

# **FRIENDS OF THE CABRERA TRUST AND WOODS**

## **CONSTITUTION**

- 1. Name/Membership Catchment:** The Name of Association shall be the Friends of the Cabrera Trust and Woods (FCTW).
  - 1.1.** The Association will be open to all residents of Virginia Water and surrounding local areas, and to anyone who has an interest in helping to protect and maintain the Bourne Riverside Walk and the adjacent woodland area which constitute a local nature reserve.
- 2. Aims & Objectives:**
  - 2.1.** To raise funds to help protect and maintain the Cabrera Trust Woods and Bourne Riverside Walk.
  - 2.2.** To utilise the funds to protect and maintain the diversity of habitats including the wetland areas within the local nature reserve.
  - 2.3.** To ensure that the current diversity of wildlife is protected and enhanced.
  - 2.4.** To utilise the funds to maintain and improve the Bourne Riverside Walk for the benefit of the local community.
  - 2.5.** To work with the Cabrera Trust Management Committee and Runnymede Borough Council to agree priorities for the use of funds raised by the FCTW. The final allocation of funds will be determined by the FCTW committee.
  - 2.6.** To review priorities of the FCTW from time to time and where appropriate consult with FCTW members and local residents on issues that are of concern regarding the protection and maintenance of the Cabrera Trust Woods and the Bourne Riverside Walk.
- 1. Remit/Powers:**
  - 1.1.** To take appropriate actions to raise funds to achieve the above aims/objectives.
  - 1.2.** To publicise and promote the FCTW in the local area.
  - 1.3.** To work collaboratively with other groups such as the Woodland Trust as practical.
  - 1.4.** To work with collaboratively and constructively with The Cabrera Trust Management Committee and local Councillors in pursuance of the above aims.
  - 1.5.** The final decision on use of the funds raised will rest with the FCTW Committee
  - 1.6.** To review (as necessary) in the future the fund raising activities pursued by the FCTW.

**2. Management Committee:**

- 2.1. The business of the association shall be overseen by a Management Committee to be elected following the launch meeting of the FCTW.
- 2.2. The Management Committee shall normally consist of at least three and no more than 6 people over 18 years of age.
- 2.3. Committee members will be elected for a period of up to one year but may be re-elected at the FCTW AGM.
- 2.4. Committee members will have the option to resign/step down & request members to appoint a replacement via voting at any meeting of the Management Committee meetings or at the AGM.

**3. Officers:**

- 3.1. The Management Committee may have the following officers elected by members at the first meeting.
  - 3.1.1. Chair - Leading / Overseeing overall aims and objectives of FCTW
  - 3.1.2. Deputy Chair - Supporting the above
  - 3.1.3. Secretary - Logging/recording of meetings & agreed actions and assisting with arrangements/venues/dates etc. and invitations to FCTW meetings. Ensuring sufficient notice for meetings to allow for members to plan attendance/participation.
  - 3.1.4. Treasurer - responsible for ensuring that funds raised and the allocation of funds to meet the aims of FCTW are fully and legally accounted for.
  - 3.1.5. General Committee Members - General committee members supporting activities of the above or offering specific skill/support as required.

**4. Meetings:**

- 4.1. Management Committee meetings may be called quarterly or if there is a specific issue affecting the aims of the FCTW that requires discussion and/or decision.
- 4.2. An AGM shall be held annually on or near the first anniversary of the launch meeting of FCTW in order to fulfil the requirements of formal review and good stewardship and that the FCTW is on track with the aims as set out above.
- 4.3. Meeting dates and arrangements will be communicated with as much notice as possible with at least a 2 week notice period.
- 4.4. An Extraordinary General Meeting (EGM) may be called, if by decision of the committee, an urgent matter arises .
- 4.5. Notices: Regular updates will be e-mailed and posted on as many platforms as possible to ensure meaningful communication.

**5. Finance**

- 5.1. The association may request a donation annually from members. It will also pursue other fund raising events such as Village fairs as appropriated to the aims of the FCTW.
- 5.2. The FCTW open a separate bank account to hold monies raised until allocated to specific projects in accordance with the aims FCTW.

**6. Alteration of the Constitution**

- 6.1. Changes to the Constitution will be agreed by a majority vote at the AGM

**7. Dissolution**

- 7.1. The FCTW can be dissolved if a resolution in respect of this is passed by a majority vote of the Association membership at an AGM or an EGM.
- 7.2. If the Association at the time of dissolution holds any funds, these will be donated to the Cabrera Trust management Committee.

This Constitution was adopted at a general meeting held on March 28<sup>th</sup>, 2023.