

Friends of Summerfields Park Constitution

1. Aim

To re-establish and promote Summerfields Park as a beautiful, fun and safe environment for young people and families to enjoy.

2. Governance

Friends of Summerfields Park is constituted as an unincorporated group.

3. Membership

Membership is open to individuals who:

- Support the aim of the group and are willing to give time to help achieve it
- Are aged 18 upwards
- Live and / or work in Saltash

4. Committee

- 4.1 The business of the group will be carried out by a Committee elected at the Annual General Meeting.
- 4.2 The Committee will consist of Saltash residents and will compose of three officer roles: Chair, Secretary and Treasurer.
- 4.3 Further members maybe co-opted onto the Committee as necessary.
- 4.4 Members may resign at any time.
- 4.5 The Committee will meet as necessary and not less than four times a year.
- 4.6 Additional committee meetings will be called by the Chair or Secretary giving notice at least seven days prior to the meeting.

5. Roles of the officers

- The Chair will be responsible for chairing all meetings, acting as spokesperson for the group and promoting its aims.
- The Secretary will be responsible for taking and circulating minutes, distributing meeting papers and publicising events.
- The Treasurer will be responsible for maintaining the accounts and presenting financial statements when necessary.

6. Annual General Meeting (AGM)

- 6.1 An AGM will be held each year and will be held within fifteen months of the previous AGM.
- 6.2 All members will be notified in writing within three weeks of the AGM confirming the date, time and venue.
- 6.3 The quorum for the AGM will be 10% of the membership or 10 members, whichever is the greatest.

7. Code of Conduct

- 7.1 The group will not discriminate on the grounds of gender, ethnicity, sexuality, disability, religious or political belief and age.
- 7.2 Any offensive behaviour, including racist, sexist or inflammatory remarks will not be tolerated.
- 7.3 Anyone behaving in an offensive way or not abiding to the equal opportunities policy may be asked to resign from the group if an apology is not given or the behaviour is repeated.
- 7.4 Any member not attending a meeting without giving apologies or a valid explanation over a three month period will be contacted by the Chair and asked if they wish to resign.
- 7.5 All questions that arise at any meeting will be discussed openly and the Chair will seek to find consensus on any decisions made.
- 7.6 If a consensus cannot be reached, a vote will be taken to reach a majority. If the numbers of votes on each side is equal, the Chair shall have the deciding vote.

8. Finances

- 8.1 A bank account will be maintained by the group in the name of Summerfields Play.
- 8.2 Two signatories will be nominated by the Committee for the authorisation of expenditure. The signatories must not be related or members of the same household.
- 8.3 Financial records of income and expenditure will be maintained by the Treasurer and presented at every meeting.
- 8.4 All money raised by or on behalf of the Friends of Summerfield Park must only be used to further the aim of the group.

9. Amendments to this Constitution

- 9.1 Any amendments to this Constitution can only be proposed and agreed at an AGM.

- 9.2 Any proposal to amend the Constitution must be circulated to members at least seven days prior to the meeting.
- 9.3 Any proposal to amend the Constitution must be agreed by at least two thirds of those present at the meeting and entitled to vote.

10. Dissolution

- 10.1 If it is deemed necessary to close down the group, a special meeting will be called to agree its dissolution.
- 10.2 If the group is dissolved, any remaining funds and assets, once all outstanding debts have been paid, will be donated to an agreed local charity.

This constitution was agreed at a meeting of the Friends of Summerfields Park on:

Date: 1 November 2021

Signed:

Signed:

Name

Name:

Position in group:

Position in group: