

CAVERSHAM GLOBE - CONSTITUTION

1. NAME The group shall be called Caversham GLOBE (Go Local On a Better Environment)

2. OBJECTIVES

Caversham Globe is an independent local community-based environmental group.

The aims of the group are:

- to promote the protection and enhancement of the natural and built environment and the conservation of biological diversity.
- to promote participation in, and actively engage in, the local governmental process where this is relevant to the environment

3. POWERS

To fulfil the objectives the group may exercise the following powers

- a) hold regular meetings
- b) undertake other activities in furtherance of the aims or the benefit of the group [eg planting, field work, cleanups, walks]
- c) raise money from time to time when necessary for carrying out the aims of the group
- d) arrange insurance to cover volunteers and third party injuries, theft and damage

4. AFFILIATIONS

The group may work in partnership with or affiliate to any organisation with common aims.

5. MEMBERSHIP

Membership shall be open to anyone committed to furthering the above objectives. All members shall be entitled to attend meetings and activities. Local authority councillors and officers are welcome to attend as appropriate.

6. MANAGEMENT

The group shall operate at all times in accordance with this constitution. The management of the group shall be by resolution of a general or annual general meeting of members and by decisions of the committee of key members constituted and elected in accordance with clauses 7 and 8.

7. ANNUAL GENERAL MEETING

There shall be an annual general meeting of the group within four months of the end of the financial year. Members shall be notified of the annual general meeting at least 14 days in advance. At the AGM members will receive and approve a report on the activities and finances of the group and elect key members. The AGM may also consider and, if applicable, sanction any alterations to the constitution. The quorum for the AGM shall be five members of the group.

8. KEY MEMBERS

The group shall operate a policy whereby members can take an active part in the running of the group, so that the work of the group is shared as equally as possible. There shall be at least four 'key members'. Four key members, elected at the Annual General Meeting, shall be authorised as signatories for banking purposes.

Additional key members may be co-opted to the committee as necessary.

9. FINANCE

One key member shall undertake the role of Treasurer, taking charge of all funds of the group and shall make payments as agreed by the committee or a general meeting.

The Treasurer may retain sufficient cash to provide for the day to day running of the group and shall lodge funds surplus to this in an account duly authorised by the group.

The financial procedures of the group shall be:

- a) Cheque and cash withdrawals from the bank shall require the signatures of any two of the authorised signatories.
- b) A financial statement for each year shall be prepared by the Treasurer and, after independent examination, be presented to the Annual General Meeting.
- c) The group's financial year shall be from 1st April to 31st March.
- d) No member of the group, except where formally contracted to supply their goods or services, shall receive any remuneration for services rendered to the group, but members may be reimbursed all reasonable expenses incurred on behalf of the group.
- e) The group may apply for grants from Reading Borough Council or other organisations.
- f) The committee must appoint a person independent of the group to examine the group's accounts.

10. DATA PROTECTION ACT

Caversham Globe will hold and process personal details of members solely for the purpose of their interest in Caversham Globe group. Unless a member requests that their details are not passed on to Reading Borough Council (RBC), Caversham Globe may, from time to time, provide access to RBC of group members' personal details for the purpose of consultation or communication of matters of interest relevant to the aims of the group.

11. ALTERATIONS TO THE CONSTITUTION

Any proposal to alter this constitution will require the approval of two thirds of those present and voting at a General Meeting.

12. DISSOLUTION

The group may be dissolved at any time by resolution passed by two thirds of those present and voting at a General Meeting convened for that purpose with 28 days notice.

Upon dissolution of the group the assets of the group shall be realised and any surplus funds of the group, after all liabilities have been met, shall be donated to an agreed group with similar aims.

Constitution approved by Members of Caversham Globe Group at a general meeting held on 2 July 2009