

Llanarmon and District Conservation Society Constitution (Objectives, Activities, Rules & Roles)

This document comprises of the rules of the Llanarmon and District Conservation Society (LDCS) as agreed at the Annual General Meeting in April 2016.

Objective of LDCS

The LDCS is established to [promote and] protect the rural environment [in and around the area of Llanarmon-yn-lal]. It shall take any appropriate lawful action which will exert influence in maintaining or improving the quality of life in the countryside. It believes that development shall be in keeping with the character of the area and that peace beauty and wildlife of the area shall be preserved. Educational activities shall be part of its work as shall voluntary activities to improve the environment.

Activities of LDCS

These may be subject to development or change but presently consist of providing for members:

- Six bi-monthly newsletters
- Circulation of information of interest by email
- Organisation of activities such as talks, walks, litterpicks and visits to places of interest (with additional charges where cost is incurred).
- Taking part in village shows.
- Helping with conservation, maintenance, information and clear-up projects in the parish area.

Non-members may take part in activities but may be required to pay a fee determined by the committee.

Rules of LDCS

1. Membership

A. Yearly membership shall be open to anyone and be granted upon provision of personal details and fee (determined by the committee at each AGM). Membership shall run from 1st August to 31st of the following July.

B. Members will be granted four months in which to renew membership. After that time their membership will lapse and they will be removed from the mailing list.

C. Life membership has been withdrawn. Those presently granted life membership will continue to benefit from it throughout their lifetime.

2. Committee

A. The committee will consist of a chair, vice-chair, secretary, treasurer and membership secretary and any other committee members as elected with or without portfolio as determined by the committee according to need and agreed at the AGM.

B. The chair will not be held by the same person for more than two years running unless there appears to be no alternative.

C. There shall be a minimum of six committee members and a maximum as agreed by the committee and at the Annual General Meeting (AGM).

D. The duties of the committee members shall be as defined in their role and to undertake the routine business of LDCS such as correspondence, committee meetings, organising activities and to receive reports from the chair, secretary and treasurer at committee meetings and AGMs. The committee shall respond and act in accordance with the aims and objectives of the society in response to matters arising of interest to the society.

E. The committee shall meet at least three times per year in addition to any AGM, to review and progress LDCS business. The meetings will be organised in the summer, autumn and winter seasons with an AGM in April.

F. To be quorate a committee meeting or AGM must consist of at least five committee members.

3. Election of Officers and AGM Procedures

A. Notice of the AGM must be circulated to all paid up members four weeks before the date of the AGM and must include nomination papers for all officers and committee positions.

B. The nomination papers must include details of all current officers and committee members and indicate those who are not seeking re- election.

C. To stand for office an individual must be a member and have been one for at least six months.

D. All nominations must be proposed and seconded by individuals who are members. They must sign the nomination form.

E. Nomination papers must be logged with the Societies Secretary three days before the AGM so that a ballot papers can be organised if required. Any received after that date will be deemed invalid.

F. In the event of two or more nominations for one position elections must be by secret ballot at the AGM.

G. To vote at the AGM a person must be a member and have been one for at least six months.

H. If no nominations are received by the due date the chairman can take nominations from the floor at the AGM.

I. Rule changes must be circulated with the notice of the AGM to give members time to review the details.

J. Any member can propose a rule change but it must be in writing and sent to the LDCS Secretary in sufficient time to be circulated to members.

4. Financial Management/Bookkeeping

- A. LDCS manages its money in a current and savings account for which the treasurer is responsible.
- B. Two committee members are responsible for signing all cheques and withdrawals.
- C. The treasurer is responsible for updating the committee meetings on the financial position of LDCS and providing audited accounts for the preceding financial year at the AGM.
- D. The treasurer is responsible for getting the accounts certified by an outside auditor.
- E. The treasurer also acts as membership registrar keeping up to date records of members, membership details and membership payment.
- F. The assets of LDCS belong to the members but are managed by the committee. In the event of dissolution of LDCS, a special general meeting (SGM) shall be called by the committee in which all members are invited to attend to determine and if necessary vote on the distribution of assets.

5 Record Keeping

- A. A copy of the minutes of the AGM including the audited accounts is to be kept indefinitely in the filing system (currently secure cabinet in the Old Schoolroom)
- B. One copy of each newsletter is to be kept indefinitely in the same filing system.
- C. All other matters including correspondence and committee minutes are to be kept for 7 years in the filing system and thereafter weeded.

6. Information and Privacy

- A. Members of Llanarmon and District Conservation Society (LDCS) are asked to give their name, address, phone number and email address for LDCS records at the time of joining.
- B. Members agree to LDCS holding these details during the time of their membership.
- C. The details are held securely and are not shared with anyone outside the Society's committee. They are used so that members can benefit from their membership by receiving newsletters, being updated about forthcoming events, including very occasionally events organised by other groups, which are deemed as being of interest to members of LDCS.
- D. When a membership ends all personal details held by LDCS will be destroyed.

Notes on Roles

Chair

Organise and chair committee meetings and AGM. Prepare and circulate agenda.
Correspond with outside bodies on behalf of LDCS. File correspondence.

Vice Chair

As chair as deputy or in absence of same. Keep up to date copy of members list/contact details for email message distribution to members.

Secretary

Minute meetings. Circulate and finalise minutes. File copies in filing cabinet. Provide previous minutes to current meetings.

Arrange nomination papers for AGM to go out and ensure signed nominations available for AGM.
Keep copy of up to date members list (from treasurer/membership secretary) so that labels for newsletter distribution are up to date (delegated to non-committee member by arrangement.)

Treasurer

Maintain members list and payment records. Maintain accounts and report financial state to committee. Prepare annual account and ensure it is certified by outside auditor and present to AGM.

Editor

Collate articles and prepare newsletter. Arrange printing and distribution (with help of other committee or non-committee members). File copy in filing cabinet.

Web Editor

Publicise activities on the appropriate llanarmon.com web page and calendar and facebook pages and delete old items. Publish old newsletters in the archive section of the website for reference.

Planning

Walks Co-ordinator