

# FRIENDS OF PRIORY FIELDS

## CONSTITUTION

(Incorporating – Priory Arch Group & Friends of Bicknacre Arch.)

- 1) The name of the group shall be Friends of Priory Fields.
- 2) The aims of the group are:
  - i) to conserve the arch of Bicknacre Priory and to develop and enhance the land surrounding it which is owned by the Parish of Woodham Ferrers and Bicknacre. Full cognisance will be taken of the views of English Heritage, or its successors, when undertaking any developmental or restorative work.
  - ii) to increase public awareness and understanding of the archaeology, history and natural history of the site.
  - iii) to develop parts of the site in a variety of ways for the benefit of the community.
  - iv) where possible, to consider the acquisition of any further adjacent land which may become available for purchase.

In pursuing these aims the views of the Parish Council will be fully respected at all times.

- 3) All adults resident in the Parish, plus any other persons invited by the committee, shall be deemed members. No annual subscription will be levied.
- 4) An Annual General Meeting (AGM), advertised well in advance, will be held. Any proposal for discussion at the AGM, duly seconded, should be forwarded to the Secretary in writing at least two weeks prior to the meeting. All active members should be informed by the Secretary of such proposals at least one week before the meeting.
- 5) Four Officers and a committee will be responsible for the routine management of the group. The officers, viz., Chairman, Vice-Chairman, Secretary and Treasurer, shall be elected annually at the AGM.
- 6) The Committee will comprise the Officers, up to eleven other members, also elected annually at the AGM and one other person, nominated by the Parish Council. The Committee will meet as necessary to pursue the aims of the group. It may co-opt any additional persons and also may appoint sub-committees to undertake particular tasks.
- 7) Accounts of any monies of the group shall be kept by the Treasurer and audited accounts of the previous financial year will be submitted to members for approval at the AGM. For this purpose an Honorary Auditor, who is not a member of the Committee, will be elected at the AGM. The Committee may decide to open bank accounts. Any financial documents shall be signed, by the Treasurer and one other Officer.
- 8) This constitution may only be changed by a majority of members at an AGM or by a majority of members present at an Extraordinary General Meeting (EGM).
- 9) An EGM will be held for any purpose should a written request for such be delivered to the Secretary or Chairman by at least four members. The reason for the request must be stated. The EGM should be advertised appropriately and held within one month of the request. All active members shall be informed, at least one week prior to the meeting, of the reasons for it.
- 10) If the group ceases to exist all of its assets shall pass to the Parish Council and be used for purposes in sympathy with the aims stated in Clause 2 above.
- 11) The income of the group shall be used only in the furtherance of the objects of the group, and for no other purpose whatsoever.