

CONSTITUTION

Potwell Dyke Grasslands Action Group

1. Name

The name of the voluntary association will be '**Potwell Dyke Grasslands Action Group**' (hereafter called '**The Group**')

2. Aim

To ensure the Local Nature Reserve is maintained and conserved for the benefit of local people and wildlife through active community involvement.

3. Objectives

- To work in partnership with the landowners (Southwell Minster Chapter) and Southwell Town Council and other interested groups
- To promote practical conservation through volunteers for the benefit of the public
- To educate volunteers in the principles and practise of conservation.

4. Powers

The Group shall have the power to raise funds, hold assets, recruit volunteers and employ staff and to sub-contract work to relevant agencies.

5. Membership

The membership will be open to anyone interested in the Reserve and takes an active part in the work of the organisation.

6. Management Committee

- The Management Committee shall consist of 7 members, including a representative of the Cathedral Chapter and of other interested parties as determined from time to time. Voting shall be by a majority show of hands. The full committee will be elected at the inaugural meeting and subsequently at the AGM of the Group
- A quorum for a committee meeting shall be 4 voting members including at least one officer
- Committee meetings will normally be called with at least 7 days' notice.

7. Officers of the Management Committee

Posts include the Chair, the Vice Chair, the Treasurer and The Secretary.

- **The Chair:** responsible for chairing the Management Committee and the AGM. The Chair is also responsible for producing a Report for each AGM. The Chair will have the casting vote when necessary
- **The Vice Chair:** will chair the meetings when the Chair is absent
- **The Secretary:** to call meetings and to ensure effective communication. The Secretary will also be responsible for recording, producing and distributing minutes and agendas.

- **The Treasurer:** to keep account of the Group's income and expenditure and to provide such records to the Cathedral Finance Office. To produce the financial report for the annual general report

8. Resignation

In the event of a position becoming vacant the management committee will co-opt a replacement member in between AGMs

9. Meetings

Ordinary members meetings: held from time to time as necessary

Annual General Meetings:

- An AGM shall be called once a year, not more than three months after the end of the financial year
- Every AGM shall be called by the Management committee with at least twenty one days' notice

Committee Meetings: Meetings will be held at least quarterly to discuss policy, finance and administration.

10. Finances

The financial year of the group will be 1st January to 31st December in line with the Cathedral's financial year. Full income and expenditure records shall be kept by the Treasurer for annual submission to the Chapter Finance Office for inclusion in the Cathedral accounts and subsequent audit. All cheques drawn on the group's bank account must be signed by two signatories, both of whom must be members of the Management Committee in line with the bank mandate.

11. Equal Opportunities

The Group is open to all people irrespective of nationality, race, ethnic or national origin, gender, disability, age, sexuality, political and religious belief who accept the aims of the Group. The Group will not tolerate any discriminatory language or behaviour and will view it as grounds for suspension or termination of membership.

12. Amendments to the Constitution

The Constitution may be altered by a resolution passed by not less than two thirds of the members attending and voting at an AGM. The notice of such a meeting must include notice of the resolution, setting out the terms of the alteration proposed.

13. Dissolution

A decision to dissolve The Group can only be taken by a majority vote at an AGM. Any remaining assets will be 1) used to pay any outstanding debts 2) transferred to any other voluntary organisation that shares the same principles and aims of the Group.