



EDGMOND WILDLIFE GROUP

CONSTITUTION

(to be presented at the AGM 2021 for approval)

1. **Name**

The name of the Group shall be: The Edgmond Wildlife Group (the "Group" or the "EWG").

2. **Aims**

The aims of the Group shall be to: To improve, enhance and conserve local habitats and wildlife through practical projects and community engagement.

3. **Powers**

3.1 In order to achieve its aims the Group may:

3.1.1 Raise money;

3.1.2 Open bank accounts;

3.1.3 Take out insurance;

3.1.4 Work with other groups and exchange information; and

3.1.5 Do anything that is lawful which will help to fulfil its aims.

4. **Membership**

4.1 Membership of the Group shall be open to any person over 10 years' old or any organisation.

4.2 Each member must be interested in helping the Group to achieve its aims, abide by the rules of the Group and pay any subscription agreed by the General Management Committee (the "Committee").

4.3 Membership shall be available to anyone without regard to gender, race, nationality, disability, sexual preference, religion or belief.

4.4 Each person attending the Annual General Meeting (the "AGM") may only cast a maximum of one vote.

- 4.5 The membership of any member may be terminated for good reason by the Committee. The member has a right to be heard by the Committee before a final decision is made.
- 4.6 Each member organisation shall appoint a representative to attend meetings and must notify the Group's Secretary of that person's name prior to the meeting.
5. **General Management Committee**
- 5.1 The Group shall be administered by a General Management Committee who shall normally be elected at the Group's AGM.
- 5.2 The Committee may include up to a maximum of 9 members.
- 5.3 The Officers of the Committee shall be elected by the Committee at the first Committee meeting, which shall be held immediately following the AGM.
- 5.4 The Committee shall comprise a minimum of:
- 5.4.1 Chairperson,
 - 5.4.2 Secretary; and
 - 5.4.3 Treasurer.
- 5.5 Further Officers may be elected by the Committee at any time as required. These may include, but are not limited to, the roles of:
- 5.5.1 Membership Secretary;
 - 5.5.2 Development Officer;
 - 5.5.3 Work Party Officer;
 - 5.5.4 Conservation Officer;
 - 5.5.5 Publicity Officer;
 - 5.5.6 Education Officer; or
 - 5.5.7 any other Officer role that the Committee deems to be necessary to aid the smooth running of the Group.
- 5.6 The Committee shall meet at least 4 times per calendar year. Meetings may be conducted virtually should it so be required.
- 5.7 The Committee may decide, by majority vote, to invite members of other interested groups in the local community to attend meetings.
- 5.8 If there is a vacancy on the Committee, the Committee may vote to invite and appoint another member of the Group to become a new Committee member.

- 5.9 Any Officer role that becomes vacant or remains vacant may be filled at any time. The new Officer shall be from within the Committee and must be elected by a majority vote.
- 5.10 The Chairperson shall chair meetings of the Group unless unavailable, when another Committee member will act as chair for that meeting.
- 5.11 The quorum for Committee meetings shall be 3 members.
- 5.12 Voting at Committee meetings shall be by a show of hands. If there is a tied vote, the Chairperson shall have a second and casting vote.
- 5.13 The Committee may, by a two-thirds majority, vote to remove any member of the Committee, for a good and proper reason, provided that person has had the right to be heard before a final decision is made.
- 5.14 The Committee shall ensure full compliance with the Data Protection Act 2018, the UK General Data Protection Regulation and/or any other current data protection regulations.

6. **Duties of the Mandatory Officers**

- 6.1 The duties of the Chairperson include, but are not limited to:
 - 6.1.1 chair meetings of the Committee and the Group;
 - 6.1.2 be the 'face' of the Group;
 - 6.1.3 ensure appropriate social media activity; and
 - 6.1.4 act as the first point of contact for local, regional and national media.
- 6.2 The duties of the Secretary include, but are not limited to:
 - 6.2.1 take and keep minutes of meetings;
 - 6.2.2 prepare the agenda for meetings of the Committee and the Group in consultation with the Chairperson;
 - 6.2.3 deal with correspondence; and
 - 6.2.4 collect and circulate any relevant information within the Group.
- 6.3 The duties of the Treasurer include, but are not limited to:
 - 6.3.1 supervise the financial affairs of the Group;
 - 6.3.2 keep proper accounts that show all monies collected and paid out by the Group;
 - 6.3.3 prepare annual accounts for independent examination; and
 - 6.3.4 if there is no membership Secretary - maintain the membership list in accordance with current data protection regulations.

7. **Finance**

7.1 All monies received by the Group shall be used only for the purposes of the Group.

7.2 Any bank accounts opened for the Group shall be in the name of the Group.

7.3 Any cheques issued shall be signed by two Committee members, one of whom would usually be the Treasurer.

7.4 The Accounts shall be examined annually by an independent examiner for presentation and adoption by the AGM.

8. **Annual General Meeting**

8.1 The Group shall hold an Annual General Meeting as soon as is practicable after the annual accounts have been independently examined.

8.2 All members shall be given at least fourteen days' notice of the AGM and shall be entitled to attend and vote. Such notice may be by electronic communication. The quorum for an AGM shall be 4 members.

8.3 The business of the AGM shall include:

8.3.1 receiving a report from the Chairperson on the Group's activities over the year;

8.3.2 receiving and approving the Annual Accounts;

8.3.3 electing the General Management Committee; and

8.3.4 consideration of any other matter – any member may give notice to the Secretary of an item for discussion at the AGM, such notice to be submitted to the Secretary no later than 21 days before the AGM.

9. **Special General Meeting**

9.1 A Special General Meeting may be called by the Committee or by any 4 members of the Group to discuss any 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. All members shall be entitled to attend and vote.

10. **Alterations to the Constitution**

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

11. **Dissolution**

11.1 The Group 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 another Group with similar aims.

This Amended Constitution replaces the original Constitution which was adopted at a General Meeting of the Group on 18th June 2020.

This Amended Constitution was adopted at the Meeting of The Edgmond Wildlife Group on: 20th April 2021

Name..... Signature:

Name..... Signature:

Name..... Signature:

Name..... Signature: