

Draft Constitution for The Friends of Worts Meadow Local Nature Reserve

1. The name of the supporting organisation for Worts Meadow Local Nature Reserve shall be **The Friends of Worts Meadow (FOWM)**. It is herein referred to as **FOWM**.

2. The aims of FOWM, are:

- To assist with the management of Worts Meadow Local Nature Reserve, enhancing, improving and protecting its archaeology, wildlife and farming interest for current and future generations.
- To involve and encourage the local community to use the site.
- To monitor and record the sites wildlife.
- To maintain and improve physical and intellectual access to the site.

The Constitution sets out to define roles and the size of the Committee and to set out the aims and objectives of the FOWM, how it is organised, how money is handled and how the FOWM is to be wound up if it ceases to operate.

Any matters not covered by this Constitution shall be left to the discretion of the Chairperson and Committee.

3. Powers

In order to achieve its aims FOWM may:

- i) raise funds and invite and receive subscriptions from any person or organisation eligible for membership and contributions. Such funds are to be used solely for the use of achieving the aims of FOWM.
- ii) open a bank account for the use of handling monies received.
- iii) take out any necessary insurance cover.
- iv) organise courses and events that help achieve the aims of the FOWM.
- v) co-operate with other similar groups and exchange information and advice with them in furtherance of the FOWM's aims.
- vi) do all such other lawful things as are necessary for the achievement of the aims.

4. Membership

a) Membership of the FOWM shall be open to any individual aged eighteen or older, or organisation without regards to disability, political or religious affiliation, race, sex or sexual orientation who is:

- i) interested in the FOWM achieving its aims.
- ii) willing to abide by the rules of the FOWM
- iii) willing to pay any subscription agreed by the Management Committee.

b) Interested people may join the FOWM by approaching the Secretary

- c) Every member or member organisation shall have one vote.
- d) Each member organisation may appoint an individual to represent it and to vote on its behalf at meetings and may appoint an alternate to replace its appointed representative at any meeting if the appointed representative is unable to attend.
- e) Each member organisation shall notify the name of the representative appointed by it and of any alternate to the Secretary. If the representative or alternate resigns from or otherwise leaves the member organisation, he or she shall forthwith cease to be the representative of the member organisation.
- f) Other observers from member organisations may also attend meetings but may not vote.
- g) The management committee shall:
 - i) approve or reject applications for membership.
 - ii) where there is good reason, terminate the membership of any individual or organisation provided that the individual or the appointed representative of the member organisation concerned shall have the right to be heard by the Management Committee, accompanied by a Friend (FOWM), before a final decision is made.
- h) The number in membership of the FOWM shall be determined by reference to the list of members marked as signed up members in the FOWMs' Minute Book.
- i) All members are eligible to stand for the Management Committee. Nominations for the Committee may only come from members. Nominations must be in writing and in the hands of the secretary at least seven days before the AGM.

5. Management

- a) The FOWM shall be administered by a Management Committee of not less than three and not more than seven individuals elected at the FOWMs Annual General Meeting (AGM).
- b) The Officers of the Management committee shall be; the Chairperson, the Treasurer and the Secretary.
- c) The Management Committee may co-opt onto the Committee, up to three individuals, in an advisory and non-voting capacity that it feels helpful to fulfil the aims of the FOWM.
- d) The Management Committee shall meet at least twice a year.
- e) At least three Management Committee members must be present for a Management Committee meeting to take place.
- f) Voting at Management Committee meetings shall be by a show of hands. If there is a tied vote then the Chairperson shall have a second vote.
- g) The Management Committee shall have the power to remove any member of the Committee for good and proper reason.
- h) The Management Committee may appoint any other member of the FOWM as a Committee Member to fill a vacancy, provided that the maximum prescribed is not exceeded.
- i) Elected Committee Members are to stand from the end of AGM at which they are elected. All Committee Members shall retire immediately prior to the start of the following AGM but may be re-elected or re-appointed.

j) Committee Members are required to sign a declaration in the Minute Book as to their acceptance and willingness to act in line with the requirement of the Constitution.

k) The Management Committee shall keep a Minute Book and Book of Accounts. Statements of Accounts are to be prepared in accordance with Section 32 of the Charities Act 1960 and shall be sent to the County Council. This requires periodical Statements of Accounts to be prepared showing consecutive Statements of Account consisting on each occasion of an income and expenditure account relating to a period of not more than fifteen months and a balance sheet relating to the end of that period. These accounts shall be preserved for a period of seven years at least.

