



The Friends of Cator Park & Alexandra Recreation Ground

Our Constitution: November 2021

THE “FRIENDS OF CATOR PARK AND ALEXANDRA RECREATION GROUND”

ARTICLE 1: NAME AND LEGAL STATUS

Name: The name of the organisation shall be known as “Friends of Cator Park and Alexandra Recreation Ground”

The legal status of the Group is an unincorporated “not for profit” organisation where its committee members are responsible for any contracts entered into.

The group shall operate across the two parks – Cator Park and Alexandra Recreation Ground

ARTICLE 2: AIMS AND OBJECTIVES

The aims and objectives of the group are:

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 (LBB) and its professional officers.

To help to secure and promote the conservation and protection of the park.

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

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: POWERS

To further these aims and objectives the committee shall have the power to:

Obtain, collect and receive money or funds by way of contributions, donations, grants and any other lawful method towards the aims of the Group.

Associate with LBB, voluntary organisations and those with an interest in the park in a common effort to carry out the aims of the Group.

Permit the Committee to enter into contractual arrangements.

To have its own bank account.

Do all such lawful things as will further the aims of the Group.

ARTICLE 4: 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 or multiples thereof. There shall be three levels of subscription: Individual, Family and Organisation. The annual subscription shall be determined and/or varied by the Joint Committee and confirmed at the Annual General Meeting. Members will be given sixty days' grace to renew their subscriptions. Honorary Members shall pay no subscription. Only paid-up Members are allowed to vote at General Meetings.

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

At its discretion the Management Committee may refuse to admit an applicant or to terminate the membership of any member provided that they give written reasons to the member. This may arise as it becomes apparent that a household does not share the Group's aims and objectives.

The membership shall consist of **Ordinary** and **Honorary Members**. Honorary Membership may be conferred at the discretion of the Joint Committee.

ARTICLE 5: MANAGEMENT COMMITTEE:

The Joint Management Committee shall be elected annually at the Annual General Meeting and will manage the Group.

The committee shall consist of a minimum of 3 individuals and shall include a chair, secretary and treasurer.

The committee may co-opt additional committee members during the year. All Committee members shall retire at each Annual General Meeting although may offer themselves for re-election. The committee shall meet at least three times each year. Representatives of the London Borough of Bromley shall be invited to attend committee meetings in an advisory capacity. The Chair will have a second and casting vote.

Two committee members or one third of the committee being present (whichever is the higher) shall enable the business of the Group to be carried out.

A proper record of all transactions and meetings shall be kept.

No Committee members or members of the Group may be employed by the Group although out of pocket expenses may be reimbursed on production of appropriate receipts of other evidence of expenditure. All Committee members must be members of the Group.

The Sub Committees: Each Park may have its own Sub Committee. Each Sub Committee will report to the Joint Committee. Members of the Sub Committee shall normally be Ordinary and Honorary Members of the Society.

ARTICLE 6: 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 Group.

The funds shall be paid into an account operated by the management committee. All planned expenditure must be approved by at least two members of the Management Committee.

The Management Committee is empowered, to pursue or make applications for grants to secure funds

to support the Group's planned activities and may take whatever steps are necessary to meet the requirements of the awarding bodies.

No persons representing the Group 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.

A current record of all income, funding and expenditure will be kept and presented to members annually at the AGM.

The Financial year of the Society shall run from 1st October to the following 30th September. The accounts shall be presented to the Annual General Meeting by the Treasurer having, previously been approved by the Committee and one independent examiner who will be Ordinary Member.

ARTICLE 7: 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 8: GENERAL MEETINGS:

The AGM agenda will include formal business as follows:

- Minutes of the previous AGM
- Chairman's report
- Treasurer's statement including independently examined accounts
- 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 paid up members.
- Review of this constitution, as necessary
- 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 Chair 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.

An Extra-ordinary General Meeting (EGM) may be called at any time at the request of the committee. A notice explaining the place, date, time and reason shall be sent to all members at least three weeks beforehand.

A minimum of two or 1/3 of the committee members plus one tenth of the membership being present shall enable a General Meeting to take place.

Open Meetings (i.e., meetings which may include members of the general public and not necessarily sole members of the Group) should be held every four months. These would include a general discussion on progress of the Group and how well it is meeting its aims and objectives

ARTICLE 9: AMENDMENTS

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

ARTICLE 10: DISSOLUTION

The Group may be dissolved by a resolution passed by a simple two-thirds majority of those present and voting at an Extra-ordinary General Meeting.

After the payment of all bills and other liabilities and the fulfilment of any requirements of any external bodies e.g., grant providers, the committee shall distribute any assets remaining to other group(s) or organisation(s) having aims similar to the Group or some other charitable purpose(s) as the Group may decide.

Under no circumstance should any assets of the Group be paid or shared out amongst members of the Group.

LBB and any external funding organisation must be provided with accounts and other documentation as they require.

17.11.21

Signed

Colette Knights (Chair)

(Date)

Signed

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Louise Thompson (Secretary)

(Date)

Signed

17.11.21

Debs Lader (Treasurer)

(Date)