

Friends of Princes Park [known as FoPP] CONSTITUTION

CONSTITUTION and ADMINISTRATION

The constitution is an important document written by the Executive Committee. It explains how FoPP will be managed, its aims & objectives, how meetings are run and how finances are dealt with.

The constitution needs to be formally adopted at the AGM, where the group has to agree upon it and the committee has to sign it. It needs regular review.

FoPP will be administered and managed in accordance with this constitution by the members of the Executive Committee.

AIMS and OBJECTIVES

Friends of Princes Park aim to:

1. Create a safe and welcoming environment and facilities that provide an opportunity for the local community to enjoy the park and enhance their health and wellbeing. This is to be further achieved by raising the profile of the park through liaison with the local communities.
2. Encourage involvement of the local community in the management and maintenance of the park landscape and other activities for those of all ages who live and work in the locality.
3. In partnership with Liverpool City Council (whilst recognizing that the ultimate responsibility for funding lies with the Council), identify funding sources for the park, and campaign for the improvement of existing facilities in the park, secure infrastructure improvements and provide an adequate level of resources to meet local needs;
4. Ensure that all developments, activities and uses of the park are carried out in such a way that the habitat value of the park is maintained and that respect for good environmental practice and sensitivity are encouraged.
5. Consider and encourage an acceptable balance between the needs of park users including fishermen/women, dog owners, runners and any other park users.
6. To promote and raise the profile of the unique historic status of Princes Park.

POWERS

To further these aims, the Executive Committee may exercise the following powers:

- To raise funds and receive contributions, donations and otherwise, provided that the group shall not undertake any permanent trading activity;
- To bring together representatives of voluntary and statutory organisations, government departments and individuals;
- To produce leaflets/posters to publicise group activities;
- To hold meetings;
- To pay the necessary expenses involved in running the group;
- To employ staff [not members of the Executive Committee] when necessary, to carry out work;
- To undertake any other lawful activity to further the group's aims.

MEMBERSHIP

Friends of Princes Park have email membership. No paid membership subscription is available at present.

MEETINGS

Annual General Meetings are held in or about September and annually in subsequent years.

There will be a minimum of three ordinary meetings of FoPP each year, the timing of which will be decided by the Executive Committee.

Special General meetings of FoPP can be held at the written request of more than 10 people interested in actively furthering the aims of FoPP. The Executive Committee shall give at least 21 days notice to members of the Annual General Meeting each year and at least 7 days notice of other meetings.

In the event of equality in the votes cast at an Annual General Meeting or Special General meeting the motion will fall.

The AGM will from time to time consider & approve standing orders for the conduction of meetings & financial regulations.

OFFICERS

Nomination for the election of officer shall be made in writing/by email to the Secretary at least 7 days before the Annual General Meeting.

Their nomination must be proposed and seconded by other FoPP members and the consent of the nominee must be obtained. Nomination forms will be available on request from the Secretary.

If there is no nomination for a particular post received 7 days before the AGM meeting nominations shall be accepted from the floor of that meeting.

Nominees for election as officers of Executive Committee members shall declare at the meeting of which their election is to be considered any financial or professional interest known or likely to be of concern to FoPP.

Officers shall normally serve for 3 years after which time they may be reelected but no officer shall serve continuously for more than 9 years unless it is impossible to find a replacement.

THE EXECUTIVE COMMITTEE

The Executive Committee shall be responsible for the management and administration of FoPP.

The Executive Committee shall consist of not less than 4 and not more than 10 individual members over the age of 18.

It shall have the power to co-opt further members who shall attend in an advisory and no-voting capacity.

In the event of equality in the votes cast at a meeting of the Executive Committee the motion will fall.

The Executive Committee shall meet not less than 3 times a year. The Secretary shall give all members not less than 7 days notice of all the meetings.

The quorum shall be 3 members of the Executive Committee.

ELECTIONS

If more than one valid nomination for an officer post is received within the time specified, or if the number of valid nominations for members of the Executive Committee received within the specified time exceeds the numbers of places available, election shall be by secret ballot at the Annual General Meeting.

Only those members of FOPP present in person at the meeting may vote.

The votes will be counted during the meeting, scrutineers appointed by the meeting and the results announced before the end of the meeting.

SUB-COMMITTEES

The Executive Committee may constitute such subcommittees from time to time as shall be considered necessary for such purposes as shall be thought fit in pursuit of the aims of FOPP.

The Executive Committee from amongst the members of FOPP shall appoint the members of each sub-committee. Subcommittees may, with the approval of the Executive Committee, co-opt members who are not members of FOPP but they shall advise in an advisory and nonvoting capacity only.

In the event of an equality of votes cast at any meeting of any subcommittee the motion will fall.

Members of the Executive Committee may be members of any subcommittee.

Subcommittees shall be subordinate to and may be regulated or dissolved by the Executive Committee.

DECLARATION OF INTEREST

It shall be the duty of every member who is in any way, directly or indirectly, interested financially in any item discussed at any meeting of FOPP (including any meeting of any committee or subcommittee) at which s/he is present to declare such interest and s/he shall not discuss such item (except by invitation of the Chair) or vote there on.

EXPENSES

The Executive Committee shall, out of the funds of FOPP, pay all proper expenses of administration and management of FOPP.

After the payment of the administration and management expenses and the setting aside to reserve of such sums as may be deemed expedient, the remaining funds of FOPP shall be applied by the Executive Committee in furtherance of the purposes of FOPP.

INVESTMENT

All moneys at any time belonging to FOPP and required for immediate application for its purposes shall be invested by the Executive Committee in or upon such investment as it may think fit, subject to approval by Charities commission. FOPP is registered for Gift Aid.

ANNUAL GENERAL MEETING

Every year there will be an AGM. The Secretary will give at least 21 days notice of the AGM to interested in actively furthering the aims of FoPP. They will be entitled to attend and vote at the AGM.

The Executive Committee will present the report and accounts of FOPP for the preceding year.

The Executive Committee may call a special general meeting of the group at any time if at least 10 people interested in actively furthering the aims of FoPP request a meeting.

AMENDMENTS

This constitution may be amended by a 2/3rds majority of those present voting at an Annual General Meeting or Special General Meeting.

If a motion for dissolution of the Association is to be proposed at an Annual General Meeting or a Special General meeting this motion shall be referred to specifically when notice of the meeting is given.

In the event of dissolution of FOPP the available funds shall be transferred to another body with similar objectives.

On dissolution the minutes and other records of FOPP shall be deposited with the Local Studies Section of the Central Reference Library.

Written ... January 2018
To be reviewed ... January 2023

Adopted by:

Name:

Committee Role:

Signature:

Date:

Princes Park



Friends of
Princes Park