

**Woodland Park Community Group
Pilands Wood, Bursledon**

Constitution

(Incorporating modification to the agm quorum, agreed at the annual general meeting held at Pilands Wood Centre on Friday 26th September, 2003, and modification to 10.1.3 agreed at agm on 30th September 2005)

1. Name:

1.1. The name of the organisation shall be the Woodland Park Community Group.

2. Objects:

- 2.1. To conserve, for public benefit, the area known as Woodland Park, Hungerford, Bursledon.
- 2.2. The advancement of public education in woodland, wildlife, the environment, the countryside and its heritage.

3. Powers:

- 3.1. To raise funds and to invite and receive contributions for the Woodland Park Community Group to purchase (and hold in perpetuity), regenerate, maintain and improve the Woodland Park and other land of recreational benefit to the local community of Bursledon Parish, particularly Pilands Wood.
- 3.2. To purchase, hire, sell and maintain any items or equipment necessary to carry out the objectives of the Woodland Park Community Group.
- 3.3. To encourage the creation of new woodland.
- 3.4. To manage the area with particular reference to:
 - 3.4.1 Conservation;
 - 3.4.2 Recreational, educational and social activities for children and young people;
 - 3.4.3 Environmental Concern;
 - 3.4.4 Community access.
- 3.5. To encourage the participation of volunteers in the Park's management and operation.
- 3.6. To encourage residents, local groups and volunteers to join the Woodland Park Community Group.
- 3.7. To encourage joint working between residents and local authorities, voluntary, and other organisations.
- 3.8. To employ people or contractors where necessary to carry out the objectives of the Woodland Park Community Group. Any such employees or contractors shall not be members of the Woodland Park Community Group Committee.
- 3.9. To organise or provide training for members and volunteers of the Woodland Park Community Group.
- 3.10. To provide all such insurance as appropriate for the Woodland Park Community Group to cover the Committee, members, volunteers and employees.

- 3.11. To set rules for use of the park that are consistent with the objectives of the Woodland Park Community group.
- 3.12. Power to do all such lawful things as are necessary for the achievement of the objectives of the Woodland Park Community Group.

4. Membership

- 4.1. Membership of the Woodland Park Community Group shall be open to:
 - 4.1.1 Individuals who are interested in the work and objectives of the Woodland Park Community Group and who have paid any annual subscription set by the Committee.
 - 4.1.2 Any organisation that is interested in the work and objectives of the Woodland Park Community Group and has paid any subscription set by the Committee.
 - 4.1.3 Any family that is interested in the work and objectives of the Woodland Park Community Group and has paid any subscription set by the Committee.
- 4.2. Every individual member over 18 shall have one vote.
- 4.3. Each member organisation and family may send more than one representative to meetings of the Woodland Park Community Group, but only one representative over the age of 18 shall be eligible to vote per member organisation or family.
- 4.4. The Committee may unanimously, and for good reason, terminate the membership of any individual, member organisation or family: provided that the individual, or a representative of the member organisation or family shall have the right to be heard by the Committee, accompanied by a friend, before a final decision is made.

5. Committee

- 5.1. The Committee shall be elected at the annual general meeting and shall consist of not less than 6 members and not more than 12 members including a Chairperson, Secretary, Treasurer and Vice-Chairperson.
- 5.2. The Committee may, in addition, Co-opt not more than 4 members as long as not more than 1/3 of the Committee are Co-opted members.
- 5.3. Members of the Committee shall retire from office together at the end of the Annual General Meeting next after the date on which they came into office, but they may be re-elected or re-appointed (modification: note item 10.1. 3 below).

6. Sub Committees

- 6.1. The Committee shall have the power to appoint such sub committees as it thinks fit and will determine their terms of reference, powers and duration.

7. Personal Interest

- 7.1. No member of the Committee shall acquire any personal interest in property belonging to the Woodland Park Community Group.
- 7.2. No member of the Committee shall personally benefit from any contract entered into by the Committee.
- 7.3. No member of the Committee shall receive any remuneration.

