

Strettons Area Community Wildlife Group Constitution 2018

Name

The Group will be known as the Strettons Area Community Wildlife Group

Area

The Group will operate largely in the area surrounding Church Stretton, and enclosing the Long Mynd and the Stretton Hills. The total area is shown on the attached map.

Aims & Objectives

The Group will

- Bring together people interested in wildlife
- Undertake survey work to establish the status of priority wildlife and habitats
- Encourage and enhance local interest in wildlife
- Actively promote nature conservation.

Membership

Membership is open to anyone who lives or works in the area, or who has an interest in its wildlife, and who wants to actively contribute to local knowledge and conservation.

Members are people who have paid the appropriate subscription (if any), and have completed a membership application form or supplied contact details. The Assistant Web Manager (in consultation with the Secretary) will maintain a register of members.

Annual Subscriptions

The Annual Subscription will be set by the Management Committee, and confirmed by the Annual General Meeting.

Committee

The Officers of the Management Committee shall be

- i. Chair
- ii. Secretary
- iii. Treasurer
- iv. Publicity Officer
- v. Web manager
- vi. Assistant Web Manager
- vii. Annual Report Officer

The Management Committee will include up to five other Members

The Officers and other Committee Members shall be elected by the Annual General Meeting (AGM), and serve for one year.

The Committee may co-opt up to three additional members. All co-opted committee members serve until the next AGM, when they may stand for election.

The Committee will meet at least twice per year.

The Committee will, if appropriate, delegate the organisation of wildlife surveys to a Survey Group. The Committee may set terms of reference for each Survey Group, otherwise the Survey Group can determine its own objectives and procedures. Each Survey Group will report on progress and activity to the Management Committee at least twice per year, submit records to Shropshire's County Recorders and produce the relevant section of the Group's Annual Report. In addition to the members of the Management Committee listed above, each Survey Group shall elect annually a representative to sit on the Management Committee. Such representatives are expected to attend Management Committee meetings when matters relevant to the Survey Group are on the agenda (including the twice annual report on the Survey Group activities), and may attend such other meetings as they see fit.

Members who cannot attend a meeting are entitled to vote by proxy on any matter specified on the agenda. Proxy votes on such matters must be sent to the Chair or Secretary in writing before the meeting commences.

Representatives of Survey Groups will not have a vote in that capacity, although members of the Committee with a vote may also be the representative of a survey group

The Committee is responsible for all activities of the Group, and its finances. Decisions will be made by majority vote (Committee Members present and voting, plus proxy votes). Every member (including the Chair, and co-opted members) will have one vote. In the case of a tie, the Chair will have the casting vote.

Decisions of General Meetings are binding on the Committee, provided the appropriate resolution was included in the Notice of the Meeting sent to all members.

Finances

The financial year shall be 1 April – 31 March

All funds will be paid into a bank account in the name of the *Strettons Area Community Wildlife Group*

The Committee will appoint between four and six cheque signatories. All cheques and bank transactions must be signed by at least two of the signatories.

The Committee will receive a Financial Report from the Treasurer at each meeting, and present annual accounts to the AGM. Such Accounts must be independently reviewed, either by two members of the Group who are not Officers, or by two independent individuals nominated by the Committee.

Annual General Meeting (AGM)

There shall be an AGM to be held within 12 months of the end of each Financial Year

All Members will be given at least three weeks written notice of the time, date and place of the AGM, and the Agenda. Notice will be posted or emailed to each member at the current address held by the Secretary.

The Management Committee will present the report and accounts for the preceding year at the AGM.

The Agenda for the AGM must include notice of elections to the Management Committee.

All members may attend and vote at the AGM. Members who cannot attend the meeting are entitled to vote by proxy on any matter specified on the agenda. Proxy votes on such matters must be sent to the Chair or Secretary in writing before the meeting commences.

Special General Meetings

Special General Meetings can be called by resolution of the Management Committee, or by any 10 members submitting a written request to the Secretary. Any such resolution or request must include notice of the business to be discussed. Such meetings must be convened by the Secretary within 3 weeks of the resolution or request being made. All Members will be given at least three, but no more than four, weeks written notice of the time, date and place of the SGM, and the business to be discussed.

All members may attend and vote at the SGM. Members who cannot attend the meeting are entitled to vote by proxy on any matter specified on the agenda. Proxy votes on such matters must be sent to the Chair or Secretary in writing before the meeting commences.

Co-operation with Other Community Wildlife Groups

The Group will work with other Community Wildlife Groups, in the Shropshire Hills AONB and elsewhere, to develop joint initiatives, share good practice and contribute to a joint web-site, and, when appropriate, establish a Federation of Community Wildlife Groups.

Affiliation to Other Organisations

The Group may apply to be affiliated to such other organisations that the Management Committee consider appropriate.

Alterations to the constitution

Alterations to this Constitution can only be made at a General Meeting, and if the proposed amendment is included in the written Notice of the meeting. Alterations to the constitution will require approval of two thirds of members present and voting at the meeting.

Winding up

The Group can only be wound up at a Special General Meeting called specifically for that purpose.

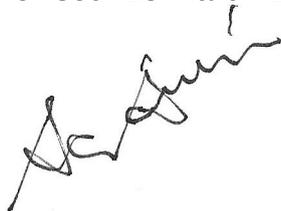
The decision to wind up will require the approval of two thirds of members present and voting at the meeting.

After all liabilities have been discharged, any surplus funds will be donated to an organisation determined by the Management Committee, or, if the Management Committee is unable to reach a decision, for whatever reason, by the Shropshire Hills AONB Partnership.

Constitution adopted

A Committee was elected at the Annual Public Meeting on 31 January 2013. This constitution was adopted at the first meeting of the Committee, held on 4 March 2013, and was endorsed at the next Public Meeting of the Group.

Revised: 28 March 2018



Stephen Butler
Chair

10th April 2018



Heather Hathaway
Secretary