

Friends of Pluckley Nature

Constitution

1. The name of the Group shall be known as The Friends of Pluckley Nature (herein called the Friends).

2. Aims The aims of the Friends shall be :

- to manage for public benefit, including human health and well-being, the site known as The Brickworks Nature Reserve, a displaced species receptor site, and any additional sites within the Parish of Pluckley designated for the conservation of wildlife or nature.
- to conserve and enhance the ecology of native plants and animals within the site/s
- to make possible the ability of volunteers to participate in the development and the operation of the wildlife site/s, and encourage and develop the skills of volunteers.
- to develop educational benefits for the public, particularly children, with regard to the ecology of the site/s and the species therein.
- to assist in monitoring the wellbeing of the species that frequent or inhabit the site/s in particular with regard to any statutory reporting that results from grants or agreements concerning the site/s
- to seek income or grants as appropriate in order to further the work of nature conservation at the site/s.

3. Membership. Membership shall be open to all interested individuals, families, groups and organisations that support the aims of the Friends. The Management Committee shall have the right to refuse or revoke membership of any individual. A simple majority of the Management Committee shall be sufficient to refuse or revoke membership. An annual membership subscription may be payable at a rate or rates fixed each year at the annual general meeting. Where a subscription has been levied, membership shall lapse if the required subscription remains unpaid six months after it is due. No member whose subscription is unpaid shall be entitled to any of the privileges of membership. The Friends may, with the approval of the Pluckley Parish Council, affiliate to another organisation with similar objectives to the Friends .

4. Management Committee. The Management Committee shall have the sole responsibility for general management of the Friends. The Management Committee shall have the power to appoint a subcommittee for specific tasks responsible to the Management Committee. The Management Committee will report to Pluckley Parish Council as determined by the Pluckley Parish Council and this will include an annual report given at the Pluckley Parish Council AGM.

The Management Committee shall comprise the following:

- five individual members elected from the Friends. Three officers, the Chair, Hon. Secretary and Hon. Treasurer shall be part of this group.

- one of the five members shall be a representative of Pluckley Parish Council, *ex officio*
- a patron, if agreed and appointed by the committee.
- additional members may be appointed by the committee.

The Management Committee, other than the Patron shall be elected a new each year at the AGM. At the AGM all members of the Management Committee other than the Patron shall retire and shall be eligible for re-election. Nominations for any new Management Committee members must be received in writing by the Secretary not less than seven days before the AGM. The proposer and seconder must both be members of the Friends. The Management Committee may co-opt up to 2 additional members during the year to fill any vacancies. Three voting members of the Management Committee including at least one officer shall be a quorum for the meeting of the Management Committee.

5. Office Bearers. Within the Management Committee there shall be the following office bearers: Chair, Hon Secretary and Hon Treasurer. Elections to these positions shall be at the Annual General Meeting. These positions to be filled only by Individual Members.

6. Meetings. The Annual General Meeting must be held each year and not more than 15 months may elapse between successive annual general meetings after giving due notice of 28 days to every member. At the AGM, The Annual Report and Accounts will be presented, office bearers and the Management Committee will be nominated and elected, and other relevant business conducted. The Management Committee shall meet as required but not less than four times a year. An Extraordinary General Meeting may be called by the Management Committee giving at least 21 days notice to the membership. On receipt of a written demand from at least a quarter of membership, the Secretary must call an Extraordinary General Meeting which must be held no more than 30 days after the demand.

7. Procedures. The Management Committee shall keep adequate written records of all meetings, projects and events. A quorum at Management Committee meetings shall be five voting members as above (clause 4). Decisions shall be made by a simple majority of those present had eligible to vote. The Chair or Acting Chair shall have the casting vote in the event of a tie.

8. Financial Arrangements. All money raised by the Friends shall be applied to further the aims of the organisation and for no other purpose. No office bearers or other members shall be paid or given any sum of money except insofar as the payment is for the reimbursement for outlay actually incurred for the benefit of the Friends. An account shall be opened in the name of the Friends at such bank as the Management Committee may authorise. The account shall be operated on the signature of two designated office bearers of the Friends, of which four are registered on the account. The Treasurer shall be responsible for the day to day administration of the accounts. The Treasurer shall be responsible for producing accounts and for their submission to an independent examiner who is not a Management Committee member authorised by the Management Committee.

9 Amendments of the Constitution. Amendments to this Constitution shall be made only upon the recommendation of the Management Committee and agreed by Pluckley Parish Council, and shall be approved by a majority of not less than two thirds of the voting

members attending a general meeting of the Friends. At least 28 days notice shall be given to the Secretary before the General Meeting .

10 Dissolution. If the Management Committee decides it is necessary or advisable, and Extraordinary General Meeting shall be called giving 21 days notice of the meeting. The purpose of the meeting shall be clearly defined in writing to all members whose addresses are known to the Management Committee. If a decision to dissolve the Friends is confirmed by a two thirds majority of those present and eligible to vote at the meeting then, after the satisfaction of debts and liabilities, the assets shall not be paid or distributed to members of the Friends but shall revert to Pluckley Parish Council. The friends shall then be dissolved.

Version 27/04/21 Approved by Pluckley Parish Council