



Pershore's Community Wetland  
[www.avonmeadows.org.uk](http://www.avonmeadows.org.uk)

## CODE OF PRACTICE

### **Purpose**

This Code of Practice sets out the operational rules and procedures for The Friends of Avon Meadows under the Constitution.

### **Specific Aims of The Friends of Avon Meadows**

1. To carry out various maintenance and development activities with due regard to the safety of volunteers and the general public.
2. Continually inspect Avon Meadows and report any problems to the owners' that are beyond the scope of The Friends of Avon Meadows to put right.
3. Together with the owners to install and maintain appropriate informative and warning signs.
4. To conduct surveys of the flora and fauna on Avon Meadows.
5. Liaise with the Worcestershire Wildlife Trust and the Worcestershire Biological Records Centre and other such bodies.
6. To provide help and training to members to enhance their enjoyment of Avon Meadows.
7. To provide and create promotional material including Internet based material.
8. To raise funds by seeking grants, donations and help in kind.
9. To report to the appropriate authorities illegal or other undesirable acts that are perpetrated on Avon Meadows.

### **Meetings**

1. A meeting to which all members will be invited shall be held at intervals not exceeding 12 months, designated the Annual General Meeting (AGM).
  - a. General Meetings to which all members will be invited may be held in between AGM's as necessary and as decided by the Committee.
  - b. A minimum of 2 weeks notice shall be given of all General Meetings (including the AGM).
  - c. A quorum for an AGM shall be; 1 officer, 1 committee member and 4 members.
  - d. The purpose of the AGM is;
    - i. To elect Officers for the following year.
    - ii. To receive the Chairperson's Annual Report.
    - iii. To receive and approve the Treasurer's Statement of Accounts.

- e. Elections shall be by a simple majority of current members present at the AGM (each member is allowed one vote). In the event of a tied vote the Chairperson (or an appointed deputy) shall make the casting vote.
2. At least 4 Committee Meetings shall be held throughout the year and normally the date of the next meeting will be agreed at the previous one. Additional meetings will be set up as necessary the time and date of which must be notified to all Committee members giving at least one week's notice.

### ***Election of Officers***

1. The minimum requirement of officers shall be the Chairperson, Treasurer and Secretary.
2. In compliance with the Constitution, all Officers and Committee Members shall stand down at each Annual General Meeting but all would be eligible for re-election.

### ***Membership***

1. Membership is open to anyone who has an interest in promoting the objectives of The Friends of Avon Meadows and is willing to adhere to its rules.
2. There will be 3 classes of membership:
  - a. Ordinary Members: who make no financial contribution.
  - b. Subscription Members: who make irregular contributions.
  - c. Supporting Members: who make an annual contribution of £5 each (£10 per couple) on or before 1<sup>st</sup> June each year. Contributions from new supporting members will run from 1<sup>st</sup> January to the 1<sup>st</sup> June of the following year.
3. An electronic database of contact details will be maintained of all members.
4. Membership may be terminated with immediate effect if a member is found to be deliberately taking actions which are contrary to the Objectives of The Friends of Avon Meadows.

### ***Financial Administration***

Further to the stipulations set out in the Constitution the following shall apply:

1. The Committee shall appoint no less than 3 and no more than 5 cheque signatories.
2. The bank account will be administered by the Treasurer who will issue cheques as necessary (signed by the appointed signatories).
3. Cheques payable to any cheque signatory shall be signed by the other signatories.
4. The financial year shall end on 31<sup>st</sup> March.

### ***Committee***

1. A Committee shall be appointed to ensure the smooth running of the Friends in the achievement of the objectives and other requirements as set out in the Constitution.
2. The Committee shall appoint officers as necessary but at a minimum will appoint a Chairperson, Treasurer and Secretary all of whom shall have their positions confirmed by a vote at the Annual General Meeting.

3. The Committee shall comprise elected members plus owners' representatives and in total shall not exceed 15 people.
4. The quorum for a Committee meeting shall be a minimum of 1 Officer and 4 Committee members.
5. The Committee shall create and amend as necessary this Code of Practice for the guidance of all members in carrying out duties in compliance with the Constitution on behalf of the Friends.
6. The Committee shall have the authority to appoint or co-opt other members to the Committee as deemed necessary. It shall notify ENTRUST within 7 days of any such changes, including the names, addresses, occupations and employers of any new members.
7. All members of the Committee shall stand down but be eligible for re-election at each Annual General Meeting.
8. If a Committee Member wishes to resign, they are expected to submit their resignation in writing in good time to allow a replacement to be appointed.
9. The purpose of the Committee Meeting is;
  - a. To appoint additional officers or subcommittee leaders as appropriate.
  - b. To receive brief reports from the Treasurer, Membership Secretary and Publicity/Fundraising Officer.
  - c. To review actions arising from the previous meeting and agree new actions.
  - d. To receive progress reports from leaders of various activities that have taken place since the previous meeting and agree new activities.
  - e. To approve activities and related estimated budgets for equipment and materials.
  - f. The production of written minutes for each meeting.
10. When decisions are made by voting, each member of the Committee shall exercise one vote. In the event of a tied vote, the Chairperson shall have the casting vote as long as they are not a local authority or landfill operator representative, in which case the casting vote will pass to an independent member.

### ***Amendments***

1. Amendments to this Code of Practice may be recommended and approved by the Committee.
2. For an amendment to stand it must be approved by at least two thirds of the Committee present.

### ***Rules for Members***

All members shall:

1. Support the objectives of the Friends of Avon Meadows.
2. Abide by the Countryside Code, that is;
  - a. be safe and follow signs
  - b. leave gates and property as you find them
  - c. protect plants and animals and take your litter home

- d. keep dogs under control
  - e. consider other people
3. Do not disturb breeding birds (except for appropriately authorised research or recording).
  4. Do not pick or collect any plant, insect or other animal.
  5. Report to a Committee Member or other responsible person damage or misuse of the Avon Meadows.
  6. Wilful transgression of the objectives of the Friends of Avon Meadows may lead to a member's membership being terminated at the discretion of the committee. There will be no refund of subscription should such membership termination take place.

This Code of Practice was adopted at the Committee Meeting held on 15 May 2013.