

Rules of the Woolhope Naturalists' Field Club, (Herefordshire)

I. — That the Society be known as the “WOOLHOPE NATURALISTS' FIELD CLUB (HEREFORDSHIRE)” for the practical study in all branches of the natural history, geology, history, and archaeology of Herefordshire and the district immediately adjacent.

II. — That the Club shall consist of ordinary members (ladies and gentlemen) and such honorary members as may from time to time be admitted; from whom a president, four vice-presidents, honorary treasurer, honorary secretary, field secretary and editor shall be appointed at the annual winter meeting to be held in Hereford in the latter part of each year, and they shall hold office for one year beginning at the next annual spring meeting. The club may also accept for affiliation as approved such societies or groups as exist for the furtherance of similar purposes to those of the club. Each group shall be entitled to have one representative at all meetings of the club, to receive copies of the *Transactions* and generally be treated as one ordinary member.

The Club shall admit junior members between the ages of 14 and 18. Such junior members may become full members at the latter age, but those who are bona-fide full-time students may remain junior members until the age of 21. Nobody of the age of 18 or over may be elected a junior member.

III. — The management of the club shall be in the hands of a central committee consisting of the said nine officers *ex-officio* and twelve other members elected by ballot at the annual winter meeting. Each elected member of committee shall hold office for three years from the next annual spring meeting and four shall retire each year but be eligible for re-election. Every candidate for election to the central committee shall be individually proposed and seconded at the annual winter meeting and no proposal for election or re-election en bloc shall be accepted. In the event of ties the president or the chairman of the meeting shall have a casting vote. Casual vacancies may be filled at any general meeting and any member then elected shall hold office until the date when the term of office of the member whom he or she succeeds would have expired. The central committee shall be empowered to appoint an assistant secretary; his/her duties shall include keeping minutes of all meetings of the Club committee. Seven shall form a quorum.

IV. — The members of the club shall hold not less than three field meetings during the year, in the most interesting localities for investigating the natural history, geology, history, and archaeology of the district. Ten clear days' notice of every meeting shall be communicated to members by a circular; but the central committee shall be empowered upon urgent occasions, to alter the days of such regular field meetings, and also to fix special or extra field meetings during the year. The president shall have the privilege of choosing the place of one field day during his/her year of office. The committee shall also arrange such indoor meetings and lectures during the winter as they find possible.

V. — That the annual subscription for members and affiliated societies is payable on the 1 January in each year to the honorary treasurer. Each additional adult family member of the same household may at their option pay at a reduced rate, but those paying this reduced sum shall not be entitled to receive the publications of the club. The annual subscription for a junior member shall also be at a reduced rate. This shall not entitle such members to a copy of the *Transactions*, but he/she may receive these on payment of an additional sum to be decided by the committee for the time being. The rates of subscription shall be determined by the Club committee, and any alteration will be notified through the newsletter.

Life members shall be confirmed on the payment in advance of twenty years subscription at the current rate when taking up membership.

Each member may have the privilege of introducing a friend to any field meeting of the Club, but the same visitor must not attend more than two such meetings in one year. Members availing themselves of this privilege will be required to pay a capitation fee of £1 a meeting in respect of each visitor.

VI. — That the president be requested to favour the club with an address at the annual spring meeting on the proceedings of the year, together with such observations as he/she may deem conducive to the welfare of the club, and the promotion of its objects.

VII. That members finding rare or interesting specimens or observing any remarkable phenomenon relating to any branch of natural history, or making or becoming acquainted with any archaeological discovery in the district, shall immediately forward a statement thereof to the honorary secretary or to the appropriate sectional editor.

VIII. — That the club undertake the formation and publication of correct lists of the various natural productions and antiquities of the county of Hereford with such observations as their respective authors may deem necessary.

IX. — That if any subscription (due on 1 January each year) has not been paid at the time of the Spring newsletter, a reminder will be sent requesting payment by the beginning of July. If no response is received then the membership will be deemed to have lapsed, no further communications will be sent and all privileges of

membership shall cease. Membership can be reinstated by payment of any back subscriptions owing.

X. — That no addition to or alteration of the rules of the club be made except at a general meeting, after notice has been given of the proposed addition or alteration at a previous meeting, and the general purport of such addition or alteration has been circulated to all members with the notice of the general meeting.

XI. — That the financial management of the Club is the responsibility of the Treasurer, who shall make payments on behalf of the Club and regularly report on the state of the finances to the Club committee. Any unusual payments must have prior authorisation of the Club committee or, in exceptional circumstances, be made with the agreement of the President and Secretary, such payments to be confirmed by the Club committee.

XII. — That applications for grants from the Smith Fund should be made to the chairman of the Fund sub-committee, and after due consideration the sub-committee shall make recommendations to the Club committee whether a grant is appropriate and if so, how much. The final decision will be made by the Club committee.

XIII. — That these rules be published in every third volume of the Transactions.

Agreed at the Winter Annual Meeting, November 2018