**STAFFORDSHIRE WILDLIFE TRUST**

**CONSTITUTION OF LOCAL GROUP**

1. **Local Group’s Name**

The name of this Local Group of Staffordshire Wildlife Trust (“the Trust”) is (*insert name*) …………………………………. Local Group (“the Local Group”).

The Constitution was adopted by the Local Group at its Annual General Meeting (“AGM”) on…………………

1. **Purpose**

Like other local groups, (*insert name*) …………………………. Local Group exists to support the Trust, within its local area:

* to achieve its mission to protect and enhance the wildlife and wild places of Staffordshire and to promote understanding, enjoyment and involvement in the natural world; and
* to implement strategies adopted by the Trust from time to time.
1. **Powers**

The following activities may (but do not have to) be undertaken by the Local Group in fulfilment of the Purpose:

* Raising funds on behalf of the Trust
* Organising activities, events, lectures and discussions relevant to the work of the Trust, for which appropriate charges for attendance may be made
* Producing leaflets and other publicity material under the general guidance of the Trust
* Recruiting new members to the Trust.
1. **Membership**

All members of the Trust are eligible to attend and/or participate in events and activities organised by (*insert name*) ……………………… Local Group or any other of the Trust’s Local Groups in Staffordshire.

All members of the Trust are entitled to attend and vote at General Meetings (“GM”s) including Annual General Meetings (AGMs) and Special General Meetings (“SGM”s) and are eligible to serve on the Committee.

 Proof of Trust membership may be required on any such occasion.

1. **Management Committee**

The Local Group will be managed by a Management Committee, elected at the Group’s AGM and consisting of a Chairperson, a Secretary and a Treasurer (“the Officers”) and no more than 9 other Trust members.

Casual vacancies amongst the Officers may be filled by the Management Committee from amongst the Trust’s members.

The Management Committee may co-opt up to three members to serve on the Management Committee until the next AGM.

All members of the Management Committee shall retire at the AGM following the date on which they came into office but may be re-elected or re-appointed.

1. **Management Committee Meetings**

The Management Committee determines the Local Group’s activities within the Purpose.

The Management Committee will hold at least two meetings each year; the quorum for such meetings will be the presence at the meeting of at least one third of the members of the Management Committee or three members of the Management Committee, whichever is the greater.

Decisions will be made by a majority of members of the Management Committee present and voting; the Chairperson will have a second or casting vote if votes are equal.

The Secretary or another designated Management Committee member will keep minutes to be approved and signed by the Chairperson at the next Management Committee meeting.

The Management Committee may appoint sub-committees, for specific purposes only, which may not incur expenditure or enter into any obligation unless expressly authorised to do so, in advance, by the Management Committee.

1. **Annual General Meeting (AGM)**

The Local Group will hold an AGM as soon as practicable after the end of the Trust’s financial year (December 31st). At least 21 days’ written notice will be given by publication in a relevant edition of the Trust’s monthly newsletter and/or in “What’s On”.

The Management Committee will present for approval the report and accounts of the Local Group for the preceding year.

Nominations for election to the Management Committee may only be made by Trust members and shall be elected by a show of hands or a ballot, whichever is agreed.

The quorum at an AGM will be 10 Trust members.

1. **Special General Meetings**

The Management Committee may at any time call a Special General Meeting of the Local Group stating the business to be considered.

A Special General Meeting must also be called by the Secretary on receipt of a written request from at least 10 Trust members.

At least 14 days’ written notice must be given for a Special General Meeting by publication in a relevant edition of the Trust’s monthly newsletter and/or in “What’s On”.

1. **Finance**

All funds raised by or on behalf of the Local Group must be applied to further the Purpose and for no other purposes.

The funds of the Local Group, including all donations, contributions and bequests shall be paid into an account operated by the Management Committee in the name of the Local Group at such bank or building society as the Management Committee shall from time to time decide.

The Local Group may use funds in their accounts to pay for legitimate expenses e.g. room hire, printing costs. Excess funds (excluding restricted or ring-fenced funds approved by the Trust) of more than £2,000 held by the Group will be given to Staffordshire Wildlife Trust by no later than December 31st each year.

Any individual item of expenditure exceeding £500 in value must receive prior approval by, or on behalf of, the Chief Executive of the Trust.

All cheques drawn on the Local Group’s account must be signed by two Officers and must be approved by the Management Committee or, in the case of a building society account, by any authorised member of the Management Committee from time to time. The pass book for a building society account must be reviewed at each meeting of the Management Committee.

The Management Committee must keep proper accounting records, prepare annual accounts and arrange independent examination by an appropriately qualified person/auditing of those accounts.

The approved annual accounts, together with the minutes of the AGM at which they were approved, and the minutes of any other General Meetings held during the year, must be sent to the Trust by no later than one month after the AGM has been held.

1. **Communications, Marketing and Publicity**

The Local Group should not make any statement to the news, media or general public, without prior agreement with the Trust, other than those that clearly align with the Trust’s stated policies and strategic priorities.

In relation to planning matters, the Local Group shall not give advice, act on behalf of others, or comment without prior agreement with the Trust.

The Local Group’s views are welcomed and will be incorporated wherever possible in Trust statements.

Updates and statements will be provided to all Local Groups on topical issues and developments and will generally be sent by e-mail or be given in briefings at Local Groups’ regular meetings with the Chair and Chief Executive of the Trust.

The Local Group will follow any brand and marketing guidelines adopted by the Trust from time to time when pursuing its activities.

At events held by it, the Local Group are encouraged to:

* Display up-to-date Trust membership leaflets
* Look for opportunities to explain to all attendees the benefits of joining the Trust
* Ask any non-members to consider supporting the work of the Trust by joining as a member or taking details on a membership form and passing them to the Trust who will then contact them.
1. **Important Trust Policies and Procedures**

The Local Group must hold current copies of the Trust’s policies and procedures (including those relating to insurance) covering the matters set out below and adhere to their requirements whenever they carry out their activities. These policies and procedures include, but are not restricted to the following:

* Complaints
* Environmental
* Health and Safety
* Equal Opportunities
* Anti-harassment and Bullying
* Ethics (Bribery, Fraud and Corruption)
* Social Media
* Whistle-blowing
* Data Protection
* Safeguarding
* Insurance

Other policies and procedures and changes to existing ones, will be notified to the Local Group as they occur.

1. **Alterations to the Constitution**

The constitution can only be amended by a resolution that has been endorsed or specified by the Trust passed by not less than two-thirds of members present and voting at a General Meeting, the notice of the meeting having included the wording of the alteration proposed, or a written notice from the Trust specifying the alteration to be made.

1. **Dissolution**

The Local Group may be dissolved at a Special General Meeting called for that purpose on no less than 14 days’ notice.

Dissolution of the Local Group will take effect only if agreed by not less than two-thirds of the members present and voting.

Surplus funds or assets of the Local Group shall, on dissolution, be given or transferred to the Trust.

We, as members of the management committee, confirm that this Constitution was adopted on the date mentioned above by the (insert name) ………………………………. Local Group.

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| **Name (block capitals)** | **Signature** | **Position** |
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**Revised version**

**Adopted by Board on 30th September 2019**