



CONSTITUTION

ADOPTED SEPTEMBER 2018

1. Name, Mission, Aims and Powers

- 1.1 The name of the organisation shall be the **Friends of Winsford Town Park** (“the Friends”).
- 1.2 The mission statement of the Friends of Winsford Town Park is to work with the owner of Winsford Town Park and all relevant partners to make it a more enjoyable space for all.
- 1.3 The aims of the Friends are as follows:
 - a. to work with Winsford Town Council (or its agents) as the owner of Winsford Town Park and Cheshire West & Chester Council to promote and encourage use of Winsford Town Park by the public as a place for recreation and leisure.
 - b. to act as a voice for Winsford Town Park on any issue which may affect its enjoyability.
 - c. to promote the conservation and understanding of the ecology of Winsford Town Park.
- 1.4 To further these aims the Friends shall have power to:
 - a. obtain, collect and receive money or funds by way of donations, grants and any other lawful methods.
 - b. do all such lawful things to further the aims of the Friends.

2. Membership

- 2.1 Membership of the Friends shall be open to any individual, organisation or business (“the Individual”) with an interest in the Mission and Aims of the Friends and a desire to improve Winsford Town Park and its immediate surroundings.
- 2.2 The Committee shall determine how membership is applied for.
- 2.3 Members shall have voting rights at General Meetings once they have held membership for fourteen days.
- 2.4 Categories of membership may be set at a General Meeting.
- 2.5 The Committee may review an individual’s membership where it is deemed that the Individual has failed to uphold the values ascribed in the Friends’ mission statement or is deemed to have brought the Friends into disrepute. The member shall be given 21 days prior notice of the meeting at which a resolution to terminate their membership is to be determined and shall be allowed to make representations to the meeting.

3. Committee and Officers

- 3.1 The Friends shall be managed and administered by a committee (the Committee) comprising up to 12 members including the Chairperson, Deputy Chairperson, Secretary and Treasurer.
- 3.2 The Chairperson, Deputy Chairperson, Secretary and Treasurer are jointly responsible for ensuring that the Committee conducts itself in line with this constitution.
- 3.3 The Committee may also appoint one of its number as any such Officer as it may from time to time determine.

- 3.4 In the event of a casual vacancy or in the event of committee spaces being left unfilled following an AGM, the Committee may co-opt members to fill such vacancies.
- 3.5 Any Officer vacancy may be filled by a vote of the Committee.
- 3.6 The Chairperson is responsible for communication of Committee business to those parties outside of the Committee, overseeing the overall operation of the Friends including to ensure that meetings are held and the Friends are managed effectively in line with its constitution.
- 3.7 The Deputy Chairperson shall deputise for the Chairperson in their absence.
- 3.8 The Secretary is responsible for communication of Committee business to the Committee and other members and shall prepare meeting agendas in consultation with the Chairperson and shall give notice of, circulate and take minutes of meetings. The Secretary shall maintain a schedule of members (committee and general) in accordance with the relevant Data Protection legislation.
- 3.9 The Treasurer shall manage the day-to-day financial affairs of the Friends. All external grant applications and any payments will require the co-signatory of the Treasurer. The Treasurer is responsible for the preparation of the annual accounts for presentation at the AGM.
- 3.10 No member shall serve more than nine consecutive years on the committee. No officer shall serve more than five consecutive years as an officer.

4. Meetings

- 4.1 A minimum of two General Meetings shall be held per year, ideally Spring and Autumn.
- 4.2 The Annual General Meeting (AGM) shall be held annually in September. Fourteen working days' notice of the meeting, including an agenda of the items for discussion, shall be given to members and the general public.
- 4.3 The AGM shall appoint the following officers: Chairperson, Deputy Chairperson, Secretary and Treasurer.
- 4.4 The AGM shall appoint up to eight additional members to the Committee.
- 4.5 Voting on appointments shall be by show of hands or secret ballot (determined by the Chairperson) of the members present and shall follow individuals being both proposed and seconded.
- 4.6 An Extraordinary General Meeting (EGM) may be called by the Committee or by seven or more members giving notice to the Secretary. At least fourteen working days' notice of an EGM, including an agenda of the items for discussion, shall be given to members.
- 4.7 General Meetings, the AGM and an EGM shall be open to any member and the public.
- 4.8 The quorum for General Meetings, the AGM and an EGM shall be six members including at least two officers.

5. Committee Meetings and Decision-Making

- 5.1 The Committee shall hold meetings on such a frequency as it deems necessary. A minimum of four Committee meetings shall be held per year.
- 5.2 Notice of Committee meetings, including an agenda of the items for discussion, shall be notified to the Committee with at least seven working days' notice.
- 5.3 The quorum for a Committee meeting shall be four committee members including at least two officers.
- 5.4 Decisions shall be made by majority vote of members present following discussion and a motion being proposed and seconded. In the event of a tie, the Chairperson must exercise a casting vote.
- 5.5 Urgent business may be settled by the Chairperson having taken soundings from the Committee, and in line with the decision-making quorum, four others being in agreement, one of whom must be an officer. Decisions on urgent business shall be reported to the next Committee meeting and recorded in the minutes of the meeting.

6. Finances

- 6.1 The Friends may by way of a General Meeting resolution levy a membership fee in respect of any category of membership.
- 6.2 The Friends shall hold a bank account in the name of the Friends; the signatories of the account shall be the officers named in 3.1 with signing rules requiring two signatures for any payment.
- 6.3 Any payment to be drawn against the Friends bank account shall be agreed by quorate decision at a Committee meeting or under 5.5 Urgent Business.
- 6.4 A hard copy of the Friends' income and expenditure transactions shall be kept on file.
- 6.5 Year end accounts for the Friends shall be prepared annually, approved by the Committee and presented to the AGM for information.

7. Amendment to the Constitution

- 7.1 This Constitution may be altered by means of a resolution agreed by a two-thirds majority of those present and voting at a General Meeting.
- 7.2 Any alterations to this Constitution shall take immediate effect, providing that such implementation shall not run counter to any other provision in the Constitution.

8. Dissolution

- 8.1 A decision to dissolve the Friends shall be taken at an Extraordinary General Meeting called specially for the purpose.
- 8.2 A decision must be confirmed by a two-thirds majority of those present voting to dissolve.
- 8.3 The Committee shall have power to realise any assets held by or on behalf of the Friends. Any assets remaining after the satisfaction of any proper debts and liabilities shall be given or transferred to a constituted non-profit community organisation having objectives similar to the objectives of the Friends, as the Committee may determine or failing that shall be applied for some other charitable purpose whose operation is entirely within Winsford and the surrounding area.

9. Adoption

- 9.1 This Constitution was adopted at a meeting of the Friends of Winsford Town Park, 20th September 2018.

Signatories

Chairperson

Print name

Date

Secretary

Print name

Date