

ROSS-ON-WYE WALKERS ARE WELCOME GROUP CONSTITUTION.

1. NAME AND DEFINITION.

The name of the Group shall be Ross-on-Wye Walkers are Welcome Group. (Hereafter referred to as "The Group").

2. THE OBJECTS OF THE GROUP.

To establish, maintain and develop the Walkers are Welcome concept in Ross-on-Wye and District in accordance with the six criteria that must be met in order to obtain Walkers are Welcome status.

To monitor, maintain and control the use of the Walkers are Welcome brand and logo within Ross-on-Wye and District.

To undertake any other actions which benefit Walkers are Welcome towns and the Walkers are Welcome concept.

3. MEMBERSHIP.

Membership shall be open to any individual or Group within Ross-on-Wye and District.

Membership fees shall be determined annually.

4. COMMITTEE.

The Group shall be managed and administered by a Committee which shall consist of the Honorary Officers and as many members of the Group as the required, subject to minimum overall membership of three.

The Committee shall decide when and where it shall meet and shall be responsible for:

- Meeting the Objects of The Group by promoting and publicising Walkers are Welcome in Ross-on-Wye and District, and beyond as appropriate.

- Raising funds and applying for and receiving grants, donations and other contributions

- Setting annual membership fees, if appropriate

Officers and Committee must be members of the Group.

A special meeting of the Committee shall be called by the Secretary as soon as may be on the request of not less than 2 members of the Committee.

5. ANNUAL REPORT TO STAKEHOLDERS.

In the first quarter of each financial year the committee shall prepare an annual report to stakeholders covering:

- Summary of the activities of the Group over the preceding year.

- Presentation of the Group's income and expenditure accounts for the preceding financial year, a balance sheet showing the assets and liabilities at the end of that year and the independent examiner's certificate.

- Appointment of an auditor/independent examiner

- Composition of the Committee and Honorary Officers.

- Plans and proposals for the coming year.

A copy of the Annual Report shall be published on the Group's website.

6. OFFICERS.

The Honorary Officers of the Group shall be a Chairman, a Treasurer, a Secretary, and such other officers as the Group in General Meeting may determine. The Committee shall have the power to fill vacancies.

7. CHAIRMAN.

The role of the Chairman shall be:

- To chair meetings of the Committee

- To liaise with the Secretary in the setting of Agendas for Committee meetings.

- To act as a spokesperson for the Group.

8. SECRETARY.

The Secretary shall be responsible for:

- Maintaining records of the Group.
- Distributing Agendas and relevant correspondence for Committee meetings.
- Ensuring minutes of Committee meetings are taken and retained.
- Giving reasonable notice of the dates of meetings to Committee members.
- Handling correspondence relating to the Group and the Walkers are Welcome concept.
- Maintaining a list of all current members of the Group.

8. TREASURER.

The Treasurer shall be responsible for:

- The proper handling of the Group's funds and assets.
- Keeping of adequate cash and bank books.
- Overseeing the preparation of the annual income and expenditure accounts.

9. ANNUAL ACCOUNTS.

Accounts will be drawn up on a calendar year basis.

The Treasurer will ensure that accurate income and expenditure accounts for each financial year are drawn up for presentation in the Annual Report to Stakeholders

Prepared accounts shall be subject to verification for accuracy by a suitable independent person chosen by the Committee.

10. BANK ACCOUNT.

A bank account will be operated. Signatories for the account, who shall be members of the Committee, will be chosen by the committee. At least two approved signatories will be necessary for every cheque drawn on the account. Following the Covid epidemic the Treasurer shall be authorised to use Bank Faster Payments as an alternative to cheques.

11. AMENDMENT OF CONSTITUTION.

This Constitution may be amended at an Annual General Meeting or a Special General Meeting, providing that a motion to that effect has been submitted to the Secretary by not less than two members at least six weeks before the date of the meeting. The Secretary has a duty to ensure that the full text of any such motion is circulated in writing in advance to all members.

Any motion to amend the Constitution must be passed by at least two-thirds of the members present and voting.

12. DISSOLUTION.

The Group may be formally dissolved by vote at a Special General Meeting. Any such motion to dissolve the Group shall be treated in the same way as a motion to amend the constitution, as outlined in clause (11) above.

13. ASSETS.

All assets owned by the Group will be used for the aims of the Group.

In the event of the dissolution of the Group, any remaining assets shall be used to further the work of other not-for-profit Groups with similar aims and objectives and shall not be distributed to members.

This Constitution was amended and agreed at the Group Committee meeting of 29th March 2023.