



THE FRIENDS OF CHESWORTH FARM

CONSTITUTION

1. TITLE

The group shall be called the Friends of Chesworth Farm hereinafter referred to as 'FCF'.

2. OBJECTIVES AND AIMS

- 2.1 To foster and promote the preservation, enhancement, improvement, and appreciation of Chesworth Farm, for the benefit and protection of the wildlife, environment and history of the site for the enjoyment of all.
- 2.2 To liaise and work with other organisations, individuals, Forest Neighbourhood Council (FNC) and the members/representatives of Horsham District Council (HDC) to achieve FCF's aims and objectives.

3. MEMBERSHIP

- 3.1 Membership of FCF shall be open to all who support the aims and objectives as described clause 2.1, regardless of race, gender, sexuality, age, belief, culture or ability. Applicants under 16 years old must have written consent from a parent or guardian.
- 3.2 Application for membership is dependant on completion of the application form and payment of any subscription, if any.
- 3.3 The committee reserves the right to decline or rescind membership
- 3.4 The membership year is the same as the financial year defined in clause 5.1
- 3.5 Membership has to be renewed annually
- 3.6 The committee will decide on an ongoing basis the value of any annual membership fee, if a membership fee is to be charged.

3.7 FCF shall accept no responsibility for loss or damage to member's possessions whilst engaged in FCF's activities.

3.8 All communications with the membership will be either by post or e-mail.

4. COMMITTEE

4.1 The affairs of FCF shall be run, on behalf of its members, by a committee comprising executive officers namely Chairperson, Honorary Secretary and Honorary Treasurer and up to twelve members, including a representative from FNC.

4.2 All officers and committee shall be elected at the Annual Meeting (AM). Any nominations to be received in writing by the committee two weeks before the AM

4.3 No executive officers should serve in the same capacity for more than three consecutive years unless no other candidate is prepared to stand for election. In such a case, the current executive officer will be allowed to continue in office, on a temporary basis, until such time as a replacement can be found.

4.4 The committee may appoint sub-committees or co-opt members when they feel it is necessary.

4.5 The committee shall meet as required but not less than four times a year and minutes will be taken.

4.6 A quorum for a meeting shall consist of one third of the current committee members, with at least three committee members present.

5. FUNDING

5.1 FCF's financial year shall run from 6 April to 5 April in the following year.

5.2 The accounts should be available for reasonable inspection by the members and should be audited before every Annual Meeting of FCF.

5.3 FCF shall maintain a bank or building society current and any other accounts as required. The Chairman, Honorary Secretary and Honorary Treasurer shall be signatories on bank accounts of FCF and any payment or withdrawal will require at least two of these three signatories.

5.4 Committee or other members of FCF may be reimbursed for expenses incurred in undertaking duties on behalf of FCF, with the agreement of the committee and on proof of their expenditure.

6. COMMITTEE

6.1 The duties of the committee shall be to:

6.1.1 liaise with HDC on FCF projects

- 6.1.2 identify and implement projects that fall within the objectives and aims of FCF.
 - 6.1.3 ensure adequate communication is maintained with the membership
 - 6.1.4 keep an accurate account of the finances
 - 6.1.5 keep a record of the membership.
- 6.2 The committee shall make decisions by a simple majority vote; the chairperson will have the casting vote in the event of a tie. If the chairperson is not present at any meeting, then the members present shall appoint a chairperson for that meeting.

7 PRESIDENT AND VICE PRESIDENTS

- 7.1 The positions of President and Vice President, which are open to persons of distinction in the community, are recommended by the Committee and ratified by the membership. There will be one President and up to five Vice Presidents, and while there is no fixed term of office for either post, each incumbent will be invited to continue on an annual basis until such time as either side wishes to terminate the arrangement.
- 7.2 The President and Vice Presidents may attend any meeting of the Committee but cannot vote at any such meeting unless he or she has been elected to the Committee at the last Annual General Meeting.

8. ANNUAL MEETING

- 8.1 A general meeting of FCF, open to all members, shall be held in every year to:
- 8.1.1 receive and approve a statement of FCF's accounts for the year ending on 5 April
 - 8.1.2 consider proposals to alter the Constitution and, if approved, sanction such changes
 - 8.1.3 appoint officers and other members to the Committee. In the event of more than one individual wishing to be appointed to a post then an election shall take place, with each candidate being allowed to make a short presentation in support of their election. Such vote to be taken by ballot slips issued at the AM
 - 8.1.4 receive an annual report from the Committee
 - 8.1.5 consider any issues that members wish to raise, provided at least two weeks' notice of any issue has been given to the Honorary Secretary prior to the date of the AM
- 8.2 a quorum shall consist of five per cent of the current membership.

9. SPECIAL GENERAL MEETING

- 9.1 A special general meeting of FCF may be called at any time by the Committee or within 28 days of a request for such a meeting being received by the Honorary Secretary signed by at least five percent of the membership. Such a meeting may be called to:
- 9.1.1 consider and approve changes to the constitution

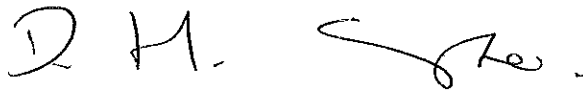
- 9.1.2 deal with any matter that the Committee wishes to put before the membership
- 9.1.3 deal with any issues the members requesting the meeting wish to put before FCF.
- 9.2 Notice of the special meeting shall be provided in the same way as for the AM.

10. DISSOLUTION OF FCF

In the event of FCF being dissolved, as the result of a vote at the annual meeting or a special general meeting, then all the assets of FCF shall be passed to an environmental group identified by the Committee with similar aims and objectives.

This constitution was approved by the membership at the Annual General Meeting on the 23rd April 2012 and signed by the executive officers of the committee at the time. It replaces the document dated the 22nd August 2011.

Dated 23/04/12



Honorary Chairperson



Honorary Treasurer



Honorary Secretary