

Friends of Downhorn Park Voluntary Association

CONSTITUTION

1 Aims

To promote protection and conservation of the green space known as Downhorn Park, Plymstock and to enhance the benefits of its use by the community.

2 Objectives

To fulfil these aims, the Association will:

- 2.1 Involve members of the local community in working together, regardless of age, ability, belief, ethnic origin, or sexual orientation — recognising the value of our many differences.
- 2.2 Encourage enjoyment of the park for informal recreation and community events.
- 2.3 Provide training and support to enable the local community to contribute to improvements to the park.
- 2.4 Develop projects and facilities for the promotion of health and well-being of members of the local community.
- 2.5 Develop projects and facilities that enhance the natural environment and encourage biodiversity.
- 2.6 Liaise with Plymouth City Council and other local statutory and non-statutory agencies or associations to achieve these objectives.
- 2.7 Raise funds and receive contributions where appropriate to finance activities.

3. Membership

- 3.1 Membership of the Association shall be open to anyone who is interested in helping the group to achieve its aims and objectives and agrees to abide by the rules of the group as set out in the Constitution.
- 3.2 Registration of Membership or Supporter status shall be provided by completion of written or online form or electronic message providing contact details.
- 3.3 Payment of a subscription fee entitles Full Members to contribute to the future development of the Association through election of a Management Committee and voting on proposals. Non-paying supporters will be considered to have associate membership and will continue to receive information and to participate in activities.
- 3.4 Councillors and Council Officers will be welcome at meetings but are not entitled to vote.

4. Management Committee

- 4.1 The Association shall be administered by a Management Committee elected at the Annual General Meeting.
- 4.2 The Committee shall comprise the six to eight Full Members of the Association; additional officers representing affiliated organisations or providing specific expertise may be co-opted as necessary. The Committee shall elect individuals who will take the roles of Chair, Treasurer, and Secretary.
- 4.3 The Committee may temporarily fill any vacancy from other Full Members until the next Annual General Meeting.
- 4.4 The Committee shall normally meet at least three times a year; the Secretary shall be responsible for convening meetings and making minutes available to members via publication on the website and by email communication.
- 4.5 All Committee members shall be given at least seven days' notice of a meeting unless it is deemed an emergency meeting.
- 4.6 Quorum: at least three Committee members must be present for the Committee meeting to take place; where it is not possible or difficult for members to attend an in-person meeting, a virtual or hybrid meeting by telephone or online app may be arranged.

- 4.7 Voting at Committee meetings shall be by show of hands on a majority basis; the Chairperson shall have a second vote in the event of a tied vote.
- 4.8 The Committee shall ensure that appropriate risk assessments and public liability insurance are in place before any works or events take place.

5. Finance

- 5.1 Any money obtained by the Association shall be used strictly to support approved activities in fulfilment of its objectives.
- 5.2 The Treasurer shall keep proper accounts of income and expenditure and report on them as required by the Committee.
- 5.3 A bank account shall be opened in the name of the group.
- 5.4 Any banking payment shall be approved by at least two of any three nominated signatures of Committee members.
- 5.5 The Committee shall ensure that the group stays within the budget.

6. General Members' Meetings

- 6.1 The Committee shall call an Annual General Meeting (AGM) each year, normally in the first quarter of the year. Not less than 14 days' notice of the AGM shall be given to members.
- 6.2 The AGM shall normally be chaired by the Chairperson, or another Officer of the Committee if they are not available.
- 6.3 The Agenda of the AGM shall include: (a) Chairperson's report of activities over the year; (b) Treasurer's report and presentation of the last financial year's accounts; (c) the Secretary's report on membership; (c) Discussion of future plans for the Association; (d) Election of the Committee.
- 6.4 The quorum for the AGM shall be at least 10 Full Members. Where it is not possible or difficult for sufficient members to attend an in-person meeting, a virtual or hybrid meeting by telephone or online app may be arranged.
- 6.5 All decisions (other than amendment of the Constitution) shall be taken by a simple majority of members present by show of hands.
- 6.6 Any decision of the AGM shall be binding on the Management Committee.
- 6.7 Other General Members' meetings may be called as necessary for discussion of important issues.

6.8 Amendments to the Constitution

- 6.9 A proposal to alter the Constitution of the Association must be submitted to the Secretary not less than 14 days before a General Meeting at which it is to be discussed. Any alteration shall require the approval of at least two thirds of members present.

7. Dissolution of the Association

The Association may be wound up at any time if agreed by two thirds of those Full Members present and voting at a General Meeting. Any assets shall be returned to their providers, if they require it, or shall be passed to another Association with similar aims.

This Constitution was approved by members at the Annual General Meeting held on 2 April 2023.

Signed



(Chair)