

THE BODENHAM FLOOD PROTECTION GROUP

CONSTITUTION

NAME OF THE ORGANISATION

1. The name of the organisation shall be the Bodenham Flood Protection Group (“the BFPG” or “the Group”).

OBJECTS OF THE ORGANISATION

2. The objects of the Bodenham Flood Protection Group shall be:
- a. To monitor the watercourses and drainage systems in Bodenham Parish, with particular reference to those areas where flooding has taken place in the past, and to identify where action needs to be taken to minimise the risk of future flooding.
 - b. To take all necessary action to alert the appropriate authorities ⁽¹⁾ whenever the latter fail to discharge their responsibilities for the regular and proper maintenance of drains and watercourses and for taking other precautions necessary to prevent flooding.
 - c. Where the authorities fail to discharge these responsibilities in a timely manner, to identify, prioritise and undertake on a self-help basis any work needed to prevent or minimise the risk of flooding.
 - d. To identify and assist those in the Parish who through age or infirmity require help in taking precautions against the possibility of flooding to their properties and/or assistance in the event of the risk of flooding becoming imminent or of flooding actually occurring.
 - e. To procure and maintain stocks of filled sandbags and to distribute these about the Parish (including, where necessary, to individual householders) as most appropriate.
 - f. To take all necessary measures, including the provision of insurance cover, to ensure the health and safety of members while engaged on the Group’s work.
 - g. To seek funding to support all aspects of the work required to meet the Group’s objects.

MEMBERSHIP

3. Membership of the Group is open to individuals over eighteen who apply and are approved by the Committee.
4. Membership is not transferable.

(1) For the purposes of this Constitution “the authorities” include, but are not limited to, Herefordshire County Council, The Highways Authority, the Environment Agency, the River Lugg Internal Drainage Board and Bodenham Parish Council

5. The Committee:
 - a. May only refuse an application for membership if, acting reasonably and properly, they consider it to be in the best interests of the Group to refuse the application.
 - b. Must inform the applicant in writing of the reasons for the refusal within 21 days' of the decision.
 - c. Must consider any written representations the applicant may make about the decision. The Committee's decision following any written representations must be notified to the applicant in writing but shall be final.
6. **Register of Members.** The Committee must keep a register of the names and addresses of all members.
7. **Termination of Membership.**
 - a. A person's membership of the BFPG shall be terminated if:
 - (1) He or she dies; or
 - (2) He or she submits a written letter of resignation to the Secretary of the BFPG; or.
 - (3) He or she is removed from the membership by a resolution of the Committee that it is in the best interests of the BFPG that his or her membership should be terminated.
 - b. A resolution to remove a member from membership may only be passed if:
 - (1) The member has been given at least 21 days' notice in writing of the meeting of the Committee at which the resolution will be proposed; and
 - (2) The member or, at the option of the member, the member's representative has been allowed to make representations on behalf of the member to the meeting.

THE COMMITTEE

8. A committee shall be elected to carry out the business of the BFPG.
9. The Committee:
 - a. Shall comprise a Chairperson, Secretary, and Treasurer, together with six members representing the different areas of the Parish eg The Moor and Bodenham Village: Millcroft, Ash Grove Close Ash Grove View, Chapel Lane, Orchard Close, Bodenham Village and the Church
 - b. Shall be elected at the Annual General Meeting. Vacancies arising during the year may be filled by elections at General Meetings.
 - c. Shall meet no less than 4 times per year.

- d. Where there are no candidates for election, may co-opt new committee members as required.
- 10. The Minutes of committee meetings shall be available to all members.
- 11. Committee members must all be members of the BFPG.
- 12. Any member of the Committee who without acceptable reason fails to attend 4 consecutive meetings of the Committee shall be deemed to have resigned and a vacancy for the election or co-option of a new Committee member to have been created accordingly.
- 13. No committee member may receive any benefit from being a committee member.

ANNUAL GENERAL MEETING

- 14. An Annual General Meeting (AGM) shall be held every year at which the Committee will report on its work, present a statement of accounts and stand down to seek re-election.
- 15. The AGM shall elect a new committee, and shall vote on any recommendations and any amendments to the Constitution.
- 16. The Secretary shall notify all members of the date and place of the AGM not less than 14 days before it is due to be held.

OTHER GENERAL MEETINGS

- 17. **General Meetings.**
 - a. General Meetings shall normally be held monthly and shall be open to all members of the BFPG.
 - b. The frequency of General Meetings may be reduced at the discretion of the Committee, but not less than four General Meetings must be held in each year.
 - c. The Secretary shall publicise the date, time and place of each General Meetings at least 5 days before it is due to be held.
- 18. **Special General Meetings.**
 - a. A Special General Meeting open to all members will be held if more than a third of the total membership of the BFPG:
 - (1) Agree to such a Meeting at a General Meeting; or
 - (2) Submit in writing a request for such a Meeting to the Secretary.
 - b. The Secretary shall then arrange for the meeting to take place within 14 days and shall publicise its date, time and place at least 5 days before it is due to be held.

QUORA

19. No General Meeting, Special General Meeting, or Annual General Meeting shall take place if less than 10 members are present.

20. No committee meeting shall take place if less than 3 members of the Committee are present, one of whom must be either the Chairman or the Secretary.

CHANGES TO THE CONSTITUTION

21. The Constitution may be altered at an AGM or Special General Meeting.

22. Any suggested amendments to it must be handed to the Secretary in writing not less than 14 days before the AGM or Special General Meeting is due to be held.

23. Amendments to the Constitution must be agreed by not less than two-thirds of the members present at the Meeting.

FINANCE

24. The funds of the Group, including all donations, contributions and bequests, shall be paid into an account operated by the Bodenham Parish Council in the name of the Group at such bank as the Bodenham Parish Council shall decide.

25. Any funds belonging to the Group must be used solely in furthering its objects.

26. Any person anticipating having to spend his or her own personal finance on behalf of the Group and requiring to be reimbursed for this expenditure must first obtain the agreement of the Treasurer for such expenditure. Where any such proposed expenditure is of an unusual nature or for an unusually large amount, the Treasurer must refer the request for reimbursement to the full Committee for its agreement.

27. If advance authorisation for expenditure has not been obtained, reimbursement may be refused.

DISSOLUTION OF THE GROUP

28. The BFPG may only be dissolved at a Special General Meeting called for that purpose and the proposal to dissolve the Group must be advertised to all members not less than 14 days before that meeting.

29. A proposal to dissolve the Group shall take effect only if agreed by not less than two-thirds of the members present at the meeting.

30. If the Group is dissolved, any funds and possessions belonging to it shall be disposed of by transfer to the Bodenham Community Charity to be used so far as practicable for purposes the same as, or similar to, the BFPG.

Constitution adopted on 27 January 2009

Signatures

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