

Friends of Whirlow Brook Park

Constitution

1 Name

Friends of Whirlow Brook Park (to be abbreviated to FoWP)

2 Aim

To help restore and develop the Park for the benefit of the people of Sheffield

3 Objectives

FoWP will fulfil this aim by:

- a) Carrying out and promoting: historical and ecological investigation, and environmental restoration and improvement.
- b) Encouraging provision of facilities appropriate to a public park such as cafe and toilets
- c) Involving the public in improving the park
- d) Working closely with Sheffield City Council departments responsible for parks, gardens and recreation
- e) Working with similar groups and the Sheffield Green Spaces Forum and exchange information and advice with them.

4 Powers

- (a) Raise funds and receive contributions where appropriate to finance the work
- (b) Publicise and promote the work of FoWP
- (c) Work with statutory and non statutory agencies
- (d) Open bank accounts
- (e) Make rules and standing orders for categories of Members and their rights
- (f) Take out insurance where appropriate
- (g) Organise meetings, training courses and events as appropriate

- (h) Commission work and enter into contracts that support the Aim and Objectives of FoWP, with third parties.
- (i) Take any action that is lawful, which would help FoWP to fulfil its aims.

5 Membership

- a) Membership of Friends of Whirlow Brook Park shall be open to anyone who is interested in helping FoWP to achieve its aim and is willing to abide by its rules.
- b) Members shall be known as Friends
- c) There shall be two types of Friends: individual and corporate.
- d) Membership as a Corporate Friend shall be open to organisations (whether public, private, or charitable)
- e) Each member age 18 years and over, whether individual or corporate, shall have one vote at general meetings
- f) The conditions of membership shall include annual payment of a subscription, the amount of which will be determined by the Management Committee
- g) The Management Committee shall have the power to refuse membership to an applicant, where it is considered such membership would be detrimental to the aims, purposes or activities of FoWP
- h) Termination of membership.
 - (1) Any member of FoWP may resign his/her membership and any representative of a member organisation may resign such position, by giving to the secretary of the association written notice to that effect.
 - (2) The Management Committee may, by resolution passed at a meeting thereof, terminate or suspend the membership of any Friend, if in its opinion his/her conduct is prejudicial to the

interests and objects of the association, PROVIDED THAT the individual Friend or representative of the member organisation (as the case may be) shall have the right to be heard by the Management Committee before the final decision is made. There shall be a right of appeal to an independent arbitrator appointed by mutual agreement.

6 Patrons

Friends of Whirlow Brook Park may appoint one or more Patrons

7 Management

- (a) Friends of Whirlow Brook Park shall be administered by a Management Committee of not less than four (4) and not more than twelve (12) people, elected each year by members of the organisation at FoWP's general meeting.
- (b) Members of the Management Committee shall normally serve no more than 5 years
- (c) Management Committee members:
 - (i) must be members of Friends of Whirlow Brook Park
 - (ii) must not live in the same household as any other member of the Management Committee, nor be closely related to another member of the Committee
- (d) The officers of the Management Committee shall be chosen by the members of the Committee and shall include:
 - Chair
 - Treasurer
 - Secretary
 - and such other officers as the Management Committee shall deem necessary
- (e) The Management Committee shall be accountable to members of FoWP at all times.
- (f) The Management Committee is empowered to co-opt interim members as needed, provided that the maximum number of the committee is not exceeded.
- (g) The Management Committee shall have the power to set up sub-groups and working parties as deemed necessary which shall be accountable to the committee.

- (h) Until the first General Meeting can be held, the work of FoWP will be directed by a Steering Group.

8 Meetings of the Management Committee

- (a) The Management Committee shall meet as frequently as is necessary and no less than twice a year
- (b) At least four members of the Committee, including at least one of the Chair, Secretary or Treasurer, must be present for a meeting to be quorate
- (c) Meetings of the Committee shall be chaired by the Chair or by another member as agreed by the meeting
- (d) At least 3 days notice of meetings must be given, unless there are exceptional circumstances.
- (e) Decisions of the meeting should, if possible, be by consensus. Where there is no clear consensus, decisions shall be reached by a show of hands with a deciding vote by the chair of the meeting
- (f) Decisions shall only be made on matters on the agenda, as circulated with the notice of the meeting

9 Finance

- (a) FoWP's financial year end shall be 31st March
- (b) Any money obtained by FoWP shall be used only for the furtherance of FoWP's aims.
- (c) Any bank accounts opened for FoWP shall be in the name of FoWP.
- (d) FoWP bank account(s) shall have three signatories from the Management Committee, one of whom should be the Treasurer.
- (e) Any cheque issued or money transferred shall be signed by at least two of the three nominated signatures.
- (f) The Management Committee shall ensure that FoWP stays within budget as set by the Management Committee.
- (g) Accounts shall be prepared annually, to be externally examined, for approval by the Annual General Meeting

10 Annual General Meetings

- (a) An Annual General Meeting (AGM) shall be held within 3 months of the end of FoWP's financial year
- (b) Members shall be given 14 days notice, by email or post, of the meeting together with the agenda for the meeting.
- (c) The chair of the meeting shall be the Chair or another officer of FoWP.
- (d) Members shall vote on resolutions by show of hands with the chair having a casting vote in the event of a tied vote.
- (e) The business of the AGM shall include but not be limited to:
 - (1) Chair's report of FoWP's activities since the last general meeting
 - (2) Accounts and financial report on the previous year
 - (3) Election of Management Committee
- (f) The quorum for an Annual General Meeting shall be at least eight (8) persons of which no more than four (4) shall be committee members.
- (g) Members shall vote on resolutions by show of hands with the chair having a casting vote in the event of a tied vote.
- (h) No resolution may be passed on any matter not on the agenda

11 Extraordinary General Meetings

- (a) Extraordinary General Meetings shall be called if requested in writing by a minimum of 10% of members
- (c) Members shall be given 14 days notice, by email or post, of the meeting together with the agenda for the meeting
- (d) The chair of the meeting shall be the Chair or another officer of FoWP.
- (e) The quorum for Extraordinary General Meetings shall be 10% of the members.
- (f) Members shall vote on resolutions by show of hands with the chair having a casting vote in the event of a tied vote.

(g) No resolution may be passed on any matter not on the agenda.

12 Alteration of the Constitution

- (a) Proposals for amendments to this constitution or for dissolution must be delivered to the Secretary in writing. The Secretary in conjunction with the other officers shall then decide on the date of an Annual or Extraordinary Meeting to discuss such proposals, giving at least four weeks (28 days) clear notice.
- (b) Any changes to this constitution must be agreed by at least two thirds of those members present and voting at any general meeting.

13. Dissolution

FoWP may be wound up at any time if agreed by two thirds of those members present and voting at any general meeting. Any assets shall be returned to their providers, if they require it, or shall be given or transferred to some organisation or charity having similar Objectives. This organisation or charity shall be chosen by members of Friends of Whirlow Brook Park before the time of dissolution.

Agreed at Friends of Whirlow Brook Park Steering Group meeting held on Wednesday 4 August 2021

Role	Name	Signature
Chair	Shelagh Woolliscroft	
Secretary	Roger Lasko	
Treasurer	Chris Cave	
Other officers	Maggie Girling	
Other officers	David Jordan	