

# Friends of North Sheen Recreation Ground

## Constitution

### NAME

This group shall be known as the Friends of North Sheen Rec. referred to below as FONSR.

### Aims

The aims of FONSR shall be to:

Encourage all persons who have a genuine interest in the protection, enhancement and development of North Sheen Recreation Ground and its facilities to work together to enable the Park to provide a range of opportunities for recreation, education, sport and activities of a social nature.

Work in partnership with The London Borough of Richmond Upon Thames and other key organisations (as appropriate) to generate opportunities for enhancing and developing the range of facilities in the Park for the enjoyment of local people and other park users.

Provide a statutory consultative group role for key issues / decisions regarding the recreation ground and its facilities / use. All official response to consultation by FONSR must be a true record of opinion across all members.

Work in partnership with The London Borough of Richmond Upon Thames to create a safe, clean and welcoming park for the enjoyment of local people and other park users.

In pursuit of the above aims FONSR may affiliate to, or co-operate with, such other organisations whose objects may also be of benefit to the work of FONSR.

### MEMBERSHIP

Membership of FONSR shall be open to all irrespective of nationality, race, colour, gender, sexuality, disability or religious belief who have a genuine interest in the recreation ground and who support the aims of FONSR.

It shall be a condition of membership that all members at all times conduct themselves in a reasonable and appropriate manner and treat all other members with due respect.

Any application for membership by any person/s subsequent to FONSR inaugural meeting shall be made in writing to the elected secretary and shall be recorded in writing.

## **CONDUCT OF BUSINESS**

**The Chair** will conduct and manage all meetings.

**The Vice Chair** will deputise in the absence of a Chair.

**The Secretary** will keep a written record of all business of FONSR and circulate notification of all meetings as detailed.

**The Treasurer** will keep a proper and detailed account of all FONSR finance.

### General Meetings

All business of FONSR shall be conducted at general meetings which will take place at a set time (.....) and at a set location ( ..... ). General meetings shall be open to all members of FONSR and the general public.

A representative of LBRuT Parks & Open Spaces will be formally required to attend 1 meeting of FONSR per year. Further attendance may be required subject to specific projects or issues. A request for further attendance should be made in writing, providing at least 14 working days notice to the Parks Manager including details of issue/e to be discussed.

The format of general meetings should follow a set agenda as detailed.

- Welcome
- Introductions
- Agenda Presentation
- Previous Minutes
- AOB
- Agenda Items
- Date of next meeting
- Close

All members should receive written notification of a general meeting within 5 working days prior to agreed date of next meeting. Notification should also include previous minutes and the agenda.

### Decision Making

Decisions within FONSR will be made by a majority vote of all attending members. In the event that a majority decision cannot be achieved the elected Chair will have a deciding vote. All decisions will be recorded in the minutes of that meeting.

Quorum for decision making will be no less than ( ) members to include Chair or Vice Chair.

### Annual General Meeting

A FONSR Annual General Meeting will be held each year in the month of ( ) at a set location ( ). Format of the AGM will include;

- Welcome & Introductions
- Annual Report from the Chairperson
- Annual Accounts provided by the Treasurer

- Nominations and Elections for Chair, Vice Chair, Secretary, Treasurer, Executive Committee and Signatures
- AOB
- Close

All members should receive written notification of an Annual General Meeting within 14 working days prior to agreed date of the meeting.

#### Dispute Process

Any disputes that are unable to be resolved within FONSR should be recorded in writing by a neutral representative and provided to an agreed independent body for reconciliation.

#### Independent Body

### ***EXECUTIVE COMMITTEE – if required***

*The Executive Committee shall be elected at an Annual General Meeting and shall consist of the Chairperson, Vice-Chairperson, Secretary, Treasurer and (4) other members.*

*The Executive Committee may meet as necessary in between the monthly meetings and make decisions on behalf of the FONRS. All decisions of the executive committee shall be detailed in writing and included in minutes circulated prior to the next nearest general meeting.*

*The executive committee should be able to meet at any time within 5 working days notice be provided.*

### **FINANCE**

FONSR may operate a bank account and collect funds.

Signatories to the bank account shall be the Treasurer, and two other Committee Members elected at the AGM. Any two of these signatories shall be required to sign each cheque, or other withdrawals, from this bank account.

Decisions regarding the charging of membership fees and setting charges for activities shall be taken by the Members as the need arises.

The Annual Accounts presented to the Annual General Meeting shall record all income and all expenditure for the annual accounting period.

Any efforts to obtain large scale funds or the completion of applications for large scale funds must be carried out with written approval from LBRuT Parks Manager.

## **CHANGES TO THE CONSTITUTION**

Any changes to this Constitution may only be made at a General Meeting, properly convened as detailed in clause ( ). A change to this Constitution shall require not less than a two thirds majority.

Should it be necessary for FONSR to dissolve, a Special Public Meeting shall be set up to discuss the matter and make decisions on the disposal of any assets which FONSR may have.

*This constitution was adopted on  
( )  
at the Inaugural Meeting of  
The Friends of North Sheen Rec.*