

MARESFIELD CONSERVATION GROUP

CONSTITUTION OF THE

MARESFIELD CONSERVATION GROUP

Regd Charity No 1104136

A Name.

The name of the Group shall be the Maresfield Conservation Group (“the Charity”).

B Administration.

Subject to the matters set out below, the Group and its property shall be administered and managed in accordance with the Constitution by members of the Executive Committee.

C Aims.

The aims of the Group are:-

To promote the conservation, protection and improvement of the physical and natural environment in Maresfield and the surrounding area.

D Powers.

In furtherance of these aims but not otherwise the Executive Committee may exercise the following powers:-

1. Powers to raise funds and to invite and receive subscriptions and donations provided that in raising funds the Executive Committee shall not undertake any substantial trading activities and shall conform to the requirements of the law.
2. Power to establish or support any charitable trusts, associations or institutions formed for all or any of the aims.
3. Power to appoint and constitute such advisory committees as the Executive Committee may think fit.

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4. Powers to do all other lawful things as are necessary to further the achievement of the aims.

E Membership.

1. Membership of the Group shall be open to any person interested in furthering the aims who has paid the annual subscription laid down from time to time at an Annual General Meeting in the following categories:-
 - a. Single member
 - b. Joint membership (two persons)
 - c. Family membership
 - d. Persons under 18
 - e. Unwaged/Retired
2. Every member over 18 shall have one vote.
3. The Executive Committee may unanimously and for good reason terminate the membership of any individual, provided that the individual concerned shall have the right to be heard by the Executive Committee accompanied by a friend before the final decision is made.

F Subscriptions.

The membership fee shall be a subscription, payable on joining and then at the Annual General Meeting in the following years. The rate of the subscription shall be proposed by the Executive Committee for approval at the Annual General Meeting. It may be altered from time to time.

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G Honorary Officers.

At the Annual General meeting of the Group the members shall elect from among themselves a chairman, a treasurer and a secretary who shall hold office from the end of the meeting.

H Executive Committee.

1. The Executive Committee shall consist of the honorary officers and not more than 11 or less than 7 members elected at the Annual General Meeting and hold office from the conclusion of that meeting. The Executive Committee shall be empowered to fill any casual vacancies until the next Annual General Meeting.
2. The Executive Committee may in addition appoint up to 3 co-opted members.
3. The Executive Committee shall be empowered to elect a vice-chairman from their number.
4. No member of the Executive Committee shall acquire any interest in property belonging to the Charity (otherwise than as a trustee for the Charity) or receive commission or be interested (otherwise than as a member of the Executive Committee) in any contract entered into by the Executive Committee).

J Meetings and Proceedings of the Executive Committee.

1. The Executive Committee shall hold at least two ordinary meetings each year. A special meeting may be called at any time by the chairman or by any two members of the Executive Committee upon not less than 4 days' notice.

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2. There shall be a quorum when at least 4 members of the Executive Committee are present at the meeting.
3. Every matter shall be determined by a majority of votes of the members of the Executive Committee present and voting on the question with the chairman having a second casting vote.
4. The Executive Committee shall keep minutes in books kept for the purpose, of the proceedings at meetings of the Executive Committee and any sub-committees.

K Accounts

The Executive Committee shall comply with their obligations under the Charities Act 1993 with regard:-

1. The keeping of accounting records for the Group.
2. The preparation of annual statements of account for the Group.
3. The independent examination of the statements of account of the Group.
4. The transmission of statements of account of the Group to the Commission.

L Annual Returns

The Executive Committee shall comply with their obligations under the Charities Act 1993 with regard to the preparation of an annual report and its transmission to the Commission.

M Annual General Meeting.

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1. There shall be an Annual General Meeting of the Group which should be held in the month of July in each year or as soon as possible thereafter.
2. Every Annual General Meeting shall be called by the Executive Committee. At least 21 days notice of the Annual General Meeting shall be given to all members of the Group. All members of the Group shall be entitled to attend and vote at this meeting.
3. The Executive Committee shall present at each Annual General Meeting the report and accounts of the Group for the preceding year made up to 31st March.
4. Nominations for election to the Executive Committee must be made by members of the Group in writing and must be in the hands of the Secretary at least 14 days before the Annual General Meeting. Should nominations exceed vacancies election shall be by a show of hands.
5. The quorum at an Annual General Meeting shall be 20 paid-up members.
6. The Chairman of the Group shall preside at all meetings of the Group, or, in his absence, a member elected by the Executive Committee.

N Extra-ordinary General Meeting.

The Executive Committee may call an extra-ordinary general meeting of the Group at any time. If at least 20 members request such a meeting in writing stating the business to be discussed, the Secretary shall call such a meeting. At least 21 days notice must be given. The notice must state the business to be discussed.

O Procedure at General Meetings.

1. The Secretary or other person specially appointed by the Executive Committee shall keep a full record of proceedings at every general meeting of the Group.

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2. There shall be a quorum if at least 20 members of the Group are present at any general meeting.

P Alterations to the Constitution

Subject to certain conditions, the Constitution may be altered by a resolution passed by not less than two thirds of the members present and voting at a general meeting. Notice of the general meeting must include notice of the resolution setting out the terms of the resolution proposed.

Q Dissolution

If the Executive Committee decides that it is necessary or advisable to dissolve the Charity it shall call a meeting of all members of the Charity, of which not less than 21 days notice (stating the terms of the resolution to be proposed) shall be given. If the proposal is confirmed by a two thirds majority of those present and voting, the Executive Committee shall have the power to realise any assets held by or on behalf of the Charity. Any assets remaining after the satisfaction of any proper debts or liabilities shall be given or transferred to such other Charities or institutions having objects similar to the objects of the Charity as members of the Charity may determine, or failing that, applied to some other charitable purpose. A copy of the statement of accounts, or account and statement, for the final accounting period of the Charity must be sent to the Commissioners.