

Constitution of the Friends of Wester Craiglockhart Hill and Greenbank Community Woodland

1. Name

The name of the group shall be Friends of Wester Craiglockhart Hill and Greenbank Community Woodland (the short form is FOWG)

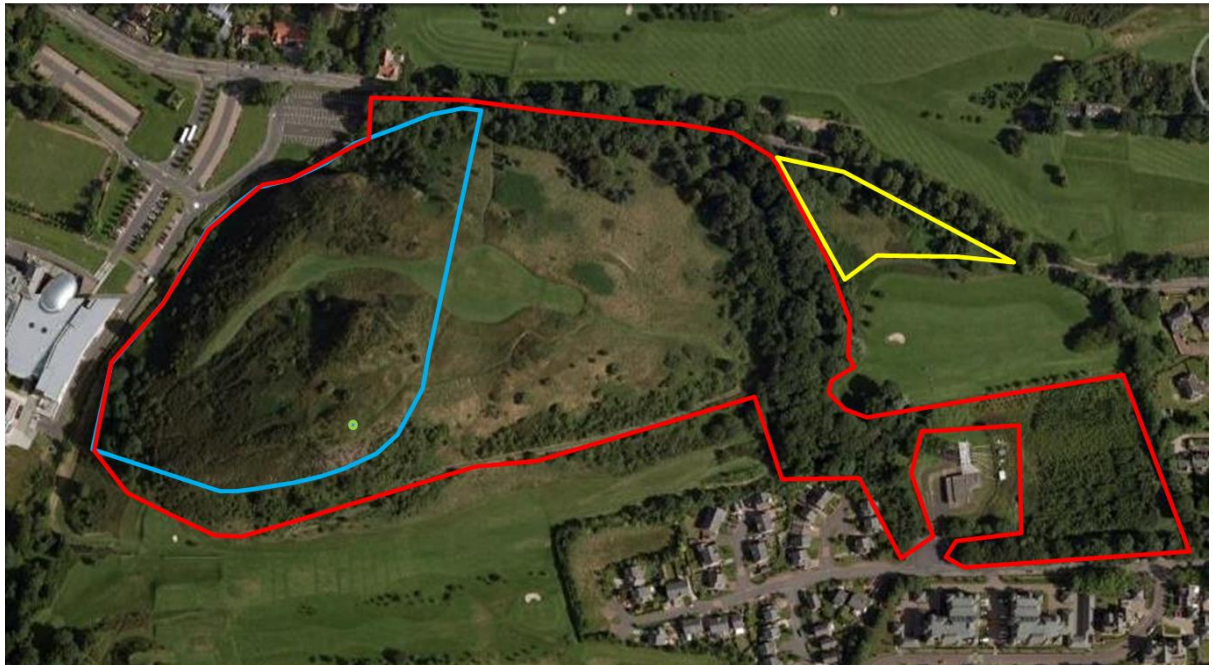
2. Aims

- ❖ Preserve and enhance the biodiversity of the area
- ❖ Maintain the state and status of the Site of Special Scientific Interest (SSSI)
- ❖ Maintain and preserve the archaeological site(s) in the area
- ❖ Create and maintain data on the species present and their frequency
- ❖ Preserve the open space
- ❖ Improve local knowledge of the importance of the site

Each of these aims is as important as the others and all will be given equal importance by the group

The proposed rough boundaries of the area to be covered initially by the group are shown below

Friends of Wester Craiglockhart Hill and Greenbank Community Woodland



- Trig point SSSI Proposed area Possible area

3. Objectives

The group will fulfil the aims by:

- ❖ Exploring and evaluating options to achieve the aims
- ❖ Undertaking baseline and other surveys to record biodiversity in the area
- ❖ Training members (and others) in undertaking surveys and conservation work
- ❖ Carrying out and promoting both environmental improvement and practical conservation
- ❖ Working with similar groups and exchanging information and advice with them.
- ❖ Educating, encouraging and supporting good environmental practice by working with statutory and non-statutory agencies.
- ❖ Offering talks and other educational activities for the local community, schools and others in the history, biodiversity and importance of the area
- ❖ Organising meetings, training courses and events.
- ❖ Publicising and promoting the work of the group.
- ❖ Working with local residents and others regardless of age, ethnic origin, ability, sex, belief or political affiliation recognising the value of our many differences.
- ❖ Involving local people in achieving the aims.
- ❖ Making rules and standing orders for categories of members and their rights.
- ❖ Opening bank accounts.
- ❖ Raising funds and receiving contributions where appropriate to finance the work where necessary.
- ❖ Taking out insurance as required.
- ❖ Taking any action that is lawful, which would help it to fulfil its aims.

