

Friends of Preston Park Constitution

Name

The name of the Group will be *Friends of Preston Park*.

Objectives of the Group

To promote the protection and improvement of Preston Park for all park users.

To involve the local community and co-operate with other bodies involved with Preston Park.

Powers

To raise funds.

To liaise with Brighton and Hove Council and other interested bodies to achieve objectives.

To invite and receive contributions.

Eligibility for Membership

Membership will be open to all who are interested in Preston Park.

Meetings

An AGM will be held annually.

The date, time and venue of the AGM will be publicised at least three weeks in advance.

Items for the agenda or motions to the meeting must be given in writing to the Chairman no less than three days before the AGM.

The Secretary will call a Special AGM if asked to do so, in writing, by at least ten member.

Rules of Procedure

With the exception of changes to the constitution, all questions or motions that arise at an AGM will be decided by a simple majority of those present and entitled to vote.

If the number of votes cast on each side is equal the Chairman of the AGM shall have an additional casting vote.

Any motion must have a proposer and seconder before it is discussed or voted on.

Officers

The officers of the Group will be, at minimum:

A Chairman, who will chair both the AGM and Committee Meetings

A Vice Chair

A Secretary, who will be responsible for taking the minutes and the distribution of all papers

A Treasurer

Officers may be appointed for other purposes as deemed necessary by the committee.

Committee and Committee Meetings

The committee shall consist of the officers above and other members who may have specific roles, all of whom will be elected annually at the AGM.

The whole committee will stand for re-election at the AGM each year.

Anyone wishing to be an officer or member of the committee must have a proposer and a seconder.

The committee will meet at least every three months.

Any committee member who without reasonable cause fails to attend three consecutive meetings of the committee shall be deemed to have resigned from the committee.

Any major changes that affect the use of or alteration to Preston Park should be advised to the full membership.

Finances

An account will be maintained on behalf of the Group at a bank agreed by the committee.

Signatories to the account will be the Chairman and Treasurer and each cheque raised will require two signatures. Online payments will be approved in advance by the Chairman.

Records of income and expenditure will be maintained by the Treasurer and a financial statement provided at the AGM.

The Group is a not-for-profit organisation.

All money raised by the Group is only to be used to further its objectives as set out above and is to be spent as agreed by the committee.

The Group is not able to take on any form of loan.

The Treasurer will ensure that public liability insurance is in place to cover all events organised by

the Group.

Amendments to the Constitution

Any proposal to amend the constitution must be given to the Secretary in writing at least three weeks before the AGM, at which it will be discussed. Such a proposal must be circulated with the notice of the meeting.

The proposal will require a two-thirds majority of those present and entitled to vote.

Dissolution

If a committee meeting, by a simple majority, decides that it is necessary to close down the Group it may call a Special Meeting to do so, giving at least three weeks' notice to all members. The sole business of this meeting will be to dissolve the Group and the Treasurer will, after paying all legitimate expenses, disburse remaining funds to a charity with similar objectives to the Group as chosen by a majority of the committee at a final meeting.

Equal opportunities

The Friends of Preston Park embraces an equal opportunity philosophy. Our policy is that we do not and will not discriminate on the basis of race, religion, gender, colour, sexual orientation or disability.

Signed by:

Chairman:

Date:

Vice Chairman:

Date:

Treasurer:

Date:

Secretary:

Date: