

CONSTITUTION OF THE VOLUNTARY ORGANISATION
KNOWN AS
FUTURE WELLOW

1. NAME OF ORGANISATION:

1.1. Future Wellow

2. OBJECTS OF THE ORGANISATION:

2.1. The primary purpose of Future Wellow is to strengthen community resilience, strengthen local biodiversity and foster local collective action in response to climate breakdown and loss of biodiversity.

2.1.1. We share knowledge and practical experience to empower people to transform how they think and act regarding energy, biodiversity, food, consumption, and community participation.

2.1.2. We work with others to achieve our objectives.

3. ELIGIBILITY FOR MEMBERSHIP:

3.1. Membership is open to anyone living in the Parish of Wellow or surrounding Parishes, and who supports the objectives of the organisation and agrees to abide by its constitution.

3.2. The Executive Committee have the power to decide whether to levy a membership fee, and the amount of the fee.

4. ADMISSION OF MEMBERS:

4.1. Application for membership shall be made to the Membership Secretary or other person(s) designated for this purpose.

4.2. The Membership Secretary or other person(s) designated for the purpose will keep a record of registered members.

4.3. Members shall have full voting rights on any manner of business presented at meetings of the Organisation.

5. TERMINATION OF MEMBERSHIP

5.1. Any member thought not to have complied with the constitution should be given the opportunity, in person or in writing to the Committee, to explain their position. If, as a result, the Executive Committee believe the member has not complied with the constitution they may decide to expel the relevant member from the Organisation and advise the member accordingly. It will be at the discretion of the Executive Committee as to whether to re-admit the member to the Organisation at a future date.

6. APPOINTMENT OF EXECUTIVE COMMITTEE:

6.1. The day-to-day management of the Organisation's affairs shall be vested in an Executive Committee of at least four members of the Organisation and up to twelve members of the Organisation.

6.2. Members of the Executive Committee shall be elected at the Annual General Meeting (AGM) for a term of three years, taking office immediately upon election.

6.3. Members of the Executive Committee shall be eligible for re-election to one further term of office, subject to serving a maximum of six years.

6.4. The Executive Committee shall elect from its members:

Chair
Secretary
Treasurer
Membership Secretary

7. VOTING QUORUMS:

- 7.1. A quorum of the Executive Committee shall consist of no less than four voting members being present (physically or online) or represented by proxy.
- 7.2. A quorum at an AGM shall consist of no less than a quarter of the membership being present or represented by proxy.
- 7.3. A quorum at a Special General Meeting (SGM) shall consist of no less than a quarter of the membership being present or represented by proxy.

8. MEETINGS OF THE EXECUTIVE COMMITTEE:

- 8.1. The Executive Committee shall meet at such times as agreed by its members, provided that a minimum of four meetings are held in each calendar year.
- 8.2. An agenda listing the business for discussion by the Executive Committee shall be prepared by the Secretary in consultation with the Chair and made available to the members of the Executive Committee giving at least three day's notice.
- 8.3. The Chair of the Organisation shall preside at all meetings of the Executive Committee or, in his or her absence, this role shall be fulfilled by the Secretary.
- 8.4. Minutes of all business discussed at meetings of the Executive Committee shall be kept by the Secretary or other member delegated to do so and distributed within two weeks of the meeting.
- 8.5. Minutes of Executive Committee meetings shall be made available for inspection by members of the Organisation on application to the Secretary.

9. ANNUAL GENERAL MEETINGS:

- 9.1. The Organisation shall hold an AAGM of its members during the month of March.
- 9.2. At least two weeks prior to the date of the meeting, Members shall be invited to an AGM by the display of a notice in a public place, and by email to Members, with an agenda listing the motions to be presented at the meeting.
- 9.3. The previous AGM minutes, the Treasurer's report with annual accounts, and details of motions for the AGM shall be made available on the website at least two weeks prior to the date of the meeting and/or on application to the Secretary. These will be presented at the AGM.
- 9.4. Minutes of an Annual General Meeting shall be taken by the Secretary or some other person delegated for the purpose and made available within 30 days of the meeting on the website and/or by application to the Secretary.

10. SPECIAL GENERAL MEETINGS:

- 10.1. A SGM of the Organisation may be called by any ten registered members presenting a request to the Secretary. The SGM will be held within a month of this request.

