

CONSTITUTION FOR THE FRIENDS OF SCARBOROUGH VALLEY GARDENS

Item 4

NAME

The name of the group shall be The Friends of Scarborough Valley Gardens.

AREA

The area of benefit shall be The Valley Gardens, Scarborough.

AIMS AND OBJECTIVES

1. To protect and enhance the natural beauty, wildlife, flora and fauna of Valley Gardens, Scarborough
2. To research, restore, interpret and protect the features of historical and botanical interest in the Gardens
3. To promote the Gardens, increase usage and encourage responsible use of the area
4. To organise events and activities in the Gardens
5. To act as an advisory body for the community and users of the Gardens
6. To utilise the Gardens as an educational resource
7. To raise funds to support the above activities

MEMBERSHIP

Membership shall be open to all individuals and organisations in sympathy with the aims and objectives of The Friends of Scarborough Valley Gardens.

Membership shall begin as soon as a completed Membership and Data Protection Form has been received by the Secretary.

A record of all members will be kept by the Secretary in accordance with current Data Protection legislation.

CEASING TO BE A MEMBER

Members may resign at any time by writing to the Secretary.

EQUAL OPPORTUNITIES

The Friends of Scarborough Valley Gardens shall not discriminate against any individual or organisation on the grounds of race, religion, creed, gender, colour, age, sexual orientation or political opinion.

SUBSCRIPTIONS

The Committee shall have the power to levy an annual subscription payable at the beginning of the Friends' financial year.

MANAGEMENT

The business of the Friends shall be carried out by a Committee elected at the Annual General Meeting.

The Committee shall consist of ten members and be composed of two officers and eight committee members. The officers' roles are as follows:

- Secretary, who shall be responsible for the taking of minutes and distribution of all papers and for chairing the Annual General Meeting
- Treasurer, who shall be responsible for maintaining accounts

The chairing of general committee meetings shall be done by members of the committee on a rolling basis.

The Committee shall have the power to co-opt up to 4 additional members from voluntary/community groups/representatives of public bodies whose aims are likely to be of benefit to the Gardens. No more than one member may be co-opted from each group.

The Committee shall meet as necessary and not less than four times a year.

The quorum for Committee meetings shall be 50% or three, whichever is higher.

Any committee member not attending a meeting, without apology, for three months will be contacted by the Committee and asked if they wish to resign.

The Committee meetings will be open to any member of The Friends of Scarborough Valley Gardens wishing to attend, who may speak but not vote.

MEETINGS

Annual General Meetings

An Annual General Meeting (AGM) shall be held in October or November each year. All members shall be notified at least 2 weeks before the date of the meeting, giving the venue, date and time.

Nominations for the Committee must be made to the Secretary at least seven days before the meeting.

The quorum for the AGM will be 10% of the membership or 10 members, whichever is the greater number.

At the AGM:-

- The Committee shall present a report of the work of The Friends of Valley Gardens
- The Committee shall present the accounts of The Friends of Valley Gardens for the previous year.
- The Officers and Committee for the next year shall be elected.

Any proposals given to the Secretary at least 7 days in advance of the meeting shall be discussed.

Special General Meetings

The Secretary shall call a Special General Meeting at the request of the majority of the Committee or at least eight other members giving a written request to the Secretary stating the reason for their request. The meeting shall take place within twenty-one days of the request. All members shall be given two weeks' notice of such a meeting, giving the venue, date, time and agenda.

The quorum for the Special General Meeting will be 10% of the membership or 10 members, whichever is the greater number.

RULES OF PROCEDURE FOR MEETINGS

All questions that arise at any meeting will be discussed openly and the meeting will seek to find general agreement that everyone present can agree to.

If a consensus cannot be reached a vote shall be taken and a decision shall be made by a simple majority of members present.

Each individual member shall have the right to vote. Each organisation shall appoint one person to vote on its behalf.

The Chair of the meeting shall not vote in the initial round but if the number of votes cast on each side is equal, shall have a casting vote.

FINANCES

An account shall be maintained on behalf of the Friends into which all monies received shall be paid. Three cheque signatories shall be nominated by the Committee (one to be the Treasurer). The signatories must not be related nor members of the same household.

All payments will be signed by two of the signatories. For cheque payments, the signatories will sign the cheque. For other payments (such as BACS payments, cash withdrawals, debit card payments or cash payments), a requisition note will be signed by two signatories, and held by the Treasurer.

Records of income and expenditure will be maintained by the Treasurer and a financial statement given at each meeting.

The Friends of Scarborough Valley Gardens financial year shall commence on 1st October and run through until September 30th of the following year.

All money raised by or on behalf of The Friends of Scarborough Valley Gardens is only to be used to further the aims of the group, as specified in the Aims and Objectives of this Constitution.

The accounts of the Friends shall be subject to independent financial review at the end of the financial year.

AMENDMENTS TO THE CONSTITUTION

Amendments to the Constitution may only be made at the Annual General Meeting or a Special General Meeting.

Any proposal to amend the Constitution must be given to the Secretary in writing. The proposal must then be circulated with the notice of meeting.

Any proposal to amend the Constitution will require a two thirds majority of those present and entitled to vote.

DISSOLUTION

If a meeting, by simple majority, decides that it is necessary to close down the group it may call a Special General Meeting to do so. The sole business of this meeting shall be to dissolve the group.

If it is agreed to dissolve the group, all remaining money and other assets, once outstanding debts have been paid, shall be applied to purposes in keeping with the aims of the Friends. Such purposes shall be agreed at the meeting which agrees the dissolution.