

Constitution

Of a Charitable Unincorporated Association registered with the Charity Commission for England and Wales and associated to The Tree Council.

Adopted on the 20th day of March 2004

A Name.

The name of the Association is Surrey Tree warden Network (“the Charity”) The Charity is an associated body of the Tree Council’s Tree warden Scheme and as such is entitled to the use of the title “Tree Warden”.

B Administration.

Subject to the matters set out below the Charity and its property shall be administered and managed in accordance with this constitution by the members of the Executive Committee, constituted by clause H of this constitution (“the Executive Committee”).

C Objects.

The Charity’s objects (“the objects”) are:

To promote, for public benefit, the conservation, protection and improvement of the environment through the planting, care, nurture and cultivation of trees, in the County of Surrey.

D Powers.

In furtherance of the objects but not otherwise the Executive Committee may exercise the following powers:

- (i) to disseminate knowledge, understanding and appreciation of trees and their care;
- (ii) to take up association to The Tree Council’s tree Warden Scheme;
- (iii) to raise funds and to invite and receive contributions provided that in raising funds the Executive Committee shall not undertake any substantial permanent trading activities and shall conform to any relevant requirements of the law;
- (iv) to buy, take on lease or in exchange any property necessary for the achievement of the objects and to maintain and equip it for use;
- (v) subject to any consents required by law to sell, lease or dispose of all or any part of the property of the Charity;
- (vi) subject to any consents required by law to borrow money and to charge all or any part of the property of the Charity with repayment of the money so borrowed;
- (vii) to employ such staff (who shall not be members of the Executive Committee) as are necessary for the proper pursuit of the objects and to make all reasonable and necessary provision for the payment of pensions and superannuation for all staff and their dependants and for the appropriate insurances to cover both staff and volunteers.

- (viii) to co-operate with other charities, voluntary bodies and statutory authorities operating in furtherance of the objects or of similar charitable purposes and to exchange information and advice with them;
- (ix) to establish or support any charitable trusts, associations or institutions formed for all or any of the objects;
- (x) to appoint and constitute such advisory committees as the Executive Committee may think fit;

E Membership.

- (1) Membership of the Charity shall be open to any person interested in furthering the objects who has fulfilled the criteria laid down from time to time by the Executive Committee. The Executive Committee shall cause an up to date list of members to be kept.
- (2) Every member shall have one vote.
- (3) The executive Committee may for good reason terminate the membership of any individual:
the individual concerned shall have the right to be heard by the Executive Committee, accompanied by a friend, before a final decision is made.

F Honorary Officers.

- (1) At the annual general meeting of the Charity the members shall elect from amongst themselves a chairman, a secretary and a treasurer, who shall hold office from the conclusion of that meeting.
- (2) Any honorary officer may be removed from office as an officer and replaced at any time by the Executive Committee.

G Executive Committee.

- (1) The Executive Committee shall consist of not less than 6 members nor more than 10 members, these members having been elected at an AGM.
- (2) The Executive Committee may in addition appoint not more than 2 co-opted members.
- (3) All the members of the Executive Committee shall retire from office together at the end of the annual general meeting next after the date on which they came into office but they may be re-elected or re-appointed.
- (4) The proceedings of the Executive Committee shall not be invalidated by any vacancy among their number or by any failure to appoint or any defect in the appointment or qualification of a member.
- (5) Nobody shall be appointed as a member of the Executive committee who is aged under 18 or who would if appointed be disqualified under the provisions of the following clause.

- (6) No person shall be entitled to act as a member of the Executive committee whether on a first or on any subsequent entry into office until after signing the minute book of the Executive Committee a declaration of acceptance and of willingness to act in the trusts of the Charity.

H Determination of membership of Executive Committee.

A member of the executive committee shall cease to hold office if he or she:

- (1) is disqualified from acting as a member of the Executive Committee by virtue of section 72 of the Charities Act 1993 (or any statutory re-enactment or modification of that provision);
- (2) becomes incapable by reason of mental disorder, illness or injury of managing and administering his or her own affairs;
- (3) is absent without the permission of the Executive Committee from all their meetings held within a period of six months and the executive Committee resolve that his or her office be vacated; or
- (4) notifies to the Executive Committee a wish to resign (but only if at least three members of the executive Committee will remain in office when the notice of resignation is to take effect).

I Executive committee members not to be personally interested.

(1) No member of the Executive Committee shall acquire any interest in property belonging to the Charity (otherwise than as a trustee for the Charity) or receive remuneration or be interested (otherwise than as a member of the executive Committee) in any contract entered into by Executive Committee.

J Meetings and proceedings of the Executive Committee.

- (1) The executive Committee shall hold at least two ordinary meetings each year. Meetings may be called at any time by the chairman, or any three members of the Executive Committee with notice of at least four days being given of the matters to be discussed.
- (2) The Chairman shall act as chairman at meetings of the Executive Committee. If the chairman is absent from any meeting, the members of the Executive Committee present shall choose one of their number to be chairman of the meeting before any other business is transacted.
- (3) There shall be quorum when at least three members, or a third of the total number of members of the Executive Committee, whichever is the greater are present at a meeting.
- (4) Every matter shall be determined by a majority of votes of the members of the Executive committee present and voting on the question but in the case of equality of votes the chairman of the meeting shall have a second or casting vote.
- (5) The Executive Committee shall keep minutes, in books kept for the purpose, of the proceedings at meetings of the Executive Committee and any sub-committee.

