Friends of Parks Constitution
Royal Borough of Greenwich

1. **Name** *Friends of Charlton Park*
2. **Aims and Purpose**

Groups should set aims that reflect the reasons the group was formed. The below are designed only as a suggestion

*For example:*

*To work in partnership with the Royal Borough of Greenwich to [OR] To support the needs of the community by:*

* *protect and enhance Charlton Park as a place of enjoyment and recreation for our local community*
* *help residents contribute to the management and development of Charlton Park to ensure that it best serves the needs of our community*
* *encourage the recreational use of the park by supporting/creating events and activities*
* *promote the cultural, educational, historical, environmental and biodiverse importance of the park by working in partnership with the community, the Council and other interested parties etc.)*
1. **Membership**
	1. Membership of the group shall be open to all interested in actively furthering the aims of the group however, parties with current commercial interest in the Park or elected councillors of Royal Borough of Greenwich will not be eligible to vote and will not sit on the Executive Committee.
	2. Members should be aged 16 years or over should send a complete the online form on [www.friendsofcharltonpark.org](http://www.friendsofcharltonpark.org). or hand a completed form to the secretary at the next meeting.
	3. All new members will be sent recognition of the membership if email is provided.
	4. Memberships fees to be agreed annually at the Annual General Meeting.
	5. The Royal Borough of Greenwich encourages all groups to be organised in a way that is democratic and fair. Should there be irrefutable evidence that this is not the case, the Royal Borough of Greenwich reserves the right to revoke the rights of the group to operate in the Borough’s Parks and Open Spaces
	6. The Executive Committee may unanimously and for good reason terminate the membership of any individual, provided the individual’s case has been heard by the committee before a final decision is taken.
	7. Any member of the group may resign their membership by giving written notice to the Secretary.
2. **Management**
	1. **Executive Committee**
		1. The Executive Committee should consist of a minimum of three (3) members and will include a Chair, Secretary and Treasurer (please see Section 6 below). Not all members of the Committee must hold a position.
		2. All members of the Executive Committee must disclose to the secretary all financial interests before taking office.
		3. TheChair of the Executive Committee should be a resident of the Royal Borough of Greenwich.
		4. Should a vacancy on the Executive Committee become available, the Committee has the right to appoint a Full Member to the position until the time of the next Annual General Meeting
		5. The Executive Committee shall be accountable to the members at all times
		6. No two persons from the same household shall be named as co-signatories on the group’s bank account
		7. The Secretary will inform the Royal Borough of Greenwich of any changes to the Executive Committee following elections at the Annual General Meeting. This is to ensure Parks, Estates and Open Spaces have up to date contact information for each group.
3. **Meetings**
	1. Friends of Charlton park will aim to hold four meetings per year, the timing of which will be decided by the Executive Committee. The minimum requirement however, to show that groups are being managed democratically, is ensure an Annual General Meeting is held each year.
	2. A minimum of 14 days notice will be given to all members prior to an ordinary meeting taking place
	3. The Executive Committee may only make decisions when a quorum (see Section 9) is present
	4. Voting at any meetings will be taken by a show of hands and carried by a simple majority, with the Chair holding the deciding vote in the case of no majority.
4. **Elections**
	1. All members of the Executive Committee should be elected by a simple majority.
	2. All members of the Executive Committee shall hold their post until the next Annual General meeting and shall be eligible for re-election.
	3. At each Annual General Meeting, the following positions shall be elected:
* Chair (responsible for conducting meetings).
* Secretary (responsible for the convening/notice of all meetings, ensure that minutes are kept and submitted and management of membership).
* Treasurer (responsible for the keeping of the groups income/expenditure and account records).
	1. Nomination for election must be made at least 7 days prior to an Annual General Meeting in a written request to the Secretary.
	2. If fewer nominations are received than there are vacancies, then nominations may be taken from the floor.
	3. The Executive Committee to appoint additional officers as the deem appropriate at the first meeting after the AGM.
1. **Annual General Meetings**
	1. There shall be an inaugural general meeting held on 7 March 2018 and then subsequent Annual General Meetings held no later than 13 months after the previous
