Constitution

Friends of Shoreham Beach Local Nature Reserve

1. Name

The name of the group shall be Friends of Shoreham Beach Local Nature Reserve- FoSB

1. Aims

The aims of Friends of Shoreham Beach will be to “Educate, Enjoy and Protect”

3. Objectives

To work in accordance with the LNR Management Plan;

Raise awareness of the Local Nature Reserve, it’s value to the environment and it’s need for protection;

Co-ordinate and organise events and educational visits to the LNR for members of the group and all interested parties;

Support and organise beach litter clearance operations with volunteer task days;

Survey and monitor the Flora and Fauna on the beach;

Control invasive plant species following expert advice;

Seek advice from marine biologists, Sussex Wildlife Trust and other experts as required;

Provide representatives from the committee to attend meetings of the LNR Management Group;

Organise Fund raising events;

Anything that helps the group achieve its aims.

4. Membership

(FOSB) Membership is open to all interested parties and residents who will take part in projects in accordance with objectives of the Local Nature Reserve Management Plan.

FOSB will have representatives, as invited by the LNR Management Group, who will feed into meetings to champion the interests of their members and any user groups they represent.

There will be a Membership fee which will be collected and reviewed annually by the committee.

A membership card will be provided following payment of the membership fee.

Any member who has not paid the membership fee for the next year will be contacted by the FoSB committee. Membership will lapse if the fee is not paid

Offensive behaviour will not be permitted. Any member behaving in an offensive way or breaking the Equal Opportunities Policy may be asked not to attend further meetings or resign from the group. They will have the right to be heard by the FoSB committee, before a decision is made

5. Equal Opportunities

The group will not discriminate on the grounds of gender, race, colour, ethnic or national origin, sexuality, disability, religious or political belief, marital status or age, and will abide by the principles laid down in the 2010 Equality Act

6. Officers and Committee

The committee will consist of a maximum of 12 members - 3 elected Officers and 9 members.

The Chairperson, Secretary, and Treasurer will be elected by voting at the AGM.

Other people can be co-opted as required onto the committee to fulfil roles needed to meet the aims of FOSB.   The committee reserves the right to make the final decision on who is accepted onto the committee.  This will typically involve a selection and interview process.

7. Meetings

7.1 Annual General Meetings

AGMs will be held annually where possible in person but if necessary, via video. Voting for Committee roles may take place by email.

Four weeks’ notice will be given of the date, time and venue of the AGM. A Provisional Agenda along with minutes of the previous AGM will be circulated to the members by email, letters, public notices and social media.

The Quorum will be a minimum of 12 members to elect the committee and accept the accounts.

Maximum time between AGMs will be 15 months.

Members can submit items for discussion up to one week in advance of an AGM.

Nominations for committee members can either be made in advance.

The committee may co-opt those with particular skills or knowledge to the AGM e.g. to give a presentation.

7.2 Committee Meetings

Committee meetings will be held as required, but at least quarterly, face-to-face, via video conference call or a combination of both.

Committee members will be notified by email/at current meeting.

Committee meetings will not be open to all members.

The committee may co-opt those with particular skills or knowledge to attend committee meetings.

Where necessary decisions will be reached by consensus.

Minutes from the meeting will be circulated promptly to the committee by the secretary.

7.3 Special General Meetings

An SGM will be called by the Committee to discuss important matters that need to be put before the whole membership- such as an amendment to the constitution.

Members will be notified 21 days in advance of the date, time and venue, by email, letters, public notices and social media.

A Quorum will be 10% of the membership.

A simple majority will be required to make a decision by voting. If voting is equal the chair will have an additional casting vote.

8. Finances

A bank account will be maintained on behalf of the group at a bank agreed by the Committee. There will be 3 signatories to the account selected from the committee.

Each cheque will require two signatures- by two of the agreed Officers.

Should online banking be arranged then users of the account will be authorised according to the requirements of the bank.

Records of income and expenditure will be maintained by the Treasurer and a financial statement given at each committee meeting.

An audited Annual Statement of Accounts will be presented at the AGM

All money raised by FoSB will be spent solely on the objectives laid out in the Constitution

9. Amendments to the Constitution

Proposed amendments to the constitution will be presented at the AGM or SGM as indicated

10. Dissolution

The members will make this decision with a majority vote. At least four weeks’ notice will be required.

Assets to go to one or more local groups supporting wildlife or conservation.

**DECLARATION**

**The Friends of Shoreham Beach Local nature Reserve hereby adopt and accept this Constitution**

Signed: Date:

Name:

Position: Club Chair

Signed: Date:

Name:

Position: Club Secretary