

Friends of Wick Golden Valley Local Nature Reserve

Constitution

(adopted at the inaugural meeting of the Friends of Wick Golden Valley Local Nature Reserve, on 31st March 2003)

1. **Name**
The name of the voluntary association will be 'FRIENDS OF WICK GOLDEN VALLEY LOCAL NATURE RESERVE' (hereafter called "The Group").
2. **Aim**
To ensure the Local Nature Reserve is maintained and conserved for the benefit of local people and wildlife, through active community involvement.
3. **Objectives**
 - To work in partnership with the landowners (RMC Aggregates (South West) Ltd) and South Gloucestershire Council to ensure the delivery of the Management Plan for the Local Nature Reserve.
 - To offer practical support for the management, promotion and education relating to the site as directed by RMC Aggregates (South West) Ltd) and South Gloucestershire Council.
4. **Powers**
The Group shall have the power to raise funds, hold assets, recruit volunteers and employ staff and to sub contract works to relevant agencies.
5. **Membership**
The membership will be open to anyone who is interested in the reserve. Any subscription for membership shall be determined and paid at the Annual General Meeting (hereafter called "AGM") of the Group. This will then give a voting right. Junior membership will be encouraged and open to people under the age of eighteen. Junior members have no legal voting rights.
6. **Executive Committee**
The executive committee shall comprise of eight members plus four officers, a majority of whom live or work within Wick, elected by one vote per member at the AGM. Voting result shall be determined by a majority show of hands. The full committee will be elected at the inaugural meeting and subsequently at the AGM of the Group.

In addition the executive committee may co-opt additional members as non-voting members of the committee. Members of the Liaison Group, including representatives from RMC Aggregates (South West) Ltd, Wick and Abson Parish Council and South Gloucestershire Council may attend as non voting members.

Sub committees will be led by a member of the executive committee and will have a minimum of three members. The sub committee will report to the executive committee.

Two committee members shall represent the Group on the Golden Valley Local Nature Reserve Liaison Group.

A quorum for a committee meeting shall be five voting members including at least one officer.

The nominations in writing are to be in at least fourteen days before the AGM, except the inaugural meeting where nominations must be in by 5pm on Tuesday 25th March 2003.

Committee meetings will be called with at least seven days notice.

7. Officers of the Executive Committee

Posts include The chair, The Vice Chair, The Treasurer and The Secretary.

- The Chair: responsible for chairing the Group, executive committee and, where necessary, sub-committee meetings, and to report back to the Group and executive committee. The chair will have the casting vote when necessary.
- The Vice Chair: will subsequently move to the post of the Chair.
- The Secretary: to call Group, executive committee and Annual General or special general meetings, and to ensure that effective communication between the executive committee and the Group is maintained. The Secretary will also be responsible for recording, producing and distributing minutes and the production of the annual general report.
- The Treasurer: to keep the Group's accounts, to arrange an annual audit of the accounts, and to produce the financial report for the annual general report.

8. Meetings

Annual General meetings (AGM):

- An AGM shall be called once a year, not more than three months following the end of the financial year.
- Every AGM shall be called by the executive committee with at least twenty-one days notice.
- The quorum of the AGM will be fifteen voting members.

General Meetings:

- An Extraordinary General Meeting (EGM) can be called by the executive committee or by ten voting members.
- Procedures of a EGM shall be in accordance with those of an AGM. Notification of a meeting must state the business to be discussed and be made within a minimum of four days.

Committee Meetings:

- There will be a minimum of six committee meetings per year.

Minutes and notification of all meetings will be posted on the Wildspaces website (www.wildspaces.info) and on Wick & Abson Parish Council Notice Boards. Minutes and agenda of the AGM will be posted to members.

9. Finances

The Financial year of the group will be 1st April to the 31st March. Full accounts shall be kept of the Group's monies (by the Treasurer) and shall be audited by an independent auditor on an annual basis. The accounts shall made available on request by any Executive Committee member and a current financial report shall be made to the Executive Committee at their committee meetings. All cheques drawn on the account must be signed by two signatories, one of whom will be the Treasurer.

10. Equal Opportunities

The Group is open to all people irrespective of nationality, race, ethnic or national origin, gender, disability, age, sexuality, political and religious belief who accept the aims of the group. The group will not tolerate any discriminatory language or behaviour and will view it as grounds for suspension or termination of membership. The executive committee by unanimous vote and for good reason may terminate the membership of any individual deemed not to have accepted the aims of the group. The individual, who may be accompanied by a spokesperson, has the right to be heard by the executive committee, before a final decision is taken.

11. Amendments to the constitution

The constitution may be altered by a resolution passed by not less than two thirds of the members present and voting at an AGM or EGM. The notice of such a meeting must include notice of the resolution, setting out the terms of the alteration proposed.

12. Dissolution

A decision to dissolve the Group can only be taken by majority vote at an AGM or an EGM.

Any remaining assets will be:

- i) used to pay any outstanding debts.
- ii) transferred to any other voluntary organisation that shares the same principles and aims of the Group.