

# Friends of Higher Brook Meadow Green Constitution

## 1. Group Name

Friends of Higher Brook Meadow Green (Friends of HBM Green)

## 2. Groups Purpose / Aims

To contribute to improving the environment, increasing biodiversity, improving existing facilities and enabling more of the existing and future community to be able to access the Higher Brook Meadow Green open space.

To build a positive partnership with East Devon District Council (EDDC) and support the development of improvement, seeking fund raising and helping to maintain the space.

In carrying out these purpose / aims the group will:

- Involve local people in improving the area.
- Promoting community use and play facilities.
- To raise funds, receive contributions and where appropriate, to finance any agreed work.
- To publicise and promote work.
- Open a bank account.
- Organise working parties, meetings, and fund-raising events.
- Work with similar groups and exchange information and advice with them.
- Take any action that is lawful, which would help its aims.

## 3. Membership

- Membership of the Friends of Higher Brook Meadow Green is automatic to any household living in the HBM postcodes of EX10 9ST or EX10 9SS, unless they opt out by way of notification to the Membership/Fundraising Secretary.
- Membership is also open to anyone who is interested in helping the group to achieve its aims and follow any rules of the group.
- Every member shall have one vote at the general meeting.

## 4. Steering Group

- The Friends of HBM green will be administered by a Steering Group of not less than three people and not more than 10 people elected at the group's AGM. The start-up Steering Group will be formed by the initial members of the group until the first AGM, which will be held no later than 15 months after the signing of the Constitution.

### Chairperson:

- To preside at meetings of the committee and the group.
- As may be required by the committee, to act as a spokesperson on public occasions or when presentations are being made on behalf of the organisation to public bodies.

### Secretary:

- To prepare in consultation with the chairperson the agenda for the meetings of the Steering Group.
- To take and keep minutes of all meetings.

- To collect and disseminate information on matters affecting the group.

**Treasurer:**

- To supervise the financial affairs of the group.
- To ensure that proper accounts are kept about all monies received by and paid out by the group.
- To make regular reports to the steering committee on the financial status of the group.

**Membership/Fundraising Secretary**

- To maintain and update a list of all members.
- To coordinate and advise on fundraising opportunities that support the aim of the group.

**Maintenance Co-ordinator**

- To draft up suitable maintenance schedules for the trees and hedgerows
- To advise and co-ordinate the volunteers any on necessary work required

**Any other roles that the group deem necessary**

**5. Steering Group Meetings**

- The Steering Group shall meet at least three time a year.
- At least three members Steering Group Member must be present for the meeting to take place.
- The Steering Group have the power to set up subgroups and working parties as deemed necessary
- All meetings must be miniated and available to interested parties.

**6. Annual General Meeting (AGM)**

- The Friends of Higher Brook Meadow Green shall hold an Annual General Meeting (AGM)at not more than 15 months intervals.
- Where possible members will be notified personally via email, otherwise notice will deemed served by advertising the meetings on FOHBMG social media pages and a notice by the entrance gate to the playground.
- The business of the AGM shall include:
  - Receiving a report from the Chair of the group’s activities.
  - Receiving a report & presentation of the last financial year’s accounts from the Treasurer on the finances of the group.
  - Electing a new Steering Group and considering any other matter at such meeting.
- The quorum for the AGM shall be at least 5% of the membership.

**7. Special Meetings**

- Any member can call a special meeting, with the agreement of at least two members of the Steering Group.
- The Steering Group must call a special meeting if they receive a request from the majority of members or for changes to the constitution or for winding up purposes.

**8. Finance, Money, and Equipment**

- Any money obtained by the group shall be used only for the group.
- Any bank accounts opened for the group shall be in the name of the group.

- Any cheque issued shall be signed by at least two of any three nominated signatures.
- The Steering Group will ensure that the group stays within budget.

## 9. Dissolution

The group may be wound up at any time if agreed by two thirds of those members present and voting at any meeting. Any assets will be returned to their providers, if they require it, or shall be passed to another group with similar aims.

## 10. Alteration of the Constitution

- Proposals for amendments to this constitution, or dissolution (see 10) must be delivered to the secretary in writing. The secretary in conjunction with all members of the Steering Group shall then decide on a date of a meeting to discuss such proposals, giving at least two full weeks' notice to all members.
- Any changes to this constitution must be agreed by at least two thirds of the members present and voting at a general meeting.

## 11. Adoption of the Constitution

This constitution was adopted by the initial members of the group who will remain as the initial Steering Group until the first AGM, which will be held no later than 15 months after the signing of the Constitution.

Role	Name	Signature
Chairperson	Wendy Whitaker	
Secretary	Margaret Bullock	
Treasurer	Liz Lees	
Membership/ Fundraising Secretary	Rachel Shepperd	
Maintenance Co Coordinator	Keith Hudson	

Date of Signature: **21<sup>st</sup> January 2022**