

CONSTITUTION & POLICIES

This section contains the following documents:

- Constitution
- Euthanasia Policy
- Code of Conduct for Rehabilitators and Fund Raisers
- Re-homing Policy
- Disposal Policy

Photograph taken of an original work by Pollyanna Pickering, one of our Patrons



CONSTITUTION

1. The organisation shall be known as RAPTOR RESCUE.
2. The objects of Raptor Rescue shall be to promote the care of wounded and sick raptors and to return to the wild those which are fully cured. And in furtherance of these objects but not further or otherwise, the organisation shall have the following powers:
 - to collate and store relevant information for reference purposes;
 - to provide adequate and suitable housing for birds during treatment;
 - to assist in the preservation and protection of raptors.
3. Membership of the organisation shall be open to all persons who are in agreement with the rules set out within the Constitution. Membership will be divided into the following categories.
 - Household Member - multiple persons sharing same address
 - Junior Member - young persons, under 16 years
 - Wildlife Centre Membership - raising own funds

The Board of Trustees shall be empowered to amend the categories of membership should they be in unanimous agreement that such changes would benefit the charity.

4. The Board of Trustees shall be empowered to elect Honorary Members of the organisation. They would be entitled to all the privileges of ordinary members except that they may not vote at the Annual General Meeting, nor propose candidates for election to the Board.
5. The affairs of the organisation shall be managed by the Trustees who form the Board which shall consist of not more than 14 members and not less than 6 members. The Trustees shall be split into two groups; only one group will be elected at each Annual General Meeting to serve for a two year period. Nominations for Trustees shall be proposed by a member in writing prior to the A.G.M. all such nominations shall be seconded by a member at the A.G.M. The Board at the first meeting following the A.G.M. shall appoint the positions of Chairperson, Vice-chair, Secretary, Treasurer, Newsletter Editor and Stock Control Officer.
6. Should any member of the Board resign during his or her term of office, the Board shall have the power to co-opt an ordinary member in his or her place, to serve until the next A.G.M.

7. Membership shall be on an annual basis, subject to the payment of a subscription, fixed annually by the Board. Membership subscriptions will fall due on each anniversary of first joining. Any member whose subscription remains unpaid for three months after it was due shall cease to be a member.
8. Only those persons who have permission of the Board are authorised to use the Raptor Rescue name at shows, lectures or other similar functions. Any such persons so engaged shall ensure that fund raising rules and the code of practice for the use of live birds are adhered to.
9. If, in the opinion of the Board, the conduct of any member shall be prejudicial to the interests of the organisation, then the Board shall have the power to request such a member to resign. If the member, so requested, does not resign within one calendar month, he or she shall be liable to expulsion by the Board.
10. The Annual General Meeting shall be held at such time and place as shall be decided by the Board. The business of the A.G.M. shall be to:
 - receive and approve reports on the activities of the past year from the Chairman;
 - receive and pass the accounts of the organisation;
 - transact any other business on the Agenda.
11. No amendment or alteration to the Constitution shall be made, except at the A.G.M. by a two-thirds majority of the members present. The Board is empowered to make emergency by-laws, which must be submitted to the next A.G.M. No amendment shall be made which would cause the Charity to cease to be a charity at law.
12. Voting shall be by either Closed Ballot or Show of Hands, this being dependent upon the nature of the business being transacted.
13. The Board shall meet at least four times a year and on other occasions, as shall be deemed necessary. For the purpose of passing new resolutions, six Board Members shall constitute a quorum.
14. The Board shall have the power to call an Extra-ordinary General Meeting, and shall be bound to do so, on receipt of notice in writing, signed by not less than three members. The business to be transacted must appear on the Agenda and no other business be discussed. However, should the Chairman, supported by the Board, consider that such a call be of a trivial nature, the matter shall be put in writing, to the membership as a whole.
15. The Board shall have the power to appoint, at any time, a sub-Board for any purpose connected with the organisation, whenever their advice or assistance may appear desirable, provided always that the actions and proceedings of any such sub-Board (or persons referred to in that way) shall be fully and promptly reported to the Board.

16. All money belonging to the organisation and not invested, shall be paid, by the Treasurer, into a separate account in the name of the organisation, at a bank to be named by the Board. Cheques issued on behalf of the organisation shall bear the signature of the current Treasurer and also of one other duly appointed Trustee.
17. The organisation's financial year shall end one calendar month before the A.G.M., to enable an independent examiners report to be submitted at the A.G.M.
18. If, at an Annual General Meeting or an Extra-Ordinary General Meeting, a special resolution to wind up the affairs of the organisation shall have been duly proposed and passed, so much of the assets of the organisation shall be realised as may be required to discharge all liabilities, and any remaining assets shall be transferred to a charitable institution having similar objectives.
19. The Board shall ensure that a review of the organisation's affairs is published annually

History

2008 – change to para 5 – number of Trustees increased from 10 to 14

2009 – change to para 7 – 'unpaid for 1 month' to 'unpaid for 3 months'

