

THE FRIENDS OF ST.JAMES' PARK

CONSTITUTION

INITIALLY ADOPTED ON THURSDAY 26TH JANUARY 2006

FIRST REVISION ADOPTED AT AGM, THURSDAY 8TH MAY 2008

SECOND REVISION ADOPTED AT AGM, WEDNESDAY 30TH MAY 2012

1. NAME

1.1 The group shall be called The Friends of St.James' Park ("the Group").

2. GEOGRAPHICAL AREA

2.1 The area of operation comprises St. James' Park ("the Park"), the area being surrounded by Church Street, St. James' Road, Winchester Road and Wordsworth Road, in Shirley, Southampton.

3. AIM

3.1 The aim of the Group is: to celebrate and enhance the life of our Park and its community through social, environmental, and economic development.

3.2 To achieve the aim the Group will:

- maintain a bank account, raise specific funds, invite and receive contributions and subscriptions where appropriate to finance the development of the Park and its facilities;
- provide a café and community facilities for the use and enjoyment of local people who visit the Park;
- coordinate and cooperate with the local authority, other statutory authorities, voluntary organisations, charities and persons having an aim similar to those of the Group;
- involve local people in the aim;
- hold meetings and social events;
- do all such other lawful things as are considered necessary to further the aim.

4. MEMBERSHIP

4.1 Membership shall be open to anyone interested in furthering the purposes of the Group.

- 4.2 No member shall have the power to vote at any meeting of the Group if his or her subscription is in arrears. Members in good standing aged 18 years and over shall have one vote each.
- 4.3 Membership is terminated if the member dies, if the member resigns by written notice to the Secretary or if his or her subscription is not paid in full within one month of its due date. If it is an organisation, membership is terminated if it ceases to exist.

5. SUBSCRIPTIONS

- 5.1 The annual subscription shall be agreed by the committee and may be altered at the discretion of the committee.
- 5.2 Any subscription shall be payable on or before 1st April each year.
- 5.3 Life membership shall be available at a subscription rate agreed by the committee and may be altered at the discretion of the committee.
- 5.4 Family Membership shall be available at a subscription rate agreed by the committee and may be altered at the discretion of the committee, and includes all persons residing at the same address.

6. MEETINGS (AGMs & SGMs)

- 6.1 An Annual General Meeting (AGM) shall normally be held annually to receive the Committee's reports and Accounts and to elect Officers and the Committee. The Committee shall decide when ordinary meetings shall be held.
- 6.2 Special General Meetings (SGMs) shall be held at the request of the committee, or at the written request of ten or more members entitled to vote or one tenth of the membership whichever is the greater, whose subscriptions are fully paid up.
- 6.3 A minimum of ten members personally present and entitled to vote or one tenth of the membership entitled to vote, whichever is the smaller, shall constitute a quorum for a meeting.
- 6.4 The Committee shall give no less than 21 days' notice of any AGM or SGM and of any special motions to be discussed, to the membership of the Group.
- 6.5 Matters of policy may be debated from time to time at Annual General Meetings, and Special General Meetings at the request of a proposer and seconder. Decisions shall be made by a simple majority of the members present who are entitled to vote. In the event of an equality of votes, the Chair of the meeting shall have the casting vote in addition to any other vote he or she may have.
- 6.6 The Committee shall maintain minutes of their meetings, which shall be available for inspection upon giving of reasonable notice by any member.

7. OFFICERS

7.1 The Officers of the Group shall normally consist of:

- Chair
- Secretary
- Treasurer

each of whom may retain their post for up to 3 years after which the post shall be eligible for re-election at the appropriate Annual General Meeting. The Committee shall have the power to fill casual vacancies occurring among the Officers of the Group until the next AGM where the post will be eligible for election.

7.2 Nominations for the election of Officers shall be made in writing to the Secretary no later than 14 days before the Annual General Meeting. Nominations shall be supported by a seconder and the consent of the proposed nominee must first have been obtained. The proposer, seconder and nominee have to be voting members at the time of nomination and election. The election of Officers shall be conducted by secret ballot using the first past the post principle for each office in the order Chair, Secretary, Treasurer. It shall be completed prior to the election of further Committee members.

8. COMMITTEE

8.1 The Committee shall be responsible for the management and administration of the Group. The Committee shall consist of the Officers and not less than two and no more than nine elected members each of whom may retain their post for up to 3 years after which the post shall be eligible for re-election at the appropriate Annual General Meeting. The election of these Committee members shall be conducted by secret ballot using the first past the post principle. As near as may be, one third of the Committee members shall be elected in each year.

8.2 The Committee shall have the power to co-opt further members onto the committee (who shall attend in an advisory and non-voting capacity).

8.3 Nominations for the election of Committee members shall be made in writing to the Secretary no later than 14 days before the Annual General Meeting. Nominations shall be supported by a seconder and the consent of the proposed nominee must first have been obtained. The proposer, seconder and nominee have to be voting members at the time of nomination and election. The election of Committee members will take place immediately following the election of Officers.

8.4 The Committee shall meet not less than three times a year and the Secretary shall give committee members not less than seven days' notice of each meeting. The quorum shall, as near as may be, comprise one-half of the voting members of the Committee.

9. SUBCOMMITTEES

- 9.1 The Committee may constitute such Subcommittees as from time to time shall be considered necessary for such purposes as thought fit. A Coordinator of any Subcommittee shall be appointed by the Committee. All actions and proceedings of each Subcommittee shall be reported to and agreed by the Committee as soon as possible. Subcommittees may be regulated and dissolved by the Committee.

10. ACCOUNTS

- 10.1 The Committee shall, out of the funds of the Group, pay all proper expenses of administration, development, and management of the Group. After the payment of such expenses, and the setting aside of a reserve if deemed necessary, the remaining funds shall be applied by the Committee to further the aims of the Group.
- 10.2 Accounts shall be kept by the Treasurer and shall be available for inspection upon giving of reasonable notice by any member.
- 10.3 Accounts shall be submitted for inspection by and approval of the members at each Annual General Meeting.

11. INSURANCE

- 11.1 The Group shall obtain and maintain sufficient and appropriate liability insurance in respect of risks to its members and for injuries to third parties and damage to property.

12. NOTICES

- 12.1 Any notice required by this Constitution shall be given via electronic communication, or in writing, either personally or by sending it by post, addressed to the member at his or her supplied postal or email address. It is the member's responsibility to keep the Committee advised of any changes to postal or email addresses.
- 12.2 A notice shall be deemed to be given 3 working days after the envelope containing it was posted, and/or in the case of electronic communication, 3 working days after it was sent.

13. AMENDMENTS

- 13.1 This Constitution may be amended by a two-thirds majority of members present at an Annual General Meeting or Special General Meeting of the Group provided that not less than 14 days' notice of the proposed amendment has been given to all members.