

Friends of Cheney Row Park CONSTITUTION

Article 1: Name and legal status

The name of the organisation will be The Friends of Cheney Row Park (the 'Group').

The legal status of the Group is an unincorporated 'not for profit' organisation where its Committee members are responsible for any contracts entered into.

The Group will operate in the area known as Cheney Row Park (the 'Park').

Article 2: Aims and objectives

The aims and objectives of the Group will be as follows:

- 2.1 To help to secure and promote the conservation and protection of the Park
- 2.2 To monitor plants, animals and wildlife habitats to maintain and improve biodiversity
- 2.3 To monitor the built environment and report problems and repairs required to the London Borough of Waltham Forest and its officers
- 2.4 To promote practical conservation through voluntary action for the benefit of wildlife and the community
- 2.5 To promote the Park as a place for quiet, informal enjoyment, recreation and study
- 2.6 To organise the occasional event for the enjoyment of local Park users
- 2.7 To work alongside the London Borough of Waltham Forest and its officers to meet the above aims and objectives.

Article 3: Powers

To further these aims and objectives, the Committee will have the power to:

- 3.1 Obtain, collect and receive money or funds by way of contributions, donations, grants and any other lawful method towards the aims of the Group
- 3.2 Associate with the London Borough of Waltham Forest, voluntary organisations and those with an interest in the Park in a common effort to carry out the aims of the Group
- 3.3 Enter into contractual arrangements
- 3.4 Have its own bank account
- 3.5 Do all such lawful things as will further the aims of the Group.

Article 4: Membership

Membership will be open to anyone interested in promoting the aims of the Group. Applicants for membership will normally become members upon submission of their application form.

Membership will be for one year from the date of the annual meeting. There will be one level of membership known as 'household' and this will be free of any subscription.

Membership will entitle each individual in the household over the age of 16 the right to vote.

The cost of the subscription will be considered annually and may be varied by the Committee.

At its discretion the Committee may refuse to admit an applicant or terminate the membership of any member provided that they give written reasons to the member. This may arise if it becomes apparent that a household does not share the Group's aims and objectives.

Article 5: Committee

A Committee, elected annually at the Annual General Meeting, will manage the Group.

The Committee will consist of a minimum of three and a maximum of eight individuals and will include a chair, a secretary and a treasurer (the 'Officers').

The Committee may co-opt additional Committee members during the year.

Decisions needing a vote will be decided by a simple majority of those Committee members present.

All Committee members will retire at each Annual General Meeting although they may offer themselves for re-election.

The Committee will meet at least six times a year. Representatives of the London Borough of Waltham Forest will be invited to attend Committee meeting in an advisory capacity. All members are welcome to attend Committee meetings.

Two Committee members or one third of the Committee, including at least one Officer, being present (whichever is the higher) will enable the business of the Group to be carried out.

A proper record of all transactions and meetings will be kept.

No Committee members or members of the Group may be employed by the Group although out of pocket expenses may be reimbursed on production of appropriate receipts or other evidence of expenditure.

All Committee members must be members of the Group.

Article 6: Financial arrangements

Monies raised by voluntary donations, sale of goods, gifts, other sources or grants awarded to the Group will be used for the express purpose of pursuing the aims and objectives of the Group.

The funds will be paid into an account by the Committee. All expenditure must be signed off by at least two members of the Committee, including one Officer.

The Committee is empowered to pursue or make applications for grants to secure funds to support the Group's planned activities and may take whatever steps are necessary to meet the requirements of the funding bodies.

No persons representing the Group will make or enter into any agreement with any persons or organisation that may incur a financial liability save for those purposes as agreed by the Committee as necessary to carry out the objectives of the Group.

A current record of all income, funding and expenditure will be kept and presented to members annually at the Annual General Meeting.

Article 7: Equal opportunities statement

The Group is committed to equal opportunities and diversity. This commitment extends to our members and we welcome everyone from our community as a member.

We will not discriminate against our members on the grounds of age, disability or impairment, gender, gender reassignment, pregnancy and maternity, race, ethnicity, religion or belief and sexual orientation.

Furthermore, we value difference and recognise the value the different backgrounds, skills, outlooks and experiences of our members bring to the Group.

Article 8: General meetings

An Annual General Meeting (AGM) will be held within 15 months of the date of the adoption of this constitution and each year thereafter.

Notice of the AGM will be given at least 21 days before the meeting and a report on the Group's financial position for the previous year will be made available at the same time.

The agenda of the AGM will include formal business as follows:

- 8.1 Minutes of the previous AGM
- 8.2 Chair's report
- 8.3 Treasurer's statement, including a statement from two ordinary members (nominated at the previous year's AGM) who have examined the accounts.
- 8.4 Election of the Committee members for the following year. Nominees will be proposed and seconded by two members, either in writing before the AGM or at the AGM
- 8.5 Review of this constitution if necessary.

Decisions needing a vote will be decided by a simple majority of those members present.

Voting rights will be restricted to members of the Group over the age of 16 years and each member will have one vote.

An Extra-Ordinary General Meeting (EGM) may be called at any time at the request of the Committee. Notice of the EGM will be given at least 21 days before the meeting.

A minimum of three members will enable a General Meeting to be carried out.

Article 9: Amendments

Amendments to the Constitution can only be made at an AGM or at an EGM. Proposed amendments must be circulated at least 21 days before the Meeting at which they are to be considered, and must be approved by a majority of those members present.

Article 10: Dissolution

The Group may be dissolved by a resolution passed by a simple two-thirds majority of those present and voting at an EGM.

After the payment of all bills and other liabilities and the fulfilment of any requirements of any external bodies, e.g. grant providers, the Committee will distribute any assets remaining to other group(s) or organisation(s) having aims similar to the Group or some other charitable purpose(s) as the Group may decide.

The London Borough of Waltham Forest and any external funding organisation must be provided with accounts and other documents as they require.