



THE SCOTTISH WILDLIFE TRUST (the Trust)

Constitution of SWT - Skye Region Group

1. Name

The name of the Region Group shall be **Scottish Wildlife Trust - Skye Region Group** (Region Group)

2. Members

Subject to the provisions of clause 10(b) hereof, membership of the Region Group shall consist of Members of the Scottish Wildlife Trust resident on the Isle of Skye and throughout Lochalsh (the Area) and anyone similarly resident who applies to be a Member of the Region Group. Region Group activities are open to participation by all such Members.

3. Objects

The object for which the Region Group is established is to further the objects of the Trust as set out in its Articles of Association and in particular (and always in accordance with the said Articles of Association) to provide activities for Members as appropriate to the membership and circumstances of the Region Group, such as for example, but not restricted to, lectures, field trips, wildlife sites work, statutory planning casework, fund raising and publications.

4. President

The Region Group may, if Members so wish, elect a President and Vice Presidents of the Region Group at an Annual General Meeting (AGM) to serve for a term to be decided by the Region Group at the time of such election.

5. Office Bearers

The office bearers of the Region Group (who shall all be Members of the Scottish Wildlife Trust) shall be:

- (a) a Chairperson, who shall be elected for a period of three years and be eligible for re-election for three years followed by ineligibility for re-election as Chairperson for one year but eligibility for election to any other position. Further periods of service beyond the above would be subject to Council approval;
- (b) up to three Vice-Chairpersons elected and eligible for re-election in the manner set out in sub-

paragraph (a) above;

- (c) a Secretary, or Secretaries with or without special responsibilities, elected for up to three years and thereafter eligible for re-election; and
- (d) a Treasurer, elected for up to three years and thereafter eligible for re-election.

All elections of office bearers of the Region Group shall be by Region Group Members at the AGM.

6. Committee

(a) The Committee shall consist of:

- (i) the Office Bearers;
- (ii) up to eight Trust Members elected at an AGM to serve for a term of three years, eligible for re-election; and
- (iii) a representative of any other Region Group or any Reserve Management Committee or Watch Group as nominated by the Committee and appointed annually at the AGM.

(b) Committee meetings shall be chaired by the Region Group's Chairperson or, if absent, by a Vice Chairperson or, failing that, by a Member elected at the Committee meeting. The Chairperson of the meeting (or a substitute) shall have a casting as well as a deliberative vote.

(c) The Committee shall regulate its own affairs, including the duties of its Office Bearers, subject to the terms of the Constitution and the Articles of Association of the Trust.

(d) The Committee may form and set the terms of reference of, and appoint the Members of, sub-committees and working groups and the like for variable periods which may include some but not all Trust Members who are not Members of the Committee.

(e) The Committee may co-opt Members to make up numbers to the maximum allowed in paragraph 6(a) who may serve as co-opted Members only until the following AGM, when they must resign and may offer themselves for election.

(f) The Committee may invite whomsoever they wish to attend committee meetings as non-voting guests.

(g) A quorum shall consist of five Committee members elected in accordance with paragraph 6(a) or

co-opted under paragraph 6(e).

- (h) Minutes shall be kept of all Committee meetings.
- (j) The Committee may appoint representatives to appropriate bodies within the Area. These need not be Members of the Committee but must undertake to report on their activities to the Committee. Each appointment shall be for a specific period which may be renewed.

7. Annual General Meeting

- (a) An Annual General Meeting (AGM) shall be held each year, not more than fifteen months after the previous one.
- (b) The date of the AGM shall be notified to Region Group Members by not less than one month's notice by a means and in a format to be decided from time to time by the Committee.
- (c) Region Group Members shall be the only Members entitled to vote at the AGM.
- (d) The business of the AGM shall include the following ordinary business:
 - (i) Apologies for absence;
 - (ii) Approval of the Minutes of the previous AGM;
 - (iii) Matters arising from the Minutes;
 - (iv) Approval of the Annual Report;
 - (v) Approval of the Region Group's verified Accounts; and
 - (vi) Elections of Office Bearers and Committee Members.
- (e) Nominations for vacant offices or committee places must be received by the Secretary before the AGM. If nominations exceed vacancies, elections shall be by ballot at the AGM.
- (f) After the formal ordinary business of the AGM, any other matters concerning the Region Group may be informally discussed, but no decision regarding them may be taken - advance notice of the business not having been given to Members. Any such business may be decided at a subsequent Extraordinary Members' Meeting.

8. Extraordinary General Meeting

- (a) An Extraordinary General Meeting (EGM) of the Region Group may be called if required by the Committee, or by fifteen Members of the Region Group, which request shall be notified to the

Secretary in writing.

(b) The Secretary shall then call an EGM within six weeks, notifying Members more than four weeks ahead of the date and place of the EGM.

(c) The only business to be conducted at an EGM shall be that which is notified in the notice calling the EGM.

9. Procedure at General Meetings

(a) The quorum at any General Meeting shall be ten members entitled to attend and vote.

(b) The chair shall be taken by the President or the Chairperson as decided in advance by the Committee, failing whom a Vice President or Vice Chairperson, failing whom a Member elected by the meeting.

(c) Every Member present and entitled to vote shall have one vote. The presiding Chairperson shall have a casting as well as a deliberative vote.

10. Finance

(a) The financial year of the Region Group shall be 1st April to 31st March.

(b) Members are required to pay an annual subscription and, upon attendance, an events entrance fee both amounts of which must be approved at the Region Group's AGM.

(c) All funds raised or held by the Region Group are the property of the Trust and subject to direction by the Council of the Trust and accordingly all expenditure of funds shall be for the furtherance of the objects of the Trust.

(d) The Region Group shall have a bank or building society account into which all income shall be received and out of which all payments shall be made for specific purposes, with the exception, if desired, of funds retained by the Treasurer for petty cash up to a limit set by the Council and which must be fully accounted for.

(e) Cheques issued shall require the signature of two of the following: Treasurer, Secretary, Chairperson or an additional Committee Member approved by the Committee.

(f) The Committee may enter into contracts, subject to both Section 3 above and the Committee's ability to fulfill the terms of the contract.

(g) A statement of the Region Group's Accounts shall be prepared annually by the Treasurer within a month of the end of the financial year, independently checked by a person appointed by the Committee, conveyed to the Trust's finance department for inclusion in the Trust's Accounts and subsequently presented to the Region Group's AGM for approval.

11. Amendment to Constitution

Any amendment to the Constitution shall be made solely by the Trust's Council or the Region Group at its AGM with the approval of the Trust's Council.

12. Winding up

The Region Group may be wound up by the approval of not less than three quarters of the Members attending and voting at a General Meeting. In this event all assets of the Region Group shall be conveyed to the Head Office of the Trust.

I, DAVID ASHFORD..... certify that the above Constitution has been adopted by the Scottish Wildlife Trust - Skye Region Group

Signed: ..... Office held: Secretary.....

Date: 29th April 2015.....

