

Friends of Ilkley Moor: Constitution

1. The organisation shall be called: “The Friends of Ilkley Moor” (‘the Charity’).
2. In this Constitution, the term “Ilkley Moor” shall include all areas of Ilkley Moor (including buildings on it) owned by the City of Bradford Metropolitan District Council (“the Council”). The term “the Woods” shall include all the areas of woodland owned by the Council within Ilkley. These areas of woodland include Middleton Woods east and west of Curly Hill (including Hudson Wood, Stubham Wood and Coppy Wood), Crabtree Ghyll, Beanlands Island, Yewbank Terrace, St Margaret’s Wood/Park, Panorama Woods, Heber’s Ghyll, Wheatley Raikes, The Riddings and Mill Ghyll. In the title of the Charity, and in the title only, the term “Ilkley Moor” includes the Woods implicitly.
3. The objectives of the Charity are:
 - a) to work in collaboration with the Council and others to promote the conservation, protection and improvement of the physical and natural environment of Ilkley Moor and the Woods
 - b) to promote Ilkley Moor and the Woods as open space amenities for education, recreation and leisure time occupation, in the interests of social welfare and with the objective of enhancing the quality of life of those living or working near to or visiting Ilkley Moor.
4. The Council is responsible for the maintenance of Ilkley Moor and the Woods. The Charity will work with the Council, statutory agencies, user groups and local residents in the furtherance of the following aims and objectives.
5. In pursuance of its objectives the Charity will aim:
 - a) To restore, protect and improve Ilkley Moor and the Woods, for the benefit of the environment, for all those who use Ilkley Moor and the Woods, and those who reside in the surrounding area.
 - b) To assist the Council in the care and maintenance of Ilkley Moor and the Woods and its wildlife, flora and recreational use.

- c) To notify the Council when any hazards or problems with Ilkley Moor or the Woods become apparent.
- d) To develop projects in partnership with, or with the knowledge of, the Council.
- e) To apply for grants independently or in conjunction with the Council to provide materials or labour to support projects for which the Council has insufficient funding, or for which the Council is unable to provide funding.
- f) To liaise with local residents and other users of Ilkley Moor and the Woods in order to represent their needs and ideas.
- g) To encourage local schools and youth organisations to use Ilkley Moor and the Woods constructively for pleasure and education.
- h) To encourage appreciation of the ecology and history of Ilkley Moor and the Woods.
- i) To publicise the Charity's activities locally, regionally, nationally and internationally to encourage people to take an active part in preserving and maintaining Ilkley Moor and the Woods.

6. The Charity shall have the powers to:

- a) Raise funds and open a bank account.
- b) Obtain or lease equipment and premises.
- c) Appoint trustees to hold property.
- d) Employ staff and recruit volunteers.
- e) Network and form partnerships with other organisations and agencies.
- f) Purchase or lease and run a vehicle or vehicles.
- g) Do all other lawful things as are necessary to further the objectives of the Charity.

7. Membership of the Charity shall be open to anyone with an interest in preserving and enhancing Ilkley Moor and the Woods for the benefit of environmental, ecological, historical, educational and recreational purposes or with just a general interest in furthering the objectives of the Charity. The terms for and duration of membership will be as set by the Committee from time to time.
8. The Charity shall be managed by the Committee. The Committee shall consist of the following honorary officers and other Members: Chair, Vice-Chair, Secretary, Treasurer, Membership Secretary and Publicity Officer.
 - a) The Committee shall consist of not less than 7 people, including the officers. A vote for decisions shall be by a majority, the Chair to have the casting vote. Members of the Committee shall be Trustees of the Charity.
 - b) In the event that the Chair cannot chair any meeting or meetings of the Charity, the Vice-Chair shall chair any such meetings. In the event of the resignation or permanent incapacity of the Chair, the Vice-Chair shall assume that role until the next General Meeting of the Charity.
 - c) The Committee may co-opt any persons with special knowledge or experience, who may assist in achieving the objectives.
 - d) The Charity may have an honorary patron or patrons. The number and role of patrons to be decided by the Committee.
 - e) At least six Committee members must be present at Committee meetings to be able to make decisions. Meetings may take place in person, by telephone or on-line. Minutes shall be recorded at each Committee meeting.
 - f) An Annual General Meeting shall be called at an interval of not more than fifteen months from the previous one with at least four weeks' notice period of the AGM. Where circumstances make this appropriate the AGM may be held by electronic means. Notice of an AGM may be given in written or electronic form. At an AGM each member present shall have one vote.
 - g) Officers and Committee members shall be elected at the AGM. They will retire at the next AGM but may stand for re-election.
 - h) Changes to the constitution and or rules of the Charity will be voted on and carried out at the AGM.

