# Friends of Cherry Orchard Jubilee Country Park Constitution

## Name

We are called “The Friends of Cherry Orchard Jubilee Country Park”.

## Aims

* To encourage more people, from all sections of the community, to use the park and to enjoy its full potential and promote an atmosphere of mutual appreciation and respect.
* To protect, conserve and enhance The Cherry Orchard Jubilee Country Park as a place of freedom, recreation and enjoyment for the long term benefit of all sections of the local community.
* To use its funds to support, maintain and increase the facilities in the park
* To act as a focal point for the involvement of the community in consultations with Rochford District Council concerning the park.

## Powers

Friends of Cherry Orchard Jubilee Country Park have the power to:

* work in partnership with Rochford District Council;
* receive contributions through a membership fee;
* carry out anything else within the law necessary to reach the group’s aims.

## Membership

* Membership is open to all as long as they share the Aims of the Friends group.
* Membership will run for 1 calendar year commencing on January 1st of each year.
* The membership fee is £5.00 per household, per annum.
* Termination of membership may be considered if an individual member’s behaviour is detrimental to the aims of the group.
* Any termination of membership can only take place following a simple majority vote of the Committee.
* Members whose membership has been terminated will be notified in writing with the reasons for the termination and their current year’s membership fee.

## Committee

* The Committee manages the groups work and makes decisions.
* The Committee shall normally consist of 4 Officers who will be Chairperson, Vice Chairperson, Treasurer, and Secretary and up to a maximum of six other members, to include a representative of Rochford District Council.
* Each Officer of the Committee will be elected at the AGM.
* Officers will serve for one year unless re-elected.
* In the event of a member of the Committee resigning, unless the number of Officers on the Committee falls below three, up to three new members can be co-opted pending their confirmation at the next AGM. However, if the number of Officers falls below three a Special General Meeting will be called to replace those Officers.

## Finance

* The financial year shall run from January to December.
* A bank account will be set up in the name of the Friends group. All monies received in the form of donations, subscriptions or other contributions will be put into the bank account and will be used to further the aims of the group.
* There will be a minimum of four signatories from the members of the Committee.
* Two signatures, one of whom must be the Treasurer or Secretary will be required on all cheques.
* The annual accounts will be independently verified and the books shall be made available for inspection on request at the AGM.
* The committee will ensure the group stays within budget.
* Individual items of expenditure or event/administration budgets to be agreed at Committee Meetings

## Committee Meetings

* The committee will meet not less than 4 times a year.
* The committee shall only take decisions when at least three members of the committee including 2 Officers are present. Decisions will be made by a simple majority vote.
* All meetings must be minuted, distributed to all members and available to any interested party on request.

## General Public Meetings

* There will be at least one general meeting for members, other park users, police, school representatives and other interested parties per year. This could be the AGM
* These meetings will be used to:
* Keep members and the public up to date with plans and decisions affecting the park.
* Collect the views of members and other park users.
* The Committee Chairperson will chair these meetings.
* All members have the right to attend and vote.
* Decisions will be made by a simple majority vote or by a minimum of 6 members; this can be by a show of hands.
* Meetings will be minuted and minutes distributed to all members and available to any interested party on request.
* Notification of General Public meetings will be by way of email/posted to members and notices displayed in and around the Country Park.

## Annual General Meetings

* Every year there will be an Annual General Meeting which will be held between February and July.
* The business of the AGM will include:
* Election of the Chairperson, Vice Chairperson, Secretary and Treasurer by members.
* Setting the annual subscription for the forthcoming year.
* Receiving a report from the Chairperson on the activities of the Friends for the previous year.
* Receiving a report from the Treasurer on the finances of the group for the year.
* Amendment of the constitution.
* Identify and discuss objectives for the forthcoming year.
* The AGM will be chaired by the Committee Chairperson.
* Notice of the AGM with the Agenda and any supporting documents will be emailed/posted to members at least fourteen days in advance and notices displayed in and around the park.

## Alteration of the Constitution

## The Constitution can only be amended by majority agreement at the AGM and by a minimum of 6 members. If required, the Committee may need to call a Special General Meeting to discuss any proposed changes, if so members will be notified of such by email/letters.

## Events

* All the events organised and managed by the group and held in the park are with the consent of Rochford District Council and will be commensurate with a Country Park and the aims of the group.
* The Committee will ensure that relevant applications and risk assessments for any events that they hold will be submitted to the Council in a timely manner.

## Dissolution of the Group

* The group may be wound up at any time at a General Meeting provided it has been proposed by the Committee and agreed by two thirds of those members present.
* Should the Friends of Cherry Orchard Jubilee Country Park cease to exist, any residual funds shall be paid to a suitablewildlife charity to be agreed at the final meeting

**Chairperson**

**Treasurer**

**Secretary**

**Member**

**Member**

This Constitution was adopted at an AGM held at St Laurence and All Saints Church on June 29th 2011

The amended aims of the group were agreed at the AGM held at Grove Wood Primary School on the 9th July 2014.

Amendments and updates were agreed at the AGM held at Grove Wood Primary School on 8th July 2015.