

# **The FRIENDS OF BURGESS PARK**

## **CONSTITUTION**

### **1. NAME**

The name of the organisation shall be known as The Friends of Burgess Park, hereafter to be referred to as 'The FoBP'.

### **2. AIMS AND OBJECTIVES**

The FoBP aims to promote, protect and enhance Burgess Park for community benefit:

#### **Promote - our objectives are to**

- Promote the park to the local community and other users.
- Promote high standards of horticulture, arboriculture and wildlife maintenance.
- Promote the needs of the park for investment.
- Promote the sustainability of the park.

#### **Protect - our objectives are to**

- Protect the environment and biodiversity of the park.
- Protect the integrity of the park; it's boundaries and the different areas that make up the park.

#### **Enhance - our objectives are to**

- Enhance the park in a way that reflects the needs of all users.
- Enhance the park through practical activities and conservation work.
- Enhance the park by encouraging a range of activities and users.

#### **Partnership**

We will do this by working in partnership with others and engaging with all park users to represent the needs of the whole community.

### **3. MEMBERSHIP**

The FoBP is a membership organisation and may set an annual subscription.

a) Membership of The FoBP shall be open to all interested in actively furthering the aims of The FoBP regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs. However, limitation of membership according to available facilities is allowable on a non-discriminatory basis.

b) The FoBP may have different classes of membership and subscription on a non-discriminatory and fair basis. The FoBP will keep subscriptions at levels that will not pose a significant obstacle to people participating.

c) Application for membership of The FoBP shall be by completion of a membership application form and by payment of the relevant subscription / joining fees as determined by the Annual General Meeting (AGM) of The FoBP.

d) No person / association shall be eligible to take part in the business of The FoBP or be eligible for the selection to The FoBP Committee unless the appropriate subscription has been paid by the specified date or membership has been agreed by the FoBP Committee.

e) The FoBP Committee may refuse membership or remove it, only for good cause such as conduct or character likely to bring The FoBP into disrepute. Appeal against refusal or removal shall be made in writing to The FoBP Committee who will appoint an Appeals Committee to hear the appeal.

f) All members will be subject to the regulations of the constitution and by joining The FoBP, will be deemed to accept these regulations and any Codes of Conduct that The FoBP has adopted. The Constitution shall identify those members eligible to vote at any General Meetings.

#### **4. CLASSES OF MEMBERSHIP**

There shall be three classes of membership available. These are

- Full member
- Junior member (under 18 years of age at the beginning of the current year)
- Honorary

Honorary membership may be conferred at the discretion of the management Committee. A member ceases to be such by terminating membership either verbally or in writing to an officer or via the website. The FoBP may also withdraw membership for good cause. This will follow arrangements as set out for committee members.

The FoBP will regularly review the membership and discontinue sending information to members who have not attended meetings, events or made any contact for eighteen months.

The FoBP secretary and/or other officers of The FoBP shall maintain a list of all members in each category.

#### **5. OFFICERS**

The Executive Officers of The FoBP shall be as follows

- Chairperson
- Vice Chairperson
- Secretary
- Treasurer

Plus five other elected officers.

#### **6. ELECTION OF OFFICERS**

All officers shall be elected at the Annual General Meeting (AGM) of the FoBP for and by the membership of The FoBP.

All officers shall relinquish their office each year and shall be eligible for re-election at the AGM, but no individual may serve for more than three consecutive years in one post, unless no member is eligible or nominated.

The Executive Committee shall have the power to co-opt further committee members if numbers fall below the original number, with voting rights, who are eligible to stand for election at the AGM.

#### **7. MANAGEMENT COMMITTEE**

The Committee will be convened by The FoBP secretary and shall meet at agreed intervals, not less than six (6) times per year. Committee meetings will be quorate with four members, one of whom must be an officer.

The quorum required for business to be agreed at committee meetings shall be four members.

The duties of the Committee shall be

a) To manage the affairs of The FoBP on behalf of members.

b) To keep accurate accounts of finances of The FoBP through the Treasurer and to examine a quarterly financial report supported by bank statements.

These should be available for inspection on written request by members and should be audited before every AGM. The FoBP shall maintain a bank current account and any cheques drawn against FoBP funds should be signed by two officers, one of who must be the Treasurer.

c) To make decisions on the basis of a simple majority vote. In the case of equal votes, the Chairperson shall be entitled to an additional casting vote.

d) The Committee shall have powers to appoint sub-committees as necessary and to co-opt advisers who may be non FoBP members invited to advise on specialist subjects.

An elected Committee member ceases to be such if he or she ceases to be a member of The FoBP, resigns without written notice, or is removed by the Committee for good cause after the member concerned has been given the chance of putting their case before the Committee. Appeal against removal may be made to the Appeals Committee. The Committee shall fairly decide time limits and formalities for these steps.

