

Guidelines on Affiliation of Specialist Groups to the BNHS (the Society)
(Approved by Council on 3rd December 2001)

1. An affiliated group shall exist as an autonomous organisation, and shall organise its affairs independently from the Society.
2. Any group seeking affiliation must be pursuing aims which are broadly in accordance with the aims of the Society. Groups with a remit outside of the county of Bedfordshire (and the Borough of Luton) may be affiliated provided that their remit includes Bedfordshire (or Luton), or part thereof. Groups which do not cover all of Bedfordshire shall also be entitled to apply for affiliation.
3. Groups which are officially affiliated to the BNHS will
 - a) be entitled to so say on their letterhead or any other literature;
 - b) be entitled to receive an annual grant, the amount to be determined by the Society's Council (note 1);
 - c) be able, preferentially, to apply for funding in support of the group's activities (see note 2);
 - d) be encouraged to submit an annual report to the BNHS summarising their activities, and prepare an appropriate report for publication in the BNHS journal (see note 3);
 - e) acknowledge their affiliation to the Society in all published work, literature and promotional activities.
4. Applications for affiliation shall in the first instance be made to the Society's Scientific Committee who shall review the suitability of the group to operate within its sphere of interest. Provided that the Scientific Committee is satisfied it shall recommend to the Society's Council that the group's application for affiliation be approved. The Society's Council shall be responsible for confirming the status of affiliation on any group, and for reviewing the status of all affiliated groups on an annual basis.
5. Affiliated groups shall not take any course of action or make any statement which would bring the Society into disrepute.
6. Any affiliated group must have adequate insurance cover, the cost of which must be met out of the affiliated group's annual grant if no other funding is available. The Society shall accept no liability whatsoever for any claim, direct or indirect, against an affiliated group as a result of any action by or on behalf of the affiliated group.
7. In the event that an affiliated group is disbanded or wound up the group shall advise the Society of the whereabouts of all records, reports and other relevant materials belonging to the group as a whole and, where appropriate, shall transfer copies of all records and reports to the Society. The group shall also return to the Society all monies provided by the Society to the group and unspent at the time of disbanding.

Note 1

The annual grant is intended to cover the cost of insurance cover and other running expenses. Payments, to the total value of the annual grant, will be made by the Society to each affiliated group on presentation of appropriate receipts or invoices.

Note 2

It is expected that any affiliated group shall independently find any funds necessary for its day to day activities and operations over and above the annual grant provided by the Society. Additional funding may be sought from the Society for specific projects, or for exceptional non-recurring expenditure.

Note 3

Where the Society has appointed a Recorder who wholly or partly covers the area of interest of an affiliated group, then the affiliated group shall submit all records and reports to the Society's Recorder. The group may submit a separate report direct to the Society's Scientific Committee if it so wishes, and similarly submit papers and reports for publication in the Society's Journal. Where the Society has no relevant Recorder the affiliated group shall submit records and reports to the Society's Scientific Secretary, with the aim of a Recorder from the affiliated group being appointed when appropriate.

Application for Affiliation to the Bedfordshire Natural History Society

We wish to become an affiliated group of the Bedfordshire Natural History Society. We have read and agree to the terms and conditions outlined in the guidelines overleaf:

Full Name of Group:

Contact Address:

Signed on behalf of the Group:

Office held:

Date:

Signed on behalf of the Society:

Office held:

Date: