

# **Friends of North Lodge Park**

## **Constitution**

Adopted on the 4<sup>th</sup> Day of March 2015

The name of the Group is “Friends of North Lodge Park”

### **AIM**

To protect, enhance and promote North Lodge Park as a place of recreation and enjoyment for the long term benefit of the local community and visitors

### **OBJECTIVES**

To encourage wide community input and participation in improving the Park so that the Park may best serve the local community and visitors

To manage and assist with current and future projects that will improve the Park

To represent the interests of the community and visitors through a positive, co-operative approach, working in partnership with Cromer Town Council

### **MEMBERSHIP**

Membership is open to any person.

In the interests of the Park, the committee reserves the right to refuse any application for membership.

### **COMMITTEE**

The Friends of North Lodge Park shall be managed by a committee consisting of the Chairman, Vice Chairman, Secretary, Treasurer and up to 11 other members, elected at the AGM. Each Officer may serve for a maximum term of three consecutive years.

If a committee member retires during the year the Committee shall have the power to co-opt a replacement until the next Annual General Meeting. The Committee shall have the power to co-opt up to three additional Members to the Committee.

Members of the Committee will be expected to serve on the Cromer Town Council Park Committee, if invited.

Each Committee Member shall have one vote at meetings and the Chairman shall have a casting vote.

Committee Members are required to declare individual and corporate financial and other interests and may be excluded from voting on matters in which they or their family have an interest.

No serving County, District or Town Councillor may be a member of the Committee.

A quorum of the Committee shall consist of at least 2 officers and one third of the other elected members of the Committee.

There will be a minimum of 4 Committee Meetings each year and the agenda shall be published not less than 7 days before each meeting, with the exception of Emergency Meetings. In addition there will be Members' meetings and Public meetings.

Committee Meetings must be minuted and the Minutes made publicly available within one week of each meeting.

### **FINANCE**

The financial year will run from 1<sup>st</sup> January to 31<sup>st</sup> December.

The funds of the Group, including all donations, contributions and bequests, shall be paid into an account operated by the Committee in the name of "Friends of North Lodge Park" at such bank as the Committee shall, from time to time, decide.

The officers of the group shall be the nominated signatories for the bank account. Signatories must not be from the same household or related to each other. All cheques must be signed by two signatories.

The funds of the Group shall be applied only in furthering the Group's Aim and Objectives.

Legitimate expenses may be reimbursed when agreed by the Committee.

## AGM

An AGM shall be held no later than three months after the end of each financial year to:-

- (a) receive and approve the accounts for the preceding year;
- (b) determine the annual subscription, if any, for the forthcoming year;
- (c) elect the Committee and appoint an auditor (who shall not be a member of the Committee);  
Nominations (proposed and seconded) for the Committee must be sent to the secretary at least 7 days before the AGM
- (d) decide any matters notified to the Secretary not less than 7 days before the meeting.

An Extraordinary General Meeting may be called at the request of one third of the members by giving the Secretary at least 21 days notice in writing of the request. No business other than that contained in the request shall be conducted at the Extraordinary General Meeting.

Notice of and the agenda for the Annual General Meeting and any Extraordinary General Meeting shall be sent to the members at least 14 days before the meeting.

1. At any Annual General Meeting or Extraordinary General Meeting, one fifth of the membership shall be a quorum.
2. Each member shall have one vote at meetings and the Chairman shall have a casting vote.
3. Annual subscriptions, if any, must be paid by the end of January. Any person joining after 1<sup>st</sup> July shall pay half the annual subscription.

## AMENDMENTS

This Constitution may be amended by a two thirds majority of the Members voting at an Annual General Meeting or an Extraordinary General Meeting.

## DISSOLUTION

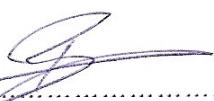
No motion for dissolution of the Group can be voted upon at an Annual General Meeting or Extraordinary General Meeting unless the motion has been included in the agenda when notice of the meeting is given.

In the event of dissolution of the Group, any remaining funds shall be donated to a local charity selected by the Committee.

Signed:

Chairperson..... 

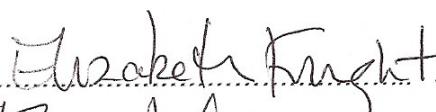
Date..... 12/3/15

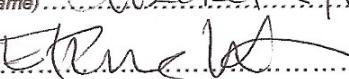
Secretary..... 

Date..... 12/3/15

Treasurer..... 

Date..... 12/3/15

Ratified By (Name)..... 

Signed..... 

Position..... Friend of NLP

Date..... 12/3/15