

# Peace Oak Association Summary Constitution & Rules



*The full constitution as submitted and approved by the Charity Commission can be found on our website or provided on request to the secretary. This document summarises in plain English the key elements of that constitution and rules agreed subsequently. It is subordinate to the approved Constitution.*

**Name of the Organisation: Peace Oak Association (Charity Registration 1172221)**

## **Aims and Objectives or Statement of purpose:**

*"To promote for the benefit of the inhabitants of Eynsham and the surrounding area, the provision of facilities for recreation or other leisure time occupations."*

*The purposes are defined as*

- 1. Preserving the land as open space for growing fruit trees, maintaining allotments and education in outdoor activities*
- 2. Providing facilities for the benefit of the local community including primary schools and youth groups*

Our primary interest is in promoting growing of fruit trees and local and seasonal produce and in encouraging young and old to enjoy and participate. We will preserve the wild nature of parts of the site alongside vegetable plots and small orchards. We have a particular interest in growing apples and in bringing back old Eynsham varieties to the village. We hope that our site will be used by schools and by organisations working with vulnerable groups and we will be building links with organisations working with those with learning difficulties.

## **Trustees**

The Association will have at least three trustees with new trustees proposed and appointed at the AGM or at a special general meeting. The trustees shall be elected for three year terms and will not serve for more than three consecutive terms. At least two trustee meetings will be held each year.

Trustees may be removed by a decision taken by an annual or special general meeting if they do not attend meetings or carry out their duties for four months. Trustees may leave at any time by notifying a members' meeting or the Secretary and Chair and the vacancies will be filled at an annual or special general meeting.

The trustees are jointly responsible for ensuring we comply with the legal responsibilities arising through our charitable status.

## **Membership.**

Members will be from Eynsham and the surrounding area and our aim is to recruit members who will play an active part in the development of the vision, the care of the site and of

growing, learning and environmental activities. There will be a minimal membership fee of around £10 per year to encourage wide participation.

The membership fees will be set each year at the AGM and will be due in January for that year. Any person who has not paid their fee by 1<sup>st</sup> July will be deemed to have left the Association.

### **Members Meetings**

Members meetings will be held as necessary to involve the full membership in the plans and activities of the Association. There will be regular working parties involving members on the site.

### **Annual General Meeting & Special General Meetings:**

The AGM will be held annually in January and all members will be notified at least 14 days in advance by email or in writing. At the meeting the Chair and Treasurer's reports will be submitted and new Trustees elected. Any member may table a motion or resolution by giving it to the secretary a week before the meeting. Three members or 5% of the membership, whichever is the greater, will form a quorum (the minimum number of people needed at the meeting in order to make decisions). The Chair of the organisation or a member authorised by the Chair will conduct the meeting.

10% of members may call a Special General Meeting by request to the Chair and a meeting must then be held within six weeks. The secretary will inform members of a special general meeting at least one week before it takes place.

The members will be given the opportunity to vote by post or proxy if they are unable to attend a General Meeting.

### **Changing the constitution:**

The constitution may be changed at a special or annual general meeting. A proposal for changing the constitution will be circulated by the secretary at least one week before the meeting. A decision to change the constitution will require 75% of all the members voting in favour of the change(s). Any changes to the constitution must not lead to designated funds contributed for one purpose being diverted to a different purpose. The new constitution will be sent out via email to all members. Any changes to the constitution will be made in consultation with a CAG (Oxfordshire Community Action Group) officer. CAG officers will be informed of any changes made.

### **The Committee:**

The day to day management of the Association including approval of the budget shall be conducted by a committee. It will comprise of the Trustees and co-opted members. It should number no more than twelve people and have a quorum of six. Within the committee there are some specific roles that must be held by trustees.

These are:

- **Chair** - to chair the trustees and members meetings
- **Secretary** - to plan meetings, organise a date for them, send out agendas and keep brief minutes

- **Treasurer** – to be responsible for finance and make payments as approved by the Committee.  
Other roles include:
- **Vice Chair** – to deputise for the Chair and to take a lead on strategic planning
- **Membership secretary** - to keep an up to date a list of members and their contact details and be responsible for membership fees.
- **Site co-ordinator** - responsible for the implementation of the plans and vision for the site as agreed by the trustees and the membership. He/she will link with those who have plots on the site and with any organisations who use the site on a regular basis.
- **Events co-ordinator** - to organise events for the year e.g. apple days, training and social events for members and the wider public.

Nominations for co-option can be made at anytime to the Secretary. Co-opted members can resign at any-time. Co-opted members can be voted off the committee by a simple majority of the committee members if they fail to attend meetings or to fulfil their other duties as a committee member.

#### **Finance:**

The Treasurer will keep the group's financial accounts and records, prepare annual accounts, and control expenditure. The Treasurer will be responsible for setting up and managing the group's bank accounts. Expenditure must be approved by any two of the three designated officers and signed by the treasurer. The treasurer is also responsible for providing annual accounts to the CAG project every April and keeping an audit trail of receipts.

#### **Termination of group:**

A decision to wind up the Association's membership of the CAG can be taken by an AGM or an SGM and in consultation with the CAG Project. The members will hand back all assets and responsibilities of the organisation to the Peace Oak Association Trustees