

The Friends of Town Quay Park Constitution

Initially adopted at the FTQP inaugural meeting on 14 April 2010

1. Name

The group shall be called The Friends of Town Quay Park ('the Group').

2. Geographical area

The area of operation comprises Town Quay Park ('the Park') and the immediate surrounding area bordered by Oriental Terrace, Lower High Street, Town Quay and Bugle Street in the Old Town area of Southampton. In May 2012 FTQP added the area known as Cuckoo Lane Park to the west of Bugle Street to its area of operation.

3. Aims

The aims of the Group are:

- To preserve and improve the Town Quay Park site and Cuckoo Lane site for the well-being and pleasure of the community and visitors to the city.
- To work with other interest groups and Southampton City Council to preserve the heritage of the Old Town area for the people of Southampton, visitors to the city and future generations.

To achieve the aims the Group will:

- Open and maintain a bank account, raise specific funds, invite and receive contributions and subscriptions where appropriate to finance the development of the Park and its amenities.
- Coordinate and cooperate with the local authority, other statutory authorities, voluntary organisations, charities and persons where they have an aim similar to those of the Group
- Involve local people in the aim
- Hold meetings and social events
- Do all other lawful things as are considered necessary to further the aims

4. Membership

Membership shall be open to any individual or group interested in actively furthering the purposes of the Group.

Members over the age of 18, and in good standing, shall have one vote each.

Membership is terminated if the member dies, or if it is an organisation, it ceases to exist, or if the member resigns by written notice to the Secretary, or if his or her subscription is not paid in full within three months of its due date.

5. Subscriptions

The annual subscription shall be agreed by the committee and may be altered at the discretion of the committee.

Any subscription shall be payable on or before 1st April each year. Life membership shall be available at a subscription rate agreed by the committee and may be altered at the discretion of the committee.

6. Meetings (AGMs and SGMs)

An Annual General Meeting (AGM) shall normally be held annually to receive the committee's report and accounts and to elect officers and the committee. The committee shall decide when ordinary meetings shall be held.

Special General Meetings (SGM) shall be held at the request of the committee, or the written request of ten or more members entitled to vote, or one tenth of the membership, whichever is the greater, whose subscriptions are fully paid up.

A minimum of ten members personally present and entitled to vote or one tenth of the membership entitled to vote, whichever is the greater, shall constitute a quorum for a meeting.

The committee shall give no less than 21 days notice of any AGM, and no less than 7 days notice of any SGM and of any special motions to be discussed, to the membership of the Group.

Matters of policy may be debated from time to time at AGMs and SGMs at the request of a proposer and seconder. Decisions shall be made by majority vote

of the members present who are entitled to vote. In the event of an equality of votes the Chair of the meeting shall have the casting vote in addition to any other vote he or she may have.

The committee shall maintain minutes of all meetings, which shall be available for inspection on giving of reasonable notice by any member.

7. Officers

The officers of the Group shall normally consist of a Chair, a Secretary and a Treasurer, each of whom may retain their post for up to 3 years after which the post shall be eligible for re-election at the appropriate AGM. The committee shall have the power to fill casual vacancies among the officers of the Group until the next AGM where the post will be eligible for election.

Nominations for the election of officers shall be made in writing to the Secretary no later than 7 days before the AGM. Nominations shall be supported by a seconder and the consent of the nominee must first have been obtained. The election of officers shall be completed prior to the election of further committee members.

8. Committee

The committee shall be responsible for the management and administration of the Group. The committee shall consist of the officers and not less than 2 and no more than 9 other members. The committee shall have the power to co-opt further members (who shall attend in an advisory and non-voting capacity). Committee members, other than co-opted members, must be 18 years of age and over.

The committee shall meet not less than 3 times a year and the Secretary shall give committee members not less than 14 days notice of each meeting. The quorum shall, as near as may be, comprise one-half of the members of the committee. The committee shall have the power to fill casual vacancies occurring among the members of the committee between general meetings.

9. Sub-committees

The committee may constitute such sub-committees as from time to time shall be considered necessary for such purposes as thought fit. A coordinator of any sub-committee shall be appointed by the committee. All actions and proceedings of each sub-committee shall be reported to and agreed by the committee as soon as possible. Sub-committees may be regulated and dissolved by the committee.

10. Accounts

The committee shall, out of the funds of the Group, pay all proper expenses of administration, development, and management of the Group. After the payment of such expenses, and the setting aside of a reserve if deemed necessary, the remaining funds shall be applied by the committee to further the aims of the Group.

Accounts shall be kept by the Treasurer and shall be available for inspection on giving of reasonable notice by any member.

Accounts shall be submitted for inspection by and approval of the members at each AGM.

11. Insurance

The Group shall obtain and maintain sufficient and appropriate liability insurance in respect of risks to its members and for injuries to third parties and damage to property.

12. Notices

Any notice required by this Constitution shall be given via electronic communication, and/or in writing, either by sending it by post in a pre-paid envelope, addressed to the member at his or her supplied postal or email address.

A notice shall be deemed to be given 3 working days after the envelope containing it was posted, and/or in the case of electronic communication, 3 working days after it was sent.

13. Amendments

This Constitution may be amended by a two thirds majority of members present at an *AGM* or *SGM* of the *Group* provided not less than 21 days notice of the proposed amendment has been given to all members.

14. Dissolution

The *Group* may be dissolved by a two-thirds majority of members present and entitled to vote at an *AGM* or *SGM* provided that not less than 28 days notice of the proposed winding up has been given to all members.

Any assets shall be returned to their providers, if they require it, or shall be passed to another group with similar aims.

15. Adoption of the Constitution

This Constitution was adopted by the members present at the inaugural meeting held on 14 April 2010.

Amended May 2011 after *AGM* approval