

# Save Radley Lakes

## Constitution

(Adopted August 2005, last amended June 2008)

### **Name**

1. This constitution relates to the Group whose inaugural meeting was held at the Hadland Road Community Centre, Abingdon on 20<sup>th</sup> May 2005 and chaired by David Guyoncourt of the Thrupp Conservancy Group.
2. The Group shall be called *Save Radley Lakes*, or such other name the Group may choose for itself in the future, and is herein referred to as *The Group*.

### **Definitions**

#### ***The Group***

Save Radley Lakes

#### ***The Lakes***

“Thrupp Lake” and “Bullfield Lake” and one other unnamed (known as Lakes E & F and M) and surrounding areas.

#### ***Interested Body***

A business, organisation or group recognised by The Group as having a direct interest in the Aims of The Group.

#### ***The Press***

Any media organisation (newspaper, TV, radio) which exists to publicise information, any publicity medium, or any other organisation responsible for providing information thereto.

### **Aims**

3. The aims of the Group are:
  - a) To prevent the imminent destruction of, or damage to, The Lakes by operations carried out by RWE NPower
  - b) To conserve The Lakes and all the wildlife therein..
  - c) To campaign to prevent further disposal of PFA from Didcot Power Station being carried out at Radley
  - d) To campaign for the adoption of The Lakes as a public amenity.

### **Membership**

4. Initial membership of the Group comprises those present at the inaugural meeting on 20<sup>th</sup> May 2005 and recorded in the minutes thereof.

Signature of Proposer.....*K Hughes*.....

Signature of Seconder.....*M White*.....

5. Additional members may join provided they share the Aims of The Group. New members will be required to complete an application form on which they should declare any interests in the Aims. Membership of the Group is otherwise unrestricted.
6. Membership of the Group shall not be limited to a maximum number
7. The Group shall not be affiliated to any Political Party or Parties.
8. No single Interested Body may have more than two members or representatives serving as members of the Group at any one time.
9. Membership of the Group shall be honorary.

## Consultants

10. The Group may engage professional consultants to act on its behalf. These may be *pro bono* or for fee. Consultants may or may not be Members of The Group.

## Powers to Dismiss

11. The Group shall have the power to dismiss a member who
  - a) ceases to hold the aims of the Group
  - b) is unable or unwilling, for any reason, to support the aims of the Group.
  - c) Act in such a way as to adversely affect the aims or reputation of the Group
12. The decision as to whether a member should be dismissed shall be taken by the Executive at a formally convened meeting under clauses 35-37.
13. A member who is dismissed shall be notified in writing and his/her name removed from all membership lists.
14. A dismissed member shall be barred from future membership for a period determined by resolution of the Executive, unless and until there is a formal resolution at a General Meeting of the Group to the contrary.

## Cessation of Membership

15. A member may voluntarily resign at any time. Such resignation may be verbal or written. Upon receipt of notification of resignation, the name of the resigning member will be removed from all membership lists.

## Officers

16. The members of the Group shall appoint officers, and determine the period each shall hold office, as follows:

**Chairman** whose duties shall be to conduct meetings, to summon meetings, to decide agendas, to act as the official representative of the Group, and to generally promote the activities of The Group.

**Vice Chairman** whose duties are to assist the Chairman, and, in his absence, to carry out the duties as above.

**Secretary** whose duties shall be to administer the day-to-day business of the Group, to record the minutes of meetings, to arrange meetings and to distribute agendas of forthcoming meetings to

Signature of Proposer.....*K Hughes*.....      Signature of Seconder.....*M White*.....

members. The secretary is also responsible for official communication between the Executive and the General Membership.

**Treasurer** whose duties shall be to administer the financial and legal affairs of the Group and to provide the Group with a regular Statement of Account. The treasurer shall also be responsible for maintaining the membership list.

## **Executive**

17. The members of the group shall appoint an executive whose task is to coordinate and implement the actions necessary to achieve the Aims.
18. The Executive is empowered to take decisions on behalf of the Group and is accountable to the Group for those decisions.
19. No agent, member or employee of an Interested Body may serve on the Executive.
20. A member may be removed from the Executive by a formal resolution of the Group at a General Meeting.

## **Subgroups**

21. To further the conduct of the business of the Group, the Group may appoint SubGroups whose composition and terms of reference shall be entirely at the discretion of the Group.
22. The Executive may appoint Subgroups on behalf of the Group, with any such appointments to be ratified at the next General Meeting.
23. Subgroups shall be accountable only to the Group via the Executive and shall not communicate their findings directly to any other body without the consent of the Executive.
24. The Chairman and Vice-Chairman shall be ex officio members of all Subgroups.
25. Each Subgroup leader shall be a member of the Executive.

## **Conduct of Proceedings**

### ***General Meetings***

26. The members of the Group may convene as and when the Secretary and/or Chairman deem that there is business to discuss.
27. At least one General Meeting shall be held during any calendar year.
28. General Meetings are open to all members of The Group.
29. The quorum for the transaction of business shall be four members being personally present at a properly convened meeting of the Group.
30. If at any meeting where a quorum is present, but the Chairman is not present within five minutes of the time appointed for the start of the meeting, then the Vice Chairman shall take the chair. If the Vice Chairman is also absent, the members may choose one person present to be Acting Chairman for the duration of that meeting, or until such time that the absent Chairman, or Vice Chairman, arrives when he shall immediately take the chair.
31. If the Secretary is absent or has taken the role of Acting Chairman, then the person in the Chair shall appoint another member to record the minutes until such time as the Secretary becomes available.

Signature of Proposer.....*K Hughes*.....      Signature of Seconder.....*M White*.....

32. Motions shall be decided by a simple majority of votes, one vote per member present, or as provided for by proxy. The Chairman however shall not vote except as under clause 33.
33. In the event of an equality of votes, the Chairman shall have a casting vote.
34. The Group shall endeavour to arrive at policy decisions by open consensus. Where there is irreconcilable disagreement, minority views shall be recorded and, where possible, accommodated in alternative proposals.

### **Executive Meetings**

35. Formal meetings of the Executive may be convened at the discretion of the Executive members. The dates and venues of meetings shall be set by the Executive in the course of its business. Additional meetings may be called at the discretion of the Chairman.
36. It is the responsibility of the Secretary to ensure that all executive members are informed of meeting dates and venues in reasonable time.
37. The conduct of Executive Meetings shall be as for General Meetings..

### **Conduct of Business**

38. Within each Subgroup and within the Executive, business may be conducted by any feasible means, with electronic means (email) being generally preferred.
39. Information relating to the Group's planning and strategy shall be treated as confidential and not communicated outside the Executive and any involved Subgroup(s), except on a need-to-know basis.
40. Communication with the General Membership shall be via the Secretary (see clause 16).
41. Official communication with the Press shall take place only through or with the approval of the Executive.

### **Finance**

42. The Group may raise funds by seeking donations from Interested Bodies or from the Public. Donations shall be accepted on the explicit understanding that the Group is not accountable to any donor as to the specific use of the funds or as to the undertaking of any aspect of its business.
43. Funds shall be used solely for purposes in connection with promoting the Aims of the Group, except as provided for under clause 47.
44. The finances of the Group shall be subject to annual audit.

### **Personal Information**

45. Personal information gathered in the course of the campaign shall not be used for any purpose except that for which it was provided.

Signature of Proposer.....*K Hughes*.....      Signature of Seconder.....*M White*.....

## **Dissolution**

46. The Group shall not be dissolved except in the event of any of the following occurring:

- a) The total number of Members is less than a quorum.
- b) All the aims of the Group are achieved.
- c) A resolution altering the Constitution so as to allow dissolution is passed in accordance with clause 48.

47. Any uncommitted funds remaining at dissolution shall be donated to one or more charities, or asset-locked organisations, with similar or comparable aims to those of The Group, as shall be decided by the Group at the time.

## **Alteration of The Constitution**

48. The provisions contained within the Constitution may be revoked or altered by a majority of not less than two thirds of the members of the Group present at a General Meeting where there is a quorum, provided the following procedure is observed:

- a) Not less than 14 days notice in writing shall be given to the members of the Group of any meeting convened for the purpose of revoking or altering the provisions thereof.
- b) Such notice shall set out a formal resolution to be placed before the Group specifying in detail the alteration or alterations proposed.

Signature of Proposer.....*K Hughes*.....

Signature of Secunder.....*M White*.....

# SAVE RADLEY LAKES

(June 2008)

Proposed by: *Karen Hughes*

Seconded by: *Marjorie White*

This constitution accepted by formal resolution of the Group on..... *8<sup>th</sup> August 2005* ....(date)

and with further amendments as follows:

1. As proposed by: *Basil Crowley* and seconded by: *Lynda Pasquire*  
and accepted by formal resolution of the Group on..... *27<sup>th</sup> June 2008* .....(date)

(signed) *B J B Crowley* .....Chairman