

FRIENDS GROUPS

CONSTITUTION AND RULES

1 The name of the society shall be FRIENDS OF RADYR WOODS

2 PRELIMINARY

in these rules

- i) The expression “the Society” means the society constituted by these rules.
- ii) The expression “Executive Committee” means the Executive Committee for the time being of the Society as thereafter constituted.
- iii) The expressions “Secretary” and “Treasurer” mean the Hon. Secretary and Hon. Treasurer for the time being of the Society.
- iv) The expressions “this Constitution” and “these Rules” include any amendment thereof for the time being in force.
- v) The “Open Space” shall refer to Conservation areas, Woodlands, Nature Reserves and/or land situated at RADYR WOODS LOCAL NATURE RESERVE

3 OBJECTIVES

- i) To contribute, in what ever way possible, to protecting and developing in a suburban setting this area of countryside as a valuable public amenity.
- ii) To promote the “Open Space” for the observation and study of flora and fauna in their natural habitat and the conservation thereof.
- iii) The Society will seek to work in partnership with the Cardiff City Council and the Radyr and Morganstown Community Council to involve residents, local groups and Conservation Organisations in the management of the “Open Space”.

4 MEMBERSHIP

Membership is open to any interested individual, family or group

5 MEMBERS OF THE SOCIETY SHALL BE ENTITLED

- i) To attend events organised by the Society
- ii) To receive any newsletter and other notices giving details of events organised by the Society.

6 MEETINGS

- i) There shall be an Annual General Meeting of Members held as soon as possible after the end of each financial year consisting of at least five members to form a quorum. All members shall be entitled to receive notice of, attend and speak at such meetings. The following business shall be transacted.
 - a) Election of Chairman, Secretary and Treasurer.
 - b) Election of Executive Committee.
 - c) Receipt of Annual Report of Executive Committee.
 - d) Election of two Auditors.
 - e) Receipt of the audited Statement of Accounts.
 - f) Any other business subject to 24 days notice in writing shall have been given to the Secretary.
 - g) Any General meeting shall have a quorum of five members.
 - h) Voting at all meetings shall be by simple majority on show of hands.
- ii) Each member (including one member each of any one family or group in membership) present will be entitled to cast one vote. No proxy votes will be allowed.
- iii) The Secretary shall within 28 days give notice of a special meeting of the Society upon receipt of a written requisition signed by no less than a quorum which shall be 51% of the membership (including one member from each of any one family or group in membership) or at the request of the Executive Committee. The requisition shall specify the business to be transacted at the meeting and no other business shall be transacted at the meeting.

7 EXECUTIVE COMMITTEE

- i) The Executive Committee shall be responsible for the general administration, management and control of the affairs and property of the Society.
- ii) The Committee shall consist of the Chairman, Secretary, Treasurer and six other members with a quorum of three members.
- iii) The Committee shall have the power to co-opt and members of the Society to be a member of the Committee and to fill any casual vacancy.
- iv) The Committee shall have the power to appoint advisors each year at their first executive meeting after the AGM.

8 FINANCE

- i) The Society shall have the power to raise subscriptions from individuals, families and groups and to receive money by way of donations, legacies and grants and other sources.
- ii) Such subscriptions may be prescribed from time to time by the Executive Committee.
- iii) The Society's financial year shall run from 1st April to 31st March.
- iv) The income and property of the Society shall be applied solely to the objects of the Society. Cheques and withdrawals from the Society's account(s) shall be authorised by two of the named signatories from the Executive Committee.

9 INFORMALITIES

No action of decision of the Executive Committee or any meeting of the Society shall be invalidated by reason only of informality, failure to appoint or defect in appointment or neglect in any service of notices or in any matter or matters of procedure, unless in the opinion of the Executive Committee such informality or neglect has resulted in a situation which is unjust.

10 NOTICES

Any notice required to be given by these rules shall be deemed to be duly given if left at or sent by pre-paid post addressed to the address that member last notified to the Secretary.

11 AMENDMENT

Alterations to this Constitution shall be made only upon the recommendation of the Executive Committee and shall be approved by the majority of not less than two-thirds of the voting members attending at a General Meeting of the Society. At least 28 days notice shall be given to the Secretary before the AGM.

12 DISSOLUTION

The Society may be dissolved only by an AGM or by a special meeting of the Membership called for that purpose upon the recommendation of the Executive Committee

The Society may be dissolved by a two thirds majority of members present and voting at an Annual General Meeting or special general meeting of the Society confirmed by a simple majority of members voting at a further special General meeting held not less than 14 days after the previous meeting. If a motion for the dissolution of the Society is to be proposed at an Annual General Meeting or a special general meeting, this motion shall be referred to specifically when notice of the meeting is given. In the event of the dissolution of the Society there remains after the payment of all expenses and the settling of all liabilities properly incurred, any residual property or money, this shall not be paid to or distributed among members of the Society but shall be given or transferred to such one or more charitable institutions having objects similar or reasonably similar to those of the Society as shall be chosen by the Executive Committee and approved by the meeting of the Society at which the decision to dissolve the Society is confirmed. On dissolution the minute books and other records of the Society shall be deposited with the Clerk to the Radyr and Morganstown Community Council.