

The Friends of Ewelme Watercress Beds and Local Nature Reserve Constitution

1. Name

The name of the association is, The Friends of **Ewelme Watercress Beds and Local Nature Reserve** – hereafter referred to as “**The Site**”.

2. AIMS AND OBJECTIVES

- To represent the interest of the members in all matters relating to The Site
- To assist the Management Team in their work on The Site
- To work with other organisations for the good of The Site
- To help preserve the industrial archaeology of The Site
- To help preserve, and where possible enhance the range of wildlife habitats

3. POWERS - To further these objectives the Association may, among other things:

- Collect and distribute information
- Accept donations
- Engage in Fund-raising activities for the benefit of The Site
- To make donations to support work on The Site when agreed by the majority of the committee

4. MEMBERSHIP

- Membership shall be open to all with an interest in the aims of the association
- Members will pay an annual subscription
- The subscription to be decided annually

5. ELECTION OF THE COMMITTEE

- The activities of the membership shall be managed by a committee that will consist of: Chairperson, Vice – Chairperson, Treasurer, Secretary and three other members.
- Members of the Friends wishing to stand for election should be proposed by a paid up member and seconded by a paid up member, using the appropriate form (available from the secretary). The form must be signed and returned to the secretary no less than fourteen days before the AGM
- The committee will be elected by a simple majority of members present at the AGM, who are entitled to vote
- The committee may, at other times if necessary, co-opt members from the membership to serve on the committee

6. MEETINGS

The Annual General Meeting (AGM)

- At least twenty one days notice, in writing, shall be given to the membership announcing the date, time and venue of the AGM
- Items for inclusion on the agenda for the AGM must be submitted to the secretary in writing at least fourteen days prior to the AGM
- The quorum at an AGM shall be ten

The following Business shall be conducted at the AGM

- The presentation of the minutes from the previous AGM
- The acceptance of the minutes if it is agreed they are true and accurate
- The presentation of accounts for the previous year
- Acceptance of the accounts if it is agreed that they are true and accurate
- Election of the committee
- Discussion of the items submitted for discussion
- Any other business (AOB)

Committee Meetings

- No more than twenty one days following the AGM, a committee meeting will be held to elect the officers for the next year
- Committee meetings should be held as frequently as is deemed necessary by the committee to manage their responsibilities to the membership and The Site
- A meeting may be called by any member of the committee who considers there is a matter or matters of concern to the membership that needs discussion
- The quorum at a committee meeting shall be four
- When possible, committee meetings should be open all of the membership, who will be entitled to be heard but not to vote on matters raised.
- The decisions at all meetings of the Friends shall be decided by a majority vote of those present who are entitled to vote
- In the event of a tie, the Chairperson will have a second, casting vote.
- Minutes will be taken of all meetings and kept on record

7. FINANCE

- The association shall be non-profit making
- All funds raised by or on behalf of the association must be used to further the objectives of the Friends.
- Money may be used for no other reason
- The treasurer will keep proper accounts
- A bank account will be kept in the name of the Friends
- The committee shall authorise, in writing, the treasurer, the chairperson and one other member of the committee, to sign cheques on behalf of the Friends
- All cheques must be signed by no less than, two of the three authorised signatories

8. DISSOLUTION

- If the committee by a simple majority decides that it is advisable to dissolve the Friends, this must be done at an AGM and notice of the intention of dissolution must be given in writing at least twenty one days prior to the meeting, stating the reasons for the proposal to dissolve the Friends.
- A vote of two thirds of the meeting will be required to carry the resolution
- After any liabilities and debts have been settled, remaining monies or assets will be transferred to the Management Team's named account.

9. AMENDMENTS TO THE CONSTITUTION

- Any amendments to the constitution must be approved by a simple majority of two thirds voting at an AGM

Vernon Miners.....

Chairperson

Date.....19.3.2013