

Friends of Woodthorpe Grange Park – Constitution

1. Name

The name of this group shall be 'Friends of Woodthorpe Grange Park' hereafter referred to as FoWGP.

2. Aim

To protect, enhance and promote Woodthorpe Grange Park, its heritage, plants and wildlife.

3. Objectives

Involve, engage and encourage participation by local residents in the use and improvement of Woodthorpe Grange Park.

Promote and encourage the conservation and enhancement of Woodthorpe Grange Park.

Actively seek involvement of relevant departments of Nottingham City Council so the it performs its statutory duty to maintain Woodthorpe Grange Park.

Liaise and work in partnership with other relevant organisations and agencies to achieve its aims.

Encourage a sense of community by promoting equal opportunities for all and appose any form of discrimination.

Represent the interests of the residents when dealing with the local authority and other bodies.

Where possible, work with the Nottingham City Council to help secure funding to improve site facilities.

4. Membership

Membership shall be open to anyone who shares an interest in the aims and objectives of the group.

Every member shall have one vote. The Chair shall only vote in the event of a tied vote, their vote being the deciding vote.

Membership of the group may be terminated unanimously and for good reason by the organising group/committee provided that member has the right to a hearing accompanied by a friend before the decision is made.

Each member shall provide their name and address to be put on the membership list.

5. Equal Opportunities

FoWGP is committed to the principles and practice of equal opportunities in all matters of membership, employment and service provision.

No person shall suffer discrimination on the grounds of race, gender, disability, class, age, political or religious belief, marital status or sexual orientation.

The group is opposed to all forms of discrimination including racism, sexism and homophobia.

6. Data Protection

All details of members' personal information (i.e. addresses, contact emails, phone numbers etc.) to remain private and in accordance with the principles of the Data Protection Act unless specific written permission has been received.

No personal information will be passed onto third parties unless specific written permission has been granted to do so. Also, records will be kept detailing what information has been passed on to third parties.

7. The Organising Group (Committee)

The affairs of FoWGP shall be administered by an organising committee elected from and by the members of the group.

As a minimum the committee shall comprise Chair, Vice-Chair, Treasurer and Secretary.

Committee members shall be elected to office at the Annual General Meeting (AGM) for a period of twelve (12) months.

Other committee members may be elected to specific roles as necessary.

Any committee members absent from four (4) consecutive meeting without an apology or submitting a report shall be deemed to have resigned from the committee.

The committee shall meet periodically on a formal basis, no less than three (3) times a year.

The committee shall report to members, via electronic (web/email) or paper means, through the production of minutes of meetings.

Should the need arise, the Committee has the option of call and Extraordinary General Meeting (EGM). Members should be notified of any EGM electronically or via letter no less than Fourteen (14) days before the date of the EGM.

Any officer or appointed members of the organising committee lost or removed from post may be replaced temporarily until the next AGM by decision of the organising committee. The replacement will be called the 'acting' officer for that post but have the same responsibilities and voting rights.

In the event of loss or removal of the chair, the Vice-Chair shall replace the Chair until the next AGM.

8. The purpose of the Committee

- To provide organisational structure to the group.
- To conduct meetings and distribute agendas and minutes.
- To deal with correspondence.
- To maintain records.
- To deal with matters arising.
- To represent the group and its interests to external bodies and individuals.
- To foster contact with other groups and organisations sharing common aims.

9. Decision Making

Decisions at Committee Meetings shall be made by consensus of members present.

Where consensus cannot be reached a vote shall be taken.

Members may submit a written vote by proxy with written authority.

The Chair can only vote in the event of a tie, and that shall be the casting vote.

All meetings, where decisions are required, require a minimum of six (6) members being present, including three (3) or more committee members, shall form a 'quorum.'

If a member may benefit personally or financially from a decision then that member must declare an interest and not take part in any associated vote.

10. The Annual General Meeting

There shall be an Annual General Meeting (AGM) of the group which will be held in the month of March each year or as soon as practicable thereafter.

All members will be given notice of the AGM at least fourteen (14) days before, with all items of business for the AGM being submitted to the secretary in writing or email, at least seven (7) days before the AGM.

The purpose of the AGM shall be to

- a) Receive reports and statements of account for the preceding year.
- b) Election of officers to the organising committee.
- c) Dealing with proposed constitutional amendments.
- d) Election of auditors as necessary.
- e) Any other business.

11. Accounts

The accounts shall be maintained by the Treasurer.

The group shall maintain a bank account and pay all funds received into that account.

The accounts shall be submitted to independent approved audited inspection where required. They should also be submitted at the AGM and made available for inspection at this time.

Cheques shall be signed by the Treasurer and one of two or more appointed signatories.

Expenditure greater than £20 for any one item or series of small items shall require prior authorisation by the Treasurer and one of either Chair or Vice-Chair.

FoWGP is a 'not for profit' organisation.

No committee member to receive payment (Outside of normal expenses) or to have any personal gain from any contact awarded by, or on behalf of the Group.

12. Amendments to the Constitution

Any proposed amendments to the Constitution shall be considered at an AGM, or an Extraordinary General Meeting (EGM) if required, and passed by resolution of the officers' present, as long as the meeting is quorate.

13. Dissolution

If the Organising Committee and members, by a simple majority, recommends that it is necessary to dissolve FoWGP, it will call an Extraordinary General Meeting (EGM) of all members giving them at least fourteen (14) days' notice.

If dissolution is approved by a simple majority vote of the members present at the EGM, the Committee shall take no more that two (2) months to fully wind down the organisation.

Any unspent grant funding shall be returned to the funder, with all other assets, either monetary or physical, being donated to a local charitable or community group with similar or related aims.

14. Adoption

This constitution has been formally adopted by FoWGP on the 28th March 2018.