

Heartwood Community Woodfuel Group Constitution and Rules – 12th May 2017

1. Name

The name of the group shall be **Heartwood Community Woodfuel Group** and shall be an Unincorporated Association.

2. Aims

The aims of Heartwood Community Woodfuel Group are:

- To increase the supply and demand for woodfuel and provide a sustainable energy source in the Heart of the Forest area.
- To increase the value of forestry to local communities and promote a woodland culture, by sharing knowledge, education opportunities and the benefits of local woodlands.
- To enhance local woodland habitats, helping it to develop and promote conservation, whilst improving biodiversity for the enjoyment of local people.

3. Membership

Membership is open to -

- Persons aged over 18 years old that support the aims of Heartwood Community Woodfuel Group and agree to abide by this Constitution and Rules, plus the supporting policies and procedures referred to in section 11. (Young people aged 13 to 17 can attend events, but under the supervision of the named member on the parental consent form).
- Membership will begin as soon as a membership form has been accepted and membership subscription fees have been received. The membership year runs from 1st September to 31st August. An AGM will be held in September of each year.

Membership numbers will be limited in line with available resources. The number may be revised by a vote at an ordinary committee meeting or an AGM.

There will be an annual membership fee which will be set at the Annual General Meeting (AGM) and will be payable by all members. The amount payable for members joining part way through the year will be pro-rata to a minimum of 50% of the full charge.

Individuals will get the following in return for their annual membership fee:

- Access to at least one Woodfuel event and therefore 1 share per member of the timber produced at that event.
- Access to other events organised by Heartwood Community Woodfuel Group

A list of all members and their personal details will be kept by the membership secretary and subject to the data protection policy of Heartwood Community Woodfuel Group.

Members may resign their membership at any time in writing to the secretary. No membership fee refunds will be made.

Members are requested to inform the membership secretary if they do not intend renewing their membership before the AGM so their place can be re-allocated.

Any member who has not paid their membership renewal fee by one month after the AGM will be deemed to have resigned.

A member may have their membership terminated following a disciplinary procedure if they fail to abide by the Heartwood Community Woodfuel Group Constitution and Rules, including supporting Policies and Procedures. The individual concerned shall have the right to be accompanied by another member and heard by the management committee before a final decision is made. The committee decision in this event will be final.

4. Equal Opportunities

Heartwood Community Woodfuel 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 as per the Equality and Diversity policy.

5. Officers and committee

The business of the group will be carried out by a Committee elected at the Annual General Meeting.

The Committee will consist of 8 members. Up to 2 additional members may be co-opted onto the committee at the discretion of the committee.

The elected officers' roles are as follows:

- Chair, who shall chair both general and ordinary committee meetings
- Secretary, who shall be responsible for the taking of minutes and the distribution of all documents.
- Membership secretary, who shall be responsible for keeping records of members, data protection and vulnerable people
- Treasurer who shall be responsible for maintaining accounts.
- Safety Officer

In the event of an officer standing down during the year a replacement will be elected at the next Annual General Meeting. The committee will manage coverage during the interim period.

Any committee member not attending two consecutive meeting or not participating in the business of the committee without reasonable explanation will be contacted by the secretary and asked if they wish to resign.

6. Meetings

6.1. Annual General Meetings

An Annual General Meeting (AGM) will be held in September.

All members will be notified at least 3 weeks before the date of the meeting, giving the venue, date and time. This will include a framework agenda.

Nominations for committee positions and motions should be made to the Secretary at least two weeks before the AGM.

The quorum for the AGM will be 10% of the membership or 10 members, whichever is the greater number.

At the AGM: -

- The Committee will present a report of the work, management and financial status of Heartwood Community Woodfuel Group over the year.
- The officers and Committee for the next year will be elected.
- Any proposals given to the Secretary at least 2 weeks in advance of the meeting will be debated and voted upon.

6.2 Special General Meetings

The Secretary will arrange a Special General Meeting at the request of the majority of the committee or at least eight other members giving a written request to the Chair or Secretary stating the reason for their request. The business of a Special General Meeting will be limited to only the reason for which it has been requested.

The meeting will take place within twenty-eight days of the request.

All members will be given two weeks notice of such a meeting, giving the venue, date, time and reason. Notice may be by telephone, email or post.

The quorum for the Special General Meeting will be 10% of the membership or 10 members, whichever is the greater number.

6.3 Ordinary Committee Meetings

The Committee will hold Ordinary Committee Meetings as necessary and not less than four times a year. All members are welcome at Ordinary Committee Meetings, but only Committee members may vote.

All members will be given notice of such a meeting, giving the venue, date, time and agenda. Notice may be by telephone, email or post.

The quorum for an Ordinary Committee Meeting shall be 4 committee members.

7. Rules of Procedure for meetings

All questions that arise at any meeting will be discussed openly and the meeting will seek to find general agreement that everyone present can agree to.

If a consensus cannot be reached a vote will be taken and a decision will be made by a simple majority of members present. If the number of votes cast on each side are equal, the chair of the meeting shall have an additional casting vote.

8. Finances

An account will be maintained on behalf Heartwood Community Woodfuel Group at a bank agreed by the committee. Three cheque signatories will be nominated by the Committee (one to be the Treasurer). Any two of these must sign every cheque. The signatories must not be related nor members of the same household.

Records of income and expenditure will be maintained by the Treasurer in accordance with the financial policy.

All income of Heartwood Community Woodfuel Group is only to be used to further the aims of the group, as specified in item 2 of this constitution.

9. Amendments to the Constitution

Amendments to the constitution may be made at the Annual General Meeting or a Special General Meeting.

Any proposal to amend the constitution must be given to the Secretary in writing. The proposal must then be circulated with the agenda of the meeting.

Any proposal to amend the constitution will require a two thirds majority of those members present.

10. Dissolution

Dissolution of the Group requires a Special General Meeting to do so. The sole business of this meeting will be to dissolve the group.

The quorum of a Special General Meeting to dissolve the group will be 50% of the members.

The group will be dissolved if 70% of the members present vote to do so.

If it is agreed to dissolve the group all remaining money and other assets, once outstanding debts have been paid, will be donated to a local charitable organisation with similar aims.

11. Documentation and Procedures

This constitution is supported by the following documentation: -

- Safety plan, comprising risk assessments, accident and near miss recording, day plan templates, safe use of tools.
- Disciplinary Procedure
- Safeguarding of children and vulnerable adults policy
- Data protection policy
- Equality and diversity policy
- Financial Policy

This constitution and rules were adopted by the Committee of the Heartwood Community Woodfuel Group: -

Date ...08...../...05...../.....2017.....

Name and position in group.Kevin Banton (Chairman).....

Signed

Name and position in group

Signed