

1. Name:

The name of the Organisation is

2. Objects:

The objects of the Organisation are (adapt as necessary but must have a conservation or well being focus using the natural resources within Kirklees)

- i) To promote for the benefit of the public, the conservation, protection and improvement of the physical and natural environment
- ii) To advance the education of the public in the conservation, protection and improvement

3. Powers:

The organisation has power to do anything which is calculated to further its objects or is conducive or incidental to doing so. (adapt as necessary)

- To raise funds and receive contributions, donations and otherwise, provided that the group shall not undertake any permanent trading activity;
- To bring together representatives of voluntary and statutory organisations, government departments and individuals;
- To produce leaflets/posters to publicise group activities;
- To hold meetings;
- To pay the necessary expenses involved in running the group;
- To employ external companies, when necessary, to carry out work;
- To undertake any other lawful activity to further the group's aims.

5. Application of income and property

- I. The organisation is made up entirely of volunteers and may not draw any sort of income from their involvement in the organisation.
- II. The income of the organisation must be applied solely towards the promotion of the objects. The organisation may pay out reasonable expenses properly incurred by volunteers when acting on behalf of the organisation.
- III. Similarly volunteers may not buy or receive any goods or services (or similarly gain) from the organisation on terms preferential to those applicable to members of the public.
- IV.

6. Membership of the Organisation

- I. Membership of the organisation is open to any individual who is interested in furthering its purposes, and who, by applying for membership, has indicated his, her or its agreement to become a member and accept that it is the duty of each member of the organisation to exercise his or her powers as a member of the organisation in the way he or she decides in good faith would be most likely to further the purposes of the organisation.

- II. Each member will have one vote and will be eligible to stand for election onto the committee.
- III. The group will be non-party-political, non-sectarian and will be committed to non-discriminatory practices and equal opportunities.

7. Management Committee

- I. The organisation shall elect a committee of between *3 and 10 members* who will direct the policy and management of the group. They shall be elected to serve *for three* years after which time they may stand for re-election. The committee will have the power to co-opt members if it wishes to use this power. *(adapt as necessary)*.
- II. From the committee members, the committee will elect a chair, a treasurer and a secretary. Other members may be appointed to undertake particular responsibilities within the group, e.g. fundraising.
- III. The committee will meet a minimum of *four* times a year. The quorum level will be set at (*five* members. The Chair will have a casting vote in the event of a tie. *(adapt as necessary)*).
- IV.

8. Meetings

- I. General meetings will be held as often as necessary and at least *four* times a year. *(adapt as necessary)*.
- II. An Annual General Meeting (AGM) of the group shall be held every year , within 3 months of the organisation forming and within 15 months of a previous AGM. All members shall be notified not less than fourteen days before the meeting. An agenda will be circulated.
- III. Business of the AGM will include electing the committee; reporting on the activities during the year, amendments to the constitution and approval of the group’s accounts.
- IV. An Extraordinary General Meeting (EGM) can be held at the chair’s discretion or by a written request to the chair of not less than *five* members. *(adapt as necessary)*. The meeting shall be called within twenty-one days of such a request and appropriate measures taken to inform all members. An Extraordinary General Meeting should only consider the business specified in the request.

9. Finances

- I. Any money raised shall be used to further the aims of the group and for no other purpose;
- II. A bank account will be opened in the name of the group.
- III. The account will require two signatures on any cheque or other bank document (except paying in slips). There will be four signatories available to the treasurer for signing cheques. The group shall decide the signatories to any account set up in the name of the group. If agreed by the membership, online accounting can be established in which

- case the treasurer is authorised to conduct transactions but must report such transactions and a set of account each month to the committee
- IV. A simple written note of the group’s financial position, will be produced and available at committee meetings;
- V. A statement of accounts verified by a competent person who is independent of the group shall be tabled at the AGM;
- VII. No money will be paid out in the name of the group without a receipt being presented.

10. Amendments to the Constitution

If amendment(s) to the constitution are necessary, members will be informed in writing and given the opportunity to consider and vote on the amendments. The amendment(s) will be made if there is a two-thirds majority vote of members.

11. Dissolution.

If the committee, by a simple majority, deem it advisable to dissolve the group, it shall call a meeting of all the members of the group, giving not less than 14 days notice. If such a decision is confirmed by a majority of those present, then all the assets of the group shall be transferred to another local voluntary group or community group with similar aims.

Adopted on theday of 20. ..

Signed (Chair)

Signed (Treasurer)

Signed (Secretary)