

Guidelines on Affiliation of Specialist Groups to the BNHS (the Society)

(Approved by Council on September 11th 2017)

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.
3. Groups that are affiliated to the BNHS will:
 - a) be entitled to so say on their letterhead or any other literature
 - b) be entitled to apply for a grant from the Society to cover costs such as venue hire, insurance and items of field equipment, if these cannot be met from its own resources. However, it is expected that any affiliated group shall independently find any funds necessary for its day to day activities and operations. Any such grant applications will need to be approved by the BNHS Council and can only be approved on the presentation of appropriate receipts or invoices.
 - c) be expected to acknowledge their affiliation to the Society in any published work, literature and promotional activities.
4. Affiliated groups should not take any course of action or make any statement which would bring the Society in disrepute.
5. Any affiliated group must have adequate insurance cover. The current insurance policy held by the BNHS covers meetings and events held by affiliated groups. Participants attending affiliated group meetings and events are regarded as invited guests and as such are covered by the current BNHS insurance policy, under the public liability clause.
6. Any member of an affiliated group of the BNHS can apply for a grant towards participation in a training course that would support their learning to the benefit of the group. The member must also be a fully paid-up member of the BNHS. A maximum of £100 per group in any one year be allocated towards the training opportunity however the member should be expected to contribute 50% of the course fee themselves with the remaining balance to come from the £100 allocation (to be reviewed regularly). Travel costs are rarely supported by the BNHS and these will be borne by the applicant. The application must, primarily, be approved by the group leader who should be made aware of the course provider, the venue, and the full cost of the course. The application should be submitted to the BNHS Treasurer (cc BNHS Secretary and the BNHS Scientific Secretary) ideally with a minimum of two weeks notice prior to the training event.
7. Application for affiliation, using an application form supplied by the Society*, 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 granting the status of affiliation to any group and for reviewing the

status of all affiliated groups at the annual Council ratification meeting, normally held in April.

8. Where the Society has appointed a Recorder(s) who wholly or partly covers the area of interest of an affiliated group, then the affiliated group shall submit copies of all records and reports to the Society's Recorder(s). The group may submit a separate report direct to the Society's Scientific Committee if it so wishes, and all affiliated groups are encouraged to submit papers and reports for publication in the Society's journal. Similarly, articles for the Society's newsletter "Wild about Beds" would be welcomed from affiliated groups. Where the Society has no relevant Recorder(s), the affiliated group should submit records and reports to the Society's Scientific Secretary, with the aim of a Recorder from the affiliated group being appointed when appropriate.
9. 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 any monies provided by the Society to the group and remaining unspent at the time of disbanding.

* Application forms can be obtained from, and should be returned to, the Society Secretary.

Updated October 2021