4. Membership

- a. Membership of Friends of Wester Craiglockhart Hill and Greenbank Community Woodland (FOWG) shall be open to anyone who is interested in helping the group to achieve its aims and willing to abide by the rules of the group.
- b. A register of members shall be kept. The only personal details shall be name, address and, where available, e-mail address.
- b. Every member shall have one vote at general meetings.
- c. The Management Committee shall have the power to refuse membership to an applicant where it is considered such membership would be detrimental to the aims, purposes or activities of the group.
- d. Any member of the association may resign their membership at any time by informing the Secretary or Chairperson.

- e. The Management Committee shall have the right to revoke the membership of any member, if in its opinion, their conduct is prejudicial to the interests and objects of the association, PROVIDED THAT the individual member or representative of the member organisation (as the case may be) shall have the right to be heard by the Management Committee before the final decision is made. There shall be a right of appeal to an independent arbitrator appointed by mutual agreement.

5. Management Committee

- a. Friends of Wester Craiglockhart Hill and Greenbank Community Woodland (FOWG) shall be administered by a Management Committee of not less than four members and not more than eight members elected at the group's Annual General Meeting. Management Committee Members must be at least 18 years old.

- b. The Members of the Management Committee shall be four specific office holders:

- ❖ The Chairperson
- ❖ The Vice Chairperson
- ❖ The Treasurer
- ❖ The Secretary

and

- ❖ Such other Management Committee Members as the group shall deem necessary, each with a designated role.

- c. No member of the Management Committee shall be an officer or member of any other Management Committee or equivalent of any other Friends group or similar organisation.

Office holders will be appointed for a two year term but may resign at any time

- d. The Management Committee shall meet at least twice a year.
- e. At least four Management Committee Members must be present for the Management Committee meeting to take place. This must include at least two from the chairperson, secretary and treasurer.
- f.. Voting at Management Committee meetings shall be by show of hands on a majority basis. If there is a tied vote then the chairperson shall have a second vote
- g. The Management Committee shall have to set up sub-groups and working parties as deemed necessary who shall be accountable to the committee.
- h. The committee shall be accountable to the members at all times.
- i. All meetings must be minuted and available to any interested party.
- j. All committee members shall be given at least seven days notice of a meeting unless it is deemed an emergency meeting.

6. Annual General Meeting

- a. The Friends of Wester Craiglockhart Hill and Greenbank Community Woodland shall hold an Annual General Meeting (AGM) at no more than 15 month intervals
- b. Where possible members shall be notified personally, otherwise notice will be deemed served by advertising the meetings in at least five public places giving at least fourteen days' notice of the AGM.
- c. The purpose of these meeting is for the group to account for its actions and consider actions to be taken according to the group's aims and objectives.

The business of the AGM shall include:

- ❖ Receiving a report from the Chairperson of the group's activities over the year.
 - ❖ Receiving a report and presentation of the last financial year's accounts from the Treasurer on the finances of the group.
 - ❖ Electing a new Management Committee or committee members as required and considering any other matter as may be appropriate at such a meeting.
- d. The quorum for Annual General Meeting shall be at least seven persons and no more than half of those present shall be committee members e.g. of eight persons present, no more than four shall be committee members, of ten no more than five etc..
 - e. All AGMs must be minuted and available to any interested party.

7. Public Meetings

- a. The committee shall call public meetings as required to make the public aware of and discuss actions to be taken to further the aims and objectives of the group.
- b. The Chairperson of the group shall normally chair these meetings.
- c. At least fourteen days notice of such a meeting must be given and advertised in at least five public places.
- d. All public meetings must be minuted and available to any interested party.
- e. The quorum for a public meeting is eight.

8. Finance

- a. Any money obtained by the group shall be used only for the group.
- b. Any bank accounts opened for the group shall be in the name of the group.
- c. Any cheque issued shall be signed by at least two of any three nominated signatures.
- d. The Management Committee will ensure that the group stays within the budget.

9. Alteration of the Constitution

- a. Proposals for amendments to this constitution, or dissolution (see Clause 11) must be delivered to the secretary in writing. The secretary in conjunction with all other officers shall then decide on the date of a extraordinary general meeting meeting to discuss such proposals, giving at least four weeks clear notice The EGM will be advertised as for the AGM.
- b. Any changes to this constitution must be agreed by a least two thirds of those members present and voting at an annual general meeting.

10. Dissolution

The group may be wound up at any time if agreed by two thirds of those members present and voting at an Annual General Meeting. Any assets shall be returned to their providers, if they require it, or shall be passed to another group with similar aims.

11. Adoption of the constitution

This constitution was adopted by the members present at the AGM held on:

_____ 2015

Signed:

Chair

Name _____ Signature _____

Vice Chair

Name _____ Signature _____

Secretary

Name _____ Signature _____

Treasurer

Name _____ Signature _____

Member

Name _____ Signature _____

Member

Name _____ Signature _____

Member

Name _____ Signature _____

Member

Name _____ Signature _____