

## **CLEY BIRD CLUB RULES – October 2025**

### **NAME**

The name of the Club shall be '**Cley Bird Club**' hereinafter referred to as the Club.

### **AIMS**

The aims of the Club shall be to promote the study, recording, conservation and reporting of birds and their habitats in the recording area commonly known as 'The Cley Square'.

### **MEMBERSHIP**

Membership of the Club is open to anyone on completion of an application form, but the Committee reserves the right to refuse membership.

The Committee also reserves the right to expel any member who, in its opinion, behaves in any way prejudicial to the interests of the Club.

Any member given notice of such expulsion shall have a right of appeal to the Committee.

### **COMMITTEE**

The Committee shall consist of a Chair, General Secretary, Treasurer, and such other officers as considered necessary for the running of the Club. All such officers shall be decided by the Committee following the AGM. Additional committee roles are as follows:

- Membership Secretary
- Newsletter Editor
- Website Coordinator
- Indoor Meetings Organiser
- Joint Recorders
- Newsletter Distribution Co-ordinator

Five committee members shall form a quorum. All committee members have one vote in decision making,

Members of the Committee shall be elected or re-elected only at the Annual General Meeting by a show of hands, except that if a member should resign or become unable to act during his/her year in office the other members may elect a replacement without recourse to the Membership, to act for the remainder of that year only.

The Chair shall be elected by the committee members.

Additional posts may be created by the existing members of the Committee.

All decisions shall be made by a simple majority vote, the Chair having a casting vote.

Nominations for changes on the Committee shall be called for in the newsletter prior to the AGM (July newsletter) and will require a proposer and a seconder.

We will aim to hold the AGM in November or December each year.

Meetings of the Committee shall be held three times a year or as deemed necessary by the Chair.

The minutes of these meetings are available for inspection on request.

The Club may make donations to support local conservation; notice of any donations made will be published in the next Newsletter.

Any money received by the Club shall be paid into the Club's bank account and administered by the Treasurer and other members of the committee.

Independently examined accounts will be published each year.

## **SUBSCRIPTIONS**

The club's Financial Year runs from 1 April to 31 March annually.

Subscriptions are due on the 1st of April each year regardless of the date of joining.

Any member whose subscription is three months in arrears shall be deemed to have resigned and will no longer receive a newsletter or have full access to our website.

## **DATA MANAGEMENT**

The Membership Secretary will be the primary custodian of membership information and will securely hold and manage information relating to club members including names, addresses and contact details.

All membership information will be managed in accordance with The General Data Protection regulations (GDPR). A copy of the club data management policy is available on the club website.

Access to membership information is restricted to committee members and in all cases solely to enable them to undertake their committee roles.

## **REVIEW AND ALTERATIONS TO THE RULES**

Club Rules should be reviewed annually by the Committee. The Committee will discuss and agree to any changes to the rules. A note will be published in a subsequent newsletter stating that an amendment has been made and the updated copy will be posted on the club website.

## **DISSOLUTION OF THE CLUB**

The Club may be dissolved by a resolution passed by a majority of those who vote via the Club's website and/or are present at a Special General Meeting convened for the purpose. We aim to make available an online voting platform to enable those not attending a Special AGM to vote.

Upon dissolution, any funds remaining after the satisfaction of all debts and liabilities will not be paid or distributed amongst the members of the Club but transferred to appropriate conservation organisation/s having aims similar to those of the Cley Bird Club. The Committee will, by a majority vote, decide on the organisation/s.

