

Friends of Cherry Hinton Brook Constitution

As approved at Inaugural Meeting: 03 June 2009

1. NAME

The name of this group shall be **FRIENDS OF CHERRY HINTON BROOK (FCHB)**. The Brook shall be defined as that section of its channel from its source at Giant's Grave to the railway line near Sainsbury together with its banks and land on both sides.

2. OBJECTIVES

The aims of FCHB will be:

- The maintenance of the attractive appearance of the brook, for example by removing litter;
- The raising of public awareness about the importance of the brook for wildlife, among the residents who live near it, and those who walk and cycle along it
- The improvement of the brook as an environment for wildlife;
- The observation and monitoring of the flora and fauna of the brook and its environs; and
- Liaison and co-operation with other organisations

3. MEMBERSHIP

Membership is open to anyone who is interested in the objectives of FCHB. Membership shall be at the discretion of the Committee. Application for membership must be made to the Membership Secretary and be accompanied by a remittance for the first annual subscription.

A list of all members will be kept by the Membership Secretary. Members may resign at any time in writing to the Membership Secretary. Membership shall be deemed to have lapsed if payment has not been made within three months of the renewal date.

There will be two classes of membership: ordinary and corporate. Annual rates of subscription shall be decided by the Annual General Meeting based on recommendations by the Committee. No member shall be entitled to exercise the benefits and privileges of membership if their subscription has not been received or renewed.

4. OFFICERS and COMMITTEE

The business of FCHB will be carried out by a Committee that will be elected at the AGM for a three-year term. The Committee will consist of 4 officers and up to eight members. The officers' roles are as follows:

- Chairperson, who shall chair both general and committee meetings
- Secretary, who shall be responsible for the taking of minutes and the distribution of all papers
- Membership Secretary, who shall be responsible for keeping records of members
- Treasurer, who shall be responsible for maintaining accounts

At least one third of the members of the Committee shall stand for re-election each year. No Committee member may serve for more than two consecutive terms, but they may be nominated again after one year has passed. The Committee shall have the power to co-opt at its discretion up to four members of the FCHB to serve on the Committee in addition to the elected members until the next AGM, and shall have power in the event of any vacancy to fill it by co-opting a member of the FCHB. A President and Patrons of the FCHB may be elected for a four-year term at the discretion of the Committee.

The quorum for a Committee Meeting shall be four. Decisions shall be made wherever possible by consensus, or where not, by simple majority. The Committee shall meet at least once every half year or at more frequent intervals as the Committee may decide from time to time. The Committee shall have power to appoint Sub-Committees with such terms of reference as the Committee may consider necessary and delegate to them such powers as may be considered desirable

5. MEETINGS

5.1. An Annual General Meeting (AGM) of members will be held each year on a date as close as possible to the anniversary of the foundation of the FCHB, of which due notice must be given to all members at least one month in advance. Nominations for members of the Committee and Officers of FCHB must be received by the Secretary at least a fortnight in advance of the AGM. Nominations must have the consent of the nominee and all nominations and motions must be seconded. No business may be presented at the AGM unless there is a quorum present of eight members or 5% of the membership, whichever is greater. Resolutions shall be carried by a simple majority of those present and voting. At the AGM:

- An officer will present a report of the work of FCHB over the year.
- The Treasurer will present the accounts of FCHB for the previous year for approval of the members.
- The officers and Committee for the next year will be elected.
- Any proposals given to the Secretary at least 7 days in advance of the meeting will be discussed.

5.2. An Extraordinary General Meeting (EGM) shall be called if eight members, or 5% of the membership, whichever is greater, so desire and signify this in writing to the Secretary or if the Committee in its discretion shall so decide. The Secretary shall arrange for an EGM to be held within one month of having received such a request and shall ensure that a fortnight's notice has been given to all members of the FCHB. No business may be presented at the EGM unless there is a quorum present of eight members or 5% of the membership, whichever is greater.

6. FINANCES

An account will be maintained on behalf of the Friends at a bank agreed by the Committee. Three signatories will be nominated by the Committee (one to be the Treasurer). The signatories must not be related nor members of the same household. Where signatories are needed, two people must sign.

Records of income and expenditure will be maintained by the Treasurer and a financial statement made available at each meeting. All money raised by or on behalf of FCHB is only to be used to further the aims of the group, as specified in item 2 of this constitution.

The Committee shall appoint an honorary auditor to examine the accounts.

7. AMENDMENTS TO THE CONSTITUTION

Proposals for any amendment to this constitution must be submitted to the Committee for approval. They can be passed by a simple majority of those present and voting at an AGM or EGM.

8. DISSOLUTION

If a meeting, by simple majority, decides that it is necessary to close down the group it may call a Special General Meeting to do so. The sole business of this meeting will be to dissolve the group. If it is agreed to dissolve the group all remaining money and other assets, once outstanding debts have been paid, will be donated to a local charitable organisation, the organisation to be agreed at the meeting which agrees the dissolution.

This constitution was agreed at the Inaugural General Meeting of FCHB on:-

Date/...../.....

Name and position in group

Signed

Name and position in group

Signed