

Constitution of the Pembrokeshire Marine Code and Outdoor Charter group.

The name of the association shall be the Pembrokeshire Outdoor Charter (POC) group and the Pembrokeshire Marine Code (PMC) group.

Object

The purpose of the POC and PMC projects are to promote the sustainable use of the Pembrokeshire environment for outdoor activities in the marine, coastal and terrestrial environment. The projects must continue to raise awareness to all activity operators/providers and the general public on how to ensure that outdoor activities do not occur at the cost of wildlife. The projects should encourage continued and new membership of activity providers, individuals and conservation organisations, and honour the commitments made in signing the membership criteria (appended).

The PMC and POC seek to establish and maintain relationships between conservationists and activity providers as well as the wider public. Through these working relationships, detailed codes of conduct¹ which are reasonable for the leisure user and wildlife - can be agreed upon and updated. Through maintaining a comprehensive database of activity providers and conservation organisations, the project manager (Activities Liaison Officer - ALO) can facilitate regular communication between user groups to resolve any conflicts and educate all group leaders and the general public about the agreed codes of practise.

Aims are detailed in the MCOC three year Business Plan

Area of Benefit

The PMC and POC projects will operate throughout Pembrokeshire.

Powers

In furtherance of the above object, the POC and PMC groups shall have power to:

- Raise funds by subscription, grant or otherwise
- Purchase, lease or borrow property necessary to its objects
- Sell, let or otherwise dispose of property
- Employ staff and contract services
- Invest funds
- Arrange meetings, seminars etc,
- Collect and exchange information
- Write, print and publish documents and other materials for public distribution
- Affiliate to, or work in partnership with other organisations with similar objects
- Do all such lawful things as shall further the aims of the pmc and poc groups

¹ Visit www.pembrokeshiremarinecode.org.uk to see the detailed species and site specific Marine Code Maps and Codes

Membership

Membership of the POC and PMC groups shall be open to:

- Any person over the age of 18 living, working or having a legitimate interest in the area of benefit
- Any person under the age of 18 living or working in the area of benefit (Junior Member) subject to any such conditions as the committee may decide
- Any local Statutory Authority or other organisation (Cooperate Group) wishing to support the PMC and POC groups
- Every individual certificate holder shall have one vote
- Every Statutory Authority or Corporate group who hold a certificate shall have one vote and shall nominate one person to vote on its behalf

Termination of Membership:

The committee may for good reason terminate the membership of any individual or corporate member provided that the member concerned shall have the right to be heard by the committee before a final decision is made

Committee

The Policy and general management of the POC and PMC groups shall be directed by a committee which shall meet no less than twice per year.

The committee shall consist of:

- The honorary Officers elected at inauguration and thereafter at the Annual General Meeting of the POC and PMC groups
- Not less than two nor more than four representatives of the General Membership
- One representative appointed by the Pembrokeshire Coast National Park Authority.

In addition to those members elected as specified above, the committee may co-opt up to four further persons, whether members of the POC and PMC groups or not, who shall serve the general committee, as non-voting members, until the conclusion of the next Annual General Meeting. This provided that the number of co-opted members shall not exceed more than one third of the total number of members elected and appointed as specified above.

Any casual vacancy arising among the elected members of the committee may be filled by co-option from the general membership. Any person so co-opted shall hold office until the next Annual General Meeting of the POC or PMC group.

The proceedings of the committee shall not be invalidated by any vacancy or failure to appoint or by any defect in the appointment or qualification of any member.

Members of the committee shall be entitled to reimbursement of out-of-pocket expenses incurred on behalf of the POC or PMC group. Any other payment for services rendered by a member of the committee

shall be agreed in advance by a full meeting of the committee from which the member in question shall withdraw.

The committee may at any time appoint sub-committees to carry out any function on behalf of the POC or PMC groups, provided that the activity of such subcommittees shall be promptly reported to the committee. At least one of the members of such subcommittees must be a member of the committee. No expenditure may be incurred by any subcommittee without the prior agreement of the committee.

Honorary Officers

At the inaugural meeting of the POC and PMC groups and thereafter at the Annual General Meeting the members shall elect from amongst themselves a Chair, deputy chair, secretary who shall take office immediately on their election.

Annual General Meeting

Once in each year, and Annual General Meeting shall be held at a time and place to be decided by the committee, not more than fifteen months from the date of the preceeding AGM. Sat least 21 days notice shall be given of the meeting to all members.

