

# **GUNTON WOODLAND COMMUNITY PROJECT**

## **CONSTITUTION**

1 The NAME of the Group shall be the Gunton Woodland Community Project.

2. The AIMS of the Group are:

- To improve the condition of Gunton Wood for the benefit of plant life, wildlife and everyone using the wood for recreation purposes.
- To maintain the wood as a Local Nature Reserve.

To fulfil these aims the Group will undertake practical conservation work including clearing, replanting and maintenance of footpaths, in conjunction with other organisations, where appropriate. Before commencing such operations, prior approval for the work programme shall be obtained from the land owners, Waveney District Council and Gunton Parochial Church Council.

From time to time, following appropriate consultations and approvals, the Group may also carry out similar work on other locations in the area of North Lowestoft.

3. MEMBERSHIP of the Group shall be open to anyone interested in taking part in the work of the organisation.

4. FUNDING. It is intended that the necessary funds to enable the Group to carry out its work shall be raised from events organised by Members and from donations, sponsorship and grants received from Environmental Agencies and other Third Parties.

5. The ANNUAL GENERAL MEETING shall be held within three months of the end of the financial year, i.e. between 31st January and 30th April. A minimum of ten days notice shall be given in writing to all Members.

6. A SPECIAL GENERAL MEETING can be called either by the Management Committee or at any time within three weeks of the receipt by the Secretary of a request signed by not less than 10% of Members, stating fully the reasons for such a Meeting. A minimum of ten days notice shall be given in writing to all Members.

7. QUORUM. No business shall be transacted at a General Meeting, other than that called under Rule 19, unless a quorum of 10% of the Membership is present.

8. VOTING RIGHTS. Each Member shall be entitled to one vote, in person or by proxy, at a General Meeting. Voting shall be on a simple show of hands. Proxy votes shall be lodged with the Secretary not later than 24 hours before the Meeting.

9. The MANAGEMENT COMMITTEE shall consist of a Chairperson, Secretary, Treasurer and up to six other Members all of whom shall be elected at the Annual General Meeting. The Committee shall have the power to co-opt up to four additional Members to help organise events etc.

10. ELECTION OF COMMITTEE. Written nominations for election of Officers and Members of the Committee shall be handed to the retiring Chairperson at least 24 hours before the AGM, the nominee's prior consent having been obtained. Election shall be by simple majority. Should a vacancy occur at any time in one of the Officer's positions, the Committee shall appoint a suitable replacement.

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In the event a Chairperson is not appointed at the AGM, a Management Committee would be formed whereby each member would take it in turns to chair the Committee meetings. An Honorary President would also be appointed who would act as a point of contact for the group and would open and close the next AGM but would not be a member of the Committee and would have no voting rights. This option shall be approved at an Annual or Special General Meeting.

11. **SUB-COMMITTEE.** The Management Committee may appoint Sub-Committees for specific purposes, provided a Member of the Management Committee is included. The Chairperson is entitled to attend all meetings of a Sub-Committee.

12. **AUDITOR.** An Honorary Auditor, who must not hold any other position on the Committee, shall be appointed at the AGM to hold office until the next AGM, when he or she may be eligible for re-election.

13. **FINANCE.** The Treasurer shall keep books of accounts to be available at Committee meetings. The financial year shall commence 1st February and terminate 31st January. Audited accounts shall be produced at each AGM. The Treasurer shall maintain a Bank Account in the Name of the Group, the account to have three authorised signatories (Chairperson, Secretary and Treasurer), any two of which shall have to approve all expenditure. Accounts over £100 must be approved by the Management Committee before payment, such approval may be given in advance at a prior meeting of the Committee.

14. **INSURANCE.** The Group shall maintain insurance for volunteers carrying out project work, for injuries to third parties and for damage to property.

15. **SAFETY.** All work shall be carried out under the control of a designated Work Party Leader in accordance with the Group's Code of Practice.

16. **PRESS COMMUNICATIONS.** Communications to the press on behalf of the Group shall be made only by the Chairperson or Secretary.

17. **AMENDMENTS** to the Constitution shall only be made with the consent of at least two-thirds of the Members present, in person or by proxy, at an Annual General or a Special General Meeting. The notice for such a Meeting shall set forth the terms of the proposed amendment.

18. **AFFILIATION.** The Group shall retain affiliation to the Trust for Conservation Volunteers (TCV) and shall observe the conditions of affiliation.

19. **DISSOLUTION.** The Group may be dissolved by a resolution passed at an Annual General or a Special General Meeting provided that (a) at least 28 days notice of the intention to dissolve is given in writing to all Members and (b) at least three quarters of the Members, present in person or by proxy, vote for the proposal. On dissolution, the Treasurer shall, after deducting expenses incurred, pass the assets of the Group to the TCV or SWT, as voted for by the members present at the meeting. A Statement of Account shall be deposited with the Auditor, who shall retain it for a period of not less than two years. Compliance with this resolution shall be a proper discharge for the Treasurer.

#### Notes

1. Original was approved at the General Meeting held on 19<sup>th</sup> March 1998.

2. Amendments which were approved at the AGM held on 22<sup>nd</sup> March 2001, a Special General Meeting held on 20<sup>th</sup> July 2017, the AGM on 18<sup>th</sup> April 2018 and a SGM held on 10<sup>th</sup> May 2018 have been incorporated.