EUTHANASIA POLICY

1. **CASUALTIES FOR EUTHANASIA** (in every case)
 - a) Loss of wing or leg/foot
 - b) Suffering from terminal illness
 - c) Totally blind
 - d) Injured so severely it would be cruel to:
 - i) attempt treatment initially or
 - ii) sustain life in the light of subsequently identified injuries
 - e) Total permanent loss of flight (e.g. due to ankylosed joint)
2. **REHABILITATORS MAY RETAIN BIRDS** unable to be re-released (other than those in the above categories) for rearing orphaned young birds or any similar purpose, such as avoiding imprinting.
3. **NO BIRD WHICH IS RETAINED** should adversely affect a rehabilitator's resources, which would otherwise be available for the treatment of birds viable for re-release. Any retained birds **NOT USED** for purposes as in point 2 above, should be found a suitable home other than with the rehabilitator. A full history and all necessary documentation should accompany any bird passed on. It will be the rehabilitator's responsibility to ensure any foster home is suitable for the relevant bird.
4. **IMPRINTED SOCIALLY DISORDERED OR CROSS-FOSTERED BIRDS** should never be released. It is for the individual to decide on retention or otherwise, but the recommendations in section 3 should also be applicable to imprints.
5. **ANY BREEDING** from retained permanently disabled wild birds for release purposes is not to be associated with Raptor Rescue other than with the prior written consent of the Committee. Raptor Rescue does not sanction the sale of progeny from permanently disabled wild birds and individuals must not associate the Charity with any such transaction. Raptor Rescue will not knowingly accept any financial benefit arising from the sale of such birds.
6. **EUTHANASIA** should always be carried out by a veterinary surgeon, unless unnecessary suffering would be caused by any delay in receiving veterinary assistance. Rehabilitators should familiarize themselves with the most suitable methods of euthanasia available in such circumstances.

History

1998 – Initial issue

2001 – General revision

CODE OF CONDUCT FOR REHABILITATORS AND FUND RAISERS

General Rules

1. Any person wishing to carry out fund raising for Raptor Rescue must have a current letter of 'Authority to Fund Raise' issued by the Board of Trustees before he/she starts to participate in such activities.
2. It is desirable that they have and display a photo ID badge supplied by Raptor Rescue.
3. Any person using a Raptor Rescue collecting box or bucket shall be required to sign for it and agree to comply with the guidelines.
4. On completion of each and every fund raising event, full and detailed accounts shall be forwarded to the treasurer, no later than 14 days after the event.
5. No expenses incurred to be taken from any funds raised. At the discretion of the Board of Trustees, bona fide expenses, accompanied by appropriate receipts, will be reimbursed on submission of a claim to the Treasurer.
6. All rehabilitators must follow the guidelines set out in the Raptor Rescue Code of Practice.
7. Your status within Raptor Rescue cannot be exaggerated e.g. if you are a rehabilitator then you must not say or give the impression that you are an accredited rehabilitator.
8. Any request for a quote from any media source must be referred to the Chairman in the first instance or any other Trustee who is available.
9. Raptor Rescue does not currently have a policy for ringing rehabilitated birds. Rehabilitators cannot ring any bird in their care unless they hold an appropriate BTO licence and are acting as a BTO ringer.
10. Should the Trustees have reasonable cause to believe that any fundraiser has not complied with the rules, he or she may be required to appear before the Board of Trustees, or provide a written explanation. If any member ignores such a requirement their membership may be terminated. The Trustees may also terminate their membership if not satisfied with any explanation given. The Trustees also reserve the right to withdraw, from any person, permission granted to use Raptor Rescue Charity status to raise funds.

USE of LIVE BIRDS

1. If using live birds at any fund raising event on behalf of Raptor Rescue, then you must have a copy of the Raptor Rescue Insurance policy, available from the Treasurer.
2. A condition of our insurance is that no members of the public handles, stokes or touches one of the display birds.
3. Any person using live birds whilst engaged in fund raising must adhere to the following:
 - a) The welfare of the birds is of prime importance.

- b) Birds used must be captive bred or wild socially disordered and registered as such (if necessary) together with an exemption certificate to show the bird.
- c) Birds must NOT be physically disabled.
- d) Birds must be well manned.
- e) Birds should only be handled by the display personnel carrying out the shows and should not be passed to the public at any time.

POINTS TO CONSIDER : Shade ; Handling ; Condition of bird ; Water supply, Water spray ; Equipment, suitable and secure for species used.

