

CONSTITUTION OF THE FRIENDS OF UPTON PARK

This is a Non-profit Making Organisation

1. Name & Area of Benefit

Friends of Upton Park

Upton Park & Adjacent Roads

2. Membership

Residents in Benefit Area

Traders & Property Owners in Adjacent Area

Representatives of Specific Group Users

Residents Affected by use of Area

Associate Membership

Users of the Area

An annual charge of £2 will be made to entitle people to membership of the organisation.

3. Objectives

To balance and enhance the facilities to benefit different leisure preferences, physical abilities, ages and genders etc.

To preserve the area for the benefit of the community.

To restore and retain the natural beauty of a park/ garden space within an urban area.

To encourage and protect lawful and social use of the area.

To co-operate with Torbay Council, the Police, etc. to achieve these aims.

4. Equal Opportunities Statement

The Organisation supports the principle of equal opportunities in all areas of its activities, and opposes all forms of unlawful or unfair discrimination on the grounds of colour, race, nationality, ethnic or national origin, religious belief, age, gender, sexual orientation, marital status or disability.

The Organisation will monitor the implementation of its equal opportunity to ensure full compliance.

5. Powers of the Organisation

In pursuance of its objectives, the Organisation shall have power to:

- Operate a bank account and manage investments
- Apply for grants and raise money
- Employ staff
- Purchase, lease or rent office accommodation
- Publish leaflets, books, audio tapes, CD's and computer discs
- Purchase goods
- Appoint Professional advisers
- Affiliate to and/or liaise with other organisations sharing similar objectives
- Organise and manage social activities.
- All such other lawful things to achieve its objectives

6. Committee of Management

The Organisation shall be managed by a Committee of Management, hereinafter called the Committee, which shall be elected at the Annual General Meeting.

The Committee shall consist of three officers (Chair, Secretary and Treasurer), and up to eight other members.

Every full member of the Organisation may stand for election onto the Committee.

Not more than one officer may be elected from the same household.

The Committee shall meet not less than six times a year.

A quorum of the Committee shall not be less than five members, including at least one officer.

The Committee members shall be the trustees of the Organisation.

7. Duties of the Officer

The Chairperson shall:

Chair all Committee and General Meetings of the Organisation. In the event of the Chair being absent from meetings, a Chair for that meeting only shall be appointed from among the members present.

Represent the Organisation and carry out devolved duties as instructed by the Committee.

Report back to the Committee or General Meeting on action taken.

Liaise with the other officers to ensure that the Committee is fully serviced and kept informed.

The Secretary shall:

Issue all notices, agendas, minutes and reports for Committee and General Meetings.

Keep minutes of all Committee and General Meetings.

Maintain full and proper records on behalf of the Organisation, including all correspondence.

Keep an up to date Membership record.

Report to the Committee on all administrative activity.

Liaise with the other officers.

The Treasurer shall:

Keep proper accounts of the Organisation's financial affairs and produce a financial report for each Committee Meeting.

Maintain a bank account.

Prepare end of year accounts.

Make accounts available for inspection by any member; having given reasonable notice.

Liaise with the other officers.

8. Receipts & Expenditure

The funds of the Organisation shall be paid into an account operated by the Committee in the name of the Organisation at such bank(s) as the Committee shall from time to time decide.

All cheques drawn on the account must be signed by at least two members of the Committee who are authorised signatories.

The funds of the Organisation shall be applied only in furthering the objectives of the Organisation.

9. Annual & Special General Meetings

The Organisation's financial year shall be from 1st April to 31st March.

The Annual General Meeting, hereinafter called the AGM:

The AGM should be held no later than 30th September each year.

Notice of the AGM shall be given to all Members in writing no later than twenty-eight days prior to the meeting.

Paid-up members will be able to vote at General Meetings, Annual General Meetings and any Special General Meetings. The Organisation Members shall be responsible for the appointment of the Organisation Committee on the basis of one member one vote; all members voting in person.

The agenda of the AGM should include:

- i. Minutes of the previous AGM
- ii. An Annual Report
- iii. Consideration of audited accounts
- iv. Resignation of outgoing Committee
- v. Elections for new Committee
- vi. Consideration of any resolutions

Members submitting Resolutions for discussion at the AGM should let the Secretary have full details in writing at least fourteen days prior to the date of the meeting.

The Secretary shall distribute all papers for the AGM to all members not less than ten days before the date of the meeting.

Special General Meetings, hereinafter called SGM:

The Secretary shall call an SGM if instructed to do so by the Committee, or requested in writing by not less than twelve members of the Organisation.

The procedure for calling an AGM shall be the same as for an AGM.

10. Dissolution

The Organisation may only be dissolved if a resolution to that effect is supported by two thirds of Members present at a General Meeting called specifically for that purpose.

After settlement of all outstanding liabilities, the net assets of the Organisation will be distributed for local charitable purposes.

Declaration

This Constitution was agreed and adopted by the Organisation at the 2013 Annual General Meeting held at Upton Park Bowling Club on 10th April 2013.

Signed: _____

Jim Corderoy (Chair)

Signed: _____

Chris Thomas (Treasurer)