	2. The Executive Committee shall give at least 21 days’ notice to members of an Annual General Meeting
	3. The Executive Committee shall give a report of its stewardship of the group at each annual general meeting, including financial accounts
2. **Special General Meetings**
	1. Special General meetings of the Friends shall be held by written request to the Secretary of at least 25% of the membership or can be called by the Executive Committee
	2. No less than 7 days prior to a Special General meeting must be given to all members
3. **Quorum**
	1. No General Meeting or Annual General Meeting shall take place if less than 20% of the total number of voting members or at least 15 members are present
	2. No Executive Committee vote shall take place if less than one third or 5 members of the Executive Committee are present, whichever is less.
4. **Finance**
	1. Any money obtained by the group shall be used only for the aims and purposes for which the group exists
	2. Any bank accounts opened for the group shall; be in the name of the group and not that of an individual and expenditure should be authorised by two authorised signatories
	3. An Independently Examined (by qualified accountant or non-member) account statement for the last financial year shall be submitted by the Committee to all members at the Annual General meeting. If the Royal Borough of Greenwich has provided funding to the group during the financial year in question, they can request that the statement for that year be submitted to Parks, Estates and Open Spaces
5. **Working with the Council**
	1. The Friends of Charlton Park will work with the Royal Borough of Greenwich in the pursuit of joint aims and objectives
	2. The Council agree to support the Friends of Charlton Park in the writing of funding applications and the supplying of resources to help further the aims of the group wherever possible
	3. The Friends of Charlton Park will positively support applications for Green Flag, Community Green Flag and additional awards that we agree are beneficial to Charlton Park
	4. The Friends of Charlton Park agree to aim to consult the Royal Borough of Greenwich prior to embarking on funding bids / works being undertaken in Charlton Park
6. **Conduct**
	1. All members of the Friends of Charlton Park will conduct themselves in an comradely fashion. Any aggressive or intimidating behaviour from members will grant the Executive Committee grounds for suspension. Language or behaviour that is in any way discriminatory or condescending will also constitute grounds for suspension.
	2. The Friends of Charlton Park agree to set up a complaints procedure to assist in the resolution of any disputes.
	3. If any complaint is made against a member of the Group, the complaint will be dealt with by the Executive Committee unless it is a safeguarding issues or criminal behaviour where it will be referred by the Chair to the relevant authorities.
7. **Equal Opportunities**
	1. The Friends of Charlton Park will promote positive action to ensure the inclusion of our community, whatever their race, ethnic origin, nationality, religion, sexual orientation, age, status, disability or circumstances and will abide by the Royal Borough of Greenwich’s Equality Policy
8. **Events**
	1. The Friends of Charlton Park agree to follow The Royal Borough of Greenwich’s Event guidelines and processes ensuring that for special events all risk assessments, application forms and licenses have been completed and submitted to the Council
9. **Volunteering**
	1. All volunteers working with the Friends of Charlton Park complete a registration form including emergency contact details and a brief description of activities to be undertaken. This is to ensure that the Friends of [insert] have access to essential information in the event of an emergency
	2. Wherever possible, an accurate estimate of volunteering hours shall be recorded each year and presented at the Annual General Meeting. This can be helpful in applying for funding applications
10. **Dissolution**
	1. If a motion for dissolution of The Friends of Charlton is to be proposed at an Annual/Special General Meeting then a minimum of 21 days’ notice must be given to all members and the proposal should be disclosed when the meeting is advertised/promoted
	2. Any property or funds held by the group following dissolution and after all debts have been paid, shall be donated to community groups or charities in the Greenwich area [OR] given to the Council to be reinvested into the Park
11. **Agreement**

This Constitution was adopted at an Annual General Meeting held

at [insert venue]

on [insert date]

Signed by:

**Chair**

Print: …………………………………………………….

Signed: …………………………………………………….

**Secretary**

Print: …………………………………………………….

Signed: …………………………………………………….

**Treasurer**

Print: …………………………………………………….

Signed: …………………………………………………….

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