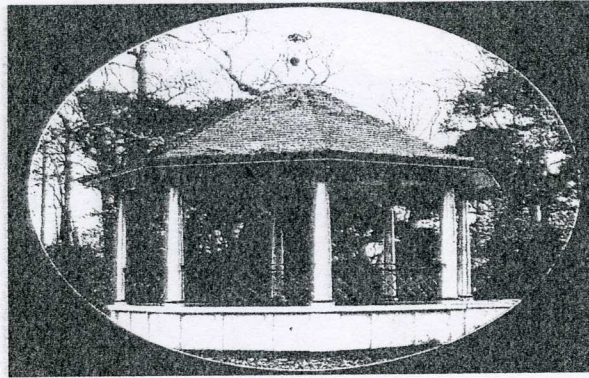


# Constitution Of



## **FRIENDS OF FISHERMAN'S WALK**

### 1. NAME

The name of the Organisation shall be "FRIENDS OF FISHERMAN'S WALK" (hereinafter called "the Organisation").

### 2. AIMS

The aims of the Organisation are to:

Enhance and Conserve Fisherman's Walk Gardens for the enjoyment of the community and visitors

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### 3. MEMBERSHIP

3.1 Membership shall be open, to all persons who share the aims of the Friends of Fisherman's Walk

3.1.1 Full membership : Local Residents of the Borough of Bournemouth

3.1.2 Associate membership: Any persons interested in Fisherman's Walk gardens

3.1.3 Organisation membership – organisations as recognised by the committee.

3.2 3.2.1 Every full member shall have one vote.

3.2.2 Organisational membership carries one vote per organisation.

3.3 Members must actively seek to represent the various needs of the area, and must not discriminate on the grounds of their race, colour, ethnic or national origin or because of their gender, disability or health (including HIV+ status), sensory or speech impairment, age, sexual orientation, religion, political party or marital status.

## MEMBERSHIP FEE/SUBSCRIPTION

All members shall pay an annual membership fee that has been proposed by the Committee and agreed at the Annual General meeting.

## 4. FINANCE

*All financial business must be carried out constitutionally.*

- 4.1 All money raised by or on behalf of the Organisation is to be used only to further the aims of the Organisation.
  - 4.2 The Treasurer shall open a bank account in the name of the Organisation.
  - 4.3 Cheque and instruction signatories will be Secretary, Chairperson, Vice Chairperson and Treasurer.
  - 4.4 All cheques and instructions to the Organisation bankers shall require two of the agreed signatures.
  - 4.5 The Treasurer shall have the accounts audited annually by an independent, competent person.
  - 4.6 The Organisation will not lend money to members.
  - 4.7 A budget shall be prepared each year by the committee.
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## 5. THE COMMITTEE

*This is the body that manages the day-to-day affairs of your group, and is elected by the members of the Organisation. It is responsible to the membership.*

- 5.1 The Committee shall be elected to carry out the business of the Organisation.
- 5.2 The Committee shall be made up of a Secretary, Chairperson, Vice Chairperson, Treasurer, and five committee members.
  - 5.2.1 The Committee can co-opt up to 3 members.
- 5.3 The Committee shall be elected at the Annual General Meeting.
- 5.4 Officers shall carry out the duties given to them by General Meetings.
- 5.5 The Committee shall meet no less than 6 times a year.
- 5.6 Minutes of the Committee meetings shall be available to all members.
- 5.7 The Committee may introduce or appoint new members as required to replace any committee members that may leave during the year.

- 5.8 No two members from the same household shall be Officers of the Committee
- 5.9 Any Committee Member that fails to attend 3 meetings, without an apology, shall be deemed to have resigned.

## 6. ANNUAL GENERAL MEETING

*This is the meeting where the Committee reports on the activities of the previous year, then resigns. The new Committee is then elected.*

- 6.1 There shall be an Annual General Meeting held every 12 months at which the Committee reports on its work, presents a statement of accounts, then stands down.
- 6.2 The AGM shall elect a new Committee, vote on recommendations and any amendments to the constitution.
- 6.3 The AGM will be held in May each year and will be notified at least twenty-eight days in advance.

## 7. OTHER GENERAL MEETINGS

- 7.1 A special or extraordinary general meeting open to all members will be held if five or more full members submit in writing a request for such a meeting to the Secretary. The Secretary shall arrange for the meeting to take place within twenty-eight days.
- 7.2 The Secretary will publicise all general meetings at least fourteen days in advance.

## 8. QUORUM

*This means the number of members required for the meeting to go ahead and make decisions.*

- ~~8.1 No general meeting or Annual General Meeting shall take place if less than fifteen full members are present.~~
- 8.2 No Committee meeting shall take place if less than half of the Committee are present.

## 9. CHANGES TO THE CONSTITUTION

- 9.1 The constitution can only be altered at an Annual, Special or Extraordinary General Meeting .
- 9.2 Any suggested changes to the constitution must be handed to the Secretary fourteen days before the Annual, Special or Extraordinary General Meeting.
- 9.3 Changes to the constitution must be agreed by a simple majority of the full members present at the meeting.
- 9.4 The Chair shall have the casting vote, should the original vote be tied
- 9.5 None of the aims of the Organisation listed in section two may be deleted.

## 10. DISSOLUTION

The Organisation may only be dissolved at a Special General Meeting called for that purpose and must be advertised twenty eight days before the meeting.

- 10.1 A proposal to dissolve the Organisation shall only be accepted only if signed by two thirds of the full members. The decision shall be agreed by a simple majority of eligible voters present.
- 10.2 Funds and possessions will be disposed of by a gift for charitable purposes in the area or to a charity having substantially similar objects to the Organisation and in each case as agreed by a simple majority of the full members present in person or by proxy at the meeting.
- 10.3 No members of the Organisation shall receive any benefit either in cash or in kind from any disposal of the Organisation's assets.

## 11. STANDING ORDERS

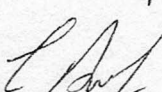
*Members shall, at all times, conduct themselves in a reasonable manner at meetings or in the premises used by the organisation, and be excluded if they contravene the objectives of the organisation. This will be done by a majority of those full members present and voting at any Committee or general meeting.*

- 11.1 Any members may make a proposal. In order for it to be voted on by full members it must be seconded, (or supported) by another member.
- 11.2 Only members present at the meeting may vote.
- 11.3 The only exception to the above rule will be that full members whose disabilities or medical condition make it impossible to attend a meeting. In these circumstances such full members may empower the Chairperson or Secretary to vote on their behalf.
- 11.4 Before voting any member may propose an amendment, which must also be seconded.
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- 11.5 The Chairperson shall have the casting vote when there is equal voting.
- 11.6 The area of responsibility for Friends of Fisherman's walk shall be the Fisherman's Walk Gardens.

This constitution was adopted by Friends of Fisherman's Walk on

Date: 30 JUNE 2006

Signed  Full Name C MAYNE

Signed  Full Name C. ANDERTON

For and on behalf of "Friends of Fisherman's Walk".