

Clausentum Fen Conservation Group Constitution

1. The group is called the 'Clausentum Fen Conservation Group'.
2. The main aims of the group are to:
 - Assist with the management of Clausentum Fen for the benefit of nature conservation and local people.
 - Encourage the goodwill and involvement of the local community and appreciation of Clausentum Fen.
3. To fulfil these aims the group will adopt a long-term conservation management plan and coordinate a programme of practical conservation tasks and activities on Clausentum Fen with authorisation from HCC Countryside Services.
4. To further these aims, the group will consult with local people, publicise the group and its activities, raise money to support these aims, apply for grants.

The Committee and membership

5. The group shall have a Committee (consisting of at least a Chairperson and a Treasurer) who can meet at any time to discuss the group's activities. These officers will be responsible for the administration of the group and for consulting with HCC and its agents. Communication with members will generally be by email but hard copies will be distributed to off-line members.
6. An AGM will be held at least once per calendar year with at least 28 days' notice. Motions will be carried with minimum 2/3 majority.
7. Membership will be open to anyone interested in taking an active part in the organisation and who is willing to adhere to the rules of the group as stated herein. Any person under 16 years old must be accompanied by a parent or guardian when attending a practical task or activity.
8. The committee shall have the power to refuse/terminate the membership (at any time) of anyone whose membership is considered detrimental to the aims of the group or whose actions are unsafe, or who is otherwise not willing to adhere to repeated warnings about their behaviour.
9. All Committee members must be over 18 years old and they will be (re) elected at the Annual General Meeting (to which all members will be invited) for a period of up to one year at a time. Any committee member may resign from his/her position by providing the Chairperson with at least one month's written notice.
10. Additional Officers may be appointed as required; these may include deputies to cover holidays and sickness and people specifically responsible for such areas as volunteer coordination, publicity & social media, fund-raising etc. They can be appointed with the Committee's approval.
11. Practical tasks will be led by a suitably trained person
12. The group is affiliated to HCC Countryside Services, The Conservation Volunteers and has the support of Hampshire County Council who lease the land. The group will communicate with HCC Countryside Services Ranger and aim to meet at least once per year.

Health and Safety

13. Advice about health and safety will be available on the Clausentum Fen website
14. Insurance will be obtained to cover volunteers working on the Fen during CFCG volunteer events
15. Those working on the Fen will be expected to use their common sense and take responsibility for dealing with any risks that they encounter.

Finance

16. There might be an annual subscription fee to help meet expenses. The rate will be fixed at the members' AGM.
17. There will be a bank account in the group's name. All donations, contributions, bequests, successful funding bids and any other income sources must be routed into this account and it will be the responsibility of the Treasurer to set up and manage. Expenditure may be authorised by any one of the bank account signatories (i.e. Chairperson or Treasurer).
18. The bank account operates on 'either / or' signatories but we require two committee member signatories to authorise any expenditure more than £100.
19. Accounts (income and expenditure) will be kept by the treasurer and approved at a members' meeting in advance. An annual financial report shall be presented to the AGM. The group's accounting year will be from 1st April to 31st March in line with most public bodies.

Alteration to the constitution or dissolution

20. This constitution should be reviewed at least every 3 years in accord with the duration of the conservation management plan for Clausentum Fen and can only be altered with the prior agreement of at least 2/3 of the members of the organisation.
21. Amendments to the constitution (or dissolution of the group) must be conveyed to the Chairperson in writing. A special meeting can then be arranged to discuss such proposals, giving members at least 28 days' notice.
22. The group may be dissolved if deemed necessary by the members in a majority vote at a special meeting. Any assets or remaining funds (after debts have been paid) shall be returned to their providers or transferred to local charities or similar groups at the discretion of the Committee.

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