

## CONSTITUTION OF THE FRIENDS OF EATON PARK

### 1. Name

The name of the group shall be The Friends of Eaton Park

### 2. Aims

The aims of the group shall be to:

- \* protect, conserve and enhance Eaton Park as a place of freedom, recreation and enjoyment for the long-term benefit of all sections of the local community.
- \* gather input from local people and representative groups so that the park may best serve the local community.
- \* encourage the recreational use of the park by supporting events and activities.
- \* promote the cultural, educational, historical and environmental importance of the park by working in partnership with the park community, Norwich City Council and other interested parties to implement sustainable development.
- \* foster greater use and community ownership of the park by working with all users of the park without distinction of race, religion, gender, age or ability.

### 3. Powers

To further the aims of the group, they shall have the powers to:

- \* raise funds and receive contributions where appropriate to finance the work.
- \* publicise and promote the work.
- \* open bank accounts.
- \* make rules and standing orders for categories of members and their rights.
- \* take out insurance.
- \* organise meetings, training courses and events.
- \* work with statutory, business, voluntary and community organisations to further the aims of the group.
- \* take any action that is lawful, which would help it to fulfil its aims.

### 4. Membership

- (a) Membership of The Friends of Eaton Park shall be open to anyone who is interested in helping the group to achieve its aims and willing to abide by the rules of the group.
- (b) Every member shall have one vote at general meetings.
- (c) The members shall pay such subscriptions as the Committee determine appropriate.
- (d) If any members shall fail to pay his/her subscription within twenty one days after it has become due, the Treasurer shall send him/her a notice in writing to his/her address as recorded in the books of the Association calling upon him/her to pay the same within seven days. If he/she shall fail to so pay that subscription the Committee shall be entitled to terminate the membership without further notice.

- (e) 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.
- (f) Registration and termination of membership.
  - \* Any member of the association may resign his/her membership by giving to the secretary 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 General 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 Eaton Park shall be administered by a Management Committee of not less than five (5) people and not more than ten (10) members elected at the group's Annual General Meeting; Committee Members must be at least 18 years old.
- (b) The honorary officers of the Management Committee shall be:
  - The Chairperson
  - The Vice Chairperson
  - The Treasurer
  - The Secretary

and such other officers the group shall deem necessary at the meeting.
- (c) The Management Committee shall meet at least four (4) times 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) The Management Committee have the power to set up sub-groups and working parties as deemed necessary who shall be accountable to the committee.

## **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.
- (d) The Management Committee will take all reasonable steps to ensure that the group stays within the budget.
- (e) An audited statement for the last financial year shall be submitted by the Committee to the Annual General Meeting.

## **7. Committee Meetings**

- (a) The committee shall meet at least four (4) times each year.
- (b) The quorum for a meeting shall be five (5).
- (c) The committee shall be accountable to the members at all times.

- (d) All meetings must be minuted and available to any interested party.
- (e) All committee members shall be given at least seven (7) days' notice of a meeting. The Chair, Treasurer and Secretary are automatically Ex-officio members of any sub committees appointed by the management committee.

**8. Special General Meetings**

- (a) The Committee shall within seven (7) days of receiving a written request to do so, signed by not less than 15 members, call a Special General Meeting of the Association. The written request shall specify the reason for the meeting being called. The committee may at their discretion call a Special General Meeting at any time.

**9. Annual General Meeting**

- (a) The Friends of Eaton Park shall hold an Annual General Meeting (AGM) at not more than 15 month intervals.
- (b) Where possible members shall be notified personally, otherwise notice will be deemed served by advertising the meetings in at least three public places giving at least 14 days' notice of the AGM.
- (c) The business of the AGM shall include:
  - \* Receiving a report from the Chairperson of the group's activities over the year.
  - \* Receiving an independently audited report and presentation of the last financial year's accounts from the Treasurer on the finances of the group.
  - \* Electing a new Management Committee by Ballot and considering any other matter as may be appropriate at such a meeting.
- (d) The quorum for Annual General Meeting shall be at least eight (8) persons of which no more than five (5) shall be committee members.

**10. Alteration of the Constitution**

- (a) Proposals for amendments to this constitution, or dissolution (see Clause 11) must be delivered to the secretary 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 any general meeting.

**11. 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 Clubs who use the park i.e. Boating, Model Railway, Croquet, Cycle Speedway and Bowls.

**12. Adoption of the Constitution**

This constitution was adopted by the members present at the AGM held on:

..... 2007

Signed: (Chair, Secretary, Treasurer)