

# Friends of Coombe Wood

## CONSTITUTION & RULES (amended January 2024)

1. The name of the organisation shall be 'Friends of Coombe Wood'.
2. Membership of the organisation shall automatically entail acceptance of these rules and payment of the appropriate subscription.
3. The objectives of the organisation are:
  1. Respect all established legal entitlement to the woods whether owned privately or by the Borough Council.
  2. Encourage owners of the woods to maintain their property in the interests of the wildlife, forestry and vegetation from which the woods have historically developed.
  3. To protect the woods where ownership has not been traced in accordance with objective 2 but with minimum human intervention.
  4. To maintain a record of the wood's boundaries, ownership and contents (vegetation, forestry and wildlife).
  5. Subject to objective 2 retain for the public free access and enjoyment of the woods subject to the protection of its natural assets/resources.
  6. Seek support or recognition of these objectives through the Borough Council and/or National Organisations with similar interests.
  7. Challenge any claim on the woods either directly or indirectly which could be detrimental to these objectives.
4. The income and property of the organisation shall be applied solely for its objectives.
5. The organisation year shall run from the 1<sup>st</sup> November to the 31<sup>st</sup> October.
6. An AGM shall be held no later than two months after the end of the organisation year with all members being given a two-week notice period with an agenda being issued. The Treasurer will provide a financial report and accounts. The Chairman will provide a progress report.
7. The committee shall consist of the Chairman, Secretary, Treasurer and a maximum of six additional members (the trustees). Officers (Chairman, Secretary and Treasurer) and up to six committee members shall be elected at the AGM. These appointments shall be recorded in the AGM minutes and retained by the Secretary.
8. The appointment of Officers and committee shall be for a one-year period and new elections shall be made at an AGM.
9. The quorum for the AGM shall be a minimum of ten members.
10. The quorum for a committee meeting shall be half the current committee membership, but must include at least one officer (chairman, secretary or treasurer).
11. The committee may co-opt other members to assist in the activities of the committee.

12. Membership requests for an EGM must be supported in writing with at least six members and submitted to the Chairman or Secretary.
13. Only full members may vote at any meeting. The Chairman shall only vote when a casting vote is requested. A majority vote will carry any motion or discussion.
14. Membership fees will be agreed at an AGM or EGM.
15. Postal votes from absent members will not be accepted but written submissions will be brought to the attention of any meeting by the Chairman or Secretary.
16. Occasional meetings of the membership will be arranged as required by the membership for operational reasons, exchange of information and expression of views. A membership meeting cannot set out any directive that undermines the organisation's objectives.
17. The committee reserves the right to review the membership of any member who is perceived to be working against the stated objectives above. Membership will be suspended immediately with an opportunity for the party to present their case to the committee. In the event the committee recommends withdrawing membership then ratification will be requested by the membership as a whole.
18. The funds of the organisation shall be invested in a Bank. The Treasurer shall agree with the bank the names of two committee members who shall act as joint authorisers for any online banking transactions and as joint signatories for any cheques drawn on the account.
19. In the event of dissolution of the organisation and upon payment of any creditors, the organisation will distribute any assets and surplus monies from general funds between other charitable causes with similar objectives to those set out in section 3 and any unspent restricted funds to be returned to the benefactor.
20. Amendment to these rules may be made at an AGM or EGM.