

# Friends of Littleover Parks

Blagreaves ▪ Heatherton ▪ Oaklands ▪ Sunnyhill ▪ Littleover

## CONSTITUTION

1. **Name - Friends of Littleover Parks** which can be abbreviated to **FOLP** or **FOLPs**.
2. **Aims –**

For the benefit of parks, similar open spaces and associated footpaths in the Littleover area

  1. To provide facilities to cater for all abilities and ages.
  2. To promote wider sense of ownership and increased usage by local residents.
  3. To improve the recreational, sports and health facilities.
  4. To encourage greater wildlife diversity.
  5. To pursue the creation of new parks.
  6. To organise public events and activities within the parks.
3. **Membership**
  1. Membership of the group shall consist of individuals who
    - a) want to promote the aims of **Friends of Littleover Parks**,
    - b) give their contact details to the secretary
    - c) and are willing to pay any subscription fee agreed by the committee.
  2. Membership entitles eligible individuals to one vote at general meetings.
  3. Members of the management committee failing to send apologies or attend 4 consecutive meetings will be relegated to normal membership rights, subject to the decision of the committee.
  4. Paid employees and representatives of statutory bodies, agencies, organisations and local businesses may be invited as advisors to attend meetings where necessary but will not have voting rights.
4. **Officers**
  1. All officers of this group shall be elected by the membership. In all matters financial the officers shall have the power to appoint an independent account scrutineer to examine the accounts at any time.
  2. The officers shall be at least one Chairperson, one Secretary and one Treasurer.
  3. The membership has the right to change this combination as required.
5. **Election of Officers**
  1. Officers shall be elected at the Annual General Meeting, the date of which shall be fixed by a management committee; officers shall serve for one year and be eligible for re-election.
  2. The election of officers shall be decided by one member one vote.
  3. Voting shall be carried out by ballot of members at the meeting.
  4. Members may only vote in person not by post or proxy.
6. **Management Committee**
  1. The group will be managed by a management committee of no more than 10 members and no less than 5.
  2. The officers of the committee shall be as 4.2 above.
  3. The management committee will meet up to 10 times per year.
  4. A Chairperson or Vice Chairperson will chair all meetings of the group.

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5. Voting at management committee meetings will be by show of hands. If there is a tied vote the Chairperson shall have a second vote.

## 7. Meetings

1. An Annual General Meeting (AGM) will be held between January and March each year.
2. All members will be given 21 days notice of the AGM or EGM and shall be entitled to attend and vote.
3. Meeting dates shall be set by the committee.
4. There will be a minimum of two general meetings per year one of which will be the AGM.
5. At all meetings the members shall have one vote, decisions by majority of votes cast.
6. The Chairperson(s) has the discretionary powers to convene an extraordinary meeting to deal with any situation.
7. A minimum of 9 members may request an Extraordinary General Meeting (EGM).
8. Items for inclusion on the AGM or EGM agenda are to be submitted to the Secretary 14 days before the meeting.
9. The Chairperson(s) has the discretionary power to accept agenda items for an AGM or EGM before the start of the meeting.

## 8. Sub-committees

1. The management committee shall decide the size and organisation and terms of reference of sub-committees.

## 9. Duties of the officers

1. The duties of the **Chairperson(s)** will be:
  1. To preside at meetings of the management committee and general meetings.
  2. As may be required by the management committee to act as the principal spokesperson for the group.
2. The duties of the **Secretary(s)** will be:
  1. To prepare in consultation with the Chairperson(s) the agenda for the meetings of the committee and to ensure that the agenda is circulated 7 days before the next committee date.
  2. To take minutes of all meetings and to ensure that the meeting minutes are circulated as soon as possible after the meeting.
  3. To collect and disseminate information on all matters affecting the group.
  4. To maintain an up-to-date list of members, reviewed annually.
3. The duties of the **Treasurer(s)** will be:
  1. To supervise financial affairs of the group.
  2. To ensure that proper accounts are kept with regards to all monies received by and paid out by the group.
  3. The treasurer must provide a report in writing to every committee meeting.
  4. The Treasurer will present the group accounts at the AGM.

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4. The duties of the **Vice Chairperson(s)** will be:
  1. In the absence of the Chairperson, to take over the duties of Chairperson at meetings.
  2. To take on other duties at the request of the Chairperson.

## 10. Finance

1. Any monies obtained by the group shall be used only for the group aims.
2. Any bank accounts opened by the group shall be in the name of the group (**Friends of Littleover Parks**).
3. Any cheques issued shall be signed by a minimum of two out of four signatories. No two signatories may be from the same household or family.
4. A set of accounts that have been examined by an independent account scrutineer shall be tabled at the AGM.

## 11. Quorum

1. A quorum shall exist with the attendance of 5 eligible members for general meetings.
2. A quorum of no less than 3 total eligible members present will exist for the management committee.

## 12. Alterations to the Constitution

1. Any alterations to the constitution must be approved by two thirds majority of the membership attending the AGM or EGM.
2. Any proposal for alteration to the constitution must be forwarded to the Chair and Secretary twenty-eight days before the meeting at which it will be discussed and must be an agenda item for that meeting.

## 13. Dissolution of the group

1. In the event of the voluntary or compelled dissolution of this group then any monies held in trust by it shall be disposed of in the following manner:
  - a) Any money remaining from those provided by external funding bodies shall be returned to that body.
  - b) Any other money shall be transferred to a voluntary group with similar aims, as agreed at the EGM convened to dissolve the group

## 14. Declaration of equal opportunities and non political policy

1. The group shall conduct its affairs in accordance with the groups Equal Opportunities Policy which can only be amended at an AGM or EGM.
2. The group shall not, by deed or intent, lend itself or its facilities to any political party but shall remain apart from any political activities.

Signed..... Chairperson

Signed.....Secretary

Signed.....Treasurer

Date.....