### **8. ANNUAL GENERAL MEETING (AGM)**

The AGM of The FoBP shall be held not later than the end of November each year. Twenty one clear days written notice of the AGM shall be given to members by circulating copy of the notice to every member at their home address and posting the notice on The FoBP noticeboard.

Members must advise The FoBP Secretary in writing of any business to be moved to the AGM at least fourteen days before a meeting.

The FoBP Secretary shall circulate or give notice of the agenda for the meeting to members not less than fourteen days before a meeting.

The business of the AGM shall be to

- a) Confirm the minutes of the previous AGM and any General Meetings held since the last AGM.
- b) Receive the audited accounts for the year from the Treasurer.
- c) Receive the annual report of the Committee from the Chairperson and Secretary
- d) Elect an auditor
- e) Elect the four main Officers of The FoBP and the five additional committee members.
- f) Review The FoBP subscription rates and agree them for the forthcoming year.
- g) Transact such other business received in writing by The FoBP Secretary from members twenty-one days prior to the meeting and included on the agenda.

Nominations of candidates for election of offices shall be made in writing to the Secretary at least fourteen days in advance of the AGM meeting date.

Nominations can only be made by full members and must be seconded by another full member. If no nominations are received in advance, the AGM may agree to take nominations at the meeting.

Special General Meetings may be convened by the Committee or on receipt by the FoBP Secretary of a request in writing from not less than ten full members of The FoBP. At least twenty-one days notice of the meeting shall be given.

At all General Meetings, the Chair will be taken by the Chairperson or, in their absence by the Vice Chairperson. Decisions made at a General Meeting shall be by a simple majority vote from those full members attending the meeting. In the event of equal votes, the Chairperson of the meeting shall be entitled to an additional casting vote.

The number of people present for the AGM or Special General Meetings to be quorate will be one third of the membership or twenty people, whichever is the lesser.

Each full member of The FoBP shall be entitled to vote at General Meetings.

## **9. ALTERATIONS TO THE CONSTITUTION**

Any proposed alterations to the FoBP Constitution may only be considered at an AGM or Special General Meeting, convened with the required written notice of the proposal. Any alteration or amendment must be proposed by a full member of The FoBP and seconded by another full member.

Such alterations shall be passed if supported by not less than two thirds of those full voting members present at the meeting, assuming that a quorum has been achieved.

## **10. FINANCE**

a) All monies shall be banked in an account in the name of THE FRIENDS OF BURGESS PARK.

b) Any transaction over £250.00 must be agreed at a management committee meeting.

c) The Treasurer shall be responsible for all the finances of The FoBP and for providing a report on the financial position as required by the committee.

d) The Treasurer shall ensure that The FoBP maintains adequate and appropriate insurance to cover the activities of The FoBP.

e) The financial year will run from April to March. The Treasurer will present an audited statement of annual accounts at the AGM.

f) Any cheques drawn against The FoBP funds should be signed by two officers, one of who must be the Treasurer.

## **11. PROPERTY AND FUNDS**

The funds cannot be used for the direct or indirect benefit of the members.

## **12. DISSOLUTION**

a) If at any General Meeting of The FoBP a resolution is passed calling for the dissolution of The FoBP, The FoBP Secretary shall immediately convene a Special General Meeting of The FoBP to be held not less than one month thereafter to discuss and vote on the resolution.

b) If at that Special General Meeting the resolution is carried by at least two thirds of the full voting membership present at the meeting, the Committee shall thereupon or at such date as shall have been specified in the resolution, proceed to realise the assets of The FoBP and discharge all debts and liabilities of The FoBP.

c) The Committee will then be responsible for the orderly winding up of The FoBP affairs.

d) After settling all liabilities of The FoBP, the Committee shall dispose of the net assets remaining to one or more of the following

- another Friends of Group with similar purpose, which is a registered charity and /or
- another Friends of Group with similar purpose which is a registered voluntary community association and/or
- to the Friends of Park governing body, for use by them for related local parks community activities.

## **13. DECLARATION**

The Friends of Burgess Park hereby adopts and accepts this Constitution as a current operating guide regulating the actions of all members.

# **FRIENDS OF BURGESS PARK CONSTITUTION**

**This Constitution was adopted as the Constitution of The Friends of Burgess Park at an Executive Committee meeting held on 7<sup>th</sup> April 2009.**

Location ~ Burgess Park Community Sports Centre, Cobourg Road, London, SE5 0JB

**Signed by**

**Sue Amos.....Chairperson**

**Lucia Adams.....Secretary**

**Colin A. Hunte.....Treasurer**