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The Biology Curator

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6.2. A bank account shall be maintained by the Treasurer on behalf of the group.

6.3. The committee shall nominate those of its members authorised to sign cheques. Two signatures shall be required for each cheque, one of whom shall be the treasurer.

6.4. No officer or member of the group shall be appointed to a salaried office of the group, receive any benefit in money or money's worth or be interested in the supply of goods or services at the cost of the group.

6.5. An annual statement of the accounts of the group shall be presented to the annual general meeting.

7. Annual general meetings.

7.1. An annual general meeting shall be held in each calendar year.

7.2. Resolutions to be put to the annual general meeting must be submitted in writing to the secretary, to arrive at least four weeks before the meeting.

7.3. An agenda for the annual general meeting shall be circulated to all the members, to be received at least two weeks before the meeting.

7.4. Resolutions to be put to the annual general meeting must have the written support of at least two members of the group.

7.5. Resolutions put to the annual general meeting shall be decided by a single majority vote of the meeting.

7.6. 20 members of the group shall constitute a quorum at an annual general meeting.

7.7. A report of the activities of the group during the preceding year, together with a statement of the income and expenditure of the group, shall be presented to the annual general meeting for its approval.

8. Extraordinary general meeting.

8.1. An extraordinary general meeting shall be called if it has the support of at least one quarter of the voting membership.

8.2. A quorum at an extraordinary general meeting shall be 20 members of the group.

9. Dissolution of the group.

In the event of the dissolution of the group, any net funds and assets remaining after the satisfaction of all

proper debts and liability will be transferred to another body having similar objects.

Draft BCG Constitution for consideration at A.G.M.

1. The name of the group

The name of the group shall be the Biology Curators Group.

2. The objects of the group

The objects of the group will be:-

to raise the standards of curation and conservation of natural science collections.

to raise awareness of the scientific and cultural value of natural science collections.

to promote the exchange of information between individuals or institutions concerning the management of biological collections and records, their research, conservation and interpretation;

to promote good practice in the care of collections

to represent the interests of all concerned with the care and management of biological collections;

to publish at least annually The Biology Curator (TBC), the official organ of the Biology Curators Group.

3. Membership categories

There shall be the following membership categories:-

Individual

Institutional

Honorary life - for individuals who have given outstanding service in the field of biology curation or to the Group. Candidates will be proposed by the committee and ratified at the AGM.

4. Rights of paid-up and honorary members

4.1. *Individual members shall be eligible to:-*

attend and vote at all AGMs and EGMs;

receive one copy of each edition of TBC;

stand for election to the committee.

4.2. *Institutional members shall be eligible to:-*

nominate a representative who shall have the right to attend, and to vote at, AGMs and EGMs;

receive one copy of each edition of TBC.

4.3. *Honorary life members shall have the same rights as individual members.*

5. Management of BCG.

5.1. *The management of the group shall be vested in a committee of elected members.*

5.2. *The officers of the group shall be the Chairman, Secretary, Treasurer, Membership Secretary and Editor. Any officer may fill more than one of these posts if the committee agrees, by majority vote, that it is in the best interests of the group.*

5.3. *The Chairman of the group shall be elected at the annual general meeting. He or she shall serve for three years, but will be eligible for re-election to that post at the end of that time.*

5.4. *The remaining officers shall be appointed from within the committee.*

5.5. *Committee members shall be elected at the annual general meeting. They shall serve for three years and shall be eligible for re-election only if there are insufficient nominations to fill the committee posts that would then be vacant. Otherwise they shall be eligible for re-election after one year.*

5.6. *Nominations for committee members must be supported by two members of the group. Nominations must be received, in writing, by the secretary at least two weeks before the annual general meeting.*

5.7. *If more nominations for committee members posts are received than there are vacancies, then an election will be held at the annual general meeting.*

5.8. *The committee shall have the power to co-opt additional members as required, for a single meeting or until the following AGM. Co-optees shall stand down at the AGM following co-option, but may be co-opted again by the new committee.*

5.9. *The quorum of the committee shall be 5 members, one of whom should be an officer.*

6 Financial management

6.1. *An annual subscription, the rate to be decided at the annual general meeting, shall be levied on all members.*

6.2. *A bank account shall be maintained by the Treasurer on behalf of the group.*

6.3. *The committee shall nominate three of its*

members to sign cheques, normally the Chairman, Treasurer and Secretary. Two signatures shall be required for each cheque, one of which should be the Treasurer's.

6.4. *No officer or member of the group shall be appointed to a salaried office of the group, receive any benefit in money or money's worth, or benefit in any way from the supply of goods or services to the group.*

6.5. *An annual statement of the accounts of the group shall be presented to the annual general meeting.*

7. Annual General Meetings.

7.1. *An Annual General Meeting (AGM) shall be held in each calendar year, the date of which shall be notified to the membership at least 8 weeks before the meeting.*

7.2. *Resolutions to be put to the AGM must be submitted in writing to the secretary, to arrive at least four weeks before the meeting, and must have the written support of at least two members of the group.*

7.3. *An agenda for the AGM, including any resolutions received, shall be circulated to all the members, along with the minutes of the previous AGM, to be received at least two weeks before the meeting.*

7.4. *Resolutions put to the AGM shall be decided by a single majority vote of the meeting.*

7.5. *20 members of the group, including at least one officer of the committee, shall constitute a quorum at an AGM.*

7.6. *A report of the activities of the group during the preceding year, together with a statement of the income and expenditure of the group, shall be presented to the annual general meeting for its approval, and subsequently published in TBC.*

8. Extraordinary general meetings.

8.1. *An Extraordinary General Meeting (EGM) may be called by the officers of the group at any time. The membership will be notified at least two weeks before the meeting. Any paid-up member of the group with just cause may request the committee to call an EGM. Any paid-up member of the group with the written support of 20 paid-up members of the group may instruct the committee to call an EGM within three months, but not within two months of an AGM.*

8.2. *A quorum at an EGM shall be 20 members of the group.*