

# The Old Library Wood Collective Constitution

## **1. Name**

‘The Old Library Wood Collective’

Referred to as TOLWC for brevity in the rest of this document.

## **2. Aims & Values**

TOLWC vision; as a small unincorporated association:

*The Old Library Wood Collective will work together with local agencies, residents and businesses to ensure Old Library Wood and the surrounding neighbourhood is a vibrant, safe and attractive place to live in the centre of Norwich.*

*With a reduction in anti-social behaviour and taking positive steps to improve Old Library Wood, residents will improve their sense of well-being and come together to create a stronger community.*

### **2.1 Aims**

- Reduce anti-social behaviour in Old Library Wood and neighbouring streets
- Improve the woodland habitat in Old Library Wood for the benefit of wildlife
- Improve Old Library Wood to improve the well being of the local community
- Increase the dwell time and frequency of the local community using Old Library Wood
- Increase in the number of residents in the area who say they have a strong sense of community and pride in the area

### **2.2 Values**

- Independent / apolitical
- Non-denominational
- Co-operative
- Fun
- Inclusive
- Environmentally conscious
- Dynamic

## **3. Membership**

A member of The Old Library Wood Collective can be anyone living, working or having a vested interest in the area outlined in the Vision, who supports the aims of The Old Library Wood Collective. They will be able to subscribe through a website and receive e-newsletters by giving their first name, post code and email address. Annual General Meetings (AGM) will be held every September for members to elect a Committee. A list of all members and their details will be kept by the Committee members only.

### **3.1 Ceasing to be a member**

Members may resign at any time in writing to the Collective. Their details will be removed from membership lists plus all circulation lists. Any member who does not demonstrate the values and support for the aims of the Collective will be removed from the membership by the Committee. Any offensive behaviour, including racist, sexist or inflammatory remarks, will not be permitted. Anyone behaving in an offensive way or breaking the equal opportunities policy may be asked not to attend further meetings or to resign from the group if an apology is not given or the behaviour is repeated. The individual concerned shall have the right to be heard by the management Committee, accompanied by a friend, before a final decision is made.

#### **4. Equal Opportunities**

The Old Library Wood Collective will not discriminate on the grounds of gender, race, colour, ethnic or national origin, sexuality, disability, religious or political belief, marital status or age.

#### **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 meet as necessary as and not less than four times a year.

The Committee will consist of 7 members, and be composed of 3 officers and 4 committee members. Up to 3 additional members may be co-opted onto the committee at the discretion of the committee.

The officers' roles are as follows:

- Chair, who shall chair both general and committee meetings
- Secretary, who shall be responsible for the taking of minutes and the distribution of all papers
- Treasurer who shall be responsible for maintaining accounts

The first management Committee, which was self-appointed, and positions proposed and voted on, was agreed on Tuesday 14 March 2017.

In the event of an officer standing down during the year a replacement will be elected at the next management Committee meeting or Annual General Meeting of members, whichever is first. Any committee member not attending a meeting without apology for three months will be contacted by the committee and asked if they wish to resign. The Committee meetings will be open to any member of The Old Library Wood Collective wishing to attend, who may speak but not vote.

#### **6. Meetings**

##### **6.1. Annual General Meetings**

An Annual General Meeting (AGM) will be held within fifteen months of the previous AGM. All members will be notified in writing at least 3 weeks before the date of the meeting, giving the venue, date and time. Nominations for the committee may be made to the Secretary before the meeting, or at the meeting. The quorum for the AGM will be 10% of the membership or 15 members, whichever is the greater number.

At the AGM:-

- The Committee will present a report of the work of The Old Library Wood Collective over the year
- The Committee will present the accounts of The Old Library Wood Collective for the previous year
- The officers and Committee for the next year will be elected
- Any proposals given to the Secretary at least 7 days in advance of the meeting will be discussed

##### **6.2 Special General Meetings**

The Secretary will call a Special General Meeting at the request of the majority of the committee or at least seven other members giving a written request to the Chair or Secretary stating the reason for their request.

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

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

The quorum for the Special General Meeting will be 10% of the membership or 15 members, whichever is the greater number.

##### **6.3 Committee Meetings**

Committee meetings may be called by the Chair or Secretary. Committee members must receive notice of meetings at least 3 days before the meeting. The quorum for Committee meetings is five of the seven Committee members (50% plus 1).

## **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.

## **8. Finances**

An account will be maintained on behalf of The Old Library Wood Collective at a bank agreed by the committee. Four cheque signatories will be nominated by the Committee. All payments will be signed by two of the signatories (who must not be related in any way e.g. family, marriage) with one always being the Treasurer:

- For cheque payments, the signatories will sign the cheque
- For other payments (such as BACS payments, cash withdrawals, debit card payments or cash payments), a requisition note will be signed by two signatories, and held by the treasurer

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

All money raised by or on behalf of The Old Library Wood Collective is only to be used to further the aims of the group, as specified in item 2.1 (Aims) of this constitution.

## **9. Amendments to the Constitution**

Amendments to the constitution may only 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 notice of meeting.

Any proposal to amend the constitution will require a majority of those present and entitled to vote.

## **10. Dissolution**

If a meeting, by simple majority, decides that it is necessary to close down the group it may call a Special General Meeting to do so. The sole business of this meeting will be to dissolve the group.

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. The organisation will be agreed at the meeting which agrees the dissolution.