant Treasurer	Publicity Officer
Health and Safety Officer	House Manager
Membership Secretary	Curator
Fire Officer	Deputy Curator(s)

- (5) Officers appointed by the Trustees shall initially hold office for one year. The appointments shall be reviewed annually.
- (6) The Trustees shall appoint Independent Examiners or Auditors to authorise the Annual Financial Statement.
- (7) The Trustees shall appoint an Honorary Solicitor and any other professional persons thought necessary to benefit the Charity and its Objects.
- (8) The Trustees shall have the power to overrule any decisions taken by the Assembly if they consider that those decisions are not in accordance with the Charity's Objects or interests.
- (9) Any three Trustees shall have the power to act collectively on behalf of the Society in an emergency. Any decision taken shall be reported to all Trustees as soon as possible and minuted at the next Trustees' meeting.
- (10) Trustees must ensure that the members are made aware of the intention to dispose of assets of £10,000 or above. Initial discussion will be held with the Assembly prior to notifying all members, before such disposals take place.
- (11) Newly elected trustees must be willing to undergo a DBS check and any other checks deemed necessary by the existing trustees.

#### **4. FINANCE:**

- (1) All bank accounts shall have four authorised signatories, one of whom shall be the Treasurer and at least one other shall be a Trustee.
- (2) All accounts must be operated by at least two signatures, one of which must be a Trustee.
- (3) All bank accounts shall be held in the name of the CIO.

#### **5. TREASURER**

The Treasurer shall be a Trustee of the Charity and:

- (1) Have the custody of all the funds of the CIO on behalf of the Trustees.
- (2) Be responsible for the keeping of accounting records.
- (3) Obtain authorisation of the Trustees for payment of any account due that has not been previously authorised.
- (4) Be responsible for the preparation of any statements of account to meet legal requirements.

#### **6. SUBSCRIPTIONS**

- (1) Subscriptions shall be paid annually in advance and become due on the anniversary of the date of joining or alternatively quarterly in advance by Direct Debit.
- (2) Changes in subscriptions shall only be decided by a majority of at least two-thirds of Trustees present at the meeting. At least three months' notice of any changes shall be given to the members.
- (3) A member whose subscription has not been paid in full shall be given one reminder before their membership is terminated three months after the subscription falls due.

#### **7. SECTIONS**

The activities of BNSS shall be organised by means of Sections representing the branches of Science and falling within the Objects of the Society.

- (1) The Chairman of each Section shall be responsible for arranging the activities of the section in consultation with the other Section Chairmen.

- (2) Each Section Chairman shall be responsible for providing the information necessary for the publication of the Society's programme of lectures and events to the Programme Co-ordinator and the Publicity Officer.
- (3) Each Section Chairman shall be responsible for supplying a report on the activities of the Section to the Editor annually for publication in the Proceedings of BNSS.

## **8. THE ASSEMBLY**

There shall be an Assembly of the BNSS for discussing, planning and implementing future activities of the Society.

- (1) The Assembly shall consist of all the Section Chairmen, Librarian, Curator, Programme Co-Ordinator, President (if a member of the BNSS), the immediate Past President (if a member of the BNSS) and any other members interested in the activities of the Society who are prepared to contribute to discussion, give help when required and assist in the implementation of decisions.
- (2) The Assembly shall have the power to form Sections within the Objects of the BNSS and appoint the Section Chairmen.
- (3) The Assembly may form sub-committees if required.
- (4) At the first meeting of the Assembly after the Annual General Meeting a Chairman and Deputy Chairman shall be elected. The Chairman may be invited to attend the meetings of the Trustees but shall not be entitled to a vote (unless a Trustee himself/herself).
- (5) The Assembly shall appoint the Officers of the BNSS other than the Trustee Officers and the Officers appointed by the Trustees.
- (6) At any meeting of the Assembly ten members shall form a quorum and the Chairman, or in his or her absence the Deputy Chairman, shall have an original and a casting vote.
- (7) Minutes shall be kept of the proceedings at Assembly meetings to include the names of the members attending each meeting, decisions made at each meeting and, where appropriate, the reasons for decisions.

## **9. PRESIDENT**

- (1) Nominations for President shall be received by the Secretary on the prescribed form no fewer than twenty-eight days before the Annual General Meeting.
- (2) Any nomination for President must be proposed by one member of the BNSS and supported by two other members.
- (3) The President may be invited to attend meetings of the Trustees, but shall have no voting power (unless a Trustee himself/herself).
- (4) The President shall be invited to arrange an address at a convenient date during his or her year of office, the date being published in the BNSS programme.

## **10. VICE-PRESIDENT**

There shall be one Vice-President who shall be the immediate Past President and who shall deputise for the President when asked to do so

## **11. SECRETARIES**

- (1) The CIO's Secretary shall be a Trustee of the Charity with responsibilities agreed by the Trustees.
- (2) Minute Secretaries shall be responsible for keeping the Minutes of Annual and Special General Meetings, meetings of the Trustees and meetings of the Assembly.
- (3) The Membership Secretary shall be responsible for all aspects of membership, including keeping the list of members and their addresses up to date.
- (4) The Bookings Secretary shall deal with all aspects of hiring out any part of the premises.

## **12. CHARGES FOR MEETINGS**

- (1) The Trustees shall have the authority to make a charge to members and/or visitors for any meetings or other activities.
- (2) Field Meetings or meetings held beyond the premises of the BNSS for which a charge is to be made must be approved in advance by the Assembly. The organiser or leader shall submit a statement of projected income and expenditure to the Chair of the Assembly with a copy for the Treasurer, and shall be responsible for all the arrangements, including the financial arrangements, of such meetings.
- (3) Any profit arising from the holding of a properly authorised meeting shall be donated to the CIO's funds.
- (4) Any loss incurred by the organiser or leader of a properly authorised meeting shall be reimbursed to the organiser or leader.
- (5) A statement of actual income and expenditure shall be provided to the Treasurer after each chargeable event.

## **13. VOTES AT MEETINGS**

- (1) General Meetings shall vote upon the appointment of Trustees and of the President by secret ballot.
- (2) The person chairing any meeting of the Trustees or of the Assembly or of a General or Special Meeting shall decide whether any vote, other than those covered in paragraphs (1) and (2) above, is to be taken by ballot or a show of hands.
- (3) Whatever may have been decided under (3) above, the person chairing such meetings may subsequently require a ballot at any time before he or she announces the result of a vote.
- (4) Whenever a vote is taken by show of hands, the person chairing the meeting shall appoint at least two tellers to count the votes.