- 10.2. At least two weeks prior to the date of the meeting the Secretary will invite Members to a SGM by the display of a notice in a public place, and by email to Members, with an agenda listing the motions to be presented to the meeting.
 - 10.3. Details of the Motions for the SGM shall be made available on the website at least two weeks prior to the date of the meeting and/or on application to the Secretary.
 - 10.4. The first item on the agenda for a SGM will be to agree who will Chair the meeting.
 - 10.5. Minutes of a SGM shall be taken by the Secretary or some other person delegated for the purpose and made available within 30 days of the meeting on the website and/or by application to the Secretary.
11. Resolutions passed by a majority vote at a Special General Meeting (SGM) shall be referred to the Executive Committee for immediate action. **AMENDMENT OF THE CONSTITUTION:**
- 11.1. The constitution of the Organisation set out in this document shall not be amended or altered in any way whatsoever save in the following circumstances:
 - 11.2. By a proposed resolution presented with an agenda at an AGM of the Organisation at which not less than a two thirds majority of the members present or represented by proxy are in favour of the resolution.
 - 11.3. By a proposed resolution presented with an agenda at a SGM of the Organisation and at which not less than a two thirds majority of the members present or represented by proxy are in favour of the resolution.
12. **DISSOLUTION OF THE ORGANISATION:**
- 12.1. The members of the Organisation have the absolute right to dissolve the Organisation and wind up its affairs by calling a SGM at which not less than three quarters of the membership can be shown in favour of dissolution.
 - 12.2. Should dissolution be agreed, a Dissolution Committee will be elected to supervise the winding up procedures.
 - 12.3. Any funds held by the Organisation at dissolution shall be distributed:
amongst existing charitable organisations based within the parish of Wellow or,
other organisations, to be decided at the SGM.
13. **DUTIES OF THE CHAIR:**
- 13.1. To act as a figurehead or spokesperson for the Organisation; with the ability to delegate this responsibility if appropriate;
 - 13.2. With the Secretary, to prepare agendas for Executive Committee Meetings, Members' meetings, AGMs and SGMs;
 - 13.3. To ensure the smooth running of Executive Committee Meetings, Members' meetings, AGMs and SGMs;
 - 13.4. To promote good governance among all Executive Committee members;
 - 13.5. To ensure that appropriate policies and procedures are in place for the effective management of the Organisation; and

13.6. To oversee succession planning of Executive Committee Members.

14. DUTIES OF THE SECRETARY:

- 14.1. The Secretary shall be responsible to the Executive Committee in the first instance and to the members generally for the safekeeping of all Organisation records, documents and other materials belonging to the Organisation;
- 14.2. The Secretary shall be responsible for maintaining a register of the names and addresses of members of the Executive Committee, the date at which they were elected and the date at which they resigned;
- 14.3. The Secretary shall be the person to deal with correspondence and the ordering of materials and services on behalf of the Organisation;
- 14.4. The Secretary shall attend all properly constituted meetings of the Organisation, prepare agendas and record the minutes of such meetings;
- 14.5. The Secretary is required to liaise with the Chair, Membership Secretary and Treasurer to ensure the efficient administration of the Organisation's affairs and execution of Executive Committee matters;
- 14.6. In the event of the Treasurer being indisposed, the Secretary shall assume the duties of the Treasurer; and
- 14.7. In the event of the Chair being indisposed, the Secretary shall assume the duties of the Chair.

15. DUTIES OF THE TREASURER:

- 15.1. The Treasurer shall be responsible to the Executive Committee in the first instance and to members generally, for the safekeeping of all monies and other assets of the Organisation and for the accounting of all financial matters;
- 15.2. The Treasurer shall be responsible for managing the Organisation's bank accounts;
- 15.3. The Treasurer shall present a quarterly statement of accounts (March, June, September and December) to the Executive Committee and an annual statement to the AGM of the Organisation;
- 15.4. The Treasurer is required to liaise with the Chair, Membership Secretary and Secretary to ensure the efficient administration of the Organisation's affairs;
- 15.5. In the event of the Membership Secretary being indisposed, the Treasurer shall assume the duties of the Membership Secretary; and
- 15.6. In the event of the Treasurer being indisposed, full control of the office shall be handed over to the Secretary.

16. DUTIES OF THE MEMBERSHIP SECRETARY:

- 16.1. The Membership Secretary will keep and update a register of members;
- 16.2. Prepare membership reports for the Committee, AGM and SGM as required;
- 16.3. The Membership Secretary is required to liaise with the Chair, Treasurer and Secretary to ensure the efficient administration of the Organisation's affairs; and

16.4. In the event of the Membership Secretary being indisposed, full control of the office shall be handed over to the Treasurer.

17. THIS CONSTITUTION, IN THE NAME OF FUTURE WELLOW, IS HEREBY ADOPTED BY THE UNDERSIGNED:

Chair of the Future Wellow



HUGH PRENTICE

Secretary of the Future Wellow



ROB GREG

On

15th June 2026