6) Insurance

The FOWM will provide appropriate insurance cover, including public liability and any cover for personal accident and injury.

7. The Duties of the Officers.

a) The duties of the Chairperson shall be to:

- i) Chair meetings of the Management Committee and the FOWM.
- ii) Represent the FOWM at functions/meetings that the FOWM has been invited to
- iii) Act as the spokesperson of the FOWM when necessary.

b) The duties of the Secretary shall be to:

- i) Keep a membership list.
- ii) Prepare in consultation with the Chairperson the agenda of the Committee and the FOWM.
- iii) Take and keep minutes of all meetings and
- iv) Collect and circulate any relevant information within the FOWM.
- v) Arrange venues for meetings, securing insurance cover (where required) for the FOWM.

c) The duties of the Treasurer shall be to:

- i) Supervise the financial affairs of the FOWM.
- ii) Keep proper accounts that show all monies received and paid out by the FOWM.

8. Finance.

a) All monies received by or on behalf of the FOWM shall be applied to further the aims of the FOWM and for no other purpose.

b) Any bank accounts opened for the FOWM shall be in the name of the FOWM.

c) Any cheques issued shall be signed by the Treasurer and one other nominated member of the Management Committee who are formally registered as signatories.

d) The FOWM shall ensure that its accounts are audited or independently examined every year.

e) The FOWM may pay reasonable out of pocket expenses including travel expenses to members of the Management Committee.

f) The FOWM shall be financially self sufficient and shall not be permitted to be overdrawn on the bank account.

g) If the FOWM should cease to exist, all monies owing must be paid. Any surplus funds will be passed to Landbeach Parish Council for the benefit of the Parish. If there are not sufficient funds to cover monies owing a decision must be made between the Committee Members as to how debts will be discharged.

h) Members of the FOWM shall be able to view the accounts at any reasonable time on application to the Secretary.

9. Annual General Meeting.

- a) The FOWM shall hold an Annual General Meeting (AGM) in the month of May.
- b) All Members shall be given at least fourteen days notice of the AGM and shall be entitled to attend and vote.
- c) The business of the AGM shall include:
 - i) receiving a report from the Chairperson on the FOWM's activities over the year.
 - ii) receiving a report from the Treasurer on the finances of the FOWM.
 - iii) electing a new Management Committee and
 - iv) considering any other matter as may be decided.
- d) At least five members must be present for the AGM and other General Meeting to take place.

10. General Meetings

- a) There shall be at least two General Meetings (excluding the AGM) each year.
- b) All members shall be entitled to attend and vote.

11 Special General Meeting.

a) A Special General Meeting may be called by the Management Committee or members to discuss an urgent matter. The secretary shall give all members fourteen days notice of any Special General Meeting together with notice of the business to be discussed.

12. Alterations to the Constitution.

a) Any changes to this Constitution must be agreed by at least two-thirds of those members present and voting at any Annual General Meeting.

13. Dissolution.

The FOWM may be wound up at any time if agreed by two-thirds of those members present and voting at any General Meeting. In the event of winding up any assets remaining after all debts have been paid shall be given to Landbeach Parish Council for the benefit of the Parish.

14. Adoption of the Constitution.

Until the first AGM takes place the persons whose names, addresses and signatures appear at the bottom of this document shall act as the Management Committee referred to in this Constitution.

This Constitution was adopted on 18th October 2011 by

Name: ROBERT HUMPHREY

Address: 102 A HIGH STREET
LANDBEACH
CAMBRIDGE

Signed: Robert Humphrey

Name: Guy Walker

Address: 9 Abchurchs Close, Landbeach, Cambs

Signed: Guy Walker

Name: FRANCES DIPPER

Address: 12 High St Landbeach, Cambs CB25 9FT

