

# Constitution

## 1. Name

The name of the organisation is *Bugle Greenspace* ('the Organisation')

## 2. Administration

Subject to the matters set out below the Organisation shall be administered and managed in accordance with this constitution by members of the Management Committee, constituted by clause 7. of this constitution ('the Management Committee').

## 3. Objects

The objects of the Organisation are:

To maintain and enhance public areas of land, footpaths, bridleways, cycle paths and road side in Bugle and the surrounding area for the benefit of the community and wildlife/fauna.

To develop projects for the above purpose that engage and provide interests for younger people.

To engage, manage and train volunteers of all ages to assist with our work.

To contribute to the community's ability to be sustainable.

To promote and educate people about environmental conservation, resource efficiency and sustainable living.

To encourage the involvement of everyone in the community, regardless of age, sex, colour or ability.

## 4. Powers

In furtherance of the objects the Management Committee may exercise the following powers:

- (a) power to raise funds by any means, including inviting and receiving grants, donations and other contributions;
- (b) power to buy or lease and to maintain any equipment or materials necessary for the achievement of the objects;
- (c) power to buy, take on lease or in exchange any property necessary for the achievement of the objects and to maintain and equip it for use;
- (d) power to sell, lease or dispose of all or any part of the property of the Organisation;
- (e) power to borrow money and to charge all or any part of the property of the Organisation with repayment of the money borrowed;
- (f) power to employ such paid workers (who shall not be members of the Management Committee) as are necessary for the proper pursuit of the objects and to make all reasonable and necessary provision for the payment of pensions and superannuation for paid workers and their dependants;
- (g) power to publish books, periodicals, pamphlets and other materials in printed, recorded or electronic format, and to hold intellectual property rights in any such material;
- (h) power to organise conferences, debates, seminars, and such other special events as the Management Committee may determine;

- (i) power to co-operate with other organisations in furtherance of any of the objects or of similar purposes;
- (j) power to provide indemnity insurance cover for the members of the Management Committee (or any of them) out of the funds of the Organisation: **Provided that** any such insurance shall not extend to any claim arising from any act or omission which the members of the Management Committee (or any of them) knew to be a breach of duty or breach of trust or which was committed in reckless disregard of whether it was a breach of duty or breach of trust or not.
- (k) power to provide public liability insurance out of the funds of the Organisation for staff and volunteers engaged in activities on behalf of the Organisation.
- (l) power to do all such other lawful things as are necessary for the achievement of the objects.

## **5. Membership**

- 5.1 Ordinary Membership of the Organisation shall be open to individuals who are interested in furthering the Organisation's objects in Bugle and the surrounding area.
- 5.2 The Management Committee may by unanimous vote and for good reason terminate the membership of the Ordinary member at anytime: **Provided that** the Ordinary Member concerned shall have the right to be heard by the Management Committee, accompanied by a friend, before a final decision is made.

## **6. Honorary Officers**

At the Annual General Meeting the Ordinary members shall elect from among themselves the following Honorary Officers, who shall hold office from the conclusion of that meeting:

- the Chair
- the Secretary
- the Treasurer

## **7. Management Committee**

The Management Committee shall consist of:

- (a) The Honorary Officers specified in the preceding clause;
- (b) Not less than one and not more than ten Ordinary Members elected at the Annual General Meeting, who shall hold office from the conclusion of that meeting;
- (c) Not more than four persons whom the Management Committee may co-opt.

All the members of the Management Committee shall retire from office together at the end of the Annual General Meeting next after the date on which they came into office but they may be re-elected or re-appointed.

A member of the Management Committee shall cease to hold office if s/he;

- (a) has been convicted of any offence involving dishonesty or deception;
- (b) has been adjudged bankrupt or sequestration of her/his estate has been awarded and s/he has not been discharged;
- (c) has made a composition or arrangement with, or granted a trust deed, for her/his creditors and has not been discharged;

- (d) has been removed by the Charity Commissioners or by any court or under the Company Directors Disqualification Act 1986 or the Insolvency Act 1986 from being concerned with the management or control of any body;
- (e) has become incapable by reason of mental disorder, illness or injury, of managing his or her own affairs;
- (f) is absent without the permission of the Management Committee from all its meetings held within a period of six months and the Management Committee resolves that s/he shall cease to hold office; or
- (g) notifies the Management Committee of her/his resignation: **Provided that** at least three members of the Management Committee will remain in office when the notice of resignation is to take effect.

## **8. Meetings and Proceedings of Management Committee**

- 8.1 The Management Committee shall hold at least two Ordinary Meetings each year. A Special Meeting may be called by the chair or by any two members of the Management Committee upon no less than 14 day's notice being given to the members of the Management Committee of the matters to be discussed.
- 8.2 There shall be a quorum when three persons are present at a meeting.
- 8.3 When a vote is taken the matter shall be decided by a majority of those present and voting (by raising their hands). In the case of equality of votes the Chair shall have a second or casting vote.
- 8.4 The Secretary shall keep minutes of the proceedings of the Management Committee.
- 8.5 In the absence of the Chair or Secretary the first business of the meeting shall be to ensure that a substitute is appointed for the duration of the meeting.

