



POCKTHORPE  
COMMUNITY GROUP 

## **CONSTITUTION OF THE POCKTHORPE COMMUNITY GROUP**

### **1 Name**

The name of the Group shall be The Pockthorpe Community Group, and in this constitution reference to the Group are references to The Pockthorpe Community Group.

### **2 Aims**

The aims of the Group shall be to promote the conservation, protection, and improvement of the physical and natural environment within the Pockthorpe Community area, and to encourage public use, of Sandy Park and Kett's Cave. The Group shall, also, provide environmental education and events to promote social cohesion within the Pockthorpe area.

In this constitution "Sandy Park" means the land owned by Norwich City Council to the north of Mousehold Avenue; "Kett's Cave" means the land owned by Norwich City Council to the south of Mousehold Avenue.

In this constitution "the Pockthorpe area" means the area of Norwich City corresponding to the ancient city parish of Pockthorpe currently situated in the Crome and Sewell wards of the City's administration.

### **3 Powers**

In order to further its aims, the Group shall have power to take any action that is lawful, and in particular, shall have power to:

- a) raise funds and receive donations;
- b) undertake practical work on Sandy Park and Kett's Cave;
- c) contribute financially to the cost of work on Sandy Park and Kett's Cave undertaken by others;
- d) make rules and standing orders for categories of members and their rights
- e) take out insurance;
- f) organise meetings, training courses and events;
- g) work with Norwich City Council and other organisations.

## **4 Membership**

- a) Membership of the Group shall be open to any individual who, or organisation that, is interested in helping the Group to achieve its aims and willing to abide by the rules of the group.
- b) Every member (whether individual or organisation) shall have one vote at general meetings.
- c) The categories of membership and the subscription rates shall be determined annually by the Executive Committee.
- d) Members will be deemed those who have subscribed to the group mailing list.
- e) The Executive Committee shall have the power to refuse membership to an applicant, where it is considered, such membership would be detrimental to the aims, purposes, or activities of the group.
- f) Any member of the Group may resign their membership by giving to the Secretary written notice to that effect.
- g) The Executive Committee may, by resolution passed at a meeting thereof, terminate or suspend the membership of any member, if in its opinion their conduct is prejudicial to the interests and objects of the Group, *provided that* the individual member or representative of the member organisation (as the case may be) shall have the right to be heard by the Executive Committee before the final decision is made.

## **5 Management**

- a) The honorary officers of the Group shall be:
  - Chair
  - Vice-Chair
  - Treasurer
  - Secretary
- b) The Group shall be administered by an Executive Committee.
- c) The Executive Committee shall consist of:
  - The honorary officers
  - Up to eight other members
- d) The honorary officers and the individual members of the Executive Committee shall be elected annually at the Annual General Meeting, and shall be eligible for re-election, save that the Chair may not be re-elected more than twice as the Chair.
- e) To be eligible for election or appointment as an honorary officer or individual member of the Executive Committee, a person must be a current individual

member of the Group and must remain so throughout their term of office. The Executive Committee shall have power:

- To fill a vacancy on the Committee that occurs during the year
- To appoint an honorary officer if that post is not filled at the Annual General Meeting
- To appoint other members if fewer than eight are elected at the Annual General Meeting

f) The Executive Committee shall meet at least four times a year. The Chair shall have power to call an extraordinary meeting of the Committee. Not less than seven days' notice of the date, time and place of any meeting shall be given to the members of the Committee.

g) The quorum for a meeting of the Executive Committee shall be five members.

h) Voting at Executive Committee meetings shall be by show of hands on a majority basis. If there is a tied vote the Chair shall have a second vote.

i) The Executive Committee have the power to set up sub-committees and working parties and to determine their terms of reference. Membership of such bodies shall not be limited to membership of the Group but must include at least one member of the Executive Committee.

## **6 Finance**

a) The Group's financial year shall be the calendar year.

b) Money obtained by the group shall be used only for the furtherance of the Group's aims.

c) Bank accounts opened for the group shall be in the name of the group.

d) Cheques issued shall be signed by at least two of any three nominated signatures. The nominated signatories shall be the Treasurer and two other persons appointed by the Executive Committee.

e) The Executive Committee must set a budget prior to the start of the financial year.

f) The Treasurer shall be responsible for making regular financial reports to the Executive Committee.

g) Members undertaking activities shall be entitled to the reimbursement of reasonable expenses, but the Group's funds shall not otherwise be distributed to its members.

## **7 Special General Meetings**

The Executive Committee shall within seven days of receiving a written request to do so, signed by not less than 10 members, call a Special General Meeting of the Group. The written request shall specify the reason for the meeting being called. The Executive Committee may at its discretion call a Special General Meeting at any time.

## **8 Annual General Meeting**

a) The Group shall hold an Annual General Meeting (AGM) at not more than 15 month intervals.

b) The business of the AGM shall include:

- Receiving a report from the Executive Committee of the group's activities over the year.
- Receiving the accounts for the previous financial year.
- Electing the honorary officers and other members of the Executive Committee
- Considering any other matter as may be appropriate at such a meeting.

c) The quorum for an Annual General Meeting shall be eight persons of whom no more than five shall be members of the Executive Committee.

## **9 Notice of General Meetings**

The Executive Committee shall give to each member not less than three weeks (21 days) notice of the date, time and place of each Annual General Meeting and any Special General Meeting.

## **10 Alteration of the Constitution**

a) Proposals for amendments to this constitution, or dissolution (see Clause 11) must be delivered to the Secretary in writing. The Executive Committee shall then decide whether to call a Special General Meeting to discuss the proposal.

b) Any changes to this constitution must be agreed by at least two-thirds of those members present and voting at any general meeting.

c) No amendment shall be made which would have the effect of making the Group cease to be a charity at law.

## **11 Dissolution**

The Group may be wound up at any time if agreed by two-thirds of those members present and voting at any general meeting. Any such resolution must specify that on dissolution any remaining funds and assets will be donated to Norfolk Wildlife Trust, registered in England as a Company limited by guarantee, no. 217338. Registered charity no. 208734. Registered Office: Bewick House, 22 Thorpe Road, Norwich NR1 1RY.

## **12 Adoption of the Constitution**

This constitution was adopted by those present at the inaugural meeting held on 11 January 2022.

Signed:

*Anthony Moore*

Anthony Moore, Secretary.