

# **BUCKINGHAMSHIRE EARTH HERITAGE GROUP**

## **CONSTITUTION**

### **NAME**

The group shall be called the 'Buckinghamshire Earth Heritage Group'.

### **OBJECTIVES**

1. To promote geology and geodiversity within Buckinghamshire and Milton Keynes.
2. To promote the management and conservation of Local Geological Sites and Geological Sites of Special Scientific Interest in Buckinghamshire and Milton Keynes.
3. To identify, describe and document such sites and to maintain a register of them.
4. To promote appropriate access to and educational use of Local Geological Sites in consultation with owners.
5. To secure resources to enable objectives to be met.

### **RULES**

1. Membership of the Group shall be open to any person with an interest in the objectives. Membership is obtained by payment of the annual subscription and completion of the membership registration form.
2. Individual and Family Membership will be available. Persons aged under 16 can become members through a Family Membership and attend events with a responsible guardian.
3. There shall be four officers of the Group who shall also be signatories on the Group's bank account: Chair, Vice-Chair, Secretary and Treasurer. Other officers shall be appointed or co-opted as appropriate. Management of the Group's affairs will be undertaken by the Group's Committee.
4. There will normally be a minimum of three committee meetings per year. Minimum quorum requirements are for three members to be present of which two should be elected officers, one of which must be either the Chair or vice-Chair. Members may attend and observe at committee meetings upon request to the Chair.
5. An Annual General Meeting shall normally be held in April of each year with members receiving 21 days notice. The business at the AGM shall be:

- a) to present and approve minutes of the previous AGM
  - b) to consider matters arising from the minutes of the previous AGM
  - c) to receive a report from the Chair on the previous 12 months
  - d) to receive and approve a statement from the Treasurer on the finances of the previous year
  - e) to elect or re-elect officers
  - f) to discuss any other competent business
6. Officers shall serve on the committee for a period of two years but may stand for re-election at the end of this period.
  7. Special General Meetings may be arranged with 21 days notice if requested by a minimum of three committee members and ten registered members.
  8. The Treasurer shall keep proper books of accounts, which shall be audited by a suitably qualified person selected by the committee.
  9. Each registered member has one vote at the AGM.
  10. Financial affairs of the Group shall be conducted in an efficient manner. Withdrawals shall be made on the signature of the Treasurer plus one of the other three officers.
  11. The Group and its officers shall not be liable for any injury, loss or damage sustained to or by members or guests during Group activities, howsoever caused.
  12. The constitution of the Group may be varied at an AGM if agreed by two thirds of the members present. Proposed changes to the constitution shall be subject to 21 days notification to the members.
  13. The Group will be a member of the national association of geological conservation groups – GeoConservationUK.
  14. In the event of the Group being wound up for good reason, the four officers shall dispose of surplus funds and assets to suitable organisations in consultation with the national coordinating body, GeoConservationUK.

**Revisions adopted at AGM – 24<sup>th</sup> April 2010**