

CONSTITUTION OF 'THE FRIENDS OF MOOR POND WOODS'

1. The group will be called 'The Friends of Moor Pond Woods', and hereinafter referred to as 'the Friends'.
2. The aims of the Friends will be to
 - Further the conservation and sustainable management of the area known collectively as Moor Pond Woods, near Papplewick village.
 - Encourage the use of the woods as a recreational and educational resource, in ways that do not conflict with conservation of the environment.
 - Raise funds to support activities.
3. Membership of the Friends will be available to any individual who shares the aims of the group, who has paid an annual subscription.
4. The Friends will be managed by a Steering Committee of nine. This will consist of four members elected by the 'Friends', a representative from Papplewick Parish council, a representative from Linby Parish council, a representative from Gedling Borough council, a representative from Ashfield District council and a representative from the County Council Rural Environment Group. They may co-opt, at any time, other people who they feel will bring particular skills or knowledge to the committee.
5. There will be an **annual general meeting** of the Friends, at their September meeting. At the AGM, the Treasurer will present accounts for the previous financial year and recommend the subscription rate for the following year, the Chairman will present a summary of progress, and nominations and elections for the Steering Committee will be held.
6. The four members elected by the Friends will be the Treasurer and Secretary and two other members. They will be elected to serve for a period of one year, from the date of the AGM. A simple majority of those present will elect them, and in the event of a tied election the outgoing chairman will have a casting vote.
7. At the first committee meeting following the annual general meeting, the Steering Committee will elect from amongst their group a Chairman and Vice-chairman, to hold office for one year, from the date of the committee meeting.
8. Steering Committee meetings will be held as necessary, and not less than bimonthly. The Chairman and Secretary will call them, and produce an agenda.

9. The role of the Chairman will be to
 - Co-ordinate the activities of the Friends.
 - Call and conduct meetings.
 - Represent the Friends in the community.
10. The role of the Vice-Chairman will be to
 - Assist the Chairman.
 - Deputise for the Chairman as necessary.
 - Take over the role of the Chairman upon the retirement or resignation of the Chairman.
11. The role of the Treasurer will be to
 - Manage the accounts of the financial transactions of the Friends,
 - Monitor a bank account and bring regular accounts to the Steering Committee.
 - Present a statement of audited accounts for the approval of the annual general meeting.
 - Recommend the Subscription rate to an annual general meeting.
12. The role of the Secretary will be to
 - Conduct the correspondence of the Friends.
 - Summon members of the Friends and the committee to meetings.
 - Maintain minutes for Steering Committee meetings.
13. Meetings of the Friends will usually take place once a month, usually on the last Friday of the month. A programme of themes will be published by the Steering Committee.
14. In addition the Steering Committee will
 - Organise a calendar of additional 'working days' and 'activity events' to further the aims of the Friends.
 - Ensure the health and safety of volunteers and ensure that adequate insurance is provided.
15. Funds paid to or collected by the Friends will be placed in a bank account. The financial year for the accounts will end on the 31st March each year, and the accounts will be audited.
16. An annual Subscription will be payable from the date of an annual general meeting.

17. The Steering Committee will recognise and liaise with key partners - The Greenwood Community Forest, CG Property, Nottinghamshire County Council, Countryside Agency, Environment Agency.
18. The Steering Committee will regularly review and evaluate progress and working arrangements, and may suggest alterations to the constitution to an annual general meeting.
19. The Papplewick Parish Council will be responsible for the financial affairs of the Friends until March 2003, when the future arrangements will be considered by joint review by the Friends and the Council. During this time, a minimum of two parish councillors will serve on the Steering Committee.
20. The Steering Committee will be recognised as a sub-committee of the Parish Council, until March 2003, and then the Friends and the Council will jointly review its position.

Adopted by the Friends of Moor Pond Woods, May 2001