

GROUP NAME

CONSTITUTION AND RULES

Name and Objectives

1. The name shall be **GROUP NAME**. (Referred to below as 'the Group'). The **GROUP NAME** is a group of active volunteers raising marine awareness to empower our community in protecting the local marine environment. The three word strapline of the Group is '**THIS – THAT – THE OTHER**'.
2. **The objectives of the Group shall be to:**
 - Inspire the community through engaging and motivating events, campaigns and projects.
 - Work with local groups, organisations and schools to raise awareness about marine conservation.
 - Monitor and record marine wildlife to support conservation efforts.
 - Engage with local businesses so that together we can have a positive effect on the local marine environment through waste reduction, consumer engagement and other community initiatives.

Powers

3. For the pursuit and fulfilment of the Group's objectives its powers shall include involvement, discussion and liaison on marine and coastal conservation matters, publications, the arrangement of lectures, outdoor and indoor events and activities for members of the Group and the general public, the arrangement of suitable insurance for the foregoing, the raising and utilisation of funds for the benefit of marine conservation activities in the local area and the ongoing support of the Group.

Membership

4. The Group shall have a core committee comprising three officers, namely Chair, Secretary/Coordinator, Treasurer, and any other members considered necessary for the efficient administration of the relevant section.
5. The Chair of the committee group shall be the Chair of the Annual General Meeting and committee meetings. In the absence of the Chair, other members of the committee shall cover the Chair's responsibilities.
6. Membership of the Group shall be open to any member of the general public with an interest in marine conservation in **AREA**. Membership shall be by annual subscription. Every member on joining either section implicitly undertakes to comply with the constitution rules.

Subscriptions

7. There shall be two categories of membership (family and individual): The annual subscription for membership shall be such sum as the officers of the core committee decide. Membership will last for a year, starting from the date of subscription. Any member failing to make payment of their annual subscription shall be deemed to have resigned their membership.

Committee Group

8. The elected core committee will have the general control and management of the Group. The core committee shall manage the Group's affairs and administer its funds. As the group continues to grow, a separate working group(s) may be formed. For now, the committee will attend the **SPECIFIC GROUP/ADVISORY BODIES** meetings to seek advice and appropriate updates on any environmental matters within the **AREA**.

Committee members shall be elected at the Annual General Meeting and shall hold office for one year, retiring at the AGM and shall be eligible for re-election. Election shall be by a show of hands unless the number of candidates duly proposed and seconded for election shall exceed the number of vacancies in which case the election shall be by ballot.

Accounts and Accounting

9. The core committee Group shall apply the funds of the Group in such manner as they think fit for the benefit of the Group and the furtherance of its aims. It shall be the responsibility of the treasurer to keep a complete and accurate account of the Group's finances. The financial year of the Group shall be deemed to end on 31st March.

General Meetings

10. An Annual General Meeting shall be held [in the month of March or April in] each year on a date to be set by the Chair. No business (except the passing of the accounts, the election of the core committee Group and any business that the committee group may order to be inserted into the meeting) shall be discussed at such meeting unless notice thereof, proposed and seconded by members, be given to the Secretary in writing at least 28 days prior to such meeting.
11. The Secretary shall, at least 7 days before the date of the Annual General Meeting or any General Meeting e-mail each member written Notice thereof and the Agenda of the business to be brought forward thereat. Minutes will be kept of all General Meetings.
12. The core committee group may at any time call an Extraordinary General Meeting for any special business. The discussion at such general meeting shall be confined to the business sent to the members in the Notice.
13. 5 members (or if the total membership of the Group is less than one fifth of said total) may join together to summon, or cause the Secretary to summon, by notice as herein mentioned an Extraordinary General Meeting. Resolutions to be considered, signed by the proposer and seconder, shall be given in writing to the Secretary and on receipt of these a meeting shall be convened within 28 days. The Chair shall decide the date, time and place of the meeting and the order of business.
14. At the Annual General Meeting or *any* General Meeting each member shall have one vote. Postal or proxy votes shall not be permitted. Voting shall be by a show of hands and by simple majority. In the case of equality of votes (abstentions not constituting a vote) the Chair of the meeting shall have a second or casting vote.
15. A General Meeting may at any time remove any member from any office which he or she may hold within the Group by majority vote taken by ballot.

Miscellaneous

16. No money or property of the Group or any surplus arising from the carrying on of the Group shall be applied otherwise than for the furtherance of the aims of the Group.
17. These rules may be amended by a written Resolution, of which due notice has been given in accordance with Rules 11 and 14, passed at a General Meeting by at least two thirds of the votes cast by the membership present.
18. If at any time the conduct or action of a member of the Group is, in the opinion of the core committee group or of a General Meeting, deemed to be harmful to the Aim or Objectives of the Group, they shall be liable to expulsion from the Group, provided that, before expelling any members, the core committee group shall call upon them for an explanation of their conduct and shall give them an opportunity of explaining themselves or resigning their membership. The member may bring a friend to support them at any such meeting.
19. In the event of the Group ceasing to exist, any remaining assets shall be distributed to suitable not-for-profit bodies so as to benefit the causes of marine conservation in **AREA** or similar marine areas.
20. The Data Protection Act states that we have to inform you that members' information may be held on a computer. Members' details will be processed fairly and lawfully and in accordance with the Group's legitimate activities. The Group does not and will not sell, rent or exchange its e-mail list.

21. Equalities Statement – The Group is open to everyone, regardless of race, nationality, gender, sexual orientation, gender reassignment, disability and /or age. At all times people's feelings will be valued and respected.

Constitution as agreed Monday 24th July 2017