

Constitution for Friends of Holly Hayes Wood

Constitution

Adopted on the 4th July 2006. (Revised at the Extra-Ordinary General Meeting - 12th December 2007)

Name of the Organisation

The Organisation is to be called 'Friends of Holly Hayes Wood'.

Objective of the Organisation

The objective of 'Friends of Holly Hayes Wood' is to own, safeguard and improve the areas of Holly Hayes Wood, Coalville Meadows and Forest Rock Wood, or any other adjacent area, by demonstrating the value of woodland to the local community and proving the concept of community owned woodland.

Powers

The Organisation shall exercise the authority to discharge; by means of permitting the objectives to be met, by a separate social organisation. The Chairman and Treasurer will have the power to act as non Executive Officers to any suitable social organisation. The Organisation may employ any persons or commission any service that is in line with the objectives.

Membership

Membership shall be limited to:

1. Individuals who, in the opinion of the committee, support the objectives of the organisation
2. Membership can be granted by the executive committee to any person whom in the eyes of the committee can lend assistance to the discharge of the objectives. The Executive Committee has the right to vary the terms of membership of this class of member

Subscriptions

The Executive Committee retains the right to vary subscriptions. Family (those residing at the same address) or individual subscriptions will be set at £10 per annum. OAP subscriptions will be set at £7.50 per annum per member or couple (as appropriate). Corporate or business membership will be set at £35 per annum.

These are the minimum subscriptions; members wishing to contribute additional donations are welcome.

Membership subscription renewals are due on the 1st October each year.

Finance

The Organisation takes on the power to buy and sell goods and leases, to raise loans and mortgages, and to hold any goods and lands in its name. It further takes on the power to seek grant funds and to accept donations from whatever reputable source.

Any funds raised will be used in accordance with the objectives of the organisation, and in accord with the requirements of any donor.

Executive Committee

The Executive Committee shall consist of 12 members, including the Chairman, Vice Chairman, Treasurer, Secretary, 6 Executive Committee Members and 2 Non Executive advisory roles.

The Executive Committee shall be quorate with 3 members.

Each Member shall stand for one year, and can be re-elected at the Annual General Meeting.

The Chairman shall have the responsibility for the signing of documents including any cheques.

The Secretary shall have all ordinary duties and have the responsibility of jointly signing cheques.

The Treasurer is responsible for any fund raising, the collation of accounts, the presentation of those accounts and the responsibility of jointly signing cheques.

The Vice Chairman assumes those duties of the Chair in the event of the Chair being unable to discharge those duties.

Committee

The Committee shall consist of 10 Members, not being Executive Committee Members, and has the role of scrutiny.

Friends of Holly Hayes Wood

Incorporating Coalville Meadows, Holly Hayes & Forest Rock Woodlands



Constitution for Friends of Holly Hayes Wood

Where 5 Members of the Committee agree, they have the collective right to seek examination of any decision, document or other action undertaken by the Executive Committee.

Election to the Committee will be taken at the Annual General Meeting.

Meetings

Responsibility for the arrangement of committee meetings, preparation of agendas and minutes is the responsibility of the Secretary.

All agendas, minutes and reports must be sent out at least 7 days prior to a meeting.

Meeting must be held quarterly unless the Chairman calls a meeting to discuss a specific matter, where a delay until the following meeting may prove detrimental to that issue.

Where 5 Members acting collectively seek a meeting with the Executive Committee, this must be held within 28 days of the request communicated in writing to the Secretary.

The Organisation requires a written report from any social organisation ¹ on the progress of activities.

Annual General Meetings shall be held at the expiration of one year from the inception date of the organisation, and not more than 28 days following the anniversary.

Voting at the Annual General Meeting shall be limited to one vote per membership subscription. Uniquely identifiable voting slips shall be issued upon entry to the meeting and shall be shown when requested to vote during the said meeting.

Any vote at an Executive Committee Meeting shall be decided by a show of hands.

In the case of Executive Committee Meetings, every member of the Executive Committee is entitled to one vote.

If there is an equality of votes, the person who is Chairing the meeting shall have a casting vote in addition to any other vote he or she may have.

Income and Expenditure

No Member, Committee Member or Executive Committee Member shall receive remuneration from any activity of the organisation. All Members are entitled to have out of pocket expenditure ² reimbursed.

Records of income and expenditure shall be recorded by the Treasurer.

The signatures of the organisation shall be The Chair, Vice Chair, Secretary and Treasurer.

All financial transactions and notes including cheques shall be signed by two signatures in agreement.

Any profit from income will be re-invested for the benefit of the objectives and is not intended for personal gain.

Environmental Body

Friends of Holly Hayes Wood shall not distribute profits and shall apply all of its income to the furtherance of the objectives as outlined in the constitution.

The work of Friends of Holly Hayes Wood shall not be for the benefit of landfill site operators, who may contribute to Friends of Holly Hayes Wood and claim credit under the Landfill Communities Fund. Nor shall it be for the benefit of contributing third parties, as defined in the landfill tax regulations.

In the event of Friends of Holly Hayes Wood being dissolved, any remaining Landfill Communities Fund money shall be transferred to any enrolled Environmental Body, and not to an organisation of similar objects and status.

Publicity and Media Relations

The Chairman of the Executive Committee has the sole right to represent the organisation, or in his absence the Vice Chairman. Nothing in this section can be construed as seeking to limit genuine concern on the part of Members if they choose to make public those concerns they may have.

Dissolution

On winding up, the assets of the Organisation shall be liquidated and the proceeds applied to like objectives.

Signatures

The Constitution adopted on the above date by

Chairman - Adam A Raine

Friends of Holly Hayes Wood

Incorporating Coalville Meadows, Holly Hayes & Forest Rock Woodlands



Constitution for Friends of Holly Hayes Wood

Vice Chairman - Peter Christian

Treasurer - Gillian Stevens

Secretary - Julie Scott

Executive Committee Members: Peter Firth, Geoff Cridland, Paul Simpson, Carole Adcock and Ray Woodward

Definitions

1. "Social Organisation" shall include any charity, cooperative, social enterprise, community interest company, not for profit training body (either limited or not) that has the objective of developing rural crafts.
2. "Communication" Shall mean any device, letter or electronic means, and telephonic message or any other means that will bear the interpretation.
3. "Out of Pocket Expenditure" A sum of money not expected to exceed £50, or a greater sum that the Chairman sees as appropriate and necessary.

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