

Constitution of Oliver's Battery Countryside Group (OBCG)

1. Name

The name of the Group shall be Oliver's Battery Countryside Group (OBCG)

2. Aim

The aim of the Group shall be to conserve, sustain and enhance the natural landscape and wildlife of Oliver's Battery Parish for the benefit, education and enjoyment of local people.

3. Powers

In order to undertake activities and projects towards this aim

The Group will:

- a. Open a bank account.
- b. Take out insurance covering those working for it and public liability.
The group may:
 - c. Raise money.
 - d. Contract out practical work when and where necessary.
 - e. In respect of the Conservation Area, work with the lessee (Parish Council) whose responsibility it is to manage this area.
 - f. In respect of other areas of the countryside of the parish, work with the relevant landowner or land manager.
 - g. Co-operate with, or involve the community of Oliver's Battery, and community groups of this parish.
 - h. Co-operate with or involve other similar groups for the exchange of experience, expertise and practical assistance.
 - i. Publicise the Group and its activities by any legitimate means.
 - j. Do anything lawful which will help it to fulfil its aim.

4. Membership

- a. Membership of the Group shall be by subscription, and open to any person
 - i. Interested in helping the Group to accomplish its aim.
 - ii. Willing to abide by the adopted constitution.
 - iii. Holding a current subscription.
- b. Membership shall end
 - i. When the subscription expires.
 - ii. If terminated by the Committee.
 - iii. If membership is terminated by decision of the Committee, the member concerned shall have the right to be heard by the Committee before a decision is made, and to be accompanied by a friend or aide when being heard by the Committee.
- c. Subscription
 - i. The subscription will last for a year from 31st March.
 - ii. The rate will be determined as necessary by an Annual or Special General Meeting.
 - iii. Shall be payable upon joining the Group.
 - iv. Members will be issued with a receipt upon payment of their subscription.
- d. Constitution
 - i. New members shall be offered a copy of the Constitution.

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5. Management

- a. The Group shall be administered by a Committee of not less than three and not more than seven individuals elected at the Group's Annual General Meeting (AGM).
- b. The officers of the Committee shall be: the Chairperson, the Treasurer and the Secretary.
- c. The Committee may co-opt individuals onto the Committee in an advisory and non-voting capacity that it feels will help to fulfil the aims of the Group.
- d. The Committee shall meet at least four times a year.
- e. At least three Committee members must be present for a Committee meeting to take place including one of the officers.
- f. If there is a tied vote at Committee meetings then the Chairperson shall have a second vote.
- g. The Committee shall have the power to remove any member of the Committee for good and proper reason.
- h. Unexpected vacancies on the committee shall be filled by election at the next Annual or Special General Meeting.
- i. The Committee may from time to time appoint from their number and membership such other sub-committees as are required to work on a particular project. These sub-committees shall periodically report their proceedings to the Committee. The Chairperson and Secretary shall be ex-officio members of all sub-committees.

6. Duties of the Officers

- a. The duties of the Chairperson shall be to:
 - Chair meetings of the Committee and Group
 - represent the Group at functions/meetings that the Group has been invited to and
 - act as the spokesperson of the Group when necessary.
- b. The duties of the Secretary shall be to:
 - keep a membership list
 - prepare in consultation with the Chairperson the agenda for meetings of the Committee and the Group.
 - take and keep minutes of all meetings and
 - collect and circulate any relevant information within the Group.
- c. The duties of the Treasurer shall be to:
 - supervise the financial affairs of the Group and
 - keep proper accounts that show all monies received and paid out by the Group.

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7. Finance

- a. All monies received by or on behalf of the Group shall be applied to further the aim of the Group and for no other purpose
- b. Any bank accounts opened for the Group shall be in the name of the Group.
- c. Any cheque issued shall be signed by the Treasurer and one other nominated member of three appointed signatories of the Committee.
- d. All expenditure, other than petty cash payments shall be agreed in advance by the Committee.
- e. The level of petty cash shall be £30.
- f. The Group shall ensure that its accounts are audited or independently examined each year.
- g. The Group may pay reasonable out of pocket expenses to members or Committee members.
- h. Neither the Oliver's Battery Conservation Group nor any officer thereof shall be liable to any person for any loss or damage to any property occurring from whatever cause, nor for any injury sustained by any person while undertaking activity for or on behalf of the group.

8. Annual General Meeting

- a. The Group shall hold an Annual General Meeting (AGM) in the month of May.
- b. All members shall be given at least 14 days notice of the AGM and shall be entitled to attend and vote.
- c. The business of the AGM shall include:
 - receiving a report from the Chairperson of the Group's activities over the year.
 - receiving a report from the Treasurer on the finances of the Group
 - electing a new Management Committee by paid up members
 - appointing of auditor for the ensuing year and
 - considering any other matter as may be decided.

9. Special General Meeting

A Special General Meeting may be called by the Committee or ten members to discuss an urgent matter. The Secretary shall give all members fourteen days notice of any Special General Meeting together with notice of the business to be discussed.

10. Alterations to the Constitution

Any changes to this Constitution must be agreed by at least two-thirds of those members present and voting at any General Meeting.

11. Dissolution

The Group may be wound up at any time if agreed by two-thirds of those members present and voting at any General Meeting. In the event of winding up, any assets remaining after debts have been paid and any unused grant money has been repaid shall be given to another Group with a similar aim.

12. Adoption of the Constitution

Until the first AGM takes place the persons whose names, addresses and signatures appear at the bottom of this document shall act as the Committee referred to in this constitution.

This amended Constitution was adopted on 20/05/2013.