



Coleford Welcomes Walkers

CONSTITUTION

1. ADOPTION OF CONSTITUTION

This has been agreed by the group that this constitution and all business will be managed in accordance with this.

2. NAME AND AREA COVERED

The name of the Steering Group shall be: -

Coleford Welcomes Walkers

The Town and District of Coleford will be the focus of the group for walks and to benefit the town and all relevant businesses in the town.

3. AIMS AND OBJECTIVES

The aims and objects of the Steering Group shall be: -

- 3.1.1 to foster and promote walking activities in Coleford and the surrounding area,
- 3.1.2 to seek affiliation to and to promote the objectives of the “Walkers are Welcome” national body,
- 3.1.3 to encourage the provision of walking opportunities for all, and
- 3.1.4 through 3.1, 3.2, 3.3 to promote tourism in Coleford

4. MEMBERSHIP

4.1 Membership of the Steering Group shall be open to:-

- 4.1.1. representatives of all duly constituted or recognised walking organisations and clubs in the area,
- 4.1.2 representatives of Coleford Town Council,
- 4.1.3 representatives of Forest of Dean District Council
- 4.1.4 representatives of businesses and similar organisations in



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Coleford, and

4.1.5. individuals who support the aims and objectives of Walkers are Welcome

- 4.2 Any group or body seeking Membership under 4.1 above shall be entitled to appoint up to three named representatives to attend meetings on their behalf, and shall also be entitled to send a substitute(s) in the event of their named representative(s) being unable to attend any meeting.

5. OFFICERS

- 5.1 The Officers of the Steering Group shall be:-

The Chair
The Honorary Treasurer
The Honorary Secretary

- 5.2 The Officers shall be elected annually and shall continue in office until the conclusion of the Annual General Meeting following their election.
- 5.3 If an Officer ceases to hold office either through death or resignation, then a replacement may be elected by the Steering Group for the remaining part of the current year.
- 5.4 The Officers of the Steering Group shall be ex-officio members of all duly authorised committees, sub-committees or working groups and shall be entitled to receive notices and or minutes of any such meetings.

6. MEETINGS

- 6.1 The Annual General Meeting (AGM) of the Steering Group shall be held before the end of November each year for the following purposes: -
- 6.2 to receive and adopt the audited accounts for the financial year ended on the previous *[1st April to 31st March]*.
- 6.3 to receive and adopt the report of the Chair on the work of the Steering Group for the previous year, and to receive an outline of the anticipated activities for the forthcoming year.
- 6.4 to appoint auditors, and
- 6.5 to transact such other business as may properly be brought before it.
- 6.6 At least 5 working days' notice shall be given of the date for the AGM, together with an agenda setting out the nature of the business to be transacted.



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- 6.7 In addition to the AGM the Steering Group shall meet on at least three other occasions each year and at other times as the Chair may decide with 5 working days' notice.
- 6.8 The Steering Group may establish such advisory committees, sub-committees or working groups as it shall from time to time deem necessary. Individuals with relevant skills or expertise may be co-opted to serve on such advisory committees, sub-committees or working groups as appropriate. Any such advisory committee, sub-committee or working group shall report to a general meeting of the Steering Group and shall be accountable to it for the conduct of their affairs.

7. FINANCIAL MATTERS

- 7.1 The accounting year will run from the date of acceptance as a Walkers Are Welcome Town
- 7.2 All accounts, income and expenditure will be published and made available for independent audit
- 7.3 A bank account in the name of the group will have all monies received by whatever means paid in, and all expenditure will come from the same bank account. All expenditure to be agreed by the steering committee, and if not fully agreed will go to vote in the next members meeting.
- 7.4 Should the group be dissolved for any reasons with any funds left after all debts paid the monies will be used or given to a similar local organization or group with aligned objectives. Ensuring any grant money held is refunded where not utilized.
- 7.5 Fund raising events to cover costs of marketing and other activities will be managed By the group.

8. QUORUM

For all general meetings of the Steering Group the quorum shall be not less than 25% of those entitled to attend.

9. VOTING AT MEETINGS

The votes at all meetings of the Steering Group and any committees may be taken in the first instance by a show of hands, and the Chair shall have a second or casting vote in all cases where the voting is declared to be equal.

10. ALTERATIONS TO CONSTITUTION



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A general meeting of the Steering Group shall have power to amend, to add to, or rescind this Constitution by a vote in favour of such a resolution consisting of not less than two-thirds of those present and voting at the meeting. Any such proposition to amend, add to, or rescind this Constitution shall be notified in writing to the Honorary Secretary in time to allow at least 14 days' notice to be given of the intended date of the meeting when the matter is to be considered.

11. DISSOLUTION

- 11.1 If, at any meeting of the Coleford Welcomes Walkers Steering Group, a resolution be passed calling for the dissolution of the Coleford Welcomes Walkers Steering Group, the Secretary shall immediately convene a Special General Meeting of the Steering Group to be held not less than one month thereafter to discuss and vote on the resolution.
 - 11.2 If, at that Special General Meeting, the resolution is carried by at least two-thirds of the Steering Group present at the meeting, the Steering Group shall thereupon, or at such date as shall have been specified in the resolution, proceed to realise the assets of the Steering Group, and discharge all debts and liabilities.
 - 11.3 After discharging all debts and liabilities of the Steering Group, any remaining assets shall not be paid or distributed amongst the members of the Coleford Welcomes Walkers Steering Group. The disbursement of the remaining funds shall be as per 7.4 above.
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