

CONSTITUTION of
The FRIENDS of SCADBURY PARK
(Revised, January 2016)

ARTICLE 1

The Group is called the Friends of Scadbury Park (hereinafter called “The Friends”).

The Friends is a non-profit-making unincorporated association.

ARTICLE 2

The aims and objectives of the Friends are as follows:

- To help to secure and promote the conservation and protection of Scadbury Park, to monitor its plants, animals and wildlife habitats and maintain and improve its biodiversity.
- To promote its use as a place for quiet, informal recreation, enjoyment and study.
- To help with practical conservation work through voluntary action for the benefit of wildlife and the community under the supervision of, or with the approval of the London Borough of Bromley or its agents.
- To assist in providing an educational experience for the public in the history, natural history and biodiversity of Scadbury Park.
- To invite funding and donations to further activities which meet the above aims and objectives.

ARTICLE 3

Membership will be open to anyone interested in taking part in promoting the aims of the Friends.

Applicants for membership shall become members when their application is accepted by the management committee. All members aged 18 or above will have the right to vote at meetings of the Friends.

At its discretion the committee may refuse to admit an applicant and no reason need be given.

Any member may communicate electronically with the Friends to an address specified by the Friends for the purpose, so long as the communication is authenticated in a manner which is satisfactory to the Friends.

Any member of the Friends, by providing it with his or her email address or similar, is taken to have agreed to receive communications from the Friends in electronic form at that address, unless the member has indicated to the Friends his or her unwillingness to receive such communications in that form.

ARTICLE 4

Monies raised from gifts, other donations or grants awarded to the Friends shall be used for the express purposes of pursuing the aims and objectives of the Friends.

The committee is empowered to apply for grants to secure funds to support the Friends planned activities and may take whatever steps are necessary to meet the requirement of awarding bodies.

No persons representing the Friends shall make or enter into any arrangement with any persons or organisation that may incur a financial liability save for those purposes as agreed by the committee as necessary to carry out the objectives of the Friends.

ARTICLE 5

Management of the Friends

- The management committee will consist of a minimum of 4 people and a maximum of 12.
- Only individuals who are members of the Friends can serve as members of the management committee.
- The committee shall appoint from its members a Chairman, Secretary and Treasurer.
- The management committee shall be responsible for the day-to-day running of the organisation in accordance with its articles.
- A quorum shall be three members of the committee.
- The committee shall have the power to co-opt.

- The committee shall meet at least three times per year.
- Representatives of the London Borough of Bromley or its agents and other organisations involved in the management of Scadbury Park may be invited to attend Committee meetings in an advisory capacity.
- The Chairman will have a second and casting vote.

ARTICLE 6

Duties of committee

- Following election at AGM, members of management committee will elect from their number people to act for the following year as Chairman, Secretary and Treasurer.
- The committee will keep a Register of Friends.
- The committee will operate a Bank or Building Society Account to facilitate deposit and withdrawal of funds. Three of the members of the committee will be given signing powers in regard to account operation. Any 2 signatures may be used to effect withdrawal of funds.
- The committee will maintain appropriate financial records of its income and expenditure, and produce financial accounts for each 12 month period ending on 31 December. These accounts will be presented to members at the next Annual General Meeting after having been independently examined by a member of the Friends. The independent examiner must be approved by a motion at each Annual General Meeting.

ARTICLE 7

Annual General Meeting

The Annual General Meeting (AGM) will be held on or before 31 March in any year, with not less than 21 days notice given.

The Agenda will include:

- Approval of the Minutes of the previous AGM.
- Acceptance of the Chairman's Report.
- Acceptance of the Treasurer's Statement and accounts.
- Election of committee members for the following year. Members of the committee shall retire at each AGM but may offer themselves for re-election at that meeting. Nominations for committee members shall be received by the Secretary 14 days before the published date of the AGM.
- Decisions needing a vote shall be decided by a simple majority of those members present, the Chairman having a second and casting vote.

ARTICLE 8

Amendments to the constitution can only be made at the AGM or at an Extra-ordinary General Meeting (EGM). Proposed amendments must be circulated at least 21 days before the General Meeting at which they are to be considered and must be approved by a majority of those Members present.

ARTICLE 9

Dissolution

The Friends will be dissolved if a resolution to that effect receives a majority of those present at either an Annual or Extra-ordinary General Meeting.

Any resolution submitted by a member to dissolve the group must be accompanied by a minimum of 10 signatures of other current members.

In the event that fewer than 3 people can be found to form the management committee then the Chairman must call a General Meeting and table a dissolution resolution.

In the event that the Friends ceases to operate, the Committee is given the right to assign any or all assets held by the Society to a successor body or another local group with similar aims.