



FoCRP

Friends of Cheney Row Park

FoCRP Constitution

Article 1: Name and Legal Status

- (1) The name of the organisation is The Friends of Cheney Row Park (the 'Group').
- (2) The legal status of the Group is an unincorporated 'not for profit' organisation where its Committee members are responsible for any contracts entered into.

Article 2: Purpose

The Group operates in the area known as Cheney Row Park (the 'Park'). Its aims are:

- (1) To help to secure and promote the conservation and protection of the Park;
- (2) To monitor plants, animals and wildlife habitats to maintain and improve biodiversity;
- (3) To monitor the built environment and report problems and repairs required to the London Borough of Waltham Forest and its officers;
- (4) To promote practical conservation through voluntary action for the benefit of wildlife and the community;
- (5) To promote the Park as a place for quiet, informal enjoyment, recreation and study;
- (6) To organise the occasional event for the enjoyment of local Park users;
- (7) To work alongside the London Borough of Waltham Forest and its officers to meet the above aims and objectives.

Article 3: Management Committee

- (1) The Group shall be managed by a committee of trustees (the 'Committee') who are appointed at the Annual General Meeting (AGM) of the Group.
- (2) All Committee members will retire at each Annual General Meeting although they may offer themselves for re-election.
- (3) 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').
- (4) All Committee members must be members of the Group.

Article 4: Powers

In order to carry out the Group's purpose, the Committee will have the power to:

- (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;
- (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) Enter into contractual arrangements;
- (4) Have its own bank account;
- (5) Do all such lawful things as will further the aims of the Group.

Article 5: Membership

- (1) The Group shall have a membership.
- (2) Anyone who supports the work and aims of the Group and are aged 16 or over can apply to the Committee to become a member. Children under the age of 16 can participate in other ways within the Group in accordance with the Group's child welfare policy.
- (3) Once accepted by the Committee, membership lasts for one year from the date of the Annual General Meeting and may be renewed. The cost of the subscription will initially be free but this shall be considered annually and the cost may be varied by the Committee.
- (4) Any member may resign their membership by giving to the Secretary written notice to that effect.
- (5) The Committee may refuse to admit an applicant or remove a person's membership if they believe it is in the best interests of the charity provided that they give written reasons to the member. The member has the right to be heard by the Committee before the decision is made and can be accompanied by a friend.
- (6) If there is a charge for membership subscription and any member fails to pay their subscription within twenty eight days after notice has been given that it has become due then the Committee shall be entitled to terminate their membership.
- (7) The trustees will keep an up-to-date membership list.

Article 6: General Meetings

- (1) An Annual General Meeting (AGM) will be held within 15 months of the date of the adoption of formation constitution and each year thereafter.
- (2) 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.
- (3) The agenda of the AGM will include formal business as follows:
 - a) Minutes of the previous AGM
 - b) Chair's report
 - c) Treasurer's statement, including a statement from another member who has examined the accounts.
 - d) 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
 - e) Review of this constitution if necessary.
- (4) An Extra-Ordinary General Meeting (EGM) may be called at any time at the request of the Committee, and must be called if the Committee receive a written request from the majority of members. Notice of the EGM will be given at least 21 days before the meeting.
- (5) A minimum of three members or one tenth of the membership being present (whichever is the higher) will enable a General Meeting to be carried out.
- (6) Voting rights will be restricted to members of the Group over the age of 16 years and each member will have one vote. Votes may be cast by proxy or in advance in writing.
- (7) Decisions needing a vote will be decided by a simple majority of those members present.
- (8) Minutes must be kept.

Article 7: Committee Meetings

- (1) The Committee will meet at least four times a year. Representatives of the London Borough of Waltham Forest may be invited to attend Committee meetings in an advisory capacity.
- (2) At their first meeting after the AGM they will elect a chair, treasurer and secretary.
- (3) Decisions needing a vote will be decided by a simple majority of those Committee members present. If there is a tied vote then the Chair shall have a second vote.
- (4) 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. All Committee members must be aged 18 or over.
- (5) If trustees have a conflict of interest they must declare it and leave the meeting while this matter is being discussed or decided.
- (6) The Committee may co-opt additional Committee members during the year. They will stand down at the next AGM.
- (7) The trustees may make reasonable additional rules to help run the charity. These rules must not conflict with this constitution or the law.
- (8) A proper record of all transactions and meetings will be kept.

Article 8: Financial Arrangements

- (1) 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.
- (2) 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 of the Group.
- (3) 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.
- (4) A current record of all income, funding and expenditure will be kept which will be signed-off annually by the Committee and presented to members at the Annual General Meeting.
- (5) 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.
- (6) 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.

Article 9: Equal Opportunities Statement

- (1) 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.
- (2) 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.
- (3) Furthermore, we value difference and recognise the value the different backgrounds, skills, outlooks and experiences of our members bring to the Group.

Article 10: Amendments

- (1) 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 simple two-thirds majority of those present and voting at a General Meeting.
- (2) No change can be made that would make the organisation no longer a 'not for profit' organisation with a charitable purpose.

Article 11: Dissolution

- (1) The Group may be dissolved by a resolution passed by a simple two-thirds majority of those present and voting at a General Meeting.
- (2) 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 must 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. Such recipients must be 'not for profit' and have a similar Dissolution clause to this one.
- (3) The London Borough of Waltham Forest and any external funding organisation must be provided with accounts and other documents as they require.

Signed _____ (Chair) _____ (Date)

Signed _____ (Secretary) _____ (Date)

Signed _____ (Treasurer) _____ (Date)