



Sundew

# CONSTITUTION

Version 1.5 – 21<sup>st</sup> March 2018

## **Article 1**

### **Group Title and Legal Status**

**Name:** The Group will be called the Friends of Keston Common (incorporating Ravensbourne Open Space and Padmall Wood)

**Organisation:** The Friends of Keston Common is a non-profit making organisation

## **Article 2**

### **Aims and Objectives**

The aims and objectives of the Friends will be as follows:

To help to secure and promote the conservation and protection of Keston Common, Ravensbourne Open Space and Padmall Wood; hereafter all three sites will be included in any reference to Keston Common.

To monitor its plants, animals and wildlife habitats and maintain and improve its biodiversity.

To promote its use as a place for quiet, informal enjoyment, recreation and study.

To help with practical conservation through voluntary action for the benefit of wildlife and the community under the supervision of the London Borough of Bromley through its appointed parks' management contractors.

To assist in providing an educational experience for the general public in the history, natural history and biodiversity of Keston Common.

With a view to maintaining a sound financial base and seeking other funding or donations to further activities which meet the above aims and objectives.

## **Article 3**

### **Membership**

Membership will be open to anyone interested in promoting the aims of the Group. Applicants for membership shall normally become members upon submission of their application form.

Membership will be for one year from the date of the annual meeting. There will be one level of membership known as 'household' and this will be free of any subscription. If a member wishes to receive regular information about the work of the group a voluntary donation to cover costs would be appreciated. There will be no pre-set minimum amount for any voluntary donation.

Membership will entitle each individual in the household over the age of 16 the right to vote.

The continuation of free subscription levels shall be determined and/or varied by the Management Committee and confirmed annually.

Honorary membership shall be at the gift of the Management Committee. It implies life-long membership without subscription. Members shall be notified and given the opportunity to decline at the next appropriate meeting.

At its discretion the Management Committee may refuse to admit an applicant. This may arise as it becomes apparent that a household does not share the Group's aims and objectives.

**Article 4**  
**Financial Arrangements**

Monies raised from voluntary donations, sale of goods, gifts, other sources or grants awarded to the Group shall be used for the express purposes of pursuing the aims and objectives of the Friends of Keston Common.

The Management Committee is empowered, to pursue or make applications for grants to secure funds to support the Friends planned activities and may take whatever steps are necessary to meet the requirements of the awarding bodies.

No persons representing the Friends shall 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 Management Committee as necessary to carry out the objectives of the Group.

**Article 5**  
**Equal Opportunities Statement**

Any organisation is committed to equal opportunities and diversity. This commitment extends to our volunteers and we welcome everyone from our community as a volunteer.

We will not discriminate against our volunteers on the grounds of gender, sexual orientation, disability or impairment, age, race, creed, colour, nationality, ethnic or national origin, trade union activity, HIV or marital status, religion or belief or similar bases.

Furthermore, we value difference, and recognise the value that the different backgrounds, skills, outlooks and experiences of our volunteers bring to the Group.

**Article 6**  
**Management of the Group**

The Management Committee will consist of the key roles of Chairman, Treasurer and Secretary and up to three other members.

The Management Committee shall be responsible for the day to day running of the Group in accordance with its articles and will be answerable to members.

A quorum shall be four members of the Management Committee present. The Management Committee shall have the power to co-opt.

The Management Committee shall normally meet at least three times a year. Representatives of the London Borough of Bromley shall be invited to attend committee meetings in an advisory capacity.

The Chairman will have a second and casting vote.

## **Article 7**

### **Duties of the Management Committee**

To keep a register of the Friends of Keston Common.

To operate a bank or building society account to facilitate deposit and withdrawal of funds. The Chairman, Treasurer and Secretary will have signing powers in regard to account operation. Any two signatures may be used to effect withdrawal of funds.

Following election at AGM, members of the Management Committee will elect from their number people to act for the following year as Chairman, Treasurer and Secretary. Communication with members will primarily be via email and at least quarterly. This will include details of forthcoming meetings including minutes and site reports of previous meetings. In addition activity task schedules will be published and displayed on the various site notice-boards. Where email communication is unavailable consideration will be given to hand and/or postal delivery.

## **Article 8**

### **Annual General Meeting**

The Annual General Meeting (AGM) will be held in March of each year, with not less than 21 days notice given.

The agenda will include:

- Minutes of the previous AGM
- Chairman's report
- Treasurer's statement including, independently examined accounts (examined in January every year by any two ordinary members elected at the previous AGM)
- Election of Management Committee members for the following year. Nominations for Management Committee members shall be received by the Secretary before the published date of the AGM. Nominations shall be supported by two members and signed by the nominee indicating willingness to serve.

The activities of the Group shall be approved at the AGM.

Decisions needing a vote shall be decided by a simple majority of those members present, the Chairman having a second and casting vote.

Voting rights shall be restricted to members of the Group over the age of 16 years and each member shall have one vote.

## **Article 9**

### **Amendments**

Amendments to the constitution can only be made at the AGM or at an Extra-ordinary General Meeting (EGM). Proposed amendments must be circulated at least 21 days before the General Meeting at which they are to be considered, and must be approved by a majority of those members present.

**Article 10**  
**Ceasing to Operate**

The Friends of Keston Common will be dissolved if a resolution to that effect receives a majority of those present at either an Annual or Extra-ordinary General Meeting.

In the event that fewer than three people can be found to form the Management Committee then the chairman must call a General Meeting, and table a dissolution resolution.

In the event that the Friends of Keston Common ceases to operate, the following points shall be taken under consideration:

- the Management Committee will remain in-situ being responsible for the winding up of the Group's affairs
- all the Group's assets will be collected in and used to pay for any outstanding liabilities
- remaining assets may be used directly for the Aims and Objectives of the Group, with the remainder passing to a voluntary organisation or another local group with the same or similar aims
- under no circumstances shall the net assets be paid to, or shared out amongst members of the Group
- the LBB and any body external funding organisation must be provided with accounts and other documentation as they require.

<b>Signed:</b>	
<i>Chairman FoKC</i>	<i>Larry Herbert</i>
<b>Date:</b>	