

Constitution of the Friends of Rhyddings Park Revision 1

1. Name

The organisation is called Friends of Rhyddings Park (“the Organisation”)

2. Objects

The organisation is a not for profit body and has been formed so that members may

- (i) carry out projects and initiatives in respect of Rhyddings Park (“the park”) which result in local environmental improvements and involve all sections of the community from the Wards of St Andrew’s, St Oswald’s and Immanuel which constitute the township of Oswaldtwistle (“the wards”)
- (ii) work together to further community events staged within the park
- (iii) bring together those individuals living within the wards who wish to improve and conserve the park
- (iv) work collectively to promote and encourage bio-diversity within the park
- (v) raise funds and invite and receive contributions towards the continued improvement and conservation of the park
- (vi) report and make recommendations to Oswaldtwistle Area Council in order to promote and work towards the successful devolution of the park to local people

3. Membership

- (i) Membership is open to any individual over the age of 18 years regardless of ethnic origin, gender, sexual orientation, religion or disability and resident in the wards which constitute the township of Oswaldtwistle. Any individual aged below 18 years and living in the wards which constitute the township of Oswaldtwistle may become an Associate Member provided always that they have written consent from their parent or guardian confirming that they may become a member of the organisation. Only individual members aged 18 years or over are entitled to vote.
- (ii) Application for membership is to be made in writing and approved by the Committee. For clarification the meetings of the organisation will be open to both members and non-members however non-members will be in attendance at such meetings as observers only and will not be entitled to vote unless or until included on the Register of members
- (iii) The Committee may by a two thirds majority vote off those members present terminate the membership of an individual for any good reason (for example a failure to comply with the Code of Conduct) provided that the member concerned shall have been informed in writing of the purpose of the meeting and shall have also been informed in writing of their right to be accompanied by a representative/friend and make representations to that meeting before any final decision is reached.
- (iv) The Committee may allow non residents of Oswaldtwistle to become members if they feel it will be beneficial to the group.

4. Subscription

It is not intended that there be a subscription payable by members when joining the organisation. This is subject to review at the annual meeting each year. Should it become necessary to charge subscriptions these will be due on joining and at the annual meeting each year. If any individual member's subscription shall be three months or more in arrears then the committee may cancel that individual's membership

5. Committee

- (i) The committee must not consist of more than 8 members such members to be elected by nomination and ballot at the annual general meeting and which number must include a Chairman, Vice-chairman, a Treasurer and Secretary to be the officers of the organisation. All Committee members must be resident in the wards which constitute the township of Oswaldtwistle.**
- (ii) These members shall hold office for the period of 12 months from the conclusion of the annual general meeting and shall not include any elected Councillor nor any electoral candidate**
- (iii) The committee shall meet every two months unless this is not considered necessary. If the frequency of meetings is not to be at two monthly intervals then the meetings will be called by the Chairman in consultation with members as necessary.**
- (iv) The Minutes of each meeting shall be made available to all members at the start of the following meeting and shall be approved as a true record at that meeting**
- (v) The committee may appoint sub committees as and when necessary any sub-committees appointed shall report back to the committee at the next meeting of the organization**
- (vi) Members can be co-opted onto the committee with the agreement of all committee members as and when required. These Co-optees shall hold office until the next annual general meeting where they can again be added by the committee. Members co-opted to the Committee can, by a majority vote of the committee be removed. Any member is eligible to be co-opted onto the Committee. Co-optees do not have the right to vote on Committee only votes.**

6. First committee

The first committee are:

Chairman

Vice-Chairman

Treasurer

Secretary

Other members

7. First and New Members

The names and addresses of the first and new members and associate members must be entered in a register which must be kept for the purpose by the secretary. Only those individuals entered as members in the register will be entitled to participate in voting at any meeting

