

# CONSTITUTION OF WITNEY WOODLAND VOLUNTEERS [WWV]

**NAME** The name of the group is Witney Woodland Volunteers.

## **AIMS**

1. Through active work and in conjunction with local authorities to improve the natural environment in Witney by clearing, planting and maintaining public footpaths, meadows and riverbanks for the local community to enjoy.
2. To identify, establish and manage new areas of woodland in and around Witney for the benefit of the local community.
3. To encourage participation by the community, especially local schools, in the group's activities.

## **MEMBERSHIP**

Membership shall be open to anyone living in West Oxfordshire who is interested in playing an active role in the group and is willing to pay a subscription fee to cover insurance and administrative costs.

## **EQUAL OPPORTUNITIES**

The group will not discriminate on the grounds of gender, race, colour, ethnic or national origin, sexuality, disability, religious or political belief, marital status or age.

## **MANAGEMENT**

1. A Management Committee shall be elected to carry out the business of the group.
2. The Management Committee shall be made up of not less than four individuals who will retire annually at the Annual General Meeting (AGM) but may stand for re-election.
3. The Officers of the Management Committee shall be the Chair, Vice-Chair, Treasurer and Secretary.
4. The Management Committee will include additional members with specific responsibilities.
5. Decisions will usually be made by consensus, but should a vote be taken that is tied, the Chair has the casting vote.

## **AGM**

1. The group shall hold an AGM once in each calendar year, in Witney.
2. All members shall be given at least 14 days notice of the AGM and shall be entitled to make nominations for the Management Committee.
3. The business of the AGM shall include:
  - a. Receiving a report from the Chair on the group's activities over the year
  - b. Receiving a report from the Treasurer on the finances of the group
  - c. Electing a new Management Committee, consisting of the Officers and additional members with specific responsibilities.

## **VOTING**

1. The members of The Management Committee shall be elected, from those nominated at least 2 days before the meeting, by a majority of all persons present at the AGM.
2. If there are more nominations than vacancies those with the most votes shall be elected.
3. The Management Committee shall have the power to co-opt members for unfilled roles, or for new roles they identify, at any time during the forthcoming year.

## **QUORUM**

1. 51% of the members of the Management Committee or 4 members (whichever shall be the greater) shall constitute a quorum at a meeting of The Management Committee.
2. 10 members of the group shall constitute a quorum at the AGM.

## **FINANCE**

1. The Management Committee will appoint a Treasurer who will maintain banking facilities.
2. The signing of cheques will require the signatures of any two of the following: Chair, Treasurer and Secretary.
3. The Treasurer shall keep proper accounts and records which shall be disclosed at the AGM.
4. It will be necessary for the Management Committee to appoint an independent person with appropriate financial experience to audit to the annual accounts.
5. The accounting year will be 1<sup>st</sup> April to 31<sup>st</sup> March.

## **FUNDRAISING**

The Management Committee shall have power to raise funds in such manner as it thinks fit in order to achieve the aims as stated above.

## **CHANGES TO CONSTITUTION**

1. The constitution may only be altered at an AGM or at a special general meeting called for that purpose.
2. Suggested changes must be handed to the secretary 14 days before the meeting.
3. Changes must be agreed by two thirds of the members present.

## **DISSOLUTION**

1. The group may only be dissolved at a special general meeting called for that purpose and advertised 14 days before the meeting.
2. A proposal to dissolve the group shall take effect only if agreed by two thirds of the members present.
3. Any assets (financial or otherwise) remaining after payment of all debts and liabilities shall be given to charitable purposes, as agreed by the members at the meeting.
4. Any agreements that are in place with other parties at the time of dissolution will be adhered to.