

**DRAFT COPY**

**Oxenhope Conservation Initiative Constitution.**

**1. Title.**

The group shall be called the Oxenhope Conservation Initiative, here after to be referred to as ‘the OCI’

**2. Aims.**

The aims of the OCI are:

2.1 To coordinate conservation activity within the parish, sourcing funding, providing advice and information for residents on conservation issues and providing working parties for projects.

2.2 To form links with local, regional and national organizations with similar aims to the OCI.

2.3 To carry out conservation projects such as tree planting, cleaning watercourses, eradication or control of problem species, etc.

2.4 To carry out species surveys with the aim of recording and reporting onward to county recorders.

2.5 To create a local biodiversity action plan.

2.6 To support and encourage local residents in all aspects of conservation including micro generation, alternative technology and recycling.

**3. Membership.**

Membership to the OCI is free and open to any member of the public.

**4. Officers.**

The officers of the OCI shall be as follows;

Chairperson.

Secretary.

Treasurer.

**5. Election of Officers.**

All officers shall be elected at the annual general meeting of the OCI from its members.

All officers are elected for a period of two years but may be re-elected to the same office or another office once the initial two years service has been completed.

Any officer who wishes to ‘retire’ prior to the completion of their two year service in post, must state their request in writing to both the Chairman and Secretary four weeks prior to the date they wish to remove themselves from office.

## **6. General Committee.**

The affairs of the OCI shall be controlled by a general committee, which will be comprised of the officers of the OCI.

The duties of the general committee shall be;

6.1 To control the affairs of the OCI on behalf of its members.

6.2 To keep accurate accounts of the finances of the OCI, through the Treasurer. These records must be available for reasonable inspection by the members of the OCI and shall be presented, within fourteen days of receipt of a written request to the Treasurer, for examination.

6.3 To maintain, on behalf of the OCI, such bank or investment accounts as the general committee determines necessary through resolution. The following officers are authorized to sign cheques or other Orders to withdraw OCI funds from any account; Any two from Chairperson, Treasurer and Secretary.

6.4 To make decisions on the OCI's behalf on the basis of a simple majority vote.

6.5 Additional members may be co-opted on an ad-hoc basis to the general committee if all officers are in total agreement.

6.6 External advisors, who may or may not be members of the OCI, can at the discretion of the general committee, be appointed to use their expertise in dealing with matters concerning the OCI.

## **7. General Meetings.**

The annual general meeting shall be held not later than the end of November each year and no less than fourteen days written notice shall be given to members of the date of the annual general meeting.

Members must advise the Secretary in writing of any business or proposal to be moved at any general meeting at least seven days prior to the meeting.

A member of the general committee shall circulate the agenda for any meeting to members immediately before the meeting commences. Although the agenda will provide for 'any other business', such items will only be discussed at the discretion of the Chairperson.

The annual general meeting shall be to;

7.1 Confirm the minutes of the previous annual general meeting or any general meeting.

7.2 Receive a statement of the accounts properly audited by a suitably qualified person, elected at the annual general meeting and independent of the committee. In the event that the Treasurer cannot attend the annual general meeting, they may co-opt a representative from the members of the OCI to make the statement instead.

7.3 Receive the annual report of the Chairperson on behalf of the general committee.

7.4 Elect the officers of the OCI general committee.

7.5 Transact such business as is included in the agenda.

Nominations of candidates for election as officers shall be in writing to the Secretary at least seven days in advance of the annual general meeting. In the event that there are no nominations, the Chairperson will accept nominations at the meeting.

At all general meetings, the chair will be taken by the Chairperson, or in their absence by a deputy appointed by the general committee or other wise by the members attending the meeting.

Decisions made at a general meeting shall be by a simple majority vote form the members attending the meeting. In the event of equal votes, the Chairperson shall be entitled to an additional casting vote.

A quorum for a general meeting shall be at least six, two of which should officers of the OCI.

**8. Alterations to the constitution.**

Any proposed alteration to the OCI constitution must be sent in writing to the Secretary at least seven days prior to an annual general meeting and may only be considered at the annual general meeting. Any amendment or alteration must be proposed by a member and seconded by another member. Such alterations shall be passed if supported by not less than two thirds of those members present at the meeting assuming a quorum has been achieved.

**9. Dissolution of the OCI.**

If at any general meeting of the OCI, a resolution is passed calling for the dissolution of the OCI. The Secretary shall immediately convene a special general meeting of the OCI to be held as soon as possible, but no more than two months there after to discuss and vote on the resolution.

If at that special general meeting the resolution is carried by at least two thirds of the members present at the meeting, the general meeting shall set a date by which all assets of the OCI and all debts and liabilities of the OCI shall be discharged.

After discharging all debts and liabilities of the OCI any remaining assets shall not be paid or distributed amongst the members of the OCI, but shall instead be given or transferred to some other organization having objectives similar to those of the OCI, as determined by the general committee.

Signed. .... Chairperson

Signed. .... Secretary

Date. ....

Date. ....

Signed. ....Treasurer

Date. ....

**Date adopted.** .....

