

# *The Budgerigar Society*

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*Issue 8*

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## Terms of Reference & Society Policies

Issue 1 - 1st February 2011

Issue 2 – April 2018

Issue 3 – November 2019

Issue 4 – October 2020

Issue 5 – February 2021

Issue 6 – May 2021

Issue 7 – May 2021

Issue 8 – January 2022

### **Budgerigar Society General Council Terms of Reference**

#### **Introduction**

The Budgerigar Society General Council Terms of Reference (TOR), which was introduced in 2011, is a standard procedural document used by Boards of Director, Project Boards, Committees or any similar collection of people who have agreed to work together to accomplish a shared goal. The TOR is agreed at the outset of the term by the General Council (GC) members. For the BS, this is every three years at the formation of the new GC.

Sometimes called a Charter, the TOR sets out the working arrangements for the GC and lists vital information about the GC, including its purpose, chair and membership, meeting schedule, administrative support, and defines other roles to ensure its members work together to accomplish a shared goal.

Standard procedure for us and other organisations is for the TOR to be drafted and agreed, in our case by the GC, prior to the commencement of the next three-year term. It will then be used to direct future meetings and ensure they are as productive and as useful as possible.

The GC have agreed to publish the current Terms Of Reference document to assist any member who may be considering standing for election to the General Council. Nominations should be sent to the Society Administrator and received by 31 October 2023.

## **TERMS OF REFERENCE**

### **General Council (GC) (Appointed Through Membership Election)**

- Each GC member must abide by the rules and conditions of the Society as set out in General Rule 3. and these Terms of Reference for the duration of the term of this General Council (3 years).
- Each GC member must respect the confidentiality of the papers and the information circulated to the General Council. However, each member is at liberty to discuss items on the General Council agenda with other members of the Society but not to disclose the confidential paperwork or information.
- As a GC Member, you must declare any conflict of interest to the Society Administrator to register. These should include:
  - a. any interests that could create a conflict of interest.
  - b. update the register if your interests change.
  - c. review and update your entries in the register each year.
- Where members of the GC have a vested interest in a subject, they must declare that interest before the start of the debate even if they have registered it with the Administrator.
- Conflict of interest – the GC has several ways to deal with a conflict of interest:
  - a. Restrict - The GC can restrict involvement in the matter. This may mean leaving the room during the agenda item and not taking part in any discussion or decision-making on the issue either during the meeting or elsewhere.
  - b. Remove - The GC can remove you so you can't take part in the matter.
  - c. Relinquish - The GC can recommend that the GC Member relinquish the conflict of interest concerned.
  - d. Resign: The GC can ask you to step down. This can be temporary or permanent.
- Should a GC member identify a potential undeclared conflict of interest, this should be brought to the attention of the Chairman.
- Each GC member must respect the confidentiality of debates and discussions within the General Council chamber.
- When a proposal is put forward by the GC to the Annual General Meeting it must not be opposed in writing or by spoken word by any member of the GC.
- Each GC member is equally responsible and is jointly and severally liable for the management of the Society.
- Each GC member will seek to be actively involved in the work of the Society and its committees.
- Smoking within the council chamber is not permitted.
- Members of the GC shall set an example by wearing smart casual clothes when representing the Society.
- The General Council must conduct its business in accordance with the rules, conditions and policies of the Society.
- The GC shall deal with matters referred to it by the Chairman of the Society.
- The GC shall process the minutes of any meeting in accordance with the procedure laid down for Committees.
- Each GC member must respect the confidentiality of all financial matters between the Society and its customers (advertisers, sponsors etc.) and suppliers.

### **The President**

- The President shall be invited to attend GC meetings and take part in discussions but in a non-voting capacity - unless he is already a GC member.
- The President must respect the confidentiality of the papers and the information circulated to the General Council. However, he is at liberty to discuss items on the General Council agenda with other members of the Society but not to disclose the confidential paperwork or information.
- Where the President has a vested interest in a subject, they must declare that interest before the start of the debate.
- The President must respect the confidentiality of debates and discussions within the General Council chamber.
- When a proposal is put forward by the GC to the Annual General Meeting it must not be opposed in writing or by spoken word by the President.
- The President must respect the confidentiality of all financial matters between the Society and its customers (advertisers, sponsors etc.) and suppliers.

### **Chairman (Appointed by the General Council)**

- Shall be elected by the GC at their first meeting following the ballot.

