

CONSTITUTION OF THE FRIENDS OF CHURCHTOWN FARM COMMUNITY NATURE RESERVE

1. NAME

The name of the Group shall be 'Friends of Churchtown Farm Community Nature Reserve'.



2. PURPOSE

The purpose of the Group is:

To support the conservation, protection and enhancement of the wildlife, landscape and heritage of Churchtown Farm, and to promote public understanding, involvement and enjoyment of the site through volunteering, educational and recreational activities.

The Group aims to:

- Support and encourage volunteer involvement in the conservation and management of Churchtown Farm.
- Promote awareness of the wildlife, heritage and landscape of the site.
- Provide educational activities, guided walks, talks and events.
- Monitor and record wildlife and habitats.
- Work collaboratively with the landowner, site managers and other organisations with similar aims.
- Encourage responsible public enjoyment of the site.

3. ENVIRONMENTAL VALUES

The Friends of Churchtown Farm support the conservation and enhancement of wildlife, habitats and landscape.

Activities organised by the Group shall seek to protect and respect the natural environment and heritage of Churchtown Farm and encourage responsible enjoyment of the site.

4. WORKING WITH THE LANDOWNER

The Friends of Churchtown Farm is an independent voluntary group that supports activities at Churchtown Farm but does not manage the site, which forms part of the Antony Estate. The Friends of Churchtown Farm will seek to work cooperatively with Antony Estate and with those responsible for the management of the site in order to support the conservation, understanding and enjoyment of Churchtown Farm.

5. MEMBERSHIP

Membership shall be open to anyone who supports the aims of the organisation.

Membership categories may include:

- Individual
- Household
- Concession

The Committee may set and review annual membership subscriptions for the different categories of membership. Any changes to subscriptions shall be reported to members at the Annual General Meeting.

Members whose subscriptions are more than three months overdue may be deemed to have lapsed. Members aged under 18 may join the Group, but are not able to vote at meetings.

Members are expected to support the aims of the Group and to behave in a respectful and responsible manner during activities and meetings. The Committee may terminate the membership of any individual whose conduct is considered to be seriously detrimental to the interests or reputation of the Group, or who persistently fails to follow reasonable guidance relating to safety or responsible behaviour. Before any such decision is made, the member concerned shall be given the opportunity to explain their conduct to the Committee.

6. COMMITTEE

The organisation shall be managed by a Committee elected at the Annual General Meeting.

The Committee shall consist of:

- Chair
- Vice Chair
- Secretary
- Treasurer
- Up to eleven additional Committee members, including Wardens

The Committee may co-opt additional members where specific skills are required. Committee members normally serve for one year and may stand for re-election.

7. DUTIES OF OFFICERS

Chair

- Chairs meetings
- Provides leadership to the Committee and Group
- Represents the Group

Vice Chair

- Supports the Chair

Secretary

- Keeps records and minutes
- Handles correspondence

Treasurer

- Manages finances
- Keeps financial and membership records
- Presents an annual financial report

8. MEETINGS

Annual General Meeting (AGM)

An Annual General Meeting shall be held each year to:

- receive the annual report from the Chair
- receive the financial report for the year from the Treasurer
- elect the Committee
- discuss future plans

Members shall receive at least 14 days' notice of the AGM.

Committee Meetings

The Committee shall meet as necessary to manage the activities of the Group.

9. QUORUM

The quorum shall be:

- **AGM:** 10 members or one quarter of the membership (whichever is the smaller)
- **Committee meeting:** three Committee members, of whom one must be Chair or Vice Chair

10. COMMUNICATION

Notices of meetings and other communications to members may be given by post, email or other appropriate electronic means.

The Group may also communicate information to members through newsletters, a website or other digital platforms.

11. FINANCE

The organisation may raise funds through:

- Membership subscriptions
- Donations
- Grants
- Events and activities

All funds must be used to support the aims of the organisation.

The Treasurer shall maintain proper financial records. Two authorised signatories shall approve payments where possible.

12. CONFLICT OF INTEREST

Committee members must declare any personal or financial interest in matters discussed by the Committee and may be asked to withdraw from discussion or decision making.

13. VOLUNTEER SAFETY

The Friends of Churchtown Farm supports volunteering in a safe and responsible manner.

Volunteers taking part in activities organised by the Group shall follow any safety guidance provided by activity leaders and by those responsible for the management of the site.

The Committee will take reasonable steps to ensure that activities organised by the Group give appropriate consideration to the safety and wellbeing of volunteers and participants.

14. AMENDMENTS

This constitution may be amended at an Annual General Meeting or Special General Meeting by a two-thirds majority of members present and voting.

15. DISSOLUTION

If the Group is dissolved, any remaining funds shall be given to a charity or organisation with similar environmental or community objectives, as agreed by members at a General Meeting.