**CONSTITUTION – COLWINSTON OLD FORD PROJECT**

**1: NAME**

The name of the organisation is Colwinston Old Ford Project

**2: THE PURPOSES OF THE GROUP ARE:**

To promote and environmentaly enhance the area known as Colwinston Old Ford for the benefit of the public, particularly the residents of Colwinston and surrounding areas by:

* Enhancing bio-diversity and access to green spaces through volunteering
* Advancing the education of the public through sustainable development
* Contributing to the protection , enhancement and rehabilitation of the woodland site for the wellbeing of the current and future generations
* Providing opportunities for educational, social and recreational activities
* Conserving and promoting the local heritage to raise the profile of the site both locally and further afield

**3: TRUSTEES**

The Group will be managed by a committee of trustees who are appointed at the Annual General Meeting (AGM)

**4: CARRYING OUT THE PURPOSE**

In order to carry out the groups purpose, the trustees have the power to

* Raise funds, receive grants and donations
* Apply funds to carry out the work of the group
* Cooperate with and support other charities or organisations with similar purposes
* Do anything which is lawful and necessary to achieve the purposes

**5: MEMBERSHIP**

The group shall have membership.People who support the work of the group and are aged 18 years or over, can apply to the trustees to become a member. Once accepted by the trustess, membership lasts for three years and may be renewed. The trustees will an keep up-to-date membership list.

The trustees may remove a person’s membership if they believe it is in the best interests of the group. The member has the right to be heard by the trustees before the decision is made and can be accompanied by a friend.

**6: ANNUAL GENERAL MEETING (AGM)**

* The AGM must be held every year, within 14 days notice given to all members telling them what is on the agenda. Minutes must be kept of the AGM
* There must be at least 3 members present at the AGM
* Every member has one vote
* The trustees shall present the annual reports and accounts
* Any member may stand for election as a trustee
* Members shall elect between 3 and 12 trustees to serve for the next year. They will retire at the next AGM but may stand for re-election

**7: TRUSTEE MEETINGS**

* Trustees must hold at least 3 meetings each year. At their first meeting after the AGM they will elect a chair, treasurer amd secretary. Trustees may act by majority decision
* At least 3 trustees must be present at the meeting to be able to take decisions Minutes shall be kept for every meeting
* If trustees have a conflict of interest they must declare it and leave the meeting while this matter is bewing discussed or decided.
* During the year, the trustees many appoint up to 2 additional trustees. They will stand down at the next AGM
* The trustees may make reasonable additional rules to help run the group. These rules must not conflict with the constitution or the law

**8: MONEY AND PROPERTY**

* Money and property must only be used for the group’s purposes
* Trustees must keep accounts. The most recent annual accounts can be seen by anybody on request
* Trustees cannot receive any money or property from the group, except to refund reasonable out of pocket expenses
* Money must be held in the group’s bank account. All cheques must be signed by at least 2 unrelated trustees

**9: GENERAL MEETINGS**

* If the trustees consider that it is necessary to change the constitution, or wind up the project, they must call a General Meeting so that the membership can make the decision. Trustees must also call a General Meeting if they receive a written request from the majority of members. All members must give 14 days notice amd told the reason for the meeting, All decisions require a two thirds majority. Minutes must be kept.
* **WINDING UP** – any money or property remaining after payment of debts must be given to a group or charity with similar purposes
* **CHANGES TO THE CONSTITUTION** – can be made at AGMs or General Meetings
* **GENERAL MEETING** – called on written request from a majority of members
* Trustees may also call a General Meeting to consult the membership

**10: SETTING UP THE GROUP**

This constitution was adopted by the people whose signatures appear below. They are the first members of the group and will be the trustees until the AGM, which must held within one year of this date