

# **Constitution & Rules**

## **of The Friends of Forest Farm Country Park and Glamorganshire Canal Local Nature Reserve**

This document outlines the parameters under which this collective operates.

### **1. Formation**

The Society is called "The Friends of Forest Farm Country Park and Glamorganshire Canal Local Nature Reserve". The Society's name may be abbreviated in common usage to "The Friends of Forest Farm".

The Society was formed on 1st September 1990.

### **2. Preliminary**

In these rules:

The expression "Executive committee" means the executive committee for the time being as hereinafter constituted.

The expressions "Secretary" and "Treasurer" mean the Hon. Secretary and Hon. Treasurer for the time being of the Friends.

The expressions "this constitution" and "these rules" include any amendment thereof for the time being in force.

The expression "Forest Farm Country Park" means "Forest Farm Country Park and Glamorganshire Canal Local Nature Reserve".

The area of Forest Farm Country Park is defined as the area outlined on the map entitled 'Forest Farm'. Cardiff Council and the Society secretary hold copies.

### **3. Our purposes are:**

To protect conserve and enhance Forest Farm Country Park as a place of freedom, recreation and enjoyment for the long-term benefit of all sections of the community.

To work in partnership with Cardiff County Council statutory bodies, voluntary groups and gather input from local people and representative groups so that the park may best serve the local community.

To raise the profile of Forest Farm Country Park through promotion in the local and wider community.

To increase & protect the biodiversity of the park.

To make safe and more accessible to all parts of the community.

To promote the use of Forest Farm Country Park for educational purposes for the benefit of the wider community.

### **4. Membership**

Membership is open to all.

The Membership secretary will keep the membership list confidential and only release details with the consent of the individual.

The membership will be non-political, and all members will work for the benefit of the group and for the betterment of Forest Farm Country Park.

## **5. Members of the Friends shall be entitled to:**

Attend events organised by the Society.

Receive any communications giving details of society events.

Vote at all general meetings.

## **6. Subscriptions**

Members shall pay an annual subscription in accordance with the scales laid down from time to time by the executive committee. Any member liable to pay a subscription shall be deemed to have resigned if the subscription has not been paid by the 6 months after renewal date. Such subscriptions may be waived or abated at the discretion of the Executive committee.

## **7. Meetings**

### **i. AGM**

The following officers shall be elected at each AGM

- Chair
- Vice-Chair (optional)
- Secretary
- Treasurer
- Membership Secretary (optional)

The Committee shall normally consist of the above officers and up to a maximum of 6 other members who shall be elected at the AGM. The Committee shall have the power to co-opt up to 3 additional members to the Committee.

An AGM shall be held each year not later than four months after the end of the financial year which shall be 31st December each year. The committee shall give not less 21 days' notice of the date fixed for an AGM. A quorum at the AGM shall be 10 members or 5% of the total number of members (in either case excluding Corporate members for the purpose of this calculation), whichever shall be the lower.

Each member present will be entitled to cast one vote. At the time of formation, no proxy vote will be allowed. The Chairperson shall have the casting vote.

An auditor shall be appointed by the AGM or failing that by the Committee. Audited accounts shall be presented at the AGM for approval by the members.

This constitution may be amended by a motion passed at the AGM by at least two thirds of the members present at the meeting and in consultation with the Council.

### **ii. Extraordinary meetings**

The Secretary shall within fourteen days give notice of a special meeting of the Society upon receipt of a written requisition signed by no less than 5% of the last reported membership (including only one member each of any one family or group in membership) or at the request of the Executive Committee. The requisition shall specify the business to be transacted and no other business shall be conducted at the meeting.

### **iii. Executive committee meetings**

Meetings will have a quorum if 5 committee members, including 2 officers, are present.

The Executive committee will decide upon the frequency of the meetings.

## **8. Executive Committee**

The Executive Committee shall be responsible for the general administration, management and control of the affairs and property of the society.

The Committee shall consist of the Chair, Vice-chair, Secretary, Treasurer and other members. Preliminary Committee members' names should be supplied prior to agreement of the constitution.

The Committee shall have the power to appoint advisors as required.

Any information provided, published and revealed shall be subject of the approval by the Executive Committee and the County Council

## **9. Right of Veto**

The Council as the landowner reserves the right to veto any decision made the group concerning site management if:

- the decisions are considered contrary to the aims of the society;
- the decision results in increased risk to the health and safety of users of the site and conditions affecting local residents; or
- the decisions are considered to detrimentally affect biodiversity.

## **10. Finance**

The Society shall have the power to raise subscriptions from individuals, families and groups, and to receive money by way of donations, legacies, grant and any other sources. Such subscriptions may be prescribed from time to time by the Executive Committee.

The Society is a non-profit distributing organisation. The income and property of the Society shall be applied solely to the objects of the society. Cheques and withdrawals from the Society's account(s) shall be authorised by two of three named signatories from the Executive Committee

All funds received from charitable trusts and other grant-awarding bodies shall be used solely for the purpose for which the grant was obtained, and for which the Society shall maintain separate records and audited accounts. Funds received by way of grants for specific purposes shall not be deemed to be for the unique benefit of charities, local and regional authorities, third-party contributors, corporations or individuals who donate such