

THE PORTESHAM VOLUNTEERS CONSTITUTION

1. The name of the group is The Portesham Volunteers hereinafter referred to as ‘the Group’.
- 2a. Membership of the Group is open to all residents of Portesham who wish to express their pride in the village, its community and its appearance by carrying out maintenance where it may otherwise be neglected, and raising funds for community projects that may otherwise not be funded. Those wishing to become members of the Group would give their names and email addresses to the Group Secretary and would understand that they would be bound by this Constitution which formally sets out the rules, ethos, parameters and aims of the Group. Work proposed by the Group will only be carried out after appropriate consultation with those residents and/or organizations in the vicinity.
- 2b. The Group’s aim is to enhance the attractiveness of the village by managing invasive weeds such as ivy, brambles and nettles and replanting small areas with a wider variety of wild and native plants, as recommended by the Dorset Wildlife Trust, and then maintaining them.
3. The Group shall be managed by a Committee of up to 9 members consisting of: Chairman, Secretary, Treasurer and 6 additional members, all elected annually at the AGM. The Committee shall have the authority to co-opt new members as vacancies arise.
4. The AGM shall be held annually within 3 months of the end of the financial year which shall be 31st August. Not less than 21 days notice shall be given.
5. The Committee shall endeavour to meet at least 4 times a year according to need, with the requirement of a quorum of at least 4 Committee members to be present.
6. A petition of five or more members is necessary to initiate an Extraordinary General Meeting, for which two weeks’ notice must be given to all members.
7. A Bank Account shall be established to hold the funds held by the Group. All payments must be authorized by the Committee. The Chairman and Treasurer shall be the two authorized signatories and the certified accounts shall be presented annually at the AGM by the Treasurer. The Group shall operate in such a way as never to be in deficit.
8. Public Liability Insurance shall be held to cover the activities undertaken by the Group. Activity that is not covered by this insurance shall not be undertaken by the Group.
9. Members are made aware that the Group has no personal accident insurance in place for them.
10. Leaders of work groups shall carry out a prior risk assessment of the tasks to be undertaken and must make all participants aware of the risk mitigation measures required.
11. The Group shall liaise with the Dorset Wildlife Trust for advice on conservation and planting, and with DCC Highways and other owners of land where it endeavours to work.
12. The frequency of working parties is agreed by the Committee.

13. Every reasonable effort will be made to consult with the residents of Portesham and to communicate the Group's intentions and achievements.

14. All correspondence and official communications are to be addressed directly to the Secretary.

15. If for any reason the Group is dissolved, the balance of any funds held shall be transferred to Portesham Village Hall Fund.

March 2020