- Shall be responsible for the overall management of the Society.
- Shall chair all Council and sub-committee Meetings, will have the authority to delegate that responsibility at his discretion but still attend the meeting.
- Shall ensure the smooth, efficient and effective running of the Society during his term of office.
- Shall liaise, as and when appropriate, with Officers and/or General Councillors to assist and advise on the operation of their duties and responsibilities.
- Shall ensure that all members of the Society are kept informed and up to date on all relevant society matters.
- Shall liaise with the Society Administrator, to ensure all accounting and office functions are carried out within the Society's rules.
- Shall ensure that he is kept fully informed by each Officer on a regular basis.
- Shall be the custodian of the Society's Rule Book.
- Will receive the allowance specified under General Rule 14(d) in four quarterly instalments paid in arrears.
- In addition to the allowance specified under General Rule (14(d) the Chairman is entitled to claim expenses for attendance at General Council and any Committee meetings.

#### **Vice Chairman (Appointed by the General Council)**

- Shall be elected by the GC at their first meeting following the ballot.
- Where applicable the Vice Chairman's terms of reference will be the same as those of the Chairman.

#### **Society Administrator (Subject to Contract)**

##### **Publicity Officer – (Appointed by the General Council)**

- Shall be elected by the GC at their first meeting following the ballot.
- Will submit to the Chairman prior to 1 March each year an annual costing for all projects on which a budget can be based.
- Shall conduct any business in accordance with the rules, conditions and policies of the Society.
- Will work to the budget allocated by the General Council.
- Shall be responsible for the following:
  - Promotion of the Society outside the Society's magazine.
  - Submission a copy of all publicity items in accordance with the policy document.
  - Providing periodic feedback to the General Council in relation to activities undertaken.

#### **Editor (Subject to Contract)**

##### **Judges Panel Officer – (Appointed by the General Council)**

- Shall be elected by the GC at their first meeting following the ballot.
- Will submit to the Chairman prior to 1 March in each year an annual costing for all projects on which a budget can be based.
- Will work to the budget allocated by the General Council.
- Shall be responsible for the following:
  - All Judges panels
  - Any Judges panel appeals referred to it by the Society Administrator.
  - Organise the Judges Training Scheme and submit all relevant paperwork to the Society Administrator for circulation to the Chairman, Vice Chairman and President.
  - Organise the Judges Training Scheme Final Test and submit the Final Written Test papers directly to the Chairman of the Society at least 14 days prior to the test.
  - Organise the Judges Meetings as and when deemed necessary by the GC.
  - Providing periodic feedback to the General Council in relation to activities undertaken.

##### **Patronage Administrator (Appointed by the General Council)**

- Will submit to the Chairman prior to 1 March in each year an annual costing for all projects on which a budget can be based.
- Shall conduct any business in accordance with the rules, conditions and policies of the Society.
- Will work to the budget allocated by the General Council.
- Shall be responsible for the following:
  - Monitoring the Patronage schemes offered by the Society.
  - To make recommendations re any proposed changes to the Patronage structure.

#### **Promotion Administrator (Subject to Contract)**

### **Show Cage Inspector (Appointed by the General Council)**

- Shall be elected by the GC at their first meeting following the ballot.
- Shall conduct any business in accordance with the rules, conditions and policies of the Society.
- Shall be responsible for the following:
  - To be fully conversant with the requirements of BS Show Cages and have the skills necessary to make a competent assessment of newly submitted show cages.
  - Inspection of Show Cages submitted by show cage manufacturers to ensure they meet the requirements for Show Cages as detailed in the Budgerigar Society Standard Show and Team Show Cage specifications.
  - Make recommendations to the GC within 28 days on the acceptability or otherwise of inspected show cages.

### **Assistant Show Cage Inspector (Appointed by the General Council)**

- Shall be elected by the GC at their first meeting following the ballot.
- Shall conduct any business in accordance with the rules, conditions and policies of the Society.
- Shall be responsible for the following:
  - To be fully conversant with the requirements of BS Show Cages and have the skills necessary to make a competent assessment of newly submitted show cages.
  - Undertaking the duties of the Show Cage Inspector should they not be available.

### **Society Closed Ring Inspector (Appointed by the General Council)**

- Shall be elected by the GC at their first meeting following the ballot.
- Shall conduct any business in accordance with the rules, conditions and policies of the Society.
- Shall be responsible for the following:
  - Acting as liaison between the Budgerigar Society and the ring manufacturer concerning Society requested changes to ring specifications and colours.
  - Acting as liaison between the Budgerigar Society and the ring manufacturer concerning any quality issues identified by the Society and/or its members.
  - Provide feedback to the GC within 28 days concerning issues raised.
  - Make recommendations to the GC on ring specification changes.
- **Note. Delivery issues shall be the responsibility of the Society Administrator to resolve.**

### **Contracts/HR Manager (Appointed by the General Council)**

- Shall be elected by the GC at their first meeting following the ballot.
- Shall conduct any business in accordance with the rules, conditions and policies of the Society.
- Shall be responsible for the following:
  - Ensuring that all contracts of employment are current and have been approved by the Chairman of the Society.
  - Maintaining and issuing the approved contracts of employment to all job holders who are "Subject To Contract".
  - Ensuring all contracts of employment have been duly accepted and signed by the job holder.
  - Monitoring job holder performance against the scope of each contract of employment.
  - Undertaking performance reviews as specified in each contract of employment.
  - Making recommendations for renewal and/or termination of contracts of employment initially to the Chairman of the Society followed by the GC.
  - Make payment adjustment recommendations to the Budget Sub-group.

### **Society Historian (Appointed by the General Council)**

- Shall be elected by the GC at their first meeting following the ballot.
- Shall conduct any business in accordance with the rules, conditions and policies of the Society.
- Shall be responsible for the following:
  - Tracing historical development in the domestication and development of budgerigars and the Society.
  - Gathering historical data from sources such as archives, magazines, news files and photographs, as well as collecting data sources such as books, pamphlets, and periodicals.
  - Conducting historical research as a basis for the identification of historic venues and materials.
  - Collecting detailed information on individuals for use in biographies.
  - Interviewing people to gather information about historical events, and to record oral histories.
  - Arranging translation of reference materials if required.
  - Organising data and analysing and interpreting its authenticity and relative significance.
  - Organising information for other means of dissemination, such as CD-ROMs or the Society website.

- Organising information for future retrieval and safekeeping by undertaking and/or coordinating activities for cataloguing and filing of materials.
- Recommending actions to the GC related to historical artifacts, such as paintings, trophies, chains of office and which items to add to a collection or which items to display in an exhibit.
- Sharing research results with Society members and a wider audience through published articles, exhibitions, and lectures.
- Providing periodic feedback to the General Council in relation to activities undertaken.

**Society Rules Administrator (Appointed by the General Council)**

- Shall be elected by the GC at their first meeting following the ballot.
- Shall conduct any business in accordance with the rules, conditions and policies of the Society.
- Shall be responsible for the following:
  - Being fully conversant with the rules of the Society.
  - Interpreting and providing guidance to the GC on all matters affected by the rules of the Society.
  - Making recommendations to the GC on any required rule additions or rule changes.

**N.C.A. Delegate(s) (3 +1 reserves) - (Appointed by the General Council)**

- Shall be elected by the GC at their first meeting following the ballot.
- Shall represent the Society at N.C.A. meetings.
- Shall keep the General Council informed of all matters discussed within 28 days of any meeting.
- Must not commit the Society without prior approval of the General Council.

**W.B.O. Delegate(s) (1 +1 reserve) - (Appointed by the General Council)**

- Shall be elected by the GC at their first meeting following the ballot.
- Shall represent the Society at W.B.O. meetings.
- Shall keep the General Council informed of all matters discussed within 28 days of any meeting.
- Must not commit the Society without prior approval of the General Council.

**GC Board (Appointed by the General Council)**

- Shall be elected by the GC at their first meeting following the ballot.
- Will comprise of the Chairman, Vice Chairman and 3 other GC members plus one reserve.
- Will meet to deal with all disciplinary procedures referred to it by the Society Administrator.
- Will meet in any extreme emergency situation and make recommendations to the General Council.
- Shall conduct its business in accordance with the rules, conditions and policies of the Society as set out in General Rules 3 and 15.

**Budget Sub-group (Appointed by the General Council)**

- Shall be elected by the GC at their first meeting following the ballot.
- Will comprise of the Chairman, Vice-chairman and 3 other members of the GC plus one reserve.
- Will meet in March to discuss all matters of finance, examine the Annual Accounts and set budgets.
- Shall report back to the May GC meeting via the minutes of that meeting.

**Club Show Committee (Show Director Appointed by the General Council)**

- Will comprise of the Chairman or Vice Chairman, Society Administrator, Show Director, Floor Manager, Competition Manager, Front of House Manager and Show Secretary as approved by the General Council.
- In addition to the Chairman or Vice-chairman and the Society Administrator, will consist of Show Director, Floor Manager, Competition Manager, Front of the House Manager and Show Secretary.
- Will be chaired by the Show Director.
- Shall conduct its business in accordance with the rules of the Society.
- Shall deal expeditiously with items referred to it by the General Council.
- Shall deal with matters referred to it by the Chairman.
- Will be responsible for running The Budgerigar Society Club Show to the benefit of the membership and the financial benefit of the Society within the financial constraints as set annually by the General Council.
- The Show Director shall be appointed by the General Council with all other co-opted members positions being nominated by the Show Director for approval by the General Council.
- The Show Director shall report to the General Council by attending the General Council Meeting and via the Club Show Committee minutes.

