

# **CONSTITUTION OF THE FRIENDS OF HILLSBOROUGH PARK**

## **1. Name**

The group will be called “Friends of Hillsborough Park’

## **2. Aims**

- 2.1 To develop the Parkland generally known as Hillsborough Park, the buildings contained within it and its adjacent areas (“the Park”).
- 2.2 To improve the Park with regard to its historical value, keeping in mind modern needs and innovative ideas.

## **3. Objectives**

The Friends of Hillsborough Park will achieve its aims by:

- 3.1 promoting the health and well-being of the residents of the area and working together regardless of age, ethnic origin, ability, sex, belief or political affiliation, and recognising the value of our many differences
- 3.2 involving the Park’s users in improving the area and its buildings
- 3.3 carrying out and promoting environmental improvements and practical conservation
- 3.4 educating, encouraging and supporting all park users in environmental practice by working with statutory and non statutory agencies
- 3.5 promoting the Park as a community resource by sports, community recreation, community arts, play facilities and community safety
- 3.6 promoting the safety and usability of the Park
- 3.7 encouraging greater public use
- 3.8 consulting with the Park’s users and taking forward their ideas

## **4. Powers**

The Friends of Hillsborough Park has the following powers to achieve its aims and objectives:

- 4.1 to raise funds from any source
- 4.2 to open a bank account in the name “Friends of Hillsborough Park” and appoint two out of any four nominated persons to sign cheques
- 4.3 to take out appropriate insurance as and when required
- 4.4 to make rules, policies and standing orders for categories of members and their rights (e.g.

a youth section)

- 4.5 to co-operate with any other organisations or bodies and exchange information and advice with them
- 4.6 to appoint and form any advisory groups as the Friends of Hillsborough Park think fit
- 4.7 to collect and provide information, advice and guidance and publish information in any medium
- 4.8 to provide or help provide exhibitions, meetings, classes or workshops
- 4.9 to undertake research and publish the useful results
- 4.10 to take any action, that is lawful, which would help it to fulfil its aims and objectives

## **5. Membership**

- 5.1 Membership of "Friends of Hillsborough Park " is open to anyone who is, interested in helping it to achieve its aims and are willing to abide by its rules
- 5.2 Every member shall have one vote at Members General Meetings, Special Members General meetings and Annual General Meetings.
- 5.3 The Management Committee has the power to refuse membership to an applicant, where it is considered that membership would be detrimental -to the aims, objectives or activities of the Friends of Hillsborough Park. d person refused membership is entitled to be given the reasons for refuse and to have an appeal against refusal heard by a Members General Meeting before a final decision is made.
- 5.4 Any member of the Friends of Hillsborough Park may resign his / her membership by giving the Secretary written notice to that effect.
- 5.5 The Management Committee may, by a resolution passed at a meeting, terminate or suspend the membership of any member, if in its opinion, his / her conduct is prejudicial to the interests, aims, objectives or activities of the Friends of Hillsborough Park, PROVIDED THAT the individual member has the right to be heard by a Members General Meeting before a final decision is made. There is also a right of appeal to an independent arbitrator appointed by mutual agreement.

## **6. Management Committee**

- 6.1 The Friends of Hillsborough Park will be administered by a Management Committee of not less than three (3) people and not more than fifteen (15) people who will be elected at the Friends of Hillsborough Park's Annual General Meeting.
- 6.2 The officers of the Management Committee will be
  - The Chairperson
  - The Treasurer
  - The Secretary
  - And any other officers the Friends of Hillsborough Park thinks are needed at the meeting.

- 6.3 The Management Committee will meet at least twice (2 times) a year in order to progress any funding, legal or administrative matters.
- 6.4 At least (3) Management Committee members must be present for a Management Committee meeting to take place
- 6.5 Voting at the Management Committee meetings will be by a show of hands on a majority basis, each member of the committee having one vote. If the vote is tied then the Chairperson will have a second vote.
- 6.6 The Management Committee will have the power to set up sub groups and working parties as thought necessary and these will be accountable to the Management Committee.
- 6.7 The Management Committee will be accountable to the members at all times
- 6.8 All Management Committee Meetings must be minuted and available to any interested party
- 6.9 All management committee members will be given at least seven (7) days notice of a meeting, unless it is deemed an emergency meeting.

## **7. Members General Meetings**

- 7.1 The Management Committee will call at least six (6) Members General Meetings each year. The purpose of these meetings is to consider the regeneration of Hillsborough Park according to the Friends of Hillsborough Park's aims and objectives
- 7.2 All members will be given at least seven (7) days notice of a meeting
- 7.3 All meetings must be minuted and these available to any interested part
- 7.4 At least three (3) members must be present as a quorum for a Members General Meeting to proceed

## **8. Annual General Meetings**

- 8.1 "Friends of Hillsborough Park" will hold an Annual General Meeting (AGM) at not more than fifteen (15) month intervals
- 8.2 Where possible members will be notified personally, otherwise notice will be deemed served by advertising the meeting in at least five public places giving at least twenty one (21) days notice of the AGM
- 8.3 The AGM will include
  - Receiving a report from the Chairperson about the Friends of Hillsborough Park's activities over the year
  - Receiving a report and presentation of the last financial years accounts from the Treasurer about the Friends of Hillsborough Park's finances

- Electing a new Management Committee and considering any other matters which may be appropriate for the meeting

8.4 At least seven (7) people, of who no more than three (3) are Management Committee members must be present as a quorum for an A.G.M. to proceed.

## **9. Special Members General Meetings**

9.1 The Management Committee and / or five (5) or more members can call a Special Members General Meeting (SGM) to discuss matters of particular concern

9.2 Where possible members will be notified personally, otherwise notice will be deemed served by advertising the meeting in at least five public places giving at least twenty one (21) days notice of the SCM.

9.3 The quorum for an SGM shall be the same as for an Annual General Meeting.

## **10. Alteration of the Constitution**

10.1 This constitution may be amended either at an ACM or at an SCM.

10.2 A proposal to amend the constitution at an ACM must be given to the Secretary in writing at least 6 weeks before the ACM. Where the proposal is to be put before an SCM, the Secretary in conjunction with the management committee will then decide on the date of an SCM to discuss the proposal. Where possible members will be notified personally, otherwise notice will be deemed served by advertising the meeting in at least five public places giving at least twenty one (21) days notice of the SCM

10.3 Any changes to this constitution must be agreed by at least two thirds of those members present and voting at the Special Members General Meeting

## **11. Dissolution**

11.1 The Friends of Hillsborough Park may be wound up at any time if agreed by two thirds of the members present and voting at an ACM or an SCM. Any assets remaining shall be returned to their providers, if they require it, or shall be passed to another group with similar aims

## **12. Adoption of the Constitution**

The Constitution was adopted by the members present at the inaugural AGM meeting

Held on: 12<sup>th</sup> May 2003

Signed by:	Katie McClymont	Chair
	Adam Robertson	Secretary
	Andy Chaplin	Treasurer
	Ben Jackson	Member
	Janet Smith	Member