

CONSTITUTION OF THE HUGHENDEN VALLEY DRAINAGE IMPROVEMENT GROUP

ADOPTED ON: 16 September 2014

1. Name

The name of the Group shall be: Hughenden Valley Drainage Improvement Group.

2. Aims and Objectives

- Establish the causes of the sewer, groundwater and surfacewater flooding in the Hughenden area
- Identify the range of solutions which could address it
- Achieve the implementation of the measure or measures which will reduce the risk of future flooding, in terms of incidence and seriousness, to the greatest extent reasonably possible.
- Ensure responsible groundwater/surfacewater management and planning in the Hughenden area
- Help where possible to conserve and promote the Hughenden Stream and ensure that any actions from the above objectives are consistent with this

3. Powers

In order to achieve its aims the Group may:

- a. Raise money
- b. Open bank accounts
- c. Take out insurance
- d. Employ staff
- e. Acquire and manage buildings
- f. Organise courses and events
- g. Work with other groups and exchange information
- h. Do anything that is lawful which will help it to fulfil its aims

4. Membership

(a) Membership of the Group shall be open to any person over 18 living or located in the Hughenden Valley area who is interested in helping the Group to achieve its aims and willing to abide by the rules of the Group. Membership shall similarly be open to organisations with an interest in or responsibilities for the Hughenden Valley area.

(b) Membership of the Group shall be free of charge. A register of members will be maintained by the Secretary.

(b) Membership shall be available to anyone without regard to gender, race, nationality, disability, sexual preference, religion or belief.

(c) Every individual member and each organisation shall have one vote at General Meetings.

(d) The membership of any member may be terminated for good reason by the Management Committee but the member has a right to be heard by the Management Committee before a final decision is made.

(e) Each member organisation shall appoint a representative to attend meetings of the Group and notify the Group's Secretary of that person's name.

5. Management

(a) The Group shall be administered by a Management Committee of the Officers and not more than 2 other members elected at the Group's Annual General Meeting (AGM).

(b) The Officers of the Management Committee shall be: the Chairperson, the Deputy Chairman, the Treasurer and the Secretary.

(c) The Management Committee shall meet at least 2 times a year.

(d) The Chairperson or Deputy Chairman shall Chair all meetings of the Group.

(e) The quorum for Management Committee meetings shall be 3 members.

(f) Voting at Management Committee meetings shall be by show of hands. If there is a tied vote then the Chairperson shall have a second vote.

(g) The Management Committee may by a two-thirds majority vote and for a good and proper reason remove any Committee member, provided that person has the right to be heard before a final decision is made.

(h) The Management Committee may appoint another member of the Group as a Committee member to fill a vacancy provided the maximum number is not exceeded.

6. Duties of the Officers

(a) The duties of the Chairperson, and in his absence the Deputy Chairman, are to:

- chair meetings of the Committee and the Group
- represent the Group at functions/meetings that the Group has been invited to
- act as spokesperson for the Group when necessary

(b) The duties of the Secretary are to:

- take and keep minutes of meetings
- prepare the agenda for meetings of the Committee and the Group in consultation with the Chairperson
- maintain the register of membership
- deal with correspondence
- collect and circulate any relevant information within the Group

(c) The duties of the Treasurer are to:

- supervise the financial affairs of the Group
- keep proper accounts that show all monies collected and paid out by the Group

7. Finance

(a) Any money obtained by the Group shall be used only for the Group.

(b) Any bank accounts opened for the Group shall be in the name of the Group.

(c) Any cheques issued above £250 in value shall be signed by the Treasurer and the Deputy Chairman. Cheques below this value may be signed by the Treasurer only.

8. Annual General Meeting

(a) The Group shall hold an Annual General Meeting (A.G.M.) in the month of June.

(b) All members shall be given at least fourteen days' notice of the A.G.M. and shall be entitled to attend and vote. The quorum for an AGM shall be 4 members.

(c) The business of the A.G.M. shall include:

- (i) receiving a report from the Chairperson on the Group's activities over the year
- (ii) receiving a report from the Treasurer on the finances of the Group
- (iii) electing a new Management Committee and
- (iv) considering any other matter as may be decided.

9. Special General Meeting

A Special General Meeting may be called by the Management Committee or by any members to discuss an urgent matter. The Secretary shall give all members fourteen days' notice of any Special General Meeting together with notice of the business to be discussed. All members shall be entitled to attend and vote.

10. Alterations to the Constitution

Any changes to this Constitution must be agreed by at least two-thirds of those members present and voting at any General Meeting.

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. In the event of winding up, any assets remaining after all debts have been paid shall be given to another Group with similar aims.

This constitution was adopted at a general meeting of the Group on 16 September 2014.

Signed by:

Chairperson - David White:

Deputy Chairperson – Matthew Hopkins

Secretary – Sarah Mustapha:

Treasurer – Paul Woodford: