

FRIENDS OF WEIR WOOD SOCIETY CONSTITUTION

ORIGINAL: 4th May 2007

Amendment 1: 22nd April 2010

CONSTITUTION RULES

MEMBERSHIP

1. An applicant for membership shall pay an annual subscription (£3 - effective from 1/10/2010), payable on 1st January in each year. Any member whose subscription is four months in arrears shall cease to be a member, unless the arrears are paid up. Any person whose membership has ceased, may apply to rejoin on payment of the annual subscription, in such case, membership shall re-commence from the date of payment.
2. When an applicant pays the first subscription on or after the 1st October, the payment shall count as payment for the following year.
3. Members shall be entitled to vote at general meetings, to serve on the Committee, to hold any office, or to nominate any other member for office.
4. Every member, having paid the subscription for the year, shall be entitled to receive the Society's Newsletters, copies of the Agenda and Accounts for the Annual General meeting and due notice of Extraordinary General Meetings.
5. Every member shall observe the common laws relating to the protection of wildlife and shall not disclose any information which may lead to a breach of those laws. In addition, every member shall observe:
 - a) all special conditions which are applicable to Weir Wood reservoir as a Site of Special Scientific Interest (SSSI);
 - b) all regulations and bye-laws imposed by the landowner;
 - c) any other statutory protection measures which may be added in the future.Any member found to be in breach of this rule shall be sent a letter by first class post to his/her last recorded address, stating the nature of the alleged offence and giving the right to the member to make representation concerning the matter to the Committee within 28 days of such notification having been sent. Having considered any such representation, the Committee may, at its discretion, deprive the member of his/her membership.

COMMITTEE & MANAGEMENT OF BUSINESS

6. The business of the Society shall be managed by a Committee, consisting of the Honorary Officers and Committee members, duly elected at the AGM and who shall hold office until the next following AGM. It shall be the duty of the Committee to manage the business of the Society in accordance with the Approved Aims & Objectives.

7. The Honorary officers of the Society shall be the Chairman, the Secretary and the Treasurer. The Committee may appoint other Honorary officers, as required, who, if not already members, shall thereupon become de facto members of the Committee.
8. The Chairman shall preside at all General meetings but if the Chairman is unable to perform this duty, then the Committee shall appoint a Deputy for the meeting.
9. The Secretary shall conduct the official correspondence of the Society and keep proper minutes of all proceedings and records of all official business.
10. The Treasurer shall keep the accounts and shall prepare the Annual Statement of Accounts and Balance Sheet to the 31st December in each year. The Treasurer shall produce at the AGM a copy of the audited accounts as at the 31st December of the preceding year, for inspection by members. The Treasurer shall keep a register of the members.
11. An Honorary Auditor shall be appointed at the AGM, being a person who may or may not be a member of the Society but shall not hold any other office nor be a member of the Committee. If the appointed person becomes unable to perform the duties of the office, the Committee may appoint a Deputy to act until the next AGM.
12. The Committee shall have a maximum number of 12 members. The Committee may from time to time appoint additional Committee members to fill any casual vacancies. Any member appointed under this rule shall retire at the next following AGM but shall be eligible for re-election without nomination.

GENERAL MEETINGS

13. The Committee shall summon an AGM of the Society once in every calendar year, giving notice to the membership of time and place and the business to be transacted. All other general meetings shall be called Extraordinary General Meetings. The Committee may convene an EGM, whenever deemed necessary, and one shall be called if requested in writing by at least ten members of the Society. The Committee shall give notice to the membership of all special resolutions, including those for the amendment of rules, for the making of new rules, and for the dissolution of the Society.
14. At any general meeting, 10 members personally present and entitled to vote shall be a quorum, and a resolution shall be decided on a show of hands by a majority of the members present, voting and entitled to vote. In the event of an equal number of votes for and against a resolution, the chairman of the meeting shall have a casting vote and declare whether the resolution has been carried or lost.

ELECTIONS

15. At every AGM the Society shall elect the Honorary Officers and members of the Committee for the ensuing year. If there should be only one candidate for an office, or if the number of eligible candidates for membership of the Committee does not exceed the prescribed maximum, voting shall be by show of hands. If there should be more than one candidate for an office or more than the prescribed maximum of candidates for membership of the Committee, voting shall be by secret ballot in such case.

16. A retiring Honorary Officer or member of the Committee shall be eligible for re-election without nomination. Nomination of candidates shall be made by any two members of the Society, entitled to vote, and may be sent to the Secretary prior to the AGM or announced at the AGM.

AMENDMENT OF RULES

17. No rules, including the Aims and Objectives of the Society, shall be repealed or amended and no new rule made, save by a special resolution passed at a general meeting (i.e. carried on a show of hands by a two-thirds majority of the members present, voting and entitled to vote).

LIMIT ON COMMITTEE AUTHORITY FOR VIREMENT OF ADDITIONAL FUNDS TO CAPITAL EXPENDITURE

18. Where capital expenditure on any project is insufficiently covered by existing allocated funds, income or grants received, the Committee may, without prior approval of the membership, allocate additional funds by virement from other budgets up to a limit in any one calendar year, which shall be the lesser of £500 or such sum as shall ensure that there remain sufficient reserves to cover all committed and anticipated expenditure. This shall not preclude the Committee from using the same authority in respect of the same project in any subsequent calendar year.

DONATIONS, LEGACIES & GRANTS

19. All monies and benefits in kind, donated or given by bequest, shall be properly accounted for. The Committee shall apply all such monies and benefits in accordance with the wishes of the donors, where specifically expressed, and in promotion of the Aims and Objectives of the Society, save that donations given with subscriptions may be applied, at the discretion of the Committee, to defray the costs of producing and distributing the Newsletters and other running costs.
20. All grants made by governmental bodies, organisations, institutions or companies, shall be properly accounted for. The Committee shall apply such grants in accordance with any specified terms and conditions of the said grants and in promotion of the Aims and Objectives of the Society.

REMUNERATION OF EXPENSES & EX-GRATIA PAYMENTS

21. The Committee may authorise remuneration of out-of-pocket expenses to any officer or member of the Society in return for services rendered to the Society. Where it is deemed appropriate, the Committee may also make an ex-gratia payment to any person who has provided assistance or given unpaid time to the Society.

DISSOLUTION

- 22.** If at any general meeting a special resolution for the dissolution of the Society shall be passed by a two-thirds majority of the fully paid-up members of the Society present and voting and that resolution shall be confirmed by secret ballot of the whole membership of the Society, within 6 weeks thereafter, the Committee shall thereupon, or at such future date as shall be specified in such resolution, proceed to discharge the liabilities of the Society. If, after such discharge of liabilities, there remains any monies or assets whatsoever, the same shall be given or transferred to a Local Sussex Wildlife group such as the Sussex Wildlife Trust or Sussex Ornithological Society to be agreed by the members at that time. If effect cannot be given to the aforesaid provision then the said monies and assets shall be given instead to some non-governmental body, the objects of which are to protect wildlife, within the same local Sussex area as currently designated in the year 2006.