

# **BEWSEY PARK FRIENDS GROUP**

## **CONSTITUTION**

### **1.0 NAME**

- 1.1 The name of the organisation shall be 'Bewsey Parks Friends Group', hereafter referred to as "Friends Group".

### **2.0 AREA OF BENEFIT**

- 2.1 The are covered by the Friends Group shall be Bewsey Park, off Troutbeck Avenue, Bewsey, as shown on the enclosed map.
- 2.2 The Friends Group shall operate for the benefit of the residents of Bewsey, Whitecross and Dallam, the Borough of Warrington and visitors and users of Bewsey Park.

### **3.0 AIMS AND OBJECTIVES**

- 3.1 The aims and objectives of the Friends Group are:
- to provide and develop opportunities leading to the physical improvement and increased value and benefit provided by Bewsey Park;
  - to represent the needs and views of the communities, park users and group members with respect to management, maintenance, use and development of Bewsey Park;
  - to meet on a regular basis to share information and discuss development scheme progress and facilities issues and initiatives;
  - to consider and pursue opportunities for developing networks and partnerships both locally and wider and for the sharing of skills and resources.

### **4.0 POWERS**

- 4.1 In furtherance of the above Aims and Objectives but not further or otherwise, the Friends Group shall have the power to:
- promote the development and improvement of Bewsey Park;
  - work in partnership with service providers, Government and support agencies, user groups, voluntary groups, schools and local communities;
  - set up a bank account in the name of the Friends Group;
  - raise funds and invite or receive contributions by a person or persons by way of donation, grant or award and expend monies received in furtherance of the objects of the Friends Group;

- publicise the Friends Group's activities, plans and achievements;
- promote and carry out or assist with research, surveys and investigations;
- bring together in conference representation of other organisations, Government departments, statutory authorities and individuals;
- do all such lawful things as shall further the objects of the Friends Group.

## **5.0 MEMBERSHIP**

5.1 Membership of the Friends Group shall be open to persons offering their voluntary help as individuals or as the nominated representative of organisations supporting the objects of the Friends Group.

5.2 This shall include but not be limited to:

### **Voting Members :-**

- Bewsey Residents and Tenants Association
- Old Bewsey Residents Association
- Computer Group
- Craft Group
- Youth Group
- Bewsey Ladies Bowls and Social Club
- Bewsey Park Veteran Bowling Club
- Men's Pensioner Bowls and Social Club
- Bingo Group
- Other Groups as recognised

### **Co-opted (non voting) Members :-**

- Warrington Borough Council
- Ward Members
- SureStart
- Priestley College
- Community Action Team (Police)
- Fire Authority
- Youth Service / Connexions

5.3 Each member or organisation's representative(s) shall be entitled to attend meetings of the Friends Group and to vote on their behalf.

## **6.0 MEETINGS**

6.1 Meetings of the Friends Group shall be held at least on a quarterly basis and be open to all members and member organisations.

- 6.2 Additional meetings can be arranged upon fourteen clear days notice in writing being received by the Secretary upon the demand of three of the member groups or organisations listed in 5.2, or by the Chairperson.
- 6.3 Meetings will be run in accordance with a standard agenda to be agreed by the Friends Group. Additional agenda items can be added by notifying the Chairperson of the forthcoming meeting at least seven clear days prior to the date of the meeting.
- 6.4 The purpose of the meetings is to consider the business of the Friends Group and to make decision on the basis of a simple majority vote. Each of the Voting Member groups or organisations as listed in 5.2 shall have one vote. The Chair shall have a casting vote in the event of equal votes.
- 6.5 The quorum at all meetings of the Friends Group shall be a minimum of the Chairman or one of the elected Officers, and an individual or representative from at least three of the Voting Member groups or organisations as listed in 5.2.

## **7.0 GENERAL MEETINGS**

- 7.1 The Annual General Meeting shall be held not later than the end of April each year. Twenty-one clear days written notice shall be given to members of the AGM by circulating a copy to all delegates by post.
- 7.2 The business of the AGM shall include:
- the election of a Chairperson and Officers and, where required: the election of an Executive Committee and appointment of Examiners or Auditors;
  - the consideration of an Annual Report of the work done by the Friends Group including Chairpersons, Secretaries and Treasurer's Report and examined or audited accounts.

## **8.0 OFFICERS**

- 8.1 The Officers of the Friends Group shall consist of a Chairperson, Treasurer, Secretary and such other Officers as the members shall determine at the AGM. The Officers shall be elected at the AGM and shall serve until the conclusion of the next following AGM and shall be eligible for re-election.
- 8.2 Other members may be appointed by the Committee to hold / undertake particular responsibilities within the Friends Group, e.g. fund-raising.

## **9.0 EXECUTIVE COMMITTEE**

Hereinafter called "the Committee".

- 9.1 Shall consist of not less than five nor more than fifteen members elected at the AGM or Special General Meeting. No group shall have more than one voting member on the Committee.

- 9.2 The Committee may appoint other members to hold / undertake particular responsibilities within the Friends Group, e.g. fundraising, publicity.
- 9.3 The policy and general management of the affairs of the Friends Group shall be directed by the Committee. The Committee shall have the power to appoint sub-Committees, or working groups, and shall determine their terms of reference, membership and duration.

## **10. FINANCES**

- 10.1 Any money raised shall be used to further the aims of the Friends Group and for no other reason.
- 10.2 A bank account will be opened in the name of the Friends Group with such bank as the Committee shall determine.
- 10.3 All cheques must be signed by at least two of the three authorised signatories, of whom at least one should be an Officer of the Committee.
- 10.4 The Treasurer shall keep a proper record of the income and expenditure of the service and shall arrange for the accounts to be examined or audited by a qualified person at least once in every year.
- 10.5 No member shall derive any financial benefit from the Friends Group except for payment of reasonable expenses.

## **11.0 ALTERATIONS TO THE CONSTITUTION**

- 11.1 Any proposed alterations to the Friends Group Constitution may only be considered at an Annual or Special General Meeting, convened with the required written notice of the proposal. Any alteration or amendment must be proposed by a Full Voting Member of the Friends Group and seconded by another Full Voting Member. Such alterations shall be passed if supported by not less than two-thirds of those Full Voting Members present at the meeting, assuming that a quorum has been achieved.

## **12.0 DISSOLUTION**

- 12.1 If at any General Meeting of the Friends Group, a resolution be passed calling for the dissolution of the Friends Group, the Secretary shall immediately convene a Special General Meeting of the Friends Group to be held not less than one month thereafter to discuss and vote on the resolution.
- 12.2 If at that Special General Meeting, the resolution is carried by at least two-thirds of the Full Voting Members present at the meeting, the General Committee shall thereupon, or at such date as shall have been specified in the resolution, proceed to realise the assets of the Friends Group and discharge all debts and liabilities of the Friends Group.

- 12.3 After discharging all debts and liabilities of the Friends Group, the remaining assets shall not be paid or distributed amongst the Full Members of the Friends Group, but shall be given or transferred to some other voluntary organisation having objects similar to those of the Friends Group as determined by those present and voting.

**Constitution considered and approved by the**  
**Bewsey Park Friends Group at its meeting on**

---