

Willaston Meadow

Constitution for Friends Group

1. NAME

The name of the Group shall be The Friends of Willaston Meadow (hereinafter called the Group).

2. DEFINITION

The Willaston Meadow constitutes the Big Meadow, Jackson's Pond, Dead Man's Pond, School Wood and the community orchard.

3. OBJECTS

- a. To foster and promote the conservation and management of Willaston Meadow for the benefit of the community.
- b. To produce and implement, in collaboration with the Local Authority, a sustainable and environmentally friendly management plan that maintains the neutral grassland in the Big Meadow and increases diversity of plants and wildlife throughout the area.
- c. To be accepted and included in the register of recognised groups with the Local Authority.
- d. To facilitate the Willaston Meadow as an educational and community resource.

4. MEMBERSHIP

Membership shall be open to all people with an interest in furthering the work of the Group and who have paid the annual subscription as laid down from time to time by the Executive Committee. A formal receipt shall be given for all payments received.

A membership list with names and addresses shall be kept for record purposes.

Any member(s) acting against the best interests of the Group may be removed from the Group by a resolution of at least three-fourths of the members present and voting at a General Meeting of the Group.

5. OFFICERS AND COMMITTEE

The Group shall have an Executive Committee consisting of Chairman, Secretary and Treasurer, plus up to six committee members. They shall retire annually but be eligible for re-election; but in order to ensure continuity in the affairs of the Group, it is necessary that the Chairman should hold office for at least two years.

The Committee shall meet as often as may be necessary, three members being sufficient to form a quorum. It shall have the power to co-opt additional committee members, as required, and to fill any casual vacancy in any of the offices, or in the Committee. Any person so appointed shall hold office until the next Annual General Meeting of the Society.

5. DUTIES OF THE COMMITTEE

- a. To control the affairs of the Group and to make decisions on the basis of a simple majority vote. The Chairman shall have an additional casting vote in the event of tied votes.
- b. To produce a members' newsletter periodically, the frequency being at the discretion of the Committee.
- c. To keep accurate accounts of the Group's finances through the Treasurer. These shall be available for reasonable inspection by members and shall be audited before, and available at, the Annual General Meeting.
- d. To maintain a bank account in the Group's name, required at least two unrelated officers to sign each cheque.
- e. To raise funds to support the objects above.

6. ANNUAL GENERAL MEETING

The first AGM shall be held no later than 31st May 2005 and once in each year thereafter.

At such meetings, the business shall be as follows:

- a. To elect officers and committee members.
 - b. To present an Annual Report on the work of the Committee.
 - c. To present a Statement of Accounts for the preceding year ended 31 March.
 - d. To appoint one or more Auditors.
 - e. To decide on any resolution duly submitted to the Meeting for consideration.
- No resolution other than those relating to the adoption of the Report and Accounts shall be moved at the Annual General Meeting unless a notice in writing, signed by the member who proposes to move it and stating its terms, has been received by the Secretary at least seven days before the date appointed for the holding of such Annual General Meeting.

The Chairman of the Meeting shall, at his/her discretion and with the consent of the majority of members present, have the power to admit resolutions of which notice has not been given, if such resolutions shall not involve any alterations of the rules.

At least seven days before the Annual General Meeting a notice of such Meeting shall be sent by circular or otherwise to every member.

The quorum for the Annual General Meeting shall be at least six members.

7. SPECIAL GENERAL MEETING

A Special or Extraordinary General Meeting of the Group shall be called by the Secretary at the request of the Committee on the requisition of at least six members of the Group.

At least seven days' notice shall be sent to every member prior to such meeting, and such notice shall specify the business to be transacted at such meeting. No other business than that specified shall be transacted at such meeting.

8. NOTICES

Any notice may be served on any member either personally or by mail. The accidental omission to give notice of any meeting to, or the non-receipt of any such notice by, any member, shall not invalidate any resolution passed at any meeting.

9. ALTERATIONS TO THE CONSTITUTION

Any proposed changes to this constitution must be agreed by at least two-thirds of those members present and voting at any General Meeting.

10. DISSOLUTION

- a. The Group may be wound up at any time if agreed by at least two-thirds of those members present and voting at any General Meeting.
- b. In the event of cessation of the Group, any outstanding expenses or debts shall be paid from the funds accrued. Any remaining funds shall be paid to non-profit-making or charitable organisations or groups as the Committee in its absolute discretion shall see fit.
- c. The Group's bank account shall be closed and a final balance sheet kept on record for inspection.
- d. The Local Authority shall be notified.