

Constitution of the Community Group:

SAVE STOKE LODGE PARKLAND

1) Name

The name of the Group is Save Stoke Lodge Parkland.

2) Aims and Objectives

The aims and objectives of Save Stoke Lodge Parkland, as agreed at the 28 July 2010 inaugural (public) meeting, are:

To maintain “unfettered access” to, and preserve Stoke Lodge Parkland as safe, open green space providing both, free public amenity “as of right” for the wider local community to the whole of the parkland open spaces, whilst maintaining the existing balanced use of the parkland for formal and informal sport and general family recreation, all to be achieved without additional fencing.

To support continuing Educational use of Stoke Lodge Building (Grade 2 Listed).

To protect the undoubted beauty of the parkland including the trees and the wider environmental issues for the future benefit of all.

To monitor sources of intelligence / information for possible threats.

To raise public awareness and publicise issues of concern via e-mails and regular electronic newsletters, and occasionally by posters and the press.

To identify and work with other like minded pressure groups.

To act in accordance with the expressed public opinion, and hold at least one general (Public) meeting per year to review progress and elect a committee for the next year, i.e. be totally transparent and democratic.

3) Powers

In order to achieve its aim Save Stoke Lodge Parkland ('the Group') may:

- a) Raise money
- b) Open bank accounts
- c) Acquire and run buildings
- d) Take out insurance
- e) Employ staff
- f) Organise courses and events
- g) Work with similar Groups and exchange information and advice with them
- h) Do anything that is lawful which will help it to fulfil its aims and objectives
- i) Engage experts, on a paid or non-paid basis.

4) **Membership**

- a) Membership of the Group shall be open to any individual over eighteen without regards to disability, political or religious affiliation, race, sex or sexual orientation who is:
 - interested in helping the Group to achieve its aims and objectives
 - willing to abide by the rules of the Group and
 - willing to pay any subscription agreed by the Management Committee.
- b) The membership of any member may be terminated for good reason by the Management Committee - provided that the member concerned shall have the right to be heard by the Management Committee, accompanied by a friend, before a final decision is made.
- c) Any person shall receive membership of the Group upon being accepted by, and giving their name and address to, any member of the Management Committee.
- d) Membership fees may from time to time be levied, and will be no more than £1pa. No fees will be payable for the initial operating period of the Group, i.e. up to 31 December 2010.
- e) The Group is a 'limited liability Group' – the liability of each and every member (and, additionally, Committee members in their capacity of Committee member), at any particular point in time, is limited to that member's due, but remaining unpaid, membership fees.

5) **Management**

- a) The Group shall be administered by a Management Committee of not less than three and not more than ten individuals elected at the Group's Annual General Meeting (A.G.M.).
- b) The Officers of the Management Committee shall be: the Chairperson, the Treasurer and the Secretary.
- c) The Management Committee may co-opt onto the Committee, up to three individuals, in an advisory and non-voting capacity that it feels will help to fulfil the aim of the Group.
- d) The Management Committee shall meet at least four times a year.
- e) At least three Management Committee members must be present for a Management Committee meeting to take place, of whom at least one must be an officer.
- f) Voting at Management Committee meetings shall be by a show of hands. If there is a tied vote then the Chairperson shall have a second vote.
- g) The Management Committee shall have the power to remove any member of the Committee for good and proper reason.
- h) The Management Committee may appoint any other member of the Group as a Committee member to fill a vacancy, provided that the maximum prescribed is not exceeded.

- i) The Management Committee is elected at the A.G.M.
- j) The normal term of office shall be 3 years. All Management Committee members shall stand down at the first A.G.M., and may then put themselves forward for re-election. At each subsequent A.G.M. at least one third of the Management Committee shall stand down, in rotation. Members of the Management Committee standing down in rotation may put themselves forward for re-election.

6) The Duties of the Officers

a) The duties of the Chairperson shall be to:

- Chair meetings of the Committee and the Group
- represent the Group at functions/meetings that the Group has been invited to and
- act as the spokesperson of the Group when necessary.

b) The duties of the Secretary shall be to:

- keep a membership list
- prepare in consultation with the Chairperson the agenda for meetings of the Committee and the Group
- take and keep minutes of all meetings and
- collect and circulate any relevant information within the Group

c) The duties of the Treasurer shall be to:

- supervise the financial affairs of the Group and
- keep proper accounts that show all monies received and paid out by the Group, and report to the Management Committee at each meeting and to the A.G.M.

7) Finance

- a) All monies received by or on behalf of the Group shall be applied to further the aims and objectives of the Group and for no other purpose.
- b) Any bank accounts opened for the Group shall be in the name of the Group.
- c) Any cheques issued shall be signed by two members of the Management Committee. Three or four approved signatories will be arranged from the members of the Management Committee, of whom at least two shall be officers.
- d) The Group shall ensure that its annual statement of accounts is independently reviewed by an accountant every year, prior to submission to the A.G.M.
- e) The financial year runs on a calendar year basis.

8) Annual General Meeting.

- a) The Group shall hold an Annual General Meeting (A.G.M.) each year, and no more than 15 months may elapse between A.G.Ms.
- b) All members shall be given at least fourteen days notice of the A.G.M. and shall be entitled to attend and vote. This notice may be given by email, by notice in an appropriate

local newspaper, and by posters in appropriate locations. Postal notification to each individual member is not required.

c) The business of the A.G.M. shall include:

- receiving a report from the Chairperson on the Group's activities over the year
- receiving a report from the Treasurer on the finances of the Group
- electing a new Management Committee and
- considering any other matter as may be decided.

d) At least three members must be present for the Annual General Meeting and any other General Meeting to take place.

9) Special General Meeting.

A Special General Meeting may be called by the Management Committee, or at least 15 individual members, to discuss an urgent matter. The Secretary shall give all members fourteen days notice of any Special General Meeting together with notice of the business to be discussed. This notice may be given by email, by notice in an appropriate local newspaper, and by posters in appropriate locations. Postal notification to each individual member is not required.

10) Alterations to the Constitution

Any changes to this Constitution can be made only by a resolution passed by two-thirds of those members present and voting at any General Meeting, provided that such a motion has been publicised by email, by notice in an appropriate local newspaper and/or by posters in appropriate locations.

11) Dissolution

The Group may be wound up at any time by a resolution passed by two-thirds of those members present and voting at any General Meeting, provided that such a motion has been publicised by email, by notice in an appropriate local newspaper and/or by posters in appropriate locations. In the event of winding up any assets remaining after all debts have been paid shall be given to another Group with similar aims and objectives, to be agreed at the meeting where a resolution for dissolution is approved.

12) Adoption of the Constitution

Until the first A.G.M. takes place the persons whose names, addresses and signatures appear at the bottom of this document shall act as the Management Committee referred to in this constitution.

This Constitution was adopted on 2 December 2010 by