

# **Constitution and Rules**

## **The Friends of Stokes Bay**

### **1. NAME**

1.1 The name of the Society (formerly known as 'The Stokes Bay Society' and 'The Society of Friends of Gilkicker and Stokes Bay') shall be **The Friends of Stokes Bay**.

### **2. AIM and OBJECTIVES**

2.1 The aim of the Society is to safeguard the environment and amenities of the area of Stokes Bay for present and future generations.

*The area is from the boundaries of Fort Monckton in the East to the river Alver in the West, all the area south from Fort Road and Stokes Bay Road, and the area north of Stokes Bay Road and south of the mobile homes, Bay House School, the Alverbank Hotel, and the boundaries of the properties in Palmerston Way.*

2.2 The objectives of the Society are:

2.2.1 To conserve and enhance Stokes Bay as an open, clean and safe recreational area for enjoyment of all those who live in the Borough and of visitors from elsewhere.

2.2.2 To preserve and protect the flora and fauna within the area, minimising the effects of human activity on the environment.

2.2.3 To consider development proposals affecting the area and to contribute to the debates on these in support of our aim and objectives.

2.2.4 To provide practical assistance, advice and support to the Local Authority and their appointed contractors in maintaining a clean and safe environment in the area, while remaining an apolitical and independent Society.

2.2.5 To liaise and/or affiliate with other bodies, schools with a legitimate interest in the area in order to achieve the aim of the Society.

### **3. OFFICERS**

3.1 The Officers of the Society will be the Chairman, Vice-Chairman, Secretary and Treasurer. The Officers will be elected annually at an AGM. The Committee shall have the authority to fill vacancies amongst the Officers on a temporary basis.

3.2 Nominations for the position of an Officer, shall be notified to the Secretary, with a proposer and seconder, both being members and with the approval of the candidate, at least 30 days before the AGM.

3.3 The President will normally hold office for 3 years but may be elected for a further term of 3 years.

3.4 A non-executive President may be proposed and elected at the AGM

3.5 Officers may appoint a Membership Secretary or other assistants, who shall not be officers, but will be members of the Committee ex officio.

#### **4. COMMITTEE**

4.1 The Committee shall consist of the Officers, President and not less than 2 or more than 6 members, including ex officio members. The Committee may co-opt such other members as it deems necessary for the efficient conduct of business and to fill vacancies. Full members of the Committee will retire each year and may seek re-election at the AGM. Nominations for membership shall be proposed to the Secretary by a member, seconded by a member.

4.2 The Committee shall meet at least three times a year. Four members shall constitute a quorum. In the absence of the Chairman and Vice-Chairman members present will elect a Chair for the meeting.

4.3 The Committee will act as the executive of the Society, with authority to take such action as they deem necessary to achieve the aim and objectives of the Society. The Committee shall report its actions, achievements and endeavors annually to the AGM. The Chairman and Secretary shall take such action arising at an AGM or Special AGM as they deem necessary to ensure timely response or action, reporting back to the Committee as soon as practical.

4.4 The Committee will manage the affairs of the Society, determine subscriptions and administer its funds.

#### **5. MEMBERSHIP**

5.1 Membership shall be open to all those who support the aim and objectives of the Society. All members, having paid the annual subscription, have the right to attend and vote at general meeting of the Society.

#### **6. SUBSCRIPTIONS**

6.1 An annual subscription will be determined by the Committee and reported to the Annual General Meeting. The annual subscription becomes due for payment on joining the Society and thereafter on 1<sup>st</sup> June annually. To maintain membership, the subscription must be paid within 3 months of the due date on which it is due.

#### **7. ANNUAL GENERAL MEETING**

7.1 An AGM will normally be held in June each year. It will elect Officers and Committee members and conduct such business as has been determined by the Committee or notified in writing by a proposer with one seconder (all being members) at least 30 days before the date of the meeting. Other business may be taken at the discretion of the Chairman.

7.2 Members shall be notified of the agenda for the meeting at least 7 days before the meeting. The date of the meeting will be determined by the Committee and notified to members at least 2 months in advance. The AGM will determine the general policy of the Society. At an AGM only members shall speak and vote.

#### **8. EXTRAORDINARY GENERAL MEETINGS**

8.1 Extraordinary General Meetings may be called by the Committee or at the written request to the Chairman and signed by 15 members. An Extraordinary General Meeting shall have the authority of the Annual General Meeting provided the date has been notified to members by the

Committee at least 14 days in advance, the agenda has been notified to members at least 7 days in advance. To proceed with an EGM at least 30% of paid-up members shall be present. If called by members, it must be held within 6 weeks of the Charman being notified of the request to conduct an EGM.

## **9. OPEN MEETINGS**

9.1 Open Meetings may be called from time-to-time by the Chairman. All members shall be invited to such meetings as may others who may have an interest in Stokes Bay as determined by the Committee. Members may invite guests with the agreement of the Secretary. Such a meeting may be held in conjunction with the Annual General Meeting to consider specific issues relating to Stokes Bay. With the permission of the Chairman, anyone attending the meeting shall be allowed to speak. Those non-members invited may include County and Borough Councillors for the area and a representative of those having legitimate business in the area.

Special advisers and/or speakers may also be invited. The objective of such a meeting will normally be to ensure that members are fully informed before Committee decisions are made relating to the issues being considered at an Open Meeting. No votes will be cast at an Open Meeting.

## **10. EXPENSES**

10.1 The Treasurer will pay all proper expenses of administration and management out of Society funds. After setting aside a reserve agreed from time to time by the Committee, remaining Society funds shall be applied by the Committee to the furtherance of the aim and objectives.

## **11. WINDING UP**

11.1 The Society may be dissolved by a two-thirds majority of the members voting at an Annual or Extraordinary General Meeting confirmed by a simple majority voting at an Extraordinary General Meeting held not less than 14 days after the previous meeting. In the event of dissolution of the Society, the available funds shall be transferred to an organization approved by a simple majority of members at the confirmatory Extraordinary General Meeting.

## **12. AMENDMENTS TO THE CONSTITUTION AND RULES**

12.1 Any proposal for amendments to the Constitution or rules must be notified in advance to members in the agenda for an Annual or Extraordinary General Meeting. Such amendments must be approved by a two-thirds majority of those voting at such a meeting.

## **13. COMMUNICATIONS**

13.1 Communications to members will normally be by newsletters produced at least twice a year. These will include notification of meetings and their agenda, when appropriate. Notifications as required by these rules will be deemed to have been given if left at or sent by prepaid post to the address last notified by each member to the Secretary. It is the responsibility of each member to notify any change of address. The non-receipt by a member or up to ten members of the n notice or agenda of a meeting shall not invalidate any decisions made at such a meeting.

13.2 A copy of the Constitution and Rules of the Society shall be distributed to each member on joining and on amendment.

#### **14. DATA PROTECTION ACT 1998**

14.1 Membership of the Society will be deemed to constitute consent to the holding of relevant personal data for the purpose of the Data Protection Act 1998. Membership data will be kept exclusively for the purpose of the Society and will not be released to third parties without the agreement of each individual.