

Constitution for the Friends of Troopers Hill

Name of the group: Friends of Troopers Hill

Aims: The group aims to ensure that Troopers Hill Local Nature Reserve is maintained as a nature reserve, of benefit to both wildlife and people.

To fulfill this aim the group will:

- Liaise with Bristol City Council to ensure a high level of care for Troopers Hill Local Nature Reserve and to have a say in how the site is managed.
- Provide a friendly and welcoming community focus for people interested in Troopers Hill.
- Contribute to making Troopers Hill a safe and inviting place to visit.
- Work to improve understanding and increase respect of Troopers Hill by the local community.
- Contribute to the management of Troopers Hill, including the protection of wildlife habitats, in accordance with the Management Plan for the site, a copy of which will be held by the group.
- Research and collect information relevant to Troopers Hill, for example on the wildlife and history of the site.
- Work with Bristol City Council and other bodies to ensure that the effects on Troopers Hill are considered in any plans or developments for surrounding areas.

Membership and equality: Membership of the group is open to anybody with an interest in Troopers Hill or the surrounding area. The group will try to make sure this is a reality by ensuring that it is as widely publicised as possible and that it is welcoming to everyone. Anyone listed on the group's mailing list is considered to be a member.

‘Active members’ (who have voting rights at an AGM or EGM) are those who have been members for 12 months or more and have volunteered with the group in any role within the last 12 months (including attending meetings; taking part in nature conservation work or other tasks on the Hill; helping at events or assisting with the group’s administration or communications).

Organisation: Individual members will be elected to the following roles to form the group's committee:

Chairperson, who will act as the main contact and spokesperson for the group and who will keep meetings fair, unbiased and on time. Before responding on any issue where the group is consulted or asked for its views the Chairperson will consider views previously expressed by group members and carry out any further consultation that he/she considers reasonable in the time available.

Treasurer, who will be responsible for opening a bank account for the group, holding the cheque book, keeping receipts and a record of all income and expenditure of the group.

Secretary, who will be responsible for other general administrative matters such as taking minutes.

In addition up to six further members of the group will be elected as committee members and will share the various tasks required to run the group with the three appointed officers. Each

person's responsibility will be agreed with the Chairperson and other committee members and can be varied at any time. The Chairperson will keep all members informed of each committee member's roles and responsibilities at meetings or through the newsletter or email updates.

Work Parties: All practical work to be carried out by the group will be agreed with Bristol City Council in advance and carried out in accordance with all relevant Council policies and the conditions of the Council's public liability insurance. Risk assessments will be completed by Bristol City Council or volunteers trained by the Council. Each work party will have a leader who has passed the Council's Health & Safety training which includes the safe use of tools.

Meetings: All meetings are open to all members of the group, dates, agenda and minutes will be published on the group's web site giving a minimum of two weeks' notice.

Decision Making: As far as possible decisions will be reached by consensus rather than by voting. For significant decisions the Chair will seek the views of as many members as possible prior to the meeting and report the views of those who cannot attend. If a consensus cannot be reached decisions will usually be deferred to future meetings or the proposal dropped. The Chair, in consultation with the committee, will assess whether the views of sufficient members have been received for a decision to be made.

AGM / EGM: There will be an Annual General Meeting (AGM) in which the group's finances and activities will be reported on and officers elected. If the committee considers it necessary, an Extraordinary General Meeting (EGM) can be called at any time. Changes can be made to the constitution at an AGM or EGM. Vacant officer roles can be filled at any time of year but they must be ratified and elections held at the next AGM or EGM. Only those who have qualified as 'Active members' (see above) before the meeting are entitled to vote at an AGM or EGM.

Income: The group is a not-for-profit organisation; funds will only be raised sufficient to meet our aims as stated above. Donations or grants can be accepted and administered by the group for specific not-for-profit projects which benefit the local community, but these will be shown clearly and separately in the group's accounts. The prior agreement of the group's committee to undertake such projects will be required, and this should be endorsed, if possible, by any voting members who attend a group meeting.

Disposal of Assets upon Closure of the Group: If a decision is taken to close the group the Chair, Treasurer and Secretary will agree the distribution of assets to support groups in the Bristol area having similar aims to Friends of Troopers Hill.

Revision G agreed at AGM 4th December 2025