

Constitution

1. Name

The name of the group shall be **Friends of Corsenside**

2. Aims

The aims of Friends of Corsenside are to work with the community to celebrate and protect the rich cultural heritage, landscape and wildlife of Corsenside Parish and the wider surrounding area.

Examples of Friends of Corsenside activities to help achieve this aim include:

- Working with other organisations and local groups
- Holding meetings and talks
- Practical tasks
- Promoting local resources
- Running events
- Developing skills within the community
- Enhancing and promoting local wildlife
- Fundraising, communications and hiring of local facilities to support the activities of the group

3. Membership

Membership is open to anyone who supports the aims of the group.

Initially membership is free and members are those who subscribe to updates from the group.

Membership terms and fees will be reviewed periodically as the group grows at a General Meeting or the Annual General Meeting (AGM).

A list of all members will be kept by the committee.

Ceasing to be a member

Members may resign at any time by unsubscribing from updates.

Any offensive behaviour, including racist, sexist or inflammatory remarks, will not be permitted. Anyone behaving in an offensive way or breaking the equal opportunities policy may be asked not to attend further meetings or to resign from the group if an apology is not given or the behaviour is repeated. The individual concerned shall have the right to be heard by the management committee, accompanied by a friend, before a final decision is made.

4. Equal Opportunities

Friends of Corsenside will not discriminate on the grounds of sex, race (including colour, ethnic or national origin), sexual orientation, disability, gender reassignment, religious or political belief, pregnancy or maternity, marital status or age.

5. Committee

The business of the group will be carried out by a committee. The committee will meet at the AGM and as necessary, but not less than one additional time each year.

The committee will consist of up to 15 members. Any member can nominate themselves or another member (subject to their acceptance) for the committee by contacting existing committee members. The nominated member will join the committee if there is a vacancy. Additional members may be co-opted onto the committee at the discretion of the committee.

The committee will:

- Chair meetings, take minutes and distribute papers and updates
- Organise activities
- Manage and maintain accounts/finances
- Publicise the group
- Maintain relationships with the community and external groups and organisations
- Keep records of members and send them updates

If a committee member would like to stand down from the committee then they should let the committee know.

Any committee member not attending a meeting without apology for a year will be contacted by the committee and asked if they wish to resign.

6. Meetings

6.1. Annual General Meetings

An Annual General Meeting (AGM) will be held within fifteen months of the previous AGM.

All members will be notified in writing at least 2 weeks before the date of the meeting, giving the venue, date and time.

Nominations for the committee may be made to existing committee members before the meeting, or at the meeting.

The quorum for the AGM will be 3 members.

At the AGM:-

- The Committee will present a report of the work of Friends of Corsenside over the year.
- The Committee will present a financial update for Friends of Corsenside for the previous year.
- The committee for the next year will be selected.
- Any proposals given to the committee at least 7 days in advance of the meeting will be discussed.

6.2 General Meetings

General Meetings are open to all members and will be held as the committee feel necessary.

The committee will also call a General Meeting at the request of at least three other members giving a written request to the committee stating the reason for their request. A meeting will take place within twenty-one days of the request.

All members will be given two weeks' notice of such a meeting, giving the venue, date, time and agenda, and notice may be by telephone, email or post.

The quorum for a General Meeting shall be 3 members.

6.3 Committee Meetings

Committee meetings may be called by any committee member. Committee members must receive notice of meetings at least 7 days before the meeting.

The quorum for committee meetings is three committee members.

7. Rules of Procedure for meetings

All questions that arise at any meeting will be discussed openly and the meeting will seek to find general agreement that everyone present can agree to.

If a consensus cannot be reached a vote will be taken and a decision will be made by a simple majority of members present. If the number of votes cast on each side is equal, the chair of the meeting shall have an additional casting vote.

8. Finances

Records of income and expenditure will be maintained by a nominated committee member and a financial statement given at each meeting.

All expenditure shall be agreed in advance by the committee.

Initially the group will operate on a cash basis. If the group reaches £250 in cash assets, then the committee will meet to agree on the creation of an account.

All money raised by or on behalf of Friends of Corsenside is only to be used to support the aims of the group, as specified in item 2 of this constitution.

9. Amendments to the Constitution

Amendments to the constitution may only be made at the Annual General Meeting or a General Meeting.

Any proposal to amend the constitution must be given to the committee in writing. The proposal must then be circulated with the notice of meeting.

Any proposal to amend the constitution will require a two thirds majority of those present and entitled to vote.

10. Dissolution

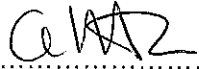
If a meeting, by consensus, decides that it is necessary to close down the group it may call a General Meeting to do so. The sole business of this meeting will be to dissolve the group.

If it is agreed to dissolve the group, all remaining money and other assets, once outstanding debts have been paid, will be donated to groups or charities with similar aims, to be agreed at the meeting which agrees the dissolution.

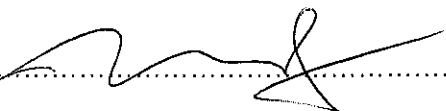
This constitution was agreed at the Inaugural General Meeting of the Friends of Corsenside on:

Date 27 / 05 / 2022

Name and position in group Christine Woodcock (committee member)

Signed 

Name and position in group Jeff Martin (committee member)

Signed 

CATHY SMITH  (Committee member)