

*John - Chairman*  
*Caro - Secretary*  
*VCh*

**THE CONSTITUTION OF THE SELSDON WOOD  
APPRECIATION GROUP AS ADOPTED AT THE  
FORMATION MEETING HELD ON 8 NOVEMBER 2003**

**1 NAME OF GROUP**

The Group shall be called Selsdon Wood Appreciation Group

**2 AIMS OF THE GROUP**

(1) The chief aims and activities of the Group shall be, in consultation with and the approval of, the London Borough of Croydon.

- Clara - Treasurer*  
*Nicky - membership Secretary*  
*(Ryan - website)*  
*John - Ecology*  
*Waltham*
- (a) To ensure that Selsdon Wood is maintained
    - (1) for the benefit of their flora and fauna so that no one species shall threaten the survival of another and;
    - (2) for the enjoyment of the public and that as far as is reasonably practicable; neither is developed to the detriment of the other.
  - (b) To carry out programmes of practical work, especially conservation and restoration work, in the woods in fulfilment of these aims.

(2) The Group shall also;

- (a) act as a forum for discussion on issues that may affect the aims or activities as set out at 2 (1a and b) above
- (b) educate volunteers of all ages in the principles and practices of conservation and
- (c) raise money as necessary for the carrying out of its work

(3) The area served shall be Selsdon Woods as delineated on the plan titled "Appendix A - 01/11/2003" and included as Appendix A, as part of this constitution, but projects may be undertaken in other areas as agreed by members at an Annual or Special General Meeting or by the Committee.

(4) The Group shall affiliate to the British Trust for Conservation Volunteers and shall observe the conditions of affiliation.

### **3 MEMBERSHIP**

(1) Membership of the Group shall be open for adult (over 18 years old) and family memberships who subscribes to the aims of the Group and who pays the annual financial subscription

(2) The Group shall not refuse any request for membership on the grounds of an applicants race, religion, physical or mental handicap, sex or sexual orientation, or treat any member less favourably on such grounds.

### **4 THE ANNUAL GENERAL MEETING**

(1) There shall be an open Annual General Meeting of the Group at which voting shall be restricted to members, over 18 years of age, who have subscribed in accordance with section 3(1).

### **5 THE PURPOSE OF THE ANNUAL GENERAL MEETING**

The Annual General Meeting shall;

(1) Elect, in accordance with section 6(2&3), a Committee to administer the activities of the Group as determined by the Annual General Meeting and this constitution.

(2) Elect from the membership of the Group, a Chair, a Secretary and a Treasurer and any other officers, which the Meeting shall consider desirable, provided that the number of such other officers shall not exceed 6 in number.

(3) Receive a report from the Chair of the Committee on the activities of the Group over the previous year.

(4) Advise the members of any changes or additions to the Management Plan for achieving the aims of the Group as set out in Section 2.

(5) Conduct any other business that it considers necessary to further the aims of the Group.

(6) Receive annual accounts from the Treasurer, inspected in accordance with Section 7(4).

(7) Agree any annual financial subscription for members for the ensuing year.

## 6 SUMMONING AND CONDUCT OF THE ANNUAL GENERAL MEETING

- (1) The committee shall be responsible for arranging the time and venue of the Meeting.
- (2) The Secretary shall notify members of the Group 2 weeks in advance of the time and venue of the Meeting and shall request from members nominations, which must be seconded by another member, for the officer posts specified in Section 5(2) and any items for specific discussion. Nominations for the officer posts and requests for discussion items may also be taken at the meeting with the approval of the members eligible to vote at that Meeting. Nominations may only be made from members who have been registered for a minimum of 3 months.
- (3) If elections are necessary for officer or committee posts, they shall be conducted by secret ballot by a member elected for that specific purpose by members at the Meeting. The elections shall be held and the results announced at the Meeting.
- (4) All decisions of the Meeting shall be by majority voting by registered members.
- (5) No Annual General Meeting shall conduct the business set out in Section 5 unless it is attended by at least 8 registered members.
- (6) In the event of a quorum as set out in Section 6(5) not being achieved the Committee shall summon a Special General Meeting in accordance with the stipulations of Section 8.

## 7 THE COMMITTEE

- (1) The Committee shall be responsible for the general administration of the Group and the enactment of decisions of Annual General or Special Meetings.
- (2) The Committee shall consist of the Chair, Secretary, Treasurer and at least 2 but no more than 6 other members.
- (3) Casual vacancies may be filled by co-option by the Committee from amongst members of the Group, provided that no more than 5 members shall be co-optees. If more than 5 casual vacancies occur during the year between Annual General Meetings, a Special Meeting of members of the Group shall be called to elect replacements. Co-optees shall have the same voting rights as other Committee members.
- (4) The Treasurer shall keep accounts, which shall be submitted annually to inspection by a person who shall not be a member of the Group but who shall be nominated by the Committee.

(5) The Committee shall ensure that all monies raised for the Group are paid into a bank account or building society account and also ensure that the account is operated on the joint signatures of any two of three officers, one being the Treasurer and the other two being appointed by the Committee for that purpose.

(6) The Committee shall otherwise decide the duties of each of its officers and Committee members, but one member of the Committee shall be responsible for keeping a list of Registered members and for enrolling new members.

(7) Decisions of the Committee shall be by majority voting.

(8) The Committee shall arrange for all volunteers on work projects to be adequately insured and for adequate insurance for injuries to third parties and damage to property.

(9) No decisions shall be made by a Committee if less than 5 members attend it.

## 8 SPECIAL GENERAL MEETINGS

(1) Either the Committee or 10 registered members writing in notification to the Secretary may call a Special Meeting, which shall be held within 1 month of such notification.

(2) The Secretary shall give members of the group, 2 weeks notification of the date of a Special General Meeting together with the time and venue which shall be decided by the Committee.

(3) Special General Meetings shall be conducted according to the same regulations governing Annual General Meetings.

## 9 DISSOLUTION OF THE GROUP

(1) The Group shall be dissolved only by two thirds of the number of members who attend and vote at an Annual General or Special Meeting called for the purpose of dissolution.

(2) If the Group is dissolved, all assets shall pass to the British Trust for Conservation Volunteers.

## 10 ALTERATION TO THE CONSTITUTION

(1) This constitution shall be altered only by a majority of members voting at an Annual General or Special Meeting

(2) The notification of such a Meeting shall make clear that such a vote is to take place and the proposed alterations shall be set out in full in such notifications.

APPENDIX "A"  
"Definition of wood 01/11/2003"

