

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 that the site of Importance to Nature Conservation is managed by active volunteers so as to maximize the benefits to nature and local people.

3. OBJECTIVES

- To work in partnership with Southwell Cathedral Chapter in order to deliver the contractual Agreements signed between the Cathedral and the Government from time to time.
- To promote practical conservation through volunteers for the benefit of the public.
- To educate volunteers in the principles and practice of conservation.
- To liaise with other organisations in the local community with an interest in the environment, biodiversity, climate and green issues.

4. POWERS

The Group shall have delegated powers to seek donations, apply for funds, recruit volunteers and let certain contracts.

5. MEMBERSHIP

The membership will be open to anyone interested in the Site and who takes an active part in the work of The Group.

6. MANAGEMENT COMMITTEE

- The Management Committee shall comprise of 7 members, including a liason with Southwell Cathedral Chapter approved by them, and representatives of other interested parties as determined from time to time. Voting shall be by a 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 3 voting members including at least one officer.
- Committee meetings will normally be called with at least seven 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 as well as the production of a Report for the Annual General Meeting. 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.
- **The Treasurer:** to keep The Group's accounts, to arrange an annual audit of the accounts and to produce the financial report for the AGM.

8. RESIGNATION

In the event of a position becoming vacant the management committee will co-opt a replacement member in between AGM's.

9. MEETINGS

Ordinary Member Meetings:

- Held from time to time as necessary

Annual General Meetings (AGM):

- An AGM shall be called once a year, no more than three months following 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 to mirror that of the Southwell Cathedral Chapter.

Full income and expenditure records shall be kept of the Group's monies by the Treasurer for annual submission to the Chapter Finance Office for inclusion in their full accounts which are independently audited on an annual basis as arranged by the Finance Office.

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.

All money raised by or on behalf of PODGAG is only to be used to further the aims of the group, as specified in item 2 of this constitution.

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 majority vote at an AGM. Any remaining assets will be 1) used to pay any outstanding debts and 2) retained by the Cathedral until such time as alternative arrangements can be put in place to sustainably manage the site.