

FRIENDS OF HOLYWELLS PARK.

CONSTITUTION

NAME.

The name of this group shall be **FRIENDS OF HOLYWELLS PARK.**

AIMS

The aims of this group shall be:

1. To work in partnership with the Parks department of Ipswich Borough Council and all interested parties for the improvement and enhancement of the park for all.
2. To produce a programme of events designed to provide interest, educate and inform members and interested parties.
3. To produce a quarterly newsletter filled with information, anecdotes, hints and tips submitted by members including a programme of events for each quarter.
4. The group will retain an interest and input into the conservation of both Holywells and Landseer Parks.
5. To work with and be part of Park Watch liaising with the local Constabulary.

MEMBERSHIP

1. Membership of the group shall be open to all parties interested in the upkeep, improvement and enhancement of the park and its facilities.
2. All members of the group shall be entitled to vote ~~and~~at the Annual General Meeting.
3. Membership cards will be issued after receipt of a completed membership form accompanied by the appropriate fee.

COMMITTEE

The committee shall consist of:

1. The Officers of the committee who shall be the Chairperson, Vice Chair, Secretary and Treasurer, elected by the members at the Annual General Meeting.
2. The 4 Officers and up to eight ordinary members representing a broad range of park users and interested groups who shall be elected annually at the Annual General Meeting.
3. A non-voting representative of the ParksParks' Department.
4. Any member of the group may be co-opted onto the committee by the committee for the purpose of filling a vacancy arising from the resignation of a committee member or for a specific purpose. Posts will only be filled in this way until the next Annual General Meeting.
5. The Committee shall meet not less than four times a year.

6. Minutes of the Committee meetings shall be made available to all members on request.
7. The Committee shall appoint other officers deemed necessary by the Committee.
 - Events Secretary
 - Newsletter Editor
 - Press Officer
8. All members of the Committee shall be deemed to have acquiesced to and be bound by the constitution.

ANNUAL GENERAL MEETING

1. There shall be an Annual General Meeting once every calendar year within a period of not more than 15 months from the date of the last AGM.
2. Written notice of the Annual General Meeting shall be sent to all members of the group at least 21 days in advance of the meeting stating the date, time and place of the meeting.
3. Nominations for the Committee shall be received by the Secretary at least 7 days before the Annual General Meeting.
4. Notice of resolutions shall be received by the Secretary at least 14 days before the date of the Annual General Meeting.
5. The main business of the Annual General Meeting shall be to:
 - Accept the resignation of the Committee from the previous year.
 - Elect/ re-elect a new Committee for the current year.
 - Agree the statement of accounts for the current year.
 - Appoint an Auditor for the current year.
 - Vote on any resolutions put before the Annual General Meeting.

~~ORDINARY-EXTRA~~EXTRAORDINARY GENERAL MEETING

1. An ~~ordinary-Extra~~Extraordinary General Meeting shall be called if eight or more members submit a request in writing to the Secretary at least 21 days prior to the date of that meeting.
2. The Secretary shall give all members at least 14 days written notice of any ~~ordinary-Extra~~Extraordinary Meeting, stating the date, time and place of the meeting.

QUORUM

1. Committee meetings shall be deemed quorate if at least five committee members are present including at least one of the officers.
2. If a Committee is not quorate, the meeting cannot take place.
3. The Annual General Meeting and ~~Extra—Ordinary~~Extraordinary meetings shall only be deemed quorate if at least one third or ten members of the group, whichever is the fewer, are present.

FINANCES

1. The Treasurer shall maintain a bank account in the name of the group.

2. All cheques issued on behalf of the group shall be signed by two of three named signatories. The named signatories shall be the Treasurer, Chairperson and Secretary.
3. All monies raised for ~~amand~~ on behalf of the group shall be used only for the purposes agreed by the members of the group.
4. The accounts of the group shall be independently audited.
5. The Officers of the group shall act as trustees to hold any property or assets on trust for the Committee and shall deal with such assets or property in accordance with the directions of the Committee.
6. Neither the Committee nor its Officers shall incur any liabilities, expenses, nor make disbursements for or on behalf of the group over and above funds received by the group in sponsorship, membership fees, gifts or other monies received. If any such liability or expenses are incurred or disbursements made, the person incurring or making them shall be personally responsible in full and no liability shall devolve to other members of the Committee.

MEMBERSHIP FEES

1. The amount payable as a membership fee will be determined at the inaugural meeting ~~and~~ reviewed annually at the Annual General Meeting
2. Membership fees will become due on the first of January each year.
3. Membership fees will be payable in full at time of joining and will fall due for renewal on the first of the following year.

CHANGES TO THE CONSTITUTION

1. Changes to the Constitution ~~ha~~~~shall~~ only be made by a majority of members present and voting at a General Meeting.
2. Any request for changes to the Constitution shall be submitted to the Secretary in writing at least 21 days before the date of a General Meeting.

DISSOLUTION OF THE ASSOCIATION

1. Any decision to dissolve the group shall only be taken at an Extra- ordinary General Meeting called for the purpose of voting on such a decision.
2. The decision to dissolve the group shall be made by the majority of those present and voting at such a meeting.
3. All assets of the group remaining once the debts of the group have been cleared shall be disbursed ~~'cy-pres'~~~~cy-près~~ to organizations holding similar aims and decided by those present at the meeting to dissolve the group.