USE of COLLECTING BOXES & BUCKETS

Legal requirements relating to the use of collection boxes generally

1. Guidelines for street collections contained in a Schedule to the Charitable Collections (Transitional Provision) Order 1974 have been adopted, with minor variations, by the Metropolitan and City districts of London, and all other District Councils. The House-to-House Collections Act 1939, and the House-to-House Regulations, 1947, apply nationally, with some variations in Scotland. Copies of relevant laws and regulations should be available from the respective authorities above, and fundraisers are advised to be familiar with them. Applications for permission to hold street and house-to-house collections should be made to the local Town Hall; or in the Metropolitan district of London to the Metropolitan Police. A copy of any such application should be sent to the secretary of the charity.
2. The Guidelines require that for public collections all boxes shall be properly labelled, numbered and sealed.
3. All boxes shall display prominently the title of the charity or fund that is to benefit, and bear a number held in a register by the promoters licensed to hold the collection.
4. No person may assist or take part in any collection unless in possession of a written authority signed by an officer of the charity. Any person authorised as above shall produce such authority forthwith for inspection on being requested to do so by a police officer.

Boxes left on private premises

1. Boxes not used as above (e.g. those left in shops, pubs, clubs, etc.) should still comply with (2) and (3) above. In addition, a contact telephone number should be shown of an office authorised to arrange the prompt emptying of the box. Boxes should be emptied regularly, at least every six months, and preferably in the presence of the boxholder. Authority and identification should be shown, and the box holder given a receipt.
2. Details of where each collection box is being used should be sent to the secretary of the charity.
3. Box seals should be checked and any sign of tampering should be reported to the authorised promoters of the collection. On no account should any attempt be made to re-use seals.

History

2004 - Use of Collection boxes & buckets added

2009 – General updates to General Rules & Use of Live Birds

RE-HOMING POLICY

Raptor Rescue does not normally re-home wild injured birds of prey/owls. Occasionally when a vet confirms a bird cannot be released back into the wild as its injuries would mean it would not survive, but where it would have a comfortable life in captivity, do we consider re-homing wild injured birds. However, occasionally we rescue or are passed captive bred birds which we will always endeavour to either return to their owner or re-home.

Raptor Rescue will always try to ensure that any birds re-homed are placed with competent experienced people. To that aim, we ask anyone wanting to re-home a bird of prey/owl to complete our 'Application to Re-Home a Bird of Prey' Form, Part 1. This form must be completed in full and accompanied by the requested additional information i.e. photos of facilities, copy of certificates etc.

Each application will go before the Board of Trustees at the next quarterly meeting for approval and the applicant will be notified of the outcome immediately after the meeting. If successful the details will be added to our list. If unsuccessful the applicant will be advised of the reason and will have the opportunity to correct any issues. Trustee meetings are usually held in January, April, July and September, with the AGM in October.

Once an application has been accepted by the Board of Trustees and if a suitable bird is found, the applicant will be expected to agree to and sign the declaration, as shown on the Re-home a Bird of Prey Part 2 transfer form before any bird is handed over.

Any captive bred bird that is not already micro-chipped will be at the original or new owners' expense who will also be expected to pay for all transportation costs. Every bird being transported **MUST** be accompanied by a completed *Animal Transport Certificate* in accordance with Article 8 of the Welfare of Animals during Transport Order 1994.

History

2009 – Initial Issue

2009 – Micro-chipping, transport costs and Transport Certificate added

DISPOSAL POLICY

1. It is important that dead birds and parts thereof are disposed of in a responsible way.
2. Many of these birds (certainly those native to the UK) are protected by law therefore it is important to ensure that the bird was in your possession legally. Unless the bird has an Article 10 certificate and/or a Schedule 4 certificate from Animal Health then it is illegal to sell the carcass to anyone, including taxidermists.
3. **Raptor Rescue** does not sanction the sale of any part of a carcass of any wild or captive bred birds and individuals must not associate the Charity with any such transaction. **Raptor Rescue** will not knowingly accept any financial benefit arising from the sale of such.
4. **Raptor Rescue** rehabilitators may choose to send specimens to reputable scientific organisations. A number of research centres are prepared to carry out a post mortem on dead raptors to aid their study. Details should be recorded on the admission / treatment forms and the secretary of the charity advised of the organisation.
5. All **Raptor Rescue** accredited wildlife hospitals that also hold a zoo license must dispose of any dead specimens in accordance with their license. This may require the carcasses to be collected by a specialist licensed waste management service and appropriate records kept.
6. Other recommended methods are:
 - a. Since the Avian Flu situation reference should be made to your local council and Defra web pages for up to date information regarding disposal.
 - b. Disposal via your local veterinary practice.
 - c. Cremation or burial.
7. If the bird was being treated for poisoning, shot, trapped etc. then please notify your local Police Wildlife Crime Officer. It is possible that the carcass will need to be retained for evidential reasons.
8. Notify Animal Health of unusual mortality or "die off "of wild birds. They have a monitoring scheme.
9. It is worth considering the implications of the Animal By-Products Regulations (ABP) when disposing of birds as wild animals. When suspected of being infected with diseases communicable to humans or animals they fall within Category 1 of the ABP Regulations and would have to be disposed of in line with these regulations.

History

2009 – Initial issue