- i) Full details of the Charity's activities and financial dealings will be presented at the AGM.
 - j) Committee meetings shall be held at least quarterly and shall be open to all members and to the public.
 - k) A Special General meeting shall be held if a written request is received from twenty-five members requesting an SGM. An SGM shall be held within four weeks of the receipt of the written request
 - l) Committee members cannot receive any money or property from the Charity, except to refund reasonable expenses, or, where employed by the Charity, to receive reasonable remuneration and expenses.
9. An Ilkley Moor User's Groups Forum may be created. The User's Groups Forum will be chaired by the Chair of the Committee.
10. The Committee shall ensure that:
- a) A bank account in the name of "The Friends of Ilkley Moor" shall be opened and maintained for the general finances of the Charity.
 - b) Authorization of cheques, payments and withdrawals must be by the Treasurer and another member of the Committee; that other member to be decided by the Committee
 - c) Full and proper accounting records for the Charity shall be maintained.
 - d) The funds of the Charity, including all donations, contributions and bequests, shall be paid into the general account, or any special account set up for purposes of projects and long-term developments.
 - e) Funds belonging to the Charity shall be applied or distributed only in furthering the objectives of the Charity.
 - f) The Trustees must comply with their obligations under the Charities Act 2011 with regard to:
 - i. The keeping of accounting records for the Charity

- ii. The preparation of annual accounts and statements of account for the Charity
- iii. The transmission of the statements of account to the Charity Commission for England and Wales (“the Charity Commission”)
- iv. The preparation of an annual report and its transmission to the Charity Commission.

11. Dissolution

- a) If the members resolve to dissolve the Charity, the Trustees will remain in office as Charity Trustees and be responsible for winding up the affairs of the Charity in accordance with this clause.
- b) The Trustees must collect in all the assets of the Charity and must pay or make provision for all the liabilities of the Charity.
- c) The Trustees must apply any remaining property or money:
 - i. directly for the Objectives;
 - ii. by transfer to any Charity or charities for purposes the same as or similar to the Charity;
 - iii. in such other manner as the Charity Commission may approve in writing in advance.
- d) The members may pass a resolution before or at the same time as the resolution to dissolve the Charity specifying the manner in which the Trustees are to apply the remaining property or assets of the Charity, and the Trustees must comply with the resolution if it is consistent with paragraphs i-iii inclusive in sub-clause c) above.
- e) In no circumstances shall the net assets of the Charity be paid to or distributed among the members of the Charity (except to a member that is itself a Charity).
- f) The Trustees must notify the Charity Commission promptly that the Charity has been dissolved. If the Trustees are obliged to send the Charity’s accounts to the Charity Commission for the accounting period that ended before its

dissolution, they must send the Charity Commission the Charity's final accounts.

12. Amendments

- a) The Charity may amend any provision contained in this Constitution provided that:
 - i. no amendment may be made that would have the effect of making the Charity cease to be a charity at law;
 - ii. no amendment may be made to alter the Objectives if the change would not be within the reasonable contemplation of the members of or donors to the Charity;
 - iii. no amendment may be made to clause 3 without the prior written consent of the Charity Commission;
 - iv. any resolution to amend a provision of this constitution is passed by not less than two thirds of the members present and voting at a general meeting.
- b) A copy of any resolution amending this constitution shall be sent to the Charity Commission within twenty-one days of it being passed.

Adopted 2008 – as amended 24 April 2015, 29 October 2021, 16 May 2025