
#### THE BOURNE CONSERVATION GROUP

## CONSTITUTION, 2013

1. **Name**

The group shall be called **The Bourne Conservation Group** (the “Group”)

1. **The Aim of the Group.**

The aim of the Group is to improve The Bourne area of South Farnham by maintaining and enhancing its landscape and biodiversity with due regard to its historical associations.

1. **Objectives**

The objectives of the Group are to:-

a) Sustain a viable force of volunteers to fulfil its mission

b) Work with local authorities and landowners to maintain and improve public open areas and rights-of-way in a biodiversity-friendly way for the good of the public.

c). Undertake local projects to improve and maintain the amenity value of areas of ecological and historic interest

d) Work in partnership with the responsible authorities, relevant local and national groups and landowners to survey, preserve and record the flora and fauna of the area

e) Enlist the help of residents in preserving and improving the local environment, and, where appropriate, assist in furthering mutual understanding of local conservation requirements, issues and procedures.

f) Undertake the activities listed above having regard to the principles of sustainability and with ecological sensitivity.

g) Use its conservation expertise and local knowledge to assist the Planning and Development process by drawing attention to the need to maintain Green Infrastructure as a way of enhancing the Living Landscape of The Bourne and wider area

h) Make a contribution to the education of the public on local biodiversity issues through a programme of publicity and events

i) Conduct all its activities in a professional manner with due attention to the safety of volunteers and the public

1. **Powers**

To fulfil the above objectives, the Group has the following powers:

a) To cooperate and liaise with relevant local, district and national groups and authorities and landowners. These include, but are not restricted to:-

 Blackwater Valley Countryside Partnership,

The Bourne Residents’ Association,

Farnham Town Council,

 Royal Society for the Protection of Birds,

 Surrey County Council,

 Surrey Wildlife Trust,

Surrey Bat Group / Surrey Amphibian & Reptile Group,

Waverley Borough Council,

The Environment Agency.

Woodland and other land owners.

b) To advertise and otherwise promote the Group in order to attract new volunteers

c) To develop strategies for the enhancement of local biodiversity as a framework for carrying out the projects and activities of the Group.

d) To raise funds and apply for, invite, obtain, collect and receive contributions, and to account for such funds in a transparent manner and ensure that funds are spent appropriately to achieve the aim of the Group

e) To acquire, maintain and dispose of appropriate property, such as tools and first-aid kits

f) To form and dissolve sub-committees

g) To make policies for the running of the Group and safety of its members consistent with this constitution

h) To comment on local and national policies and local planning applications where, in the opinion of the Committee, these will have a direct and significant impact on maintaining biodiversity and conservation in the area of The Bourne.

j) To undertake any other lawful tasks to achieve the objectives

1. **Members**

Anyone who supports the objectives of the Group and wishes to undertake active participation in fulfilling these objectives may become a Member of the Group on such terms as the Committee shall decide. The assets of the Group may not be given to the members.

**6. Friends**

Anyone who supports the objectives of the Group but is not able or does not wish to participate in an active capacity may become a Friend of the Group on such terms as the Committee shall decide, which may include an annual subscription. Levels of annual subscription may be subject to periodic review.

**7. Annual Meeting**

An Annual Meeting, open to all Members and Friends, shall be held each yeartoreceive the annual report of the chairperson and the minutes of the previous Annual Meeting and to elect the officers of the Group Committee, including a chairperson, a treasurer and a secretary. All members of the Committee shall step down but be eligible for re-election at each Annual Meeting. Minutes of the Annual Meeting and the Annual Financial Report shall be made available to all Members and Friends

**8. The Group Committee**

The body responsible for the day to day activities of the Group shall be called the **Group Committee** (the “Committee”).

After appointment at the Annual Meeting, the Group Committee, consisting of a number of members, each of whom shall hold a particular brief, including a chairperson, a treasurer and a secretary, shall be charged with running the Group, including the authorisation of expenditure. This Committee may appoint new officers to the Committee on a temporary basis, pending election at the next Annual Meeting.

The Group Committee shall meet at intervals of approximately 4 months and Minutes shall be kept, recording the proceedings and resolutions of the Committee

**9. Administration**

a) The plans, activities and achievements of the Group shall be reviewed at the Annual Meeting.

b) Accounts shall be kept by the treasurer, submitted to an independent inspection and approved at the Annual Meeting

c) Any bank account of the Group shall require two signatures on all cheques and other instruments drawn on and directions to the bankers

d) The Committee shall ensure that all volunteers on the Group’s practical projects are covered for personal injury, liability to third parties and damage to property. Should such insurance not be obtainable for certain members for reason of age or other criteria, then such members cannot participate in the project.

e) The principal means of communication with Members and Friends shall be through electronic mailing systems such as email. The Committee reserves the right to require Members or Friends to meet the costs of postal delivery of communications where electronic mailing is not available. The Membership Officer shall hold and periodically update a list of the names and addresses of all Members and Friends in order to keep them informed of activities of the Group. Such personal information shall not be shared with anyone outside the Group Committee without prior consent having been obtained from the Member or Friend to whom that information relates. Similarly, images of Members and Friends shall not be published without their prior consent in principle.

f) Determined efforts shall be made to keep Members and Friends fully informed, by whatever means, on all aspects of the work and activities of the Group.

**10. Alteration to the Constitution**

This constitution shall only be altered by consent of the majority of the Members and Friends of the Group as expressed at an Annual Meeting of the Group.

**11. Dissolution**

The Group may be dissolved by a majority of the Members and Friends at a Special General Meeting and any remaining assets dispersed to a suitable conservation group in accordance with the wishes of the members.

This constitution was adopted at the Annual Meeting 2013 and replaces the constitution of 2003