



# Friends of Brockenhurst

## Constitution

as approved by the AGM Meeting on 18th November 2011

### 1:0 Name

The name of the Society shall be The Friends of Brockenhurst (hereinafter called "the Society").

### 2:0 Aims and objectives

The Society exists to protect, improve and develop the character and amenities of Brockenhurst and the surrounding forest area for the benefit of the residents of the village and of the wider community. It shall concentrate especially, but not exclusively, on matters relating to planning, the environment and the welfare of the community and will seek to influence local and other government bodies to advance its objectives. In particular, it shall carry out regular and detailed reviews of all regional, structure and local plans, together with significant local planning applications, making representations as appropriate.

### 3:0 Subscriptions

The subscriptions shall be such sum as shall from time to time be determined by the Committee of the Society. Subscriptions shall fall due on the 1st October in each year. Membership shall be open to all residents of Brockenhurst and the surrounding forest area and anyone with an interest in Brockenhurst.

### 4:0 Committee, meetings and functions.

4:1 The committee shall comprise a Chairman, Honorary Secretary, Honorary Treasurer, Planning Secretary (the officers) and not more than ten paid up members of the Society (the Committee).

4:2 Members of the Committee shall be elected at the Society's Annual General Meeting (the AGM).

4:3 Nominations for the Committee and its officers shall be submitted in writing to the Honorary Secretary not less than seven days prior to the AGM. Nominees shall be members of the Society and must be proposed and seconded by two other members. Any member of the Committee retiring at an AGM shall be eligible for re-election without the need for prior nomination.

4:4 The AGM shall have the power to elect a prominent and distinguished member as Honorary President. Candidates shall be proposed and seconded as for other officers. The President shall be an ex officio member of the Committee. He or she shall, by agreement with the Chairman, open and/or preside at the AGM and other General Meetings of the Society.

4:5 The Committee shall meet not less than six times annually. Minutes of meetings shall be available for inspection by any member on written request to the Honorary Secretary.

4:6 The Committee shall have the power to co-opt additional members from within the membership of the Society for such periods as it deems necessary. The Committee shall also have the power to require an existing member of the Committee to resign in circumstances where the majority of the Committee decide that that member's continued membership of the Committee is not in the best interests of the Society.

4:7 Not less than five Committee members (including at least one officer), shall form a quorum at a Committee meeting.

4:8 The Chairman shall have a second or casting vote at all meetings if so required.



# Friends of Brockenhurst

## **5:0 General Meetings**

5:1 An AGM shall be held not later than 31st December in any year. The date of the AGM shall be fixed and posted on the Society's website not later than six weeks prior to the date of the proposed meeting in each year. Further notice of such meeting shall be published prominently within the village not less than fourteen days prior to the date of the meeting. An agenda listing the items for discussion shall be prepared not less than seven days prior to the meeting and shall be made available to members on request.

5:2 Not less than ten members of the Society shall form a quorum at an AGM.

5:3 This Constitution may be amended at an AGM on the proposal of the Committee or provided notice of the proposed amendment has been received by the Honorary Secretary, proposed and seconded by at least five paid up members of the Society, not less than twenty-eight days before the AGM. Notice and details of such amendment shall be posted on the Society's website at least seven days before the relevant AGM, a printed copy of the notice and details shall be supplied to any member who so requests. Such amendment shall require a majority of at least two thirds of the members present (subject to sub-clause 5:2 above) in order to be adopted.

5:4 A General Meeting may be convened at any time (i) at the discretion of the Committee or (ii) upon the written request to the Honorary Secretary of not less than 10% of the paid up membership of the Society; such request to include the subject matter to be discussed at the meeting.. At least twenty one days written notice must be given to the membership of the date for the proposed meeting, such notice to include details of the matter(s) to be discussed.

## **6:0 Finance**

6:1 Cheques drawn on the Society's funds shall be signed by two signatories, who shall be members of and authorised by the Committee.

6:2 The Honorary Treasurer shall (i) hold on behalf of the Society such money as may be raised by the Society (ii) keep proper account of all money received by and paid out by the Society and (iii) prepare the income and expenditure account and balance sheet of the Society in a form acceptable to the Committee.

6:3 The Honorary Treasurer shall present to the Society at the following AGM for approval: the income and expenditure account and balance sheet of the Society made up to 30th September in each year, or such other date as shall be agreed by the Committee.

6:4 The income and/or property of the Society shall be applied towards (i) the promotion of the aims and objectives of the Society and (ii) any charitable purpose agreed by the Committee. No proportion of the income and/or property of the Society shall be paid or transferred to the officers, committee members or members of the Society other than in reimbursement of expenses properly incurred in the performance of the business of the Society.

6:5 An independent examiner shall be appointed annually at the AGM, wherever possible from amongst the members. The independent examiner will check the accounts and report to the subsequent AGM.

## **7:0 Discipline**

The Committee shall have the power to request the resignation of any member for activities not in the interests of the Society. Should any member refuse to resign, the Committee shall have the power to suspend or expel the said member should it think fit.

## **8:0 Winding up**

In the event of the winding up of the Society any funds or other property then held by the Society shall be donated to any other society or societies having similar aims and objectives, as shall be selected and approved by the Committee.