



CONSTITUTION

1. NAME:

The name of the group shall be Friends of Essington (herein after referred to as the “group”).

2. OBJECTIVES:

The objectives of the group are:

1. To enhance the quality of life of residents of Essington and the surrounding areas of South Staffordshire and the West Midlands through protecting and enjoying the natural and built environment of Essington with a “hands on” approach.
2. To raise public awareness, engaging the local community and businesses to join in with our projects and encouraging them to take pride in their surroundings.
3. To act as the environmental eyes and ears of the parish of Essington, liaising with residents, housing associations and local government, highlighting local issues.
4. To raise interest in, and awareness of, nature conservation, leading by example, supporting other like-minded groups and individuals of all ages.
5. To promote recycling, energy conservation and protection of the natural environment.

3. ADMINISTRATION:

The group shall be administered and managed in accordance with this constitution by the Committee.

4. POWERS:

In furtherance of the group’s objectives, the Committee have the power to:

- 1) Raise funds, receive grants and donations.
- 2) Apply funds to carry out the work of the group.
- 3) Co-operate with and support other groups with similar purposes.
- 4) Do anything which is lawful and necessary to achieve the groups objectives.

5. VOLUNTEERS:

The Committee may admit volunteers to the group. Volunteers must meet the objectives of the group.

The Committee may remove a person’s association with the group if they believe it is in the best interests of the group. The volunteer has the right to be heard by the Committee before the decision is made and can be accompanied by a person of their choosing.

Every Committee member present at the hearing shall have one vote.

6. ANNUAL GENERAL MEETING (AGM)

- The AGM shall take place in May of each year (or as soon as practicable thereafter) at a time and place agreed by the Committee.
- The Secretary must give a minimum of 21 days’ notice of the AGM including the date, time and location.
- Every individual present at the AGM, who has been active in the group for more than 3 consecutive months, has one vote.
- The outgoing Honorary Officers will present their annual reports and accounts.
- Any individual may stand for election to the Committee for the following year.
- Those present at the AGM shall elect the Committee. The Committee members will retire at the next AGM but may stand for re-election to the Committee.

7. HONORARY OFFICES:

At the Annual General Meeting the Committee shall elect from amongst themselves,

- A Chairperson, who shall hold office until the next AGM.
- A Secretary and a Treasurer, who shall hold office until the next AGM. The Honorary Offices of Secretary and Treasurer may be held by a single individual if the Committee so decides, and the individual concerned agrees.

8. COMMITTEE:

A Committee consisting of the three Honorary Offices and at least 2 other committee members shall manage the business of the group and will be the Committee.

Committee members must be living within the Parish of Essington and meet the objectives of the group.

Any individual over the age of 18, and who has been active in the group for more than 3 months, may seek election to the Committee.

The Committee, at its discretion and by a vote at any General Meeting, can vary the number of committee members. The committee shall have a minimum of 4 members.

9. PROCEDURES AT MEETINGS:

- The Committee shall meet at least 4 times a year.
- At least 4 Committee members must be present at a General Meeting to take decisions.
- Minutes shall be taken as a record of all committee, general and special meetings.
- The Chairperson or person presiding at any meeting shall have a second or casting vote, if required.
- If a Committee member(s) has a conflict of interest, they must declare it and leave the meeting while the matter is being discussed and decided.
- The Committee may make reasonable additional rules to help run the group. These rules must not conflict with this constitution or the law.

10. EXTRAORDINARY/SPECIAL GENERAL MEETING:

The Committee may call an extraordinary general meeting at any time, if requested in writing by at least 25% of the Committee members.

The meeting shall take place within 31 days of receiving the request. At least 14 days' notice of the meeting must be given, and the notice must state the business to be discussed.

11. FINANCE:

The financial year shall be from 1st April to 31st March.

The Treasurer shall keep proper accounts of the group's finances. The Treasurer shall provide the bank balance at each General Meeting.

All expenditure must be approved by the Committee prior to being paid.

All cheques/payments must be signed by two signatories who are not related and who are formally recognised by the group's bank.

All money and group assets must only be used for the group's purposes.

At the end of each financial year an independent examiner, appointed at the AGM, shall examine the accounts.

A list of the group's assets shall be maintained.

12. ALTERATIONS TO THE CONSTITUTION:

This Constitution may be altered by a resolution passed by a simple majority of those present and voting at any general meeting of the group.

13. DISSOLUTION:

If the Committee consider it is necessary to dissolve the group, they must call a General Meeting to make the final decision. A notice period of 28 days for the General Meeting must be given. The notice must state the terms of the resolution to be proposed, along with date, time, and location of the meeting.

If the proposal is confirmed by a two-thirds majority of those present and voting, the Committee shall wind up the group's affairs.

Any money or property remaining after payment of debts must be given to organisation(s) with similar purposes to the Friends of Essington.