### **General Council Meetings**

- The Chairman/Vice Chairman (or the appointed representative) will prepare the agenda for all General Council meetings.
- The agenda and all relevant papers will be circulated by the Society Administrator to the Officers and members of the General Council at least fourteen days prior to the meeting.
- The Society Administrator will take the minutes of all committee meetings. If not available a suitable person will be appointed by the Chairman.
- Minutes of all meetings will initially be sent for approval to the Chairman/Vice Chairman (and/or the appointed representative) of the Society. Once approved, the minutes shall be sent to the Society Administrator for circulation to the Officers and members of the GC.
- The Society Administrator shall circulate the minutes with a request that any comments or objections are notified to him within ten days. If there are no comments or objections to the minutes they will be deemed to have been accepted.
- Any comments or objections received within ten days will be passed to the Chairman for consideration and response.
- In the event of the Chairman of the Society agreeing to any alteration or variation of the minutes the necessary adjustment shall be made by the Society Administrator and the revised minutes circulated to the Officers and members of the GC.
- Decisions made at a General Council meeting are final. Any changes must only be made following further discussion at a subsequent meeting.

### **Sub-committee Meetings**

- The Chairman/Vice Chairman (or the appointed representative) will prepare the agenda for all Committee meetings.
- The agenda and all relevant papers will be circulated by the Society Administrator to the Officers and committee members of the committee at least fourteen days prior to the meeting.
- The Society Administrator will take the minutes of all committee meetings. If not available a suitable person will be appointed by the Chairman.
- Minutes of all meetings will initially be sent for approval to the Chairman/Vice Chairman (and/or the appointed representative) of the Society. Once approved, the minutes shall be sent to the Society Administrator for circulation to the Officers and Committee.
- The Society Administrator will circulate the minutes with a request that any comments or objections are notified to him within ten days. If there are no comments or objections to the minutes they will be deemed to have been accepted.
- Any comments or objections received within ten days will be passed to the Chairman for consideration and response.
- In the event of the Chairman of the Society agreeing to any alteration or variation of the minutes the necessary adjustment will be made by the Society Administrator and the revised minutes circulated to the Officers and Committee.

### **Trustees (Confirm by the General Council)**

- Shall be confirmed by the GC at their first meeting following the ballot.
- The GC will appoint 4 Trustees from the membership.
- The GC has the power to replace any Trustee at any time and for any reason.
- The Trustees will carry out their duties as instructed by the GC as outlined in Rule 10 (c).

### **SOCIETY POLICIES**

#### **Publicity/Promotion**

- All Society publicity and promotion material produced by the publicity officer and/or the Promotion Administrator must be submitted to the Society Administrator and the Chairman and Vice-Chairman of the Society for approval before submission to the relevant publication.
- All Society publicity material produced on behalf of the committees or individuals must be submitted to the Society Administrator, Chairman and Vice-Chairman of the Society, and the Publicity Officer of the Society for approval before submission to the relevant publication.
- The Society Administrator will consult the Chairman and Vice-Chairman of the Society and the Publicity Officer before issuing any publicity material.

#### **Correspondence**

- Copies of all letters that directly involve Society business and are written or received on behalf of the Society must be sent to the Society Administrator.
- All correspondence must be acknowledged.

- The use of email for correspondence by General Councillors is acceptable.

#### **Purchasing**

- At least two quotations must be obtained for any item of capital expenditure over £5,000.00.
- All orders for items over £250.00 must be made by the Society Administrator.
- All purchases made on behalf of the Society must be made on Society headed paper.

#### **Invoicing**

- All invoices received on behalf of the Society must be addressed to The Budgerigar Society, 8 Garvie Brae, Tayport, Fife, DD6 9PR.
- All invoices raised on behalf of the Society must be on Society headed paper and state the registered office address and Society VAT number.

#### **Press**

- Factually incorrect articles can be corrected by the Chairman of the Society should he deem it necessary.

#### **Current Expenses**

- Set annually by the Budget Sub-group

#### **Notes on the use of, 'will', 'shall' and 'must' in this document.**

WILL has been used to reflect future tense.

SHALL has a meaning of, 'has a duty to'.

MUST is mandatory and expresses an obligation.