

THE CONSTITUTION

1. Name

The Name of the Association shall be “The Friends of Northaw Great Wood”, hereinafter the ‘Group’.

2. Objects

2.1. The object of the Group is to ensure that Northaw Great Wood is maintained as a nature reserve of benefit to both wildlife and people, paying close attention to its status as a SSSI (Site of Special Scientific Interest).

2.2. The aims of the Group are to:

- a. Liaise with Welwyn Hatfield Borough Council to ensure a high level of care for Northaw Great Wood and to have a say in how the site is managed.
- b. Provide a friendly and welcoming community/visitor focus for people interested in Northaw Great Wood.
- c. Contribute to making Northaw Great Wood a safe and inviting place to visit.
- d. Work to improve understanding of, and increase respect for, Northaw Great Wood by the local community and visitors.
- e. Promote the involvement and education of the community and visitors in conserving and enhancing Northaw Great Wood.
- f. Contribute to the management of Northaw Great Wood, including the protection of wildlife habitats, in accordance with the Management Plan for the site, a copy of which will be held by the Group.
- g. Research and collect information relevant to Northaw Great Wood, for example on the wildlife and history of the site.
- h. Work with Welwyn Hatfield Borough Council and other bodies to ensure that the effects on Northaw Great Wood are considered in any plans or developments for surrounding areas.

3. Powers

3.1. The Group will fulfil these aims through:

- a. Undertaking practical conservation work.
- b. Organising other activities and events beneficial to the local community and visitors.
- c. Raising funds as necessary to achieve these aims.
- d. Maintaining good communication with local authorities and interested relevant groups.

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4. Membership and equality

- 4.1. Membership of the Group is open to anyone with an interest in Northaw Great Wood or the surrounding area.
- 4.2. Children under the age of 16 will be required to be supervised by a responsible adult as deemed suitable by a member of the Committee.
- 4.3. The Group will endeavour to ensure that it is as widely publicised as possible and that it is welcoming to everyone.
- 4.4. The activities of the Group will be conducted in such a way to ensure that no person receives less favourable treatment on any grounds.

5. General Business

- 5.1. A Committee elected by the members of the Group will control the affairs of the Group. A minimum of 3 members or one third of the membership of the Committee, whichever the greater, shall form a quorum.
- 5.2. All meetings of the Committee are open to all members of the Group for discussion.
- 5.3. There will be an Annual General Meeting (AGM) in which the Group's finances and activities will be reported on and officers elected. All members of the Committee shall step down but be eligible for re-election. Formal minutes of these meetings will be taken by the Secretary and issued to all members (normally within 1 week of the meeting).
- 5.4. Extraordinary General Meetings (EGMs) may be called from time to time as considered necessary by the Chairperson, Treasurer or Secretary.
- 5.5. Individual members will be nominated, seconded and elected to the following roles:
 - a) Chairperson, who will act as the main contact and spokesperson for the Group and who will keep meetings fair, unbiased and on time.
 - b) Treasurer, who will be responsible for opening a bank account for the Group, holding the cheque book, keeping receipts and a record of all income and expenditure of the Group.
 - c) Secretary, who will be responsible for organising meetings, taking the minutes and handling correspondence.
 - d) Membership Secretary, who will keep a record of all members' contact details.
 - e) Work Party Co-ordinator, who will liaise with Welwyn Hatfield Borough Council to agree practical conservation work to be carried out by the Group, and who will ensure that all necessary equipment is brought to each work session.
 - f) Research Co-ordinator, who will collate information on the history and wildlife of Northaw Great Wood and who will organise wildlife/visitor surveys and be responsible for making the information available to all members.

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- g) Publicity and Promotion Co-ordinator, who will ensure that the Group activities are well publicised and will arrange guided walks and talks.
- h) Training Co-ordinator, who will ensure that training records are kept up to date and that members are adequately trained.

5.6. Vacant officer roles may be filled at any time of year but must be ratified by elections held at the next AGM.

5.7. An individual member may hold up to two officer roles at the same time.

5.8. As far as possible decisions will be reached by consensus rather than by voting.

6. Accounts

6.1. Where the Group wishes to hold funds, accounts shall be kept by the Treasurer, submitted to independent examination and approved at a members meeting.

6.2. At the Annual General Meeting (AGM) the Treasurer will report on the Group's finances and issue a written financial statement which has been independently examined.

6.3. All funds shall be paid into an account in the name of the Group.

6.4. Any bank account of the Group shall require two signatures from amongst the Treasurer, the Chairperson and the Secretary.

6.5. If the Group ceases to exist, any money in the account shall go to a registered charity.

7. Health and Safety at Work

7.1. All practical work to be carried out will be risk assessed by the Group and agreed by Welwyn Hatfield Borough Council to meet the conditions of the council's public liability insurance.

7.2. Each work party will have a leader trained in the safe use of tools (the leader will not necessarily be the Work Party Organiser, as the Group may have several people willing to be leaders).

7.3. The Group will endeavour to keep its members sufficiently trained and will arrange refresher training when appropriate.

7.4. At least one first-aider will be present at a work party or any other event organised by the Group.

8. Changing the Constitution

8.1. Changes can be made to the constitution at the AGM or an EGM.

8.2. Alterations shall only be made with the consent of the majority of the members of the Group.

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Date of adoption

Signed by Chairperson, Signature -

Name (in capitals) & Date

Treasurer, Signature -

Name (in capitals) & Date

Secretary, Signature -

Name (in capitals) & Date