

## **GROUP NAME Constitution**

### **Name**

The name of the organisation shall be GROUP NAME (hereafter referred to as 'the Group').

### **Aim**

The aims of GROUP NAME shall be to conserve, further discover and enhance the special natural environment of the AREA (defined as DEFINITION).

To achieve this we will:

- a. Survey and monitor the natural capital of AREA to better understand protect and conserve what we have now.
- b. Embark upon conservation and development projects working with other organisations, businesses and other key local stakeholders to complement their initiatives, in order to enhance our special environment.
- c. Engage local people, organisations, businesses and other key local stakeholders by involving them in wide-ranging biodiversity/sustainability projects, from education, discovery and data collection to practical activities with positive community outcomes.
- d. Seek to inform both local, county and national policy and practice in favour of wildlife interests.

### **Powers**

To further these aims the committee shall:

- a. Obtain, collect and receive money or funds by way of contributions, donations, grants and any other lawful method towards the aims of the Group.
- b. Contact local authorities, specialist groups and individuals, voluntary organisations and the residents of AREA in a common effort to carry out the aims of the Group.
- c. Do all such lawful things as will further the aims of GROUP NAME.

### **Membership**

- a. The Group shall have a core committee comprising of three officers; namely Chair, Secretary/Coordinator and Treasurer.
- b. The group shall have other officers considered necessary for the efficient administration and delivery of relevant sections.
- c. Membership of the Group shall be open to any member of the general public with an interest in GROUP NAME.
- d. GROUP NAME has the power to create different types of membership categories as and when required for example these can be Individual, Family, Friend and Business.

- e. New membership categories can be created at an AGM or EGM
- f. Membership categories can be removed at an AGM or EGM.
- g. GROUP NAME has four defined membership categories – Friend, Individual, Family (those living in one household) and Business.
- h. All categories of membership will run for a period of one working year: 1<sup>st</sup> April – 31<sup>st</sup> March.
- i. The Core Committee shall have the power to approve or reject applications for membership or to terminate the membership of any member provided that the member shall have the right to be heard by the committee before a final decision is made.

### **Subscription and Members Benefits**

- a. Subscription's for membership categories will be decided at the AGM and will last for a period of 1 year.
- b. Benefits of different membership categories will be decided at the AGM and will last for a period of 1 year.
- c. Anyone under the age of 24 shall be exempted from paying any fees for GROUP NAME events and activities except in exceptional circumstances as determined by the Core Management group.

### **Management**

- a. 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.
- b. As the group continues to grow a separate working group(s) may be formed.
- c. Committee members shall be elected at the Annual General Meeting (AGM) and shall hold office for one year, retiring at the AGM and shall be eligible for re-election.
- d. 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 election shall be by ballot.
- e. A proper record of all transactions and meetings shall be kept.

### **General Meetings**

- a. An Annual General Meetings (AGM) shall be held in the month of April each year on a date set by the chair. No business, except the passing of the account, the election of core committee Group and any that any business that the committee Group may order to be interested at the meeting, shall be discussed at the meeting unless notice thereof, proposed and seconded by members, be given to the Secretary in writing at least 28 days prior to such a meeting.

- b. The Secretary shall, at least 7 days before the date of the AGM or any General Meeting email each member written notice there of the Agenda of the business to be brought thereat.
- c. Minutes will be kept of General Meetings.
- d. The Core Committee Group may at any time call an Extraordinary General Meeting (EGM) for special business. The discussion at such general meeting shall be confined to the business sent to the members in the Notice.
- e. Five 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 herein mentioned an EGM. 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.
- f. At the AGM or any General Meeting each member shall have one vote. Voting shall be 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 casting vote.
- g. 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.

### **Accounts**

The core committee Group shall apply the funds of the Group in such a manner as they think fit for the benefit of the Group and furtherance of its aims.

- a. It shall be the responsibility of the Treasurer to keep a complete and accurate account of the Group's finances.
- b. The financial year of the Group shall be deemed to end on 31<sup>st</sup> March.

### **Miscellaneous**

- a. 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.
- b. The Constitution may be amended by written Resolution, of which notice must be given, and passed at a General Meeting.
- c. 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 aims of GROUP NAME.
- d. In accordance with the Data Protection Act GROUP NAME will inform members' information may be held on a computer. Members' details will be processed fairly and lawfully and in accordance with the Group's activities.

The Group does not sell, rent or exchange its email list.

**Equality**

GROUP NAME is open to everyone regardless of race, nationality, gender, sexual orientation, general reassignment, disability and/or age. At all times people's feelings will be valued and respected.

Signed by Chair..... Date.....

Signed by Secretary..... Date.....

Signed by Treasurer..... Date.....