

## CONSTITUTION OF 'FRIENDS OF HEATHLANDS PARK'

### 1. Name

The name of the group shall be 'Friends of Heathlands Park' ('FHP')

### 2. Aim

To improve the green space generally known as Heathlands Park, situated between the Heathlands (Deepwell Avenue) and Oxclose estates at Halfway, Sheffield 20

### 3. Objectives

The group will fulfil the aim by:

- \* Promoting the health and well-being of the residents of the area and working together as residents regardless of age, ethnic origin, ability, sex, belief or political affiliation recognising the value of our many differences.
- \* Involving local people in improving the area.
- \* Carrying out and promoting both environmental improvement and practical conservation, to educate, encourage and support the local population in environmental practice by working with statutory and non statutory agencies.
- \* Promoting sport, community recreation, education and play facilities.
- \* Raising funds and receiving contributions where appropriate to finance the group and its aims.
- \* Publicising and promoting the group.
- \* Opening bank accounts.
- \* Making rules and standing orders for categories of members and their rights.
- \* Taking out insurance to cover its legal liability to third parties.
- \* Organising meetings and events.
- \* Working with similar groups and exchanging information and advice with them.

- \* Taking any action that is lawful, which would help it to fulfil its aims.

#### 4. Membership

- (a) Membership of FHP shall be open to anyone who is interested in helping the group to achieve its aim and willing to abide by the rules of the group.
- (b) In order to help finance the group, there will be a nominal annual membership fee of £5 per annum due on the 1<sup>st</sup> of January each year.
- (c) Every paid up member shall have one vote at general meetings.
- (d) The Management Committee shall have the power to refuse membership to an applicant, where it is considered such membership would be detrimental to the aims, purposes or activities of the group.
- (e) Registration and termination of membership.
  - \* The Secretary shall maintain a list of members.
  - \* Any member of the group may resign his/her membership and any representative of a member organisation or section may resign such position, by giving to the secretary of the association written notice to that effect.
  - \* The Management Committee may, by resolution passed at a meeting thereof, terminate or suspend the membership of any member, if in its opinion his/her conduct is prejudicial to the interests and objects of the group, PROVIDED THAT the individual member or representative of the member organisation (as the case may be) shall have the right to be heard at a Management Meeting before the final decision is made. There shall be a right of appeal to an independent arbitrator appointed by mutual agreement e.g. Voluntary Action Sheffield.

#### 5. Management

- (a) FHP shall be administered by a Management Committee of not less than three (3) and not more than fifteen (15) paid up members elected at the group's Annual General Meeting. Committee Members must be at least 18 years old.
- (b) The officers of the Management Committee shall be:  
  
The Chairperson

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The Treasurer  
The Secretary

and such other officers the Committee shall deem necessary at the meeting.

- (c) The Management Committee shall meet at least three times a year or more often as the Management Committee deems necessary.
- (d) All committee members shall be given at least seven (7) days notice of a meeting, notice to be given by letter or e-mail to the last notified address, unless it is deemed an emergency meeting. In the event of an emergency meeting contact will be made by telephone.
- (e) A quorum of at least three (3) Management Committee members must be present for the Management Committee meeting to take place.
- (f) Voting at Management Committee meetings shall be by show of hands on a majority basis. If there is a tied vote then the chairperson shall have a second vote.
- (g) The Management Committee shall have power to set up sub-groups and working parties as deemed necessary who shall be accountable to the Committee.
- (h) The committee shall be accountable to the members at all times.
- (i) All meetings must be minuted and available to any interested party.

6. **Finance**

- (a) Any money obtained by the group shall be used only for the furtherance of the group's aims.
- (b) Any bank accounts opened for the group shall be in the name of the group.
- (c) Any cheque issued shall be signed by at least two of any nominated signatures.
- (d) The Management Committee will ensure that the group stays within the budget by regularly reviewing the group's accounts.
- (e) Annual accounts for the year ended 31<sup>st</sup> December will be produced and presented to members at the AGM.

7. **General Members and Public Meetings**

- (a) The committee shall call at least two general meetings each year, to account for its actions and consider the regeneration and development of Heathlands Park according to the group's aims and objectives.
- (b) The Chair of the Management Committee shall normally chair these meetings.
- (c) At least fourteen (14) days' notice of such a meeting must be given and advertised in at least five (5) public places.
- (d) All meetings, including AGMs, must be minuted and the minutes available to any interested party.
- (e) The quorum for a General Meeting is six (6).
- (f) Voting at General Meetings and AGM's shall be by show of hands on a majority basis. If there is a tied vote then the chairperson shall have a second vote.

8. **Annual General Meeting**

- (a) FHP shall hold an Annual General Meeting (AGM) at not more than 15 month intervals.
- (b) Where possible members shall be notified personally, otherwise notice will be deemed served by advertising the meetings in at least five public places giving at least 14 days' notice of the AGM.
- (c) The business of the AGM shall include:
  - \* Receiving a report from the Chairperson of the group's activities over the year.
  - \* Receiving a report and presentation of the last financial year's accounts from the Treasurer on the finances of the group.
  - \* Electing a new Management Committee and considering any other matter as may be appropriate at such a meeting.

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- (d) The quorum for an Annual General Meeting shall be at least eight (8) members of which no more than four (4) shall be committee members.

9. **Alteration of the Constitution**

- (a) Proposals for amendments to this constitution or dissolution (see Clause 11) must be delivered to the Secretary in writing. The Secretary in conjunction with all other officers shall then decide on the date of a General Meeting to discuss such proposals, giving at least four weeks (28 days) clear notice.
- (b) Any changes to this constitution must be agreed by at least two thirds of those paid up members present and voting at any general meeting.

10. **Dissolution**

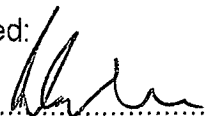
The group may be wound up at any time if agreed by two thirds of those paid up members present and voting at any general meeting. Any assets shall be returned to their providers, if they require it, or shall be passed to another group with similar aims.

11. **Adoption of the Constitution**

This constitution was adopted by the members present at the AGM held on:

..... 10 FEBRUARY ..... 2010

Signed:

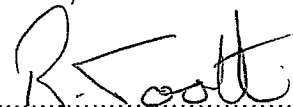
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BOB RASTICH

(Chair)

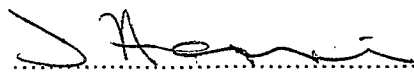
.....  
(Secretary)

.....  
(Treasurer)

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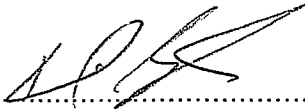
ROB TOOTH

(Member)



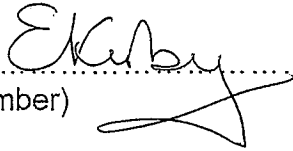
(Member)

IAN HARRIS



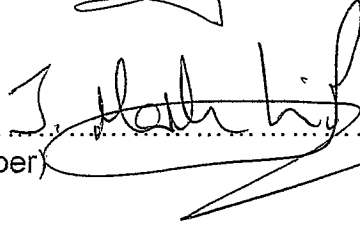
(Member)

CLERK DAVID BARKER



(Member)

ELIZABETH KIRBY



(Member)

MARK KIRBY

Draft 26/01/10 RR



JONATHAN PICKARD



KEITH MORTON



GRHAM YOLE