

## **Friends of Parkwood Springs Constitution**

### 1. **Name**

The name of the group shall be the Friends of Parkwood Springs.

### 2. **Aims**

- To help to protect and conserve the wildlife and the natural environment of the green space of Parkwood Springs.
- To encourage responsible use of the natural environment that Parkwood Springs offers.
- To work towards improving the green space as a resource for local residents and the City.
- To encourage activities which promote the health and wellbeing of the community, through responsible use of the site.

### 3. **Objectives**

The group will fulfil the aims by:

- Helping to improve facilities on the site and practical conservation.
- Supporting education activities.
- Involving local people in improving the area.
- Promoting sport, community recreation and play facilities that are consistent with the protection of wildlife and the natural environment.
- Working with appropriate statutory and non-statutory bodies, and raising the profile of Parkwood Springs.
- Raising funds and receiving contributions where appropriate to finance the work.
- Promoting the health and well-being of the residents of the area and working together as residents regardless of age, ethnic origin, ability, sex, belief or political affiliation recognising the value of our many differences.
- Making rules and standing orders for categories of members and their rights.
- Taking out insurance.
- Organising meetings, training courses, and events.
- Working with similar groups and exchanging information and advice with them.
- Taking any action that is lawful, which would help it to fulfil its aims.

### 4. **Membership**

- (a) Membership of the Friends of Parkwood Springs shall be open to anyone who supports the aims of the group and is willing to abide by the rules of the group.
- (b) Every member shall have one vote at general meetings.

- (c) The Management Committee shall have the power to refuse membership to an applicant, where it is considered such membership would be detrimental to the aims, purposes or activities of the group.
- (d) Registration and termination of membership.
  - Any member of the association may resign his/her membership and any representative of a member organisation or section may resign such position, by giving to the Secretary or committee of the association written notice to that effect.
  - The Management Committee may, by resolution passed at a meeting thereof, terminate or suspend the membership of any member, if in its opinion his/her conduct is prejudicial to the interests and objects of the association, PROVIDED THAT the individual member or representative of the member organisation (as the case may be) shall have the right to be heard by the Committee before the final decision is made. There shall be a right of appeal to an independent arbitrator appointed by mutual agreement.

## 5. **Management**

- (a) The Friends of Parkwood Springs shall be administered by a Management Committee of not less than five (5) people and not more than twelve (12) members elected at the group's Annual General Meeting, Committee Members must be at least 16 years old.
- (b) The committee shall be accountable to the members at all times.
- (c) The officers of the Management Committee shall be:

The Chairperson

The Treasurer

The Secretary

and such other officers the group shall deem necessary at the meeting. Where a post is unfilled the committee will decide how those responsibilities are to be carried out. Where this Constitution refers to one of these posts, if the post is unfilled it should be read to apply to the committee as a whole.

The Management Committee shall meet at least twice a year.

- (d) At least five (5) Management Committee members must be present for the Management Committee meeting to take place.
- (e) Voting at Management Committee meetings shall be by show of hands on a majority basis. If there is a tied vote then the Chairperson shall have a second vote.
- (f) Power to set up sub-groups and working parties as deemed necessary who shall be accountable to the committee.
- (g) All meetings must be minuted and available to any interested party.

- (h) All committee members shall be given at least seven (7) days' notice of a meeting unless it is deemed an emergency meeting.
- (i) The committee is empowered to co-opt members as needed, between AGMs.

6. **Finance**

- (a) Any money obtained by the group shall be used only for the group.
- (b) Any bank accounts opened for the group shall be in the name of the group.
- (c) Any cheque issued shall be signed by at least two of any three nominated signatures, as agreed by the management committee. The Treasurer may also use electronic means of payment but must inform the committee of all such payments and must obtain agreement from at least one other member of the committee for payments of more than £50.
- (d) The Management Committee will ensure that the group stays within the budget.

7. **General Public Meetings**

- (a) The committee shall call at least two general public meetings each year. The purpose of these meetings is for the group to account for its actions and consider the conservation and improvement of Parkwood Springs according to the group's objectives.
- (b) The Chair of the group shall normally chair these meetings.
- (c) At least fourteen (14) days' notice of such a meeting must be given, by email to members, on social media and in other ways decided by the committee.
- (d) All meetings, including AGMs, must be minuted and available to any interested party.
- (e) The quorum for an Annual General Meeting is eight (8).

8. **Annual General Meeting**

- (a) The Friends of Parkwood Springs shall hold an Annual General Meeting (AGM) at not more than 15 month intervals.
- (b) At least fourteen (14) days' notice of such a meeting must be given, by email to members, on social media and in other ways decided by the committee..
- (c) The business of the AGM shall include:
  - Receiving a report from the Chairperson of the group's activities over the year.
  - Receiving a report and presentation of the last financial year's accounts from the Treasurer on the finances of the group.

- Electing a new Management Committee and considering any other matter as may be appropriate at such a meeting.
  - Nominations for election to the Management Committee must be made by a proposer and seconder (both of whom must be members) and received by the Secretary or committee 48 hours before the meeting. The way any election is to take place should be decided by the Chair of the meeting.
- (d) The quorum for Annual General Meeting shall be at least eight (8) members of which no more than four (4) shall be committee members.

9. **Alteration of the Constitution**

- (a) Proposals for amendments to this constitution, or dissolution (see Clause 10) must be delivered to the Secretary or committee in writing. The Secretary in conjunction with all other officers shall then decide on the date of a forum meeting to discuss such proposals, giving at least four weeks (28 days) clear notice.
- (b) Any changes to this constitution must be agreed by at least two thirds of those members present and voting at the general meeting.

10. **Dissolution**

The group may be wound up at any time if agreed by two thirds of those members present and voting at any general meeting. Any assets shall be returned to their providers, if they require it, or shall be passed to another group with similar aims.

11. **Adoption of the Constitution**

This revised constitution was adopted by the members present at the meeting held on: 14th May 2024.

12. **Constitution updates**

The constitution will be reviewed in response to member amendments presented at the AGM. See constitution versions and changes below.

<b>Version number</b>	<b>Approval date</b>	<b>Approved by</b>	<b>Amendments</b>
1	March 2010	Neill Schofield	None
2	May 2024	Louise Bull	Updated Aims, Management, Finance, General Public Meetings and Annual General Meeting sections