



## Friends of Whirlow Brook Park - Bye Laws

**Bye-laws to the Charity Commission model governing document, taken from the FoWP Constitution as approved at the General Meeting of 28 September 2021.**

**Note: between them, these bye-laws and the Charity Commission model governing document, cover all the provisions of the FoWP Constitution.**

### **CC8<sup>1</sup> Membership**

From **5 Membership** of FoWP Constitution <sup>2</sup> :

- (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 subscription shall entitle one person to 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.

From **6 Patrons** of FoWP Constitution

- (h) Friends of Whirlow Brook Park may appoint one or more Patrons by a vote at a General Meeting.

### **CC10 General Meetings**

From **10 Annual General Meetings** of FoWP Constitution:

- (a) An Annual General Meeting (AGM) shall be held within 3 months of the end of FoWP's financial year.

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<sup>1</sup>This refers to Section 8 of the Charity Commission governing document

<sup>2</sup>This refers to Section 5 of the FoWP Constitution as approved at the General Meeting of 28 September 2021

- (b) 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 Trustees and Management Committee.
- (c) No resolution may be passed on any matter not on the agenda.

## **CC 17 Officers & Trustees**

From **7 Management of FoWP Constitution:**

- (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 Chair, Secretary and Treasurer shall be chosen by the membership. The trustees shall appoint any such other officers as the trustees shall deem necessary.
- (e) The Management Committee is empowered to co-opt members as needed provided that the maximum number of the committee is not exceeded.
- (f) 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.

## **CC 21 Proceedings of Trustees**

From **8 Meetings of the Management Committee** of FoWP Constitution:

- (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 in writing, 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 of trustees 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.

## **CC27 Accounts, Annual Report, Annual Return**

### **From 9 Finance of FoWP Constitution:**

- (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 authorised signatories from the Management Committee, one of whom shall 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.