



## **THE FRIENDS OF SOUTHWARK PARK CONSTITUTION**

### **1. NAME**

- 1.1 The name of the organisation shall be known as The Friends of Southwark Park, hereafter referred to as 'FoSP'.

### **2. AIMS AND OBJECTIVES**

- 2.1 The FoSP aims to promote, protect and enhance Southwark Park, King's Stairs Gardens, King George's Field and West Lane Memorial Gardens.
- Promote - our objectives are to:  
Promote the parks' sustainability through investment and high standards of horticulture, arboriculture and wildlife maintenance for the benefit of the local community and other users.
  - Protect - our objectives are to:  
Protect the integrity of the parks; their boundaries, the different areas that make up the parks; their environment and biodiversity.
  - Enhance - our objectives are to  
Enhance the parks through practical activities; conservation work; and encouraging a range of activities which reflect the needs of all users.
  - Partnership  
We will do this by working in partnership with others and engaging with all park users to represent the needs of the whole community.

### **3. MEMBERSHIP**

- 3.1 The FoSP is a membership organisation and shall be open to all regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs.
- 3.2 Membership shall be by completion of an application form and by payment of subscription / joining fees as determined by the Annual General Meeting (AGM). Any subscription set will be at a level that will not pose a barrier to participation.
- 3.3 Applications for membership may be made at any time except in the 14 days preceding the AGM
- 3.4 All members will be subject to the regulations of the Constitution and any Codes of Conduct that FoSP has adopted.
- 3.5 The Membership Secretary shall maintain a list of all members eligible to vote at any meetings.

## **4. OFFICERS**

4.1 The Officers of the FoSP shall be as follows

- Chairperson
- Vice Chairperson
- Secretary
- Treasurer
- Assistant Treasurer
- Membership Secretary

4.2 Officers shall be nominated, seconded and elected at the AGM by the membership. Should an Officer post fall vacant between AGM's election of a replacement may take place at a General or Special meeting.

4.3 All officers shall relinquish their office each year and shall be eligible for re-election at the AGM. No individual may serve for more than five consecutive years in one post, unless no other member is nominated for that post.

## **5. COMMITTEE**

5.1 A Committee will be set up to manage the affairs of FoSP on behalf of members and shall meet at agreed intervals, but not less than twice a year.

5.2 The Committee shall consist of the officers plus six other members nominated, seconded and elected at the Annual General Meeting. Should a Committee post fall vacant between AGM's election of a replacement may take place at a General or Special meeting.

5.3 The quorum required for business to be agreed at Committee meetings shall be six members, of which one must be an officer.

5.4 The duties of the Committee shall include management, financial, membership and other matters relating to the efficient and effective running of the organisation.

5.5 The Committee shall make its decisions on the basis of a simple majority vote. In the case of equal votes, the Chairperson shall be entitled to an additional casting vote.

5.6 The Committee shall have powers to appoint sub-committees as necessary and to co-opt advisers who may be non FoSP members invited to advise, on a task and finish basis, on specialist subjects.

5.7 Committee proceedings shall be reported back to General meetings for approval.

## **6. ANNUAL GENERAL MEETING (AGM)**

6.1 The AGM shall be held not later than the end of April each year. Fourteen clear days written notice of the AGM shall be given to members by circulating a copy of the notice to every, either by e-mail or their nominated address, and by posting the notice on the notice boards in Southwark Park.

6.2 Members must advise the Secretary in writing of any business to be moved to the AGM at least twenty-one days before a meeting.

6.3 The business of the AGM shall be to

- confirm the minutes of the previous AGM
- receive the audited accounts for the year from the Treasurer
- receive the annual report of the Committee from the Chairperson and Secretary
- agree an auditor
- elect the five Officers of FoSP and the six additional Committee members.
- review the FoSP subscription rates and agree them for the forthcoming year.
- transact such other business received in writing by the Secretary from members twenty-one days prior to the meeting and included on the agenda.

6.4 Nominations of candidates for election of offices, with the agreement of the nominee, shall be made in writing to the Secretary at least twenty-one days in advance of the AGM meeting date.

6.5 Nominations can only be made by members and must be seconded by another member. If no nominations are received in advance, the AGM may agree to take nominations at the meeting.

6.6 The quorum for the AGM will be one third of the membership or twelve people, whichever is the lesser.

6.7 Each member of FoSP shall be entitled to vote at the AGM.

## **7. GENERAL MEETINGS AND SPECIAL MEETINGS**

### General Meetings

7.1 General meetings will be convened at agreed intervals, not less than six times per year.

7.2 General meetings are open to the public as well as members.

### Special Meetings

7.3 Special Meetings may be convened by the Committee or on receipt by the Secretary of a request in writing from not less than ten full members of the FoSP. At least twenty-one days notice of the meeting shall be given.

7.4 The quorum for General or Special Meetings will be one third of the membership or twelve people, whichever is the lesser.

7.5 Decisions made at General or Special meetings shall be by a simple majority vote of members attending the meeting. In the event of equal votes, the Chairperson shall be entitled to an additional casting vote.

7.6 Each member of FoSP shall be entitled to vote at General or Special meetings.

## **8. ALTERATIONS TO THE CONSTITUTION**

8.1 Any proposed alterations to the FoSP Constitution may only be considered at an AGM or Special Meeting, convened with the required written notice of the proposal. Any alteration or amendment must be proposed by a member of the FoSP and seconded by another member.

8.2 Such alterations shall be passed if supported by a majority of the voting members present at the meeting, assuming that a quorum has been achieved.

## **9. FINANCE, INSURANCE AND PROPERTY**

9.1 The FoSP shall maintain a bank current account and all monies shall be banked in an account in the name of THE FRIENDS OF SOUTHWARK PARK.

9.2 The Treasurer shall be responsible for the finances and for providing regular reports on the financial position as required by FoSP.

9.3 Any cheques drawn against the FoSP funds should be signed by two officers, one of whom must be the Treasurer.

9.4 The financial year will run from 1<sup>st</sup> April to 31<sup>st</sup> March. The Treasurer will present an audited statement of annual accounts at the AGM. Accounts should be available to the Committee at least a week before AGM.

9.5 The Treasurer shall ensure that the FoSP maintains adequate and appropriate insurance to cover its activities.

9.6 Any property, equipment or goods purchased with FoSP funds shall remain in the ownership of FoSP.

## **10. DISSOLUTION**

10.1 If at any General Meeting of The FoSP a resolution is passed calling for the dissolution of the FoSP, the Secretary shall immediately convene a Special Meeting to be held not less than one month thereafter to discuss and vote on the resolution.

10.2 If at that Special Meeting the resolution is carried by at least two thirds of the membership present at the meeting, the Committee shall thereupon, or at such date as shall have been specified in the resolution, proceed to realise the assets of the FoSP and discharge all debts and liabilities.

10.3 The Committee will then be responsible for the orderly winding up of The FoSP affairs.

10.4 After settling all liabilities of the FoSP, the Committee shall spend any residual funds on Southwark Park.

## **11. DECLARATION**

This Constitution was adopted as the Constitution of the Friends of Southwark Park at a Special meeting held on 3<sup>rd</sup> November 2010 at The Parkside Tenants and Residents Association Hall, New Place Square, Southwark Park Road SE16.

It was amended at the Annual General Meeting held on 18<sup>th</sup> September 2013, to incorporate under clause (2.1), West Lane Memorial Gardens.