

CONSTITUTION

The organisation shall be called Oxford Urban Wildlife Group (OUWG).

AIMS OF THE GROUP

The aims of the group are:

- 1 The conservation and maintenance, for the benefit of the public at large, of the wildlife interest and amenity of urban wildlife areas in the area served.
- 2 The creation, maintenance and/or management of nature reserves and other sites of biological, scientific, educational and amenity importance.
- 3 The education of the public and in particular, young people, in the principles and practice of urban nature conservation.

To fulfil these aims:

- 1 Tasks and surveys shall be run on a regular basis.
- 2 Records shall be kept and compiled in an annual report.
- 3 Other activities for the furtherance of the aims, or for the benefit of the group, shall also be undertaken from time to time as members see fit.
- 4 Money shall be raised when necessary for carrying on the aims of the group; funds so raised shall used to achieve these aims as the members see fit.

The aims of the Group may only be amended by a two-thirds majority vote at an Annual General Meeting.

AREA SERVED

The area served is the City of Oxford and any nearby areas necessary to fulfil OUWG purposes. Tasks and activities may be undertaken elsewhere as seen fit by the members.

MEMBERSHIP

Membership shall be open to:

- a. Any individual who supports the aims of the Group.
- b. Any organisation that supports the aims of the Group.

Every member over 16 years old shall have one vote.

Any member organisation may appoint an individual to represent it and vote on its behalf at meetings of the Group. Should that individual not be available to attend any particular meeting, the member organisation may appoint a substitute.

There shall be an annual subscription, to help pay necessary expenses, to be reviewed at the AGM. Payment shall be optional for the unwaged or those under 16.

The membership of an individual or of a member organisation may be terminated by a unanimous decision of any quorate meeting of the Group. The reason for the decision must be clearly justified and documented. The individual, or representative of a member organisation, shall have the right to be heard, accompanied by a friend, before such a decision is made.

ANNUAL GENERAL MEETING

The group shall hold an Annual General Meeting in May each year or as soon as practicable thereafter. Trustees shall be elected annually at the AGM. They may stand for re-election. Such officers as are required to conduct the day-to-day administration of the group shall be elected from among the trustees. These shall include a Chairperson, Treasurer and Secretary. All officers shall retire at the AGM but may stand for re-election.

The AGM shall be called by the Secretary, who shall give at least 21 days notice and send each member a list of posts to be filled and a form for nominations. Nominations for these posts must be made by members on the form and must be in the hands of the Secretary at least 2 days before the AGM. Should nominations exceed posts, election shall be by simple majority vote.

Notice of any proposed amendments to the constitution should be offered to all members with notice of the AGM.

All members shall be entitled to attend and vote at each AGM.

The secretary, or other person appointed by those present, shall keep a full record of proceedings at every AGM.

Current officers shall present to each AGM the Report and Accounts of the Group for the preceding year.

There shall be a quorum when:

- **At least one tenth of the number of members of the Group, or**
- **Ten members**

are present at any AGM

This constitution is to **(may be)** be reviewed annually at the AGM. Any detailed review of the constitution carried out by Trustees, in the interim, must report back to the next AGM for consideration.

Members must be given at least 21 days notice of any proposed amendments to the constitution. To ensure general consent, a majority of at least two-thirds of those present must vote in favour of recommended changes.

An Extraordinary General Meeting of the Group may be called at any time by any business meeting, or by ten members, provided that the business to be considered is stated. All members shall be informed of the meeting and given at least 21 days notice: this notice must state the business to be discussed. The quorum for the EGM shall be the same as for an AGM.

DECISION MAKING

The Group and its property shall be managed and administered in accordance with this constitution by meetings of its members.

Those trustees who are officers shall be in charge of the day-to-day administration of the group and shall be answerable to meetings of members.

MEETINGS

In addition to an AGM, the Group shall hold regular business meetings to discuss and agree its policy and administration, within the Group's overall aims. There shall be at least eight business meetings a year:

- a Four for discussion of General OUWG matters
- b Four for discussion of Boundary Brook Nature Park business.
When possible, Boundary Brook business meetings shall be held on site

All members shall be entitled to attend and vote. Business meetings shall be quorate providing that at least five people are present, including at least two Trustees. Decisions made at business meetings must be approved by two-thirds of those present to ensure, as far as possible, that they meet the wishes of the membership.

These meetings, together with events and tasks, shall be fully publicised. Members of the public may attend these meetings as observers.

All business meetings and AGMs/EGMs shall be fully minuted. These minutes must be kept by the Secretary and be made available to those who attended the meeting, and to any other members who request them, within 14 days of the meeting.

The Group may set up working groups, to organise activities, such as events and surveys; or to investigate particular issues and make recommendations to the Group. Such working groups shall report back, with any recommendations, to a General business meeting of the Group or, if dealing with Nature Park business, to a Boundary Brook business meeting.

RECEIPTS AND EXPENDITURE

The funds belonging to the Group shall be spent only in furthering the aims of the Group.

Decisions involving the spending of Group funds must be taken in consultation with the treasurer.

The funds of the Group shall be held in an account operated by the Treasurer in the name of the Group. Four cheque signatories shall be appointed and each cheque must be signed by two of these signatories.

Accounts shall be kept by the Treasurer and submitted to independent examination and approved at the AGM. Trustees and other members may inspect the books at any time.

TRUSTEES

Trustees must be over the age of 18 and must always act in the best interests of Oxford Urban Wildlife Group. In case any conflict of interest should arise, the trustees must always put the interests of the Group first.

There shall be at least three trustees. The Treasurer, Secretary and Chairperson shall be trustees by virtue of their role.

Trustees have a duty of care to ensure that the Oxford Urban Wildlife Group acts within the law and observes any current health and safety legislation. They must also ensure that all income is properly accounted for and that the Group does not incur any debts. Trustees must also ensure that the Group maintains an adequate reserve of funds.

Trustees shall be expected to take an active part in decision-making. If Trustees miss more than half of business meetings without good cause, they may not be allowed to stand for election again.

BOUNDARY BROOK NATURE PARK

The Nature Park is leased from Oxford City Council.

The Boundary Brook Management Plan will be reviewed at least every five years. Proposals for any modifications considered necessary shall be made to a Boundary Brook business meeting and must be agreed by a two-thirds majority of those present.

WINDING UP THE GROUP

If the Group decides that it is advisable to dissolve the charity, they shall call a General Meeting (AGM/EGM). If the proposal is confirmed by a two-thirds majority of those present and voting, the trustees shall have the power to realise any assets held by or on behalf of the charity. All assets shall pass to an organisation set up for the furtherance of urban nature conservation.