

Constitution for The Friends of Bury Folk

1. Name

The name of the Group shall be **The Friends of Bury Folk** (the Group).

2. Aims

The Aims of the Group will be:

- To maintain the Green Belt status of land classified as Green Belt land in Bury as at the date of this Constitution and to keep Bury's open spaces.
- To raise awareness of the proposals made by the Greater Manchester Combined Authority affecting land in Bury as set out in the Greater Manchester Spatial Framework.
- To foster understanding of the various issues created by the Greater Manchester Spatial Framework proposals by sharing information, opinions, ideas and resources among the Members.
- To campaign against and to challenge the proposals made by the Greater Manchester Combined Authority to develop Green Belt land in Bury as set out in the Greater Manchester Spatial Framework.
- To engage the Members of the Group in a common effort to carry out the Aims of the Group.

3. Powers

To further these Aims the Committee shall have power to:

Obtain, collect and receive money or funds by way of contributions, subscriptions, fees, donations, grants, fund raising activities and any other lawful method towards the Aims of the Group.

Rent or own property and equipment necessary to achieve the Aims of the Group.

Affiliate to any local or national group or association that the Committee decides is appropriate and disaffiliate from any group or organization if continued affiliation be, in the Committee's view, against the interests of the Group.

Do all such other lawful things as will further the aims of the Group

4. Membership

Membership is open to anyone over the age of 18 years old who supports the Aims of the Group.

There will be an annual Membership Fee of £10 (ten pounds). Any variation in this fee will be agreed at the Annual General Meeting and will be payable by all Members.

Membership will begin as soon as the Membership Form and first annual payment has been received.

All Members may attend and vote at the Annual General Meeting and shall be eligible for election to the Committee.

A list of all Members will be kept by the Membership Secretary.

Ceasing to be a member

Members may resign from the Group at any time in writing to the Secretary.

Any Member who has not paid their Membership Fee within four weeks of the Fee becoming due will be contacted by the Committee who will then decide whether that Member is deemed to have resigned.

Any Member who acts in a manner contrary to the Aims of the Group will be deemed to have resigned.

Any offensive behaviour, including racist, sexist, politically biased or inflammatory remarks including unfounded allegations, will not be permitted. Anyone behaving in an offensive way, using offensive language or breaking the equal opportunities policy may be asked not to attend further meetings or may be barred from the Group if an apology is not given or the behaviour is repeated. The individual

concerned shall have the right to be heard by the Bury Folk Keep It Green Committee, accompanied by a friend, before a final decision is made.

There will be no refund of the Membership Fee or any part of the Membership Fee upon the resignation or the deemed resignation of a Member or upon the barring of a Member from the Group.

5. Equal Opportunities

The Group will not discriminate on the grounds of gender, race, colour, ethnic or national origin, sexuality, disability, religious or political belief, marital status or age.

6. Officers and Committee

The business of the Group will be carried out by the Committee elected at the Inaugural Meeting of the Group in the first instance and thereafter annually at the Annual General Meeting. The Committee will meet as necessary and not less than four times a year.

The Committee will consist of 10 members, and be composed of 4 Officers and 6 Committee members. Any number of additional members may be co-opted onto the Committee at the discretion of the Committee.

The Officers will be elected by the Committee in the first instance and thereafter annually at the Annual General Meeting. The Officers' roles are as follows:

- Chair, 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.

In the event of an Officer standing down during the year a replacement will be elected by the Committee at the next Committee Meeting.

The Committee may establish such sub-groups that the Committee feels are necessary to achieve the Aims of the Group. Any such sub-groups shall not enter into legal or financial agreements without the prior authority of the Committee.

Any Committee Member not attending two consecutive Committee Meetings without apology will be contacted by the Committee and asked if they wish to resign.

The Committee meetings will only be open to the Committee.

7. Meetings

7.1. Annual General Meetings

An Annual General Meeting (AGM) will be held within twelve months of the adoption of this Constitution and thereafter within 15 months of the previous AGM.

All Members will be notified via an e-mail, and also by a post on the Facebook page for Bury Folk Keep It Green and a post on the Home Page of the website Save Bury's Green Belt, at least twenty-one days before the date of the meeting, giving the venue, date and time and a report on the Group's financial position for the previous year will be made available at the same time.

Nominations for the Committee may be made to the Secretary before the meeting.

The quorum for the AGM will be 5% of the membership or 25 Members, whichever is the greater number.

At the AGM:-

- The Committee will present a report of the work of the Group over the year.
- The Committee will present the accounts of the Group for the previous year.
- The Committee and the Officers 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.

7.2 Special General Meetings

The Secretary will call a Special General Meeting at the request of the majority of the Committee or not less than one quarter of the Members giving a written request to the Chair or Secretary stating the reason for their request.

The meeting will take place within twenty-one days of the request.

All Members will be given fourteen days notice of such a meeting, giving the venue, date, time and agenda, and notice may be by e-mail and a post on the Facebook page for Bury Folk Keep It Green and a post on the Home page of the website Save Bury's Green Belt.

The quorum for the Special General Meeting will be 5% of the membership or 25 members, whichever is the greater number.

7.3 General Meetings

General Meetings are open to all Members and will be held whenever necessary.

All Members will be given fourteen days notice of such a meeting, giving the venue, date, time and agenda, and notice may be by e-mail and a post on the Facebook page for Bury Folk Keep It Green and a post on the Home page of the website Save Bury's Green Belt.

The quorum for a General Meeting shall be 5% of the membership or 25 members, whichever is the greater number.

7.4 Committee Meetings

Committee Meetings may be called by the Chair or Secretary. Committee Members must receive notice of meetings at least seven days before the meeting.

The quorum for Committee Meetings is five Committee Members.

8. Rules of Procedure for meetings

All questions that arise at any meeting will be discussed openly and the meeting will seek to find general agreement that everyone present can agree to.

If a consensus cannot be reached a vote will be taken and a decision will be made by a simple majority of members present. If the number of votes cast on each side is equal, the Chair of the meeting shall have an additional casting vote.

A proper record of all transactions and meetings shall be kept.

9. Finances

An account will be maintained on behalf of the Group at a bank agreed by the Committee. The funds of the Group including all donations, contributions and bequests, shall be paid into the account. Three cheque signatories will be nominated by the Committee (one to be the Treasurer). The signatories must not be related nor members of the same household.

All payments will be signed by two of the signatories.

- For cheque payments, the signatories will sign the cheque.
- For other payments (such as BACS payments, cash withdrawals, debit card payments or cash payments), a requisition note will be signed by two signatories, and held by the Treasurer.

Records of income, funding and expenditure will be maintained by the Treasurer and a financial statement given at each meeting.

All funds belonging to the Group or raised by or on behalf of the Group are only to be used to further the Aims of the Group, as specified in item 2 of this Constitution.

10. Amendments to the Constitution

Amendments to the Constitution may only be made at the Annual General Meeting or a Special General Meeting.

Any proposal to amend the Constitution must be given to the Secretary in writing. The proposal must then be circulated with the Notice of Meeting.

Any proposal to amend the Constitution will require a two thirds majority of those present and entitled to vote.

11. 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 will be agreed at the Meeting which agrees the dissolution.

This Constitution was agreed and adopted at the Inaugural Meeting of the Group on:-

Date 12 / 02 / 2017

Name and position in Group Christopher Russell Chairman

Signed 

Name and position in Group James Mason Secretary

Signed 