

FRIENDS OF ALBERT ROAD RECREATION GROUND AND PLAY AREA

CONSTITUTION

Adopted at the Annual General Meeting on the 28.11.01

A. NAME:

The name of this Association will be FRIENDS OF ALBERT ROAD RECREATION GROUND AND PLAY AREA, hereafter known as the Association.

B. OBJECTS:

Recognizing the importance of Albert Road Recreation Ground and Play Area to the quality of life in Alexandra and surrounding wards, the Association aims to promote the public benefit and enjoyment of these open spaces by involving local people in planning and decision-making affecting these areas and encouraging more local people to use the parks and take an active interest in their future.

The Association will work to benefit the inhabitants of Alexandra and surrounding wards in the London Borough of Haringey.

The activities of the Association will be non-party political, non-profit making and non-sectarian.

C. MEMBERSHIP

1. **Membership** of the Association will be open to anybody, regardless of class, ethnicity, gender, age or sexual orientation, who lives or works in the London Borough of Haringey and is interested in furthering the objects of the Association and who has paid the annual membership subscriptions laid down from time to time by the Management Committee.
2. Every member shall have one vote at any general meeting of the Association.
3. **Subscription.** Membership costs will be agreed by the members at the Annual General Meeting. The Management Committee can make recommendations to the A.G.M. as to the level of fees.
4. **Termination of Membership.** An individual may end their membership by not paying their annual membership subscription or if he/she informs the Management Committee in writing that they wish to end their membership.
5. The Management Committee may end the membership of an individual for good reason if, in the judgment of the Management Committee, that individual has harmed the reputation of the Association by their actions, attitudes or statements. The member

involved will be given not less than one week's notice of the meeting when their membership is considered and will have the opportunity to attend and bring another member to support them.

6. The Association is opposed to racism, sexism and homophobia and expressions of such prejudice will not be tolerated at meetings or other activities of the Association.

D. MANAGEMENT COMMITTEE

1. The Management Committee will be responsible for the day to day management of the Association. The Management Committee will be made up of not less than 4, nor more than 15, members of the Association.
2. The membership of this Committee will be elected by a vote at the Annual General meeting of the members. Nominations for membership of the Management Committee and the elections will be organised in line with this Constitution, and rules made from time to time by the Management Committee which have been communicated to the membership.
3. Those elected will become members of the Committee for one year and will therefore hold office until the end of the Annual General Meeting after the one at which they were elected, although they can then be re-elected.
4. The Committee may in addition appoint not more than 3 co-opted members. The reasons for co-opting members will include: specific expertise, experience and the need for the Committee to reflect the ethnic make-up of the ward.
5. However, no-one may be co-opted onto the Committee if, as a result, more than one third of the members of the Committee would be co-opted. Co-opted members will have a vote.
6. The Management Committee may set up sub-committees or other groups to carry out specific areas of work. These groups may involve non-members of the Association. Sub-committees and working groups may make decisions within boundaries and time limits set by the Management Committee but all proceedings and decisions must be minute and reported back to the next meeting of the Management Committee.
7. Members of the Management Committee can receive reimbursement for the payment of out-of pocket expenses, such as travel and child care, incurred in the proper performance of their duties, within limits set by the Management Committee and supported by documentation.

E. HONORARY (UNPAID) OFFICERS

At their first meeting after the Annual General Meeting, the members of the Management Committee, will elect from amongst themselves: a Chair, a Treasurer, a Secretary, Membership Secretary, Vice-Chair and Vice-Secretary and any other honorary Officers the Committee sees fit, and these Officers will hold office from the conclusion of that meeting until the first Management Committee meeting after the next Annual General Meeting. Honorary Officers must be 18 years or older.

F. MEETINGS AND PROCEEDINGS OF THE MANAGEMENT COMMITTEE

1. The Management Committee must meet at least four times between each Annual General Meeting. The time, date, place and business of Committee meetings will be notified or sent to members of the Committee by the Secretary, not less than 14 days in advance
2. The Chair of the Association will normally chair the Management Committee meetings.
3. However, if the Chair has a declared interest in the business under consideration, or if he/she is absent, the members of the Committee present at the meeting will decide on an alternative Chair for that meeting, or that part of the business.
4. There shall be a quorum when one third of the members of the Committee, or 3 members whichever is the greater, is present. If this is not possible, the Chair will decide on any business which is urgent and consult with those present for their opinion on what should be done. The Chair may then decide on the action to be taken but this must be reported back to the next meeting of the Committee for their agreements.
5. At Committee meetings, matters will not normally be decided upon by a vote. If, however, the Chair thinks that general agreement is unlikely to be reached, then matters will be decided upon by a simple majority vote of those present and eligible to vote. In the event of an equal vote, the Chair shall have a second or casting vote.
6. Minutes must be taken of matters decided upon at a Committee meeting, by the Secretary or another member designated by the meeting. These minutes shall be presented to the next meeting for agreement and signing, and shall be kept in a minute file. This file shall be made available to members of the Association so long as they give reasonable notice to the Chair.
7. The Management Committee may from time to time make and alter rules for the conduct of their business, the summoning and conduct of their meetings and the custody of documents. No rule may be made which is inconsistent with this Constitution.

G. ANNUAL GENERAL MEETING

1. The Association will hold an Annual General Meeting, no later than the end of November each year. Every annual general meeting shall be called by the Management Committee. The Secretary shall give at least 21 days notice of the annual general meeting to all the members of the Association. All the members of the Association shall be entitled to attend and vote at the meeting. If some members do not have the notice in time, proof that the majority of members have received this notice will be assumed to prove that the notice was sent out correctly.
2. The meeting will be chaired by the Chair of the Association, or in their absence, another member of the Association appointed by the members present.
3. The Management Committee will present to each annual general meetings the report and accounts of the Association for the preceding year.

4. Members of the Management Committee will be elected at each annual general meeting for a term of one year. Nominations for election to the Management Committee must be made by members of the Association in writing and must be in the hands of the Secretary of the Management Committee at least 14 days before the annual general meeting. Should nominations exceed vacancies, election shall be by ballot.
5. Any member who wants to put forward items for discussion at the meeting, must give notice to the Secretary not less than seven days before the meeting unless there is an urgent matter which should be brought to the attention of the Chair before the start of the meeting.
6. Decisions taken at the Annual General Meeting will be voted upon if necessary by a simple majority vote of those present and eligible to vote. All members shall have one vote, except the Chair who may use a second vote if there is a tied vote.
7. Minutes will be kept by the Secretary or some other person appointed by the Management Committee. These will be informally agreed at the following meeting of the Management Committee but formally agreed at the next Annual General Meeting.
8. There shall be a quorum when at least one tenth of the number of members of the Association for the time being or 10 members, whichever is the greater, are present at any general meeting.

H. SPECIAL GENERAL MEETINGS

1. Special General Meetings can be called in two ways:
 - a) The Management Committee can call one at any time so long as they give the membership at least 14 days notice of the time, place and date of the meeting and the business to be discussed.
 - b) The membership can call a special general meeting if at least ten of the members sign a request and send it to the Secretary. The Committee must then call a meeting, again giving members at least 14 days notice of the time, date, place and business to be discussed.
2. Minutes of these special general meetings will be kept in the same way as with Annual General Meetings.
3. There shall be a quorum when at least one tenth of the number of members of the Association or 10 members, which ever is the greater, are present at any general meeting.

I. RECEIPTS, EXPENDITURE AND ACCOUNTS

1. The funds of the Association, including all donations, contributions and bequests, shall be paid into an account operated by the Management Committee in the name of the Association at such bank as the Management Committee shall from time to time decide. All cheques drawn on the account must be signed by at least two members of the Management Committee.
2. The funds belonging to the Association shall be applied only in furthering the objects.

3. The Treasurer will ensure a record of receipts and expenditure is kept and will present a report to each Management Committee meeting. The Management Committee will draw up financial guidelines to ensure the proper management of the funds of the Association.
4. The Management Committee shall ensure the preparation of annual statements of account for the Association which will be independently examined. The financial year will run from 1 April to 31 March each year. The annual accounts will be presented to the members at the Annual General Meeting.

J. ALTERATIONS TO THE CONSTITUTION

The Constitution may be altered by a resolution passed by not less than two thirds of the members present and voting at a general meeting. The notice of the general meeting must include notice of the resolution, setting out the terms of the alteration proposed.

K. DISSOLUTION

The Association shall be dissolved on the passing of a resolution to that effect at a Special General Meeting by at least two-thirds of those members present and voting. The Management Committee shall have power to realise any assets held by or on behalf of the Association. Any assets remaining after debts and liabilities have been satisfied shall be given or transferred to another charitable institution or institutions having objects similar to the objects of the Association as the members may determine or, failing that, shall be applied for some other charitable purposes.