

# **The Friends of Miss Whalley's Field**

## **CONSTITUTION 2021**

### **1. Name**

The name of the group shall be Friends of Miss Whalley's Field.

### **2. Relationship to The Gregson Community Association (GCA) Limited**

The Friends of Miss Whalley's Field is a subgroup of the above-named charity, and will be considered under the same charity number as the GCA. The Management Committee will have one member who sits on the GCA Board of Trustees, and shall be duly elected in line with the charities Articles of Association. The Friends of Miss Whalley's Field will provide regular reports to the GCA who will maintain an oversight of this group to ensure our aims and objective remain aligned, and that the group comply with Charity Commission Law. The Friends of Miss Whalley's Field will maintain its own accounts and records, which will be made available to the GCA on request.

### **3. Aim**

To protect the Field in perpetuity from development, maintaining and improving the flora and fauna, whilst ensuring that the Field is an accessible community resource for all.

### **4. Objectives**

The group will endeavour to uphold the historical spirit of the gift made by Miss Whalley by pursuing the following objectives;

- a. To secure the future of the Field by seeking to add protection.
- b. To provide a forum for the local community to become involved with all of our objectives.
- c. To promote wildlife and the bio-diversity of the Field in keeping with the needs of the local community and meet wider/national initiatives.
- d. To seek funding and establish partnerships in order to help achieve our aims and objectives.
- e. To promote and publicise our aims, objectives and progress made.

### **5. Management Committee**

a. Friends of Miss Whalley's Field (FMWF) shall be administered by a Management Committee of not fewer than five and not more than eight members, to be elected at its Annual General Meeting. Committee members must be at least 18 years old.

b. The officers of the Management Committee shall be:

- The Chairperson
- The Treasurer
- The Secretary

c. The Chairperson, Treasurer and Secretary shall be elected for a period of three years renewable.

- d. Ordinary members of the Management Committee shall be elected for a period of three years renewable.
- e. The Management Committee is empowered to set up sub-groups and working parties.

## **6. Finance**

- a. Any money obtained by the FMWF shall be used only in furtherance of its aims and objectives.
- b. Any bank/building society accounts opened shall be in the name of the FMWF.
- c. Any cheque issued shall be signed by at least two of any three signatures from the FMWF Management Committee.
- d. The Management Committee will ensure that they do not spend more money than they have in the bank.

## **7. Management Committee Meetings**

- a. The Management Committee shall meet at least twice each year.
- b. The quorum for a meeting shall be four.
- c. Voting at Management Committee meetings shall be by show of hands on a majority basis. If there is a tied vote then the Chairperson shall have a second vote.
- d. All meetings must be minuted and the minutes made available to any interested party.
- d. All Management Committee members shall be given at least seven days' notice of a meeting unless it is deemed an emergency meeting.

## **8. Annual General Meetings**

- a. The FMWF shall hold an Annual General Meeting (AGM).
- b. The local community shall be notified of an AGM by a combination of the FMWF email circulation list, web site, Facebook and the two notice boards on the Field. At least fourteen days' notice should be given.
- c. The business of the AGM shall include;
  - Receiving a report/s from the Chairperson and other Management Committee members of activities over the year.
  - Receiving a report and presentation of the last financial year's accounts from the Treasurer.
  - Elections to any vacant posts on the Management Committee.
  - Any other matter as may be appropriate at such a meeting.

d. The quorum for an AGM shall be at least eight persons of which no more than four shall be Management Committee members.

### 9. General Public Meetings

a. The Management Committee shall call additional general public meetings when required.

b. The Chair of the Management Committee shall normally chair these meetings.

c. The local community shall be notified of a General Meeting by a combination of the FMWF email circulation list, web site, Facebook and our two notice boards. At least fourteen days' notice should be given.

d. The quorum for a General Meeting shall be at least eight persons of which no more than four shall be Management Committee members.

### 10. Alteration of the Constitution

a. Proposals for amendments to this constitution, or dissolution (see Clause 10) must be delivered to the Secretary in writing. The Secretary in conjunction with the Management Committee shall decide on the date of a meeting to discuss such proposals, giving at least fourteen days' notice.

b. Any changes to this constitution must be agreed by the majority of those present at an Annual or General Meeting.

### 11. Dissolution

The FMWF may be wound up at any time if agreed by a majority of those present at any Annual or General meeting. Any assets shall be returned to their providers, if they require it, or shall be passed to another group with similar aims.

### 12. Adoption of the Constitution

This constitution was adopted by those present at the meeting held on:-

_____	(Date)	
Signed:		
_____	(Chair)	_____
_____	(Secretary)	_____
_____	(Treasurer)	_____
_____	(Member)	_____
_____	(Member)	_____