## **9. Sub-Committees**

The Management Committee may appoint such sub-committees as it thinks fit for supervising or performing any activity or service, defining the terms of reference and determining each sub-committee's composition and the duration of its activities. All acts and proceedings of each sub-committee shall be reported as soon as possible to the Management Committee.

## **10. Receipts and Expenditure**

- 10.1 The funds of the Organisation including all grants, donations, contributions and bequests, shall be paid into an account operated by the Management Committee in the name of the Organisation at such bank or other financial institution as the Management Committee shall from time to time decide. Funds belonging to the Organisation shall be applied only in furthering the objects.
- 10.2 All cheques, and any other instruction to a financial institution for withdrawal of funds, shall be signed by at least two signatories. Signatories shall be appointed by the Management Committee annually at the Committee's first meeting following the Annual General Meeting.

## **11. Accounts**

- 11.1 The Treasurer shall be present to each Ordinary Meeting of the Management Committee an up-to-date statement of the accounts.
- 11.2 The Treasurer shall prepare annual statements of accounts, which, after examination by an independent person appointed by the Management Committee, shall be presented to the Annual General Meeting.
- 11.3 Where funds are received by donation, grant, gift, bequest or otherwise for specifically defined purposes, such funds shall be held as restricted funds and shall be used only for the purposes defined by the donor(s). They shall be reported in the accounts as restricted funds. If such monies cannot be

spent in accordance with the conditions of their donation, any unspent balance shall be returned to the donors or to their trustees, or otherwise used only as the donors or trustees require or permit. In the absence of such requirement or permission, after reasonable notice to the donor(s) or trustee(s), the Management Committee shall apply such funds to purposes as near as possible to those for which they were granted.

## **12. Indemnity**

No member of the Management Committee shall be liable:

- (a) for any loss to the property of the Organisation by reason of any improper investment made in good faith (so long as s/he shall have sought professional advice before making such investment ); or
- (b) for the negligence or fraud of any agent employed by her/him or by any other member of the Management Committee in good faith (provided reasonable supervision shall have been exercised); and no member of the Management Committee shall be liable by reason of any mistake or omission made in good faith by any member of the Management Committee other than wilful and individual fraud, wrongdoing or wrongful omission on the part of the member whom it is sought to make liable.

## **13. General Meetings**

13.1 There shall be an Annual General Meeting of the Organisation which shall be held in the month of April each year or as soon as is practicable thereafter. Every Annual General Meeting shall be called by the Management Committee. The Secretary shall publicise the Annual General Meeting by way of posters displayed in public places throughout Bugle giving at least 21 days' notice of the meeting. All Ordinary members of the Organisation shall be entitled to attend and vote at the Annual General Meeting.

13.2 The business of each Annual General Meeting shall be:

- (a) to receive the Annual Report of the Management Committee;
- (b) to receive the accounts of the Organisation for the preceding financial year;
- (c) to elect the Honorary Officers specified in Clause 6 of this constitution;
- (d) to elect the members of the Management Committee specified in sub-clause 7(b);
- (e) to appoint one or more qualified auditors or independent examiners for the coming year to audit or examine the accounts of the Organisation;
- (f) to consider and vote on any proposals to alter this constitution in accordance with clause 14 of this constitution;
- (g) to consider any other business of which due notice has been given.

13.3 The Management Committee may call a Special General Meeting at any time. If at least ten members of the Organisation request such a meeting in writing stating the business to be considered the Secretary shall call such a meeting without delay. At least 21 days' notice must be given and the notice must state the business to be discussed.

## **14. Procedure at General Meetings**

All general meetings shall be chaired by the Chair appointed at the preceding Annual General Meeting or, in his/her absence, by a person appointed at the beginning of the meeting. The Secretary or some other person specially appointed by the meeting

shall keep a full record of proceedings at every general meeting. There shall be a quorum when two persons are present.

**15. Alterations to the Constitution**

This Constitution may be altered by a resolution passed by not less than two thirds of the members present and voting at a General Meeting. Where the alteration involves a change to clause 3. (The Objects), clause 16. (Dissolution), or to this clause, at least 21 days' prior notice must be given to all members.

**16. Dissolution**

If the Management Committee decides that it is necessary or advisable to dissolve the Organisation it shall call a General Meeting of all the members of the Organisation, of which not less than 21 days' notice shall be given. If the proposal is confirmed by a two thirds majority of those present and voting the Management Committee shall have the power to realise any assets held by or on behalf of the Organisation. Any funds held in accordance with sub-clause 11.3 shall be dealt with in accordance with that sub-clause. Any assets remaining after the satisfaction of any proper debts and liabilities shall be transferred to such other community organisation or community organisations (having objects similar to the Organisation) as the General Meeting or the Management Committee (in the absence of direction from the General Meeting) may determine.

**17. Equal Opportunities**

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

**This constitution was agreed and adopted by the Steering Group of Bugle Greenspace on \_\_\_\_\_ as recorded in the minutes of that date.**

**Signed** \_\_\_\_\_

**Name** \_\_\_\_\_

**Date** \_\_\_\_\_  
**(Chair)**

**Signed** \_\_\_\_\_

**Name** \_\_\_\_\_

**Date** \_\_\_\_\_  
**(Secretary)**