

Heartwood Community Woodfuel Group Constitution and Rules

1. Name

The name of the group shall be **Heartwood Community Woodfuel Group** and shall be a Community Interest Company (CIC).

2. Aims

The aims of Heartwood Community Woodfuel Group are:

- To increase the supply and demand for wood fuel 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

The responsibility for membership is delegated to the committee and detailed in the Membership Terms and Conditions. These will be reviewed on an annual basis and any changes agreed at a committee meeting.

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, Committee and Sub-Committees

5.1 Annual General Meeting and Election of Officers

The strategic and coordinating business of the group will be carried out by a Committee elected at the Annual General Meeting which will normally be held in September.

The Committee will consist of 8 elected Officers. Up to 4 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
- Chair – Heart Wood Management Sub-Committee
- Chair – Wood Fuel Sessions Sub-Committee
- Chair – Nether Hall Wood Sub-Committee

An individual may be elected to two roles though this shall be based on one Sub-Committee Chair role and one other type.

Members wishing to serve on Sub-Committees may make themselves known at the AGM but do not require election and may be appointed at other times during the operating year.

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 or sub-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.

At the first Sub-Committee Meeting of each operating year, a Secretary, Safety Co-Ordinator and any other roles deemed necessary shall be selected.

5.2 Committee Remit

The key responsibilities of the Committee are as follows:

- Development, deployment and management of the Strategic Plan in line with the Aims of the Group.
- Development and management of the Lead Budget and allocation of budgets to each Sub-Committee. (In any period, the budget allocated to any Sub-Committee may be “cash generating” or “cash negative”)
- Management of Group membership.
- Development, deployment and management of Group Health & Safety arrangements.
- Establishment and management of relationships with external Stakeholder organisations.

5.3 Sub-Committee Remits

5.3.1 Heart Wood management Sub-Committee Remits

The key responsibilities of the Sub-Committee are as follows:

- Deployment of allocated elements of the Group Strategic Plan with an anticipated focus on development of Heart Wood as an operating centre for the Group.
- Operation within the Sub-Budget allocated by the Committee.
- Management of any events, other than Wood Fuel, occurring within Heart Wood.
- Deployment and management (Including active contribution to improvement) of Group Health & Safety arrangements.

5.3.2 Wood Fuel Sub-Committee Remits

The key responsibilities of the Sub-Committee are as follows:

- Deployment of allocated elements of the Group Strategic Plan with an anticipated focus on planning and operation of Wood Fuel Sessions (Including those hosted at Heart Wood & Nether Hall Wood).
- Operation within the Sub-Budget allocated by the Committee including management of Grant Applications and other similar funding.
- Deployment and management (Including active contribution to improvement) of Group Health & Safety arrangements.

5.3.3 Nether Hall Wood Sub-Committee Remits

The key responsibilities of the Sub-Committee are as follows:

- Deployment of allocated elements of the Group Strategic Plan with an anticipated focus on planning and deployment of the Nether Hall Wood Management Plan and organisation of “public facing” activities at this location.

- Operation within the Sub-Budget allocated by the Committee.
- Deployment and management (Including active contribution to improvement) of Group Health & Safety arrangements.

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 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.

6.4 Sub-Committee Meetings

The Sub-Committees will hold Meetings as necessary and not less than two times a year. All members are welcome at Sub-Committee Meetings, but only Sub-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 3 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/...../.....

Name and position in group - (Chairman)

Signed -

Name and position in group - (Secretary)

Signed -

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