- (6) The Executive Committee may from time to time make and alter rules for the conduct of their business, the summoning and conduct of their meetings and the custody of documents. No rule may be made which is inconsistent with this constitution.
- (7) The Executive Committee may appoint one or more sub-committees consisting of three or more members of the Executive Committee for any purpose determined by the Executive Committee: provided that all acts and proceedings of any such sub-committees shall be fully and promptly reported to the Executive Committee.

K Receipts and expenditure.

- (1) The funds of the Charity, including all donations contributions and bequests, shall be paid into an account operated by the Executive Committee in the name of the Charity at such bank as the executive Committee shall from time to time decide. All cheques drawn on the account must be signed by at least two members of the Executive Committee.
- (2) The funds belonging to the Charity shall be applied only in furthering the objects.

L Property.

- (1) Subject to the provisions of sub-clause (2) of this clause, the Executive Committee shall cause the title to:

- (a) all land held by or in trust for the Charity which is not vested in the Official Custodian for Charities; and
- (b) all investments held by or on behalf of the Charity.

to be vested either in a corporation entitled to act as custodian trustee or in not less than three individuals appointed by them as holding trustees. Holding trustees may be removed by the Executive Committee at their pleasure and shall act in accordance with the lawful directions of the Executive Committee. Provided they act only in accordance with the lawful directions of the Executive Committee, the holding trustees shall not be liable for the acts and defaults of its members.

- (2) If a corporation entitled to act as a custodian trustee has not been appointed to hold the property of the Charity, the executive Committee may permit any investments held by or in trust for the Charity to be held in name of a clearing bank, trust corporation or any stockbroking company which is a member of the International Stock Exchange (or any subsidiary of any such stockbroking company) as nominee for the Executive Committee, and may pay such a nominee reasonable and proper remuneration for acting as such.

M Accounts.

The Executive Committee shall comply with their obligations under the prevailing legislation with regard to:

- (1) the keeping of accounting records for the Charity;
- (2) The preparation of annual statements of account for the Charity;
- (3) The auditing or independent examination of the statements of account of the Charity; and

(4) The transmission of the statements of account of the Charity to the Commission.

N Annual report.

The Executive Committee shall comply with their obligations under the prevailing legislation with regard to the preparation of annual report and its transmission to the Commission.

O Annual Return.

The Executive Committee shall comply with their obligations under the prevailing legislation with regard to the preparation of annual report and its transmission to the Commission.

P Annual General Meeting.

- (1) There shall be an annual general meeting of the Charity which shall be held each year with no more than 15 months between one Annual General Meeting and the next.
- (2) Every annual general meeting shall be called by the Executive Committee. The secretary shall give at least 21 days notice of the annual general meeting to all the members of the Charity. All the members of the Charity shall be entitled to attend and vote at the meeting.
- (3) The chairman of the meeting shall be the chairman of the executive committee, but if he or she is not present, before any other business is transacted, the persons present shall appoint a chairman of the meeting.
- (4) The Executive Committee shall present to each annual general meeting the report and accounts of the preceding year.
- (5) Nominations for election to the Executive Committee must be made by members of the Charity in writing and must be in the hands of the secretary of the Executive Committee at least 14 days before the annual general meeting. Should nominations exceed vacancies election shall be by ballot.

Q Special General Meetings.

The Executive Committee may call a special general meeting of the Charity at any time. If at least ten members request such a meeting in writing stating the business to be considered the secretary shall call such a meeting. At least 21 days notice must be given. The notice must state the business to be discussed.

R Procedure at General Meetings.

- (1) The secretary or other person specially appointed by the executive Committee shall keep a full record of proceedings at every general meeting of the Charity.
- (2) There shall be quorum when at least one tenth of the number of members of the Charity for the time being or ten members of the Charity, whichever is the greater, are present at any general meeting.

S Notices.

Any notice required to be served on any member of the Charity shall be in writing and shall be served by the secretary or the Executive Committee on any member either personally or by sending it through the post in a pre paid letter addressed to such member at his or her last known address in the United Kingdom, and any letter so sent shall be deemed to have been received within 10 days of posting.

T Alterations to the Constitution.

- (1) Subject to the following provisions of this clause the constitution may be altered by a resolution passed by two thirds of the members present and voting at a general meeting. The notice of the general meeting must include notice of the resolution, setting out the terms of the alteration proposed.
- (2) No amendment may be made to clause A (the name of Charity clause), clause C (the objects clause), clause I (Executive Committee members not to be personally interested clause), clause U (the dissolution clause) or this clause without the prior consent in writing of the Commissioners and the Tree council.
- (3) No amendment may be made which would have the effect of making the Charity cease to be a charity at law.
- (4) The Executive Committee should promptly send to the Commission a copy of any amendment made under this clause.

U Dissolution.

If the executive Committee decides that it is necessary or advisable to dissolve the Charity it shall call a meeting of all members of the Charity, of which not less than 21 days notice (stating the terms of the resolution to be proposed) shall be given. If the proposal is confirmed by a majority of those present and voting the Executive Committee shall have the satisfaction of any proper debts and liabilities shall be given or transferred to The Tree Council, Registered Charity Number 279000, or to such other charitable institution or Charity may determine or failing that shall be applied for some other charitable purpose. A copy of the statement of accounts, or account and statement, for the final accounting period of the Charity must be sent to th Commission.

V Arrangements until first Annual General Meeting.

Until the first annual general meeting takes place this constitution shall take effect as if references in it to the executive Committee were references to the persons whose signatures appear at the bottom of this document.

This constitution was adopted on the date mentioned above by the persons whose signatures appear at the bottom at this document.