

**FRIENDS <sup>OF</sup>  
ELLINGTON  
PARK**



**Friends of Ellington Park  
“The Friends”**

**CONSTITUTION**

## **1. Name**

1.1 The name of the Group shall be the Friends of Ellington Park.

## **2. Aims**

2.1 The aims of the Friends of Ellington Park shall be to promote the use of Ellington Park as a recreational and educational area and a safe environment for wildlife. In support of these aims, the Friends will:

- Seek to improve the Park's facilities to encourage recreation and education
- Promote awareness of the history of the park
- Encourage a sense of community around the area of the park
- Promote such schemes as will benefit and nurture wildlife
- Raise funds through grants and fundraising activities to support the development of the Park
- Keep all members of the Friends informed about developments, consulting regularly about developments and encourage Park users to join the Friends
- Affiliate with any Body whose objectives may be of benefit to the Park
- Represent the interests of the users of the Park to the Local Authority and other bodies.

## **3. Powers**

3.1 In order to achieve its aims the Friends may:

- Raise money;
- Open bank accounts;
- Acquire and manage buildings;
- Take out insurance;
- Employ staff;
- Organise courses and events;
- Work with similar groups and exchange information and advice with them;
- Do anything that is lawful which will help to fulfill its aim.

#### **4. Membership**

- 4.1 Membership of the Friends will be open to any individual aged over 18 who is interested in helping the Friends to achieve its aim and willing to abide by the rules of the Friends, or any organisation that is sympathetic to the Aims & Objectives of the Friends.
- 4.2 The Friends of Ellington Park has no political or religious affiliation. Membership of the Friends is open to any individual over eighteen regardless of disability, political, religious or faith affiliation, race, sex or sexual orientation.

#### **5. Management**

- 5.1 The Friends shall be administered by a Management Committee of not less than 6 and not more than 8 individuals (excluding co-opted members) elected at the annual general meeting.
- 5.2 To support continuity, the period of appointment of the members of the management committee will vary between one and two years.
- 5.3 If vacancies arise during the year, the Management Committee will inform the Friends that a vacancy has arisen and invite any members to express an interest in joining the Management Committee. Applicants will be required to submit a brief statement in support of their application, setting out their skills. The Management Committee may co-opt a member until the next AGM when the appointment may be confirmed by the membership. Where there are more applicants than vacancies, the Management Committee will make a choice following an interview process.
- 5.4 The Management Committee may co-opt onto the Committee individuals whom it feels will help to fulfill the aim of the Friends, for a period of up to twelve months.
- 5.5 A person may not serve on the Management Committee for a period exceeding nine years.
- 5.6 The Officers of the Management Committee shall be: the Chairperson, the Treasurer and the Secretary.
- 5.7 Members will be disqualified from holding an Officer role (Chair, Treasurer, Secretary) if they have been convicted at any time of any offence involving deception or dishonesty, unless the conviction is legally regarded as spent.

- 5.8 The Management Committee shall meet at least six times a year.
- 5.9 At least four Management Committee members must be present for a Management Committee meeting to take place.
- 5.10 Voting at Management Committee meetings shall be by a show of hands. If there is a tied vote then the Chairperson will have a second vote.
- 5.11 The Management Committee shall have the power to remove any member of the Committee for good and proper reason, including failure to attend management committees for three months without giving an explanation of their absence.
- 5.12 The Management Committee may appoint any other member of the membership as a Committee member to fill a vacancy provided the maximum number is not exceeded.

## **6. Duties of the Officers**

- 6.1 The duties of the **Chairperson** shall be to:
- chair meetings of the Committee;
  - represent the Friends at functions/meetings that the Group has been invited to, and;
  - act as spokesperson for the Friends when necessary.
- 6.2 The duties of the **Secretary** shall be to:
- prepare in consultation with the Chairperson the agenda for meetings of the Committee;
  - take and keep minutes of all meetings, and;
  - collect and circulate any relevant information within the organisation.
- 6.3 The duties of the **Treasurer** shall be to:
- supervise the financial affairs of the Friends;

- keep proper accounts that show all monies received and paid out by the organisation.

## **7. Finance**

- 7.1 All monies received by or on behalf of the Friends shall be applied to further the aim of the Friends and for no other purpose.
- 7.2 Any bank accounts opened for the Friends shall be in the name of the Friends.
- 7.3 Any cheques issued shall be signed by the Treasurer and one other nominated member of the Management Committee.
- 7.4 The Friends may pay reasonable out of pocket expense including travel, childcare and meal costs to members of the Management Committee.
- 7.5 The Friends shall ensure that its accounts are independently examined every year.
- 7.6 The Friends shall produce annual accounts within three months of the end of the financial year (March) to enable the AGM to be held within six months of the end of the financial year.

## **8. Annual General Meeting**

- 8.1 The Group shall hold an Annual General Meeting (AGM) each year.
- 8.2 All members shall be given at least fourteen days' notice of the AGM and shall be entitled to attend and vote.
- 8.3 The business of the AGM shall include:
- receiving a report from the Chairperson on the Friend's activities over the last year;
  - receiving a report from the Treasurer on the finances of the Friends;
  - electing a new Management Committee, and;
  - considering any other matter as may be decided.

**9. General meetings**

- 9.1 The Committee shall hold however many general meetings throughout the year that it considers conducive to realising the aims of the Friends.

**10. Alterations to the Constitution**

- 10.1 Any changes to the Constitution must be agreed by at least two-thirds of those members present and voting at any General Meeting.

**11. Dissolution**

- 11.1 The Group may be wound up at any time if agreed by two-thirds of those members present and voting at any General Meeting. In the event of winding up, any assets remaining after all debts have been paid shall be given to another group or charity with a similar aim.

**12. Adoption of the Constitution**

- 12.1 This constitution will be put forward to the AGM of February 2014 for adoption.