

## Background

The British Dragonfly Society (BDS) is a charity and the name is well respected, so we must act at all times in the best interests of our members and bearing these things in mind.

The BDS Trustees would like to actively encourage local groups, but there is a need for these groups to conform to a few basic principles if they wish to use the BDS name and logo.

It is acknowledged that local groups can take many forms; a website, an email group, a group of enthusiasts who collectively organise field meetings, a more formal group with committee members and a programme of various events.

Fully fledged BDS Local Groups are a vital means of communicating with members, through meetings arranged locally and often, though not invariably, through the transfer of dragonfly records. They are the means by which we seek to achieve good national coverage of dragonfly recording, to help service the needs of members locally and to raise awareness and skill levels amongst enthusiasts. Members wishing to set up or enhance a Local Group in any area should seek the support, help and advice of BDS Trustees who may be able to facilitate initial arrangements.

## Local Groups wishing to use the BDS name and/or logo should:-

- Be known to the BDS Board of Trustees and be organised by at least one current BDS member.
- Have current contact details listed on the BDS website.
- Advertise all organised events on the BDS website, so that they are known to the Society and covered by BDS insurance. Details should be sent to the BDS Field Meetings Organiser (contact address in Dragonfly News) who will collate and pass on the list of events to the BDS Webmaster and to the Editor of Dragonfly News.
- Advertise all events where possible in the list of Field Meetings in Dragonfly News by first sending details to the Field Meetings Organiser as above.

NOTE: If an event is to a private site or the numbers attending are restricted for other reasons, this should be clearly explained in the submitted text for publication. Event details should still be submitted to the BDS Field Meetings Organiser for inclusion in the BDS website events list. This will ensure the event is covered by BDS insurance.

- If any field meeting or other event is a joint venture with another organisation, the Local Group should agree the split of responsibilities with the other organisation in advance of the event. In most cases a 50/50 split of responsibilities between the two organisations would be appropriate.
- Encourage all local group members to be members of the BDS.
- Encourage all local group members to submit dragonfly records to the appropriate VC Recorder.
- Aim to advertise their existence and what they do in the appropriate section of the BDS website in order to encourage more local BDS members to join them.
- Be financially independent of the BDS.

## Local Groups must not :-

- Bring the name of the BDS into disrepute.
- Generate liabilities to the Society without the prior approval of BDS Trustees.
- Use the BDS name for campaigning without first gaining the permission of the BDS Trustees for each separate campaign.
- Speak or give opinions or give advice on behalf of the BDS without the prior approval of the BDS Trustees. (Speaking from a personal perspective as an individual species expert is different – please see the note below).

NOTE: Local Group leaders, VC Recorders and other BDS members are often asked to advise on local dragonfly issues. We do not wish to restrict this valuable dialogue at a local level and would in fact hope to encourage it. It must however be made clear that any advice given is provided by the individual local expert and not by the Society as a whole. It may be useful for local experts to view the BDS policy on 'Planning Issues and Site Threats' where their opinions are sought on such matters.

- Open or run bank accounts in the BDS name, unless these are clearly identified as purely local group accounts, separate from those of the BDS as a charity.

The BDS reserves the right to request Local Groups that act outside these guidelines to remove the BDS name and logo from their titles, website addresses and all other material.