

## 1. NAME

The Group was formed on the 22<sup>nd</sup> September 2000 and will be known as “The Dunbar Community Woodland Group” (Hereinafter referred to as the “Group”).

## 2. OBJECTS

The aims of the Group are:

- to take on the management of Lochend Woods as a community woodland for the benefit of the general public in the Dunbar area;
- to manage these woods, according to sound forestry principles, in order to maximise their potential for educational and recreational use and their value to wildlife;
- to take on the management of such other woodland as may become available in the Dunbar area in the future.

## 3. POWERS

To further the above objects, the group may:

- not own land but will seek to negotiate management agreements with the relevant land-owners;
- raise money from Forestry Authority grants, land-owners and other funding bodies as necessary to fulfil its management objectives;
- work in liaison with representatives of voluntary organisations, government departments, East Lothian Council and other statutory bodies and individuals;
- do any other lawful things that help the attainment of the objects.

## 4. MEMBERSHIP

- Membership will be open to any individuals or organisations that support the aims of the group.
- An annual membership subscription will be payable, the fee to be paid being fixed yearly by the management committee.

## 5. OFFICE BEARERS

- At the Annual General Meeting (AGM) the members will elect a Convenor, a Secretary and a Treasurer and such other honorary officers as the Group from time to time decides. Only members of the Group will be eligible to serve as honorary officers or members of the management committee.
- The Convenor and other honorary officers will be members of the management and any other committees.
- The management committee may remove from office any office bearer if a motion of no confidence has been moved and passed by a majority of the committee.

## 6. MANAGEMENT COMMITTEE

- The policy and management of the affairs of the Group will be the responsibility of a management committee elected at the AGM which will meet at least quarterly and will consist of not less than six or more than ten members including the honorary officers.
- In the event of a vacancy arising, through resignation, illness or death, the management committee may appoint a person to fill the vacancy until the following AGM
- Meetings will be open to any member of the Group but only members of the committee may vote.
- The members of the management committee will hold office until the conclusion of the next AGM following their election. They will be eligible for re-election with the proviso that no honorary officer may hold office for more than five consecutive years. On the expiry of such period, two further years must elapse before any former honorary officer may be re-elected to their previous post.

## 7. ANNUAL GENERAL MEETING

- An AGM will be held within two months of the annual accounting year end at such place as the management committee decides. The Secretary will give at least 21 days clear notice of the meeting, in writing, to each member.
- At each AGM the business will include the consideration of the Annual Report on the work of the group, the approval of the annual accounts which have been inspected, the election of honorary officers and members to serve on the management committee, the appointment of a suitably experienced person to inspect the accounts, motions submitted by the membership, and the transaction of such other matters as may from time to time be appropriate.
- The Convenor of the management committee may at any time at their discretion call an emergency general meeting of the Group. The Secretary may also call an emergency general meeting of the Group within 21 days of receiving a written request to do so, signed by not less than 25% of members and giving reasons for the request.
- Nominations for honorary officers or members of the management committee must be made by members of the Group in writing and must be in the hands of the secretary at least one day before the AGM. Members may not nominate themselves. Should nominations exceed vacancies, election will be by ballot.

## 8. RULES FOR PROCEDURE AT ALL MEETINGS

- Quorum. The quorum at general meetings will be a **minimum of 12 members** or such other number as the Group may from time to time determine at an AGM, and for management committee meetings the quorum shall be one third of those eligible to be present.
- Voting –

- Voting. As far as possible, all decisions will be reached by consensus. Should a vote be necessary, questions will be decided by a simple majority of the votes cast. In the case of an equality of votes, the person taking the chair will have a second, casting vote.
- Minutes. The management committee will ensure that minutes are kept of all meetings, containing in each case a note of those present and a record of all proceedings, resolutions and decisions.

## 9. FINANCE

- All funds raised by or on behalf of the group will be used to further the objects of the Group and for no other purpose; this may include the reimbursement of out of pocket expenses incurred by members of any committee.
- The Treasurer will keep proper accounting records and will prepare proper annual accounts made up to the last day of September and at such other times as the management committee may direct.
- The annual accounts will be inspected before approval by the management committee.
- The management committee will submit the approved annual accounts for the last financial year to the AGM. If the annual accounts are not ready or have not been inspected then their adoption by the members will be postponed until a further members' general meeting on a date set by the AGM.
- A bank account will be opened in the name of the Group with such banks or building societies as the management committee may from time to time decide. The management committee will authorise in writing three of their members (one of whom will be the treasurer) to sign cheques on behalf of the Group. All cheques must be signed by at least two of the authorised signatories.

## 10. AMENDMENTS TO THE CONSTITUTION

- A resolution to alter this constitution will not be valid unless at least 21 days notice has been given to all members before the meeting at which the alteration is to be proposed and unless two-thirds of the votes cast by those present are in favour of the alteration.

## 11. DISSOLUTION

If the management committee decide by a simple majority at any time that it is necessary or advisable to dissolve the Group, it will call a special general meeting, giving at least 21 days notice and stating the terms of the resolution to be proposed at the meeting. If the meeting votes by a two-thirds majority that the Group should be dissolved, the management committee will sell any assets of the Group, settle any debts and liabilities and transfer any remaining funds to such charitable organisation as the meeting decides.