8. Bank Account

- (i) A bank account shall be opened in the name of the organisation**
- (ii) The bank account shall have three approved signatories who shall all be committee members and cheques shall be signed by two authorised signatories**
- (iii) The Treasurer shall keep proper accounts of the finances of the organisation and these accounts shall be audited annually by the committee unless and until a threshold turnover of £5,000 annually is reached when external auditors shall be appointed by the committee to audit the accounts**
- (iv) All money raised by or on behalf of the organisation will be applied to further the aims and objects of the organisation and for no other purpose. For clarification each and every member is responsible for his or her own expenses**

9. Annual and General Meetings

- (i) The annual meeting of the organisation must be held not later than October in each year**
- (ii) The meeting must be convened by notice in writing either:
Posted by the secretary or other person on behalf of the committee to each member at his or her address in the register of members at least 21 days before the date of the meeting' or
Displayed prominently in the Park notice board at least 21 days before the date of the annual meeting**
- (iii) The secretary must, on a written request from at least five members, convene a general meeting within 28 days to consider the matters raised in the request**
- (iv) A general meeting must be convened in the same manner as the annual meeting**

10. Conduct of annual, general and special meetings

At any annual or general meeting:

- (i) the organisation chairman must chair the meeting and (except as otherwise provided in clause 12) in the event of any vote the manner of the vote and its declaration are his sole responsibility**
- (ii) if the chairman is absent from any meeting then the vice chairman will preside at that meeting, if both the chairman and vice chairman are absent from any meeting then the members shall nominate a member to act as chairman for that meeting only**

- (iii) the chairman and the treasurer must present brief reports, if either is not able to attend the meeting then they shall submit a written report prior to the meeting, and
- (iv) any member may raise any matter, subject at all times to the decision of the chair
- (v) the committee shall convene the annual meeting for the purpose of receiving the annual report, the audited statement of any accounts and for the retirement and appointment of a new committee to the organisation by nomination and appointment by the members.
- (vi) each member shall have one vote in connection with every motion put before the annual or a general meeting, in the event of equal votes the chairman shall have the casting vote except in the circumstances set out in 12(vi)
- (vii) no annual or general meeting shall be deemed quorate unless there are a minimum of eight members of the organisation present, this number shall include not less than three members of committee

11. Retirement of committee members

- (i) At each annual meeting all the members of the committee must retire
- (ii) Retiring members are eligible for re-election

12. Nominations for committee

- (i) Nominations for the committee must be in writing and reach the secretary not less than 24 hours before the annual meeting
- (ii) Each nomination must be made by at least two members and the member nominated must have agreed to stand
- (iii) The secretary must post a list of the names of the retiring members of the committee who wish to offer themselves for re-election and the names if the persons nominated for election
- (iv) Voting on the names must be by a show of hands unless the members resolve otherwise
- (v) The places to be filled must be filled by those with the most votes
- (vi) In the event of a tie, the decision must be made by lot
- (vii) If there are no nominations, then the retiring members who have offered themselves for re-election must be declared re-elected
- (viii) The committee may fill any vacancies but a member who joins the committee in this way must retire at the next annual meeting

13. Alteration of Constitution

No alteration of or addition to this constitution may be made except by a resolution carried by a majority of at least two-thirds of the members who are present at either the annual or special meeting the notice of which contained particulars of the proposed alteration or addition

14. Dissolution

The organisation may be dissolved only at an annual of special meeting convened for the purpose of dissolution and by a resolution carried by a majority of at least two-thirds of the members who are present and voting

15. Disposal of funds on dissolution

At any annual or special meeting convened for the purposes of dissolving the organisation the members of the organisation shall first determine how any assets of the organisation shall be disposed of should the motion to dissolve be carried. Any assets remaining after the payment of any liabilities or debts shall be given or transferred to such other charitable organisation having similar aims and objectives to the organisation as the meeting may determine.

We the undersigned being the current Committee members of the organisation agree this 26th day of November 2008 to be bound by the constitution of the organisation and accept this constitution as an amended constitution based on the original dated 20th October 2005.

Chair

Vice Chair

Secretary

Treasurer