8. Committee Meetings

- 8.1. The committee shall hold at least 2 ordinary meetings each year. A special meeting may be called at any time by the Chairperson or by any 2 members of the Committee. At least 4 days notice must be given to other Committee members.
- 8.2. The quorum for Committee meetings shall be 1/3, or 3 members, of the Committee, whichever is the greater.
- 8.3. Decisions shall be decided by a majority of votes. The Chairperson shall have a second, casting vote.
- 8.4. The Committee shall keep minutes of meetings and sub group meetings.

9. General Meetings

- 9.1. The Committee shall ensure that minutes of general meetings are recorded.
- 9.2. The quorum for General Meetings shall be 1/3, or 15 voting members, whichever is the greater.

10. Annual General Meeting

- 10.1. Once in each calendar year, an Annual General Meeting shall be held, not more than 15 months from the date of the last AGM. The business of each AGM shall be:
 - 10.1.1 To receive the annual report of the Woodland Park Community Group;
 - 10.1.2 To receive the annual accounts of the Woodland Park Community Group;
 - 10.1.3 To elect the Committee, including honorary officers. One third of the committee to stand for election each year, in rotation (*modified at AGM held on 30th September 2005, agenda/minutes item 2*).
 - 10.1.4 To appoint an independent examiner of the accounts, if required under Charity Commission income limits.
- 10.2. The Committee, giving 21 days notice to all members, shall call the AGM each year. All voting members shall be entitled to vote and decisions shall be made by a simple majority.
- 10.3. The quorum for Annual General Meetings shall be 1/10, or 10 voting members, whichever is the greater.

11. Receipts and Expenditure

- 11.1. All funds of the Woodland Park Community Group shall be paid into an account operated by the Committee. The treasurer and 1 other member of the Committee must sign all cheques.
- 11.2. The funds belonging to the Woodland Park Community Group shall only be used to further the objectives of the organisation.
- 11.3. Reasonable out of pocket expenses can be claimed by members upon production of an appropriate receipt.

12. Trust Property

- 12.1. The Committee shall cause the title to all land which is not vested in the Official Custodian for Charities to be vested in either a corporation entitled to act as a custodian trustee, or in not less than 3 and not more than 4 named individuals (not in the Committee) appointed by the Committee as holding trustees. Holding trustees shall act in accordance with the lawful directions of the Committee.

13. Accounts

13.1. The Committee shall comply with the requirements under the Charities Act 1992 (or any statutory re-enactment or modification of that Act) with regard to:

- 13.1.1 Keeping of accounting records;
- 13.1.2 Preparing an annual statement of the accounts;
- 13.1.3 Independent examination of the statements of account;
- 13.1.4 The transmission of the statements of account to the Charity Commission.

14. Indemnity

14.1. The individuals on the Committee shall be personally and individually liable for any negligence, fraud or debts incurred unless:

- 14.1.1 Debts, negligence or fraud was committed by an individual or organisation employed by the Committee in good faith (provided reasonable supervision had been exercised);
- 14.1.2 Or, an individual or individuals on the Committee act without the knowledge and consent of the rest of the Committee, or misinform the Committee by wrongful omission (whereby those individuals acting without consent shall be liable).

15. Dissolution

15.1. In the event of dissolution of the Woodland Park Community Organisation, all debts and liabilities shall be paid. Any remaining assets shall be offered to an appropriate organisation with the approval of the Charity Commission.

16. Amendments to the Constitution

16.1. Proposals to amend this constitution shall be brought to the attention of the Committee not less than 28 days before the general meeting at which any alterations shall first be considered.

16.2. Amendments shall require a majority of the Committee present and voting and a 2/3 majority of voting members at a general meeting.

17. Arrangements until the first Annual General Meeting

17.1. Until the first Annual General Meeting takes place this constitution shall take effect as if references in it to the Committee were references to persons whose names appear below.

This Constitution was adopted as the Constitution of the Woodland Park

Community Group at a public meeting at.....

on..... 20..... at which the following people were elected

as members of an interim Committee to serve as charity trustees until the first Annual General Meeting.