The business of the AGM shall be:

- To consider the annual report of the committee on the work and activities of the POC and PMC groups.
- To approve the audited accounts of the POC and PMC groups
- To elect the officers of the groups (as above).
- To consider and vote any amendments to this constitution
- To consider any other business of which due notice has been given

Special general Meetings

A Special General Meeting of the POC and PMC groups may be called at any time by the chair, or shall be called by the committee if at least five POC or PMC group members make a request in writing stating the reason for their request. At least 21 day notice shall be given of of any such meeting

Rules of Procedure at Meetings

Voting

All questions arising at meetings shall be decided by a simple majority of those present and entitled to vote. In the case of an equality of votes, the chair of the meeting shall have a casting vote

Quorum

One tenth of the members at the time, or ten members, whichever is the greater, shall form a quorum at General Meetings. Three or more members of the committee, of whom at least one must be an honorary officer, shall form a quorum at committee meetings. In the event that no quorum is present at an AGM, the meeting shall be adjourned and reconvened fourteen days later, when those members present shall be deemed to form a quorum.

Minutes

Minutes shall be kept at all general and committee meetings of the POC and PMC groups and shall be open for inspection by any member of the POC and PMC groups.

Finances

All money raised for and on behalf of the POC and PMC groups shall be applied to further the objects of the POC and PMC groups and for no other purpose.

The treasurer shall keep full and proper accounts of the finances of the POC and PMC groups, which shall be audited annually and presented to the POC and PMC groups at the AGM.

An account shall be opened in the name of POC and PMC groups at a suitable bank or other financial institution to be determined by the committee. Four members of the committee to include the treasurer and the chair, shall be authorised to act as signatories and all cheques or withdrawals shall be signed by not less than two of these signatories, of whom one shall be either chair or treasurer.

Property

The committee may appoint not less than three individuals, or a corporation entitled to act as custodian trustee, as holding trustees to hold in trust any real or personal property on behalf of the POC and PMC groups. Holding trustees may be removed by the committee at their pleasure and shall act in accordance with the lawful directions of the committee. Provided they act only in accordance with the legal directions of the committee, the holding trustees shall not be liable for the acts and defaults of its members.

In the event of the death, resignation or disqualification of a holding trustee, the committee may appoint a replacement.

Dissolution

If the committee decides that it is necessary or advisable to dissolve the POC or PMC group, it shall call a meeting of all members, stating the terms of the resolution to be proposed. Not less than 21 days notice shall be given. If the proposal is confirmed by a two thirds majority of those present and voting, the Committee shall have power to realise any assets held by or on behalf of the POC and POMC groups. Any asset remaining after the satisfaction of any proper debts and liabilities shall be applied for another purpose similar to the objects of the POC and PMC groups.

Alteration of the Constitution

This constitution may be altered by a two thirds majority of the members present and voting at a General Meeting of the POC or PMC group. The notice of the General Meeting must include notice of the resolution, setting out the terms of the alteration proposed.

Adopted as the Constitution of the POC and PMC groups:

Date:

Signature of Chair:



Full Member 2009

The below named Organisation supports The Pembroke Outdoor Charter which seeks to establish high standards for managing groups in Pembroke.

E.g. Orierton Field Study Centre

- We will avoid damage to sites and minimise any disturbance to wildlife, in accordance with codes of conduct and wildlife legislation.
- We will liaise closely with the Pembroke Coast National Park Authority, landowners, and the Activities Liaison Officer over the use of new sites and/or the development of new activities.
- We will abide to Countryside Access Legislation and local Countryside / Marine Code.
- We will show consideration for the local community and other users of the area.
- We will annually attend a minimum of one full members meeting.
- We will annually attend a minimum of one Outdoor Charter approved training event.
- We will work towards an environmental accreditation such as Green Dragon or Carbon Neutral, and/or become an Eco centre.
- We will ensure that all activity leaders are trained under the relevant governing body's guidelines.
- We will ensure that all activity leaders encourage visitors to develop a respect and understanding of wildlife and the environment.
- We will continue to help develop the Pembroke Outdoor Charter and will encourage others to adopt it.



**Pembrokeshire
Marine Code Group
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Pembrokeshire Marine Code Member 2009

The below named Organisation supports the Pembrokeshire Marine Code which seeks to establish high standards of operating in Pembrokeshire's Marine Environment.

E.g. Dale Sea Safari

- We have signed up to and thereby agree to abide by the Pembrokeshire Marine Code.
- All crew / group leaders will be trained under the relevant governing body's guidelines.
- We will show consideration for members of the public and abide by countryside access legislation.
- We will avoid damage to sites and minimise any disturbance to wildlife, in accordance with the Pembrokeshire Marine Code and relevant wildlife legislation.
- We will continue to help develop the Pembrokeshire Marine Code and will encourage others to adopt it.
- We will inform our customers that we are members of the Pembrokeshire Marine Code Group.
- We will annually attend a minimum of one full members meeting.
- We will annually attend a minimum of one Pembrokeshire Marine Code approved training event and ensure that all trip leaders fully understand the Pembrokeshire Marine Code.
- We will work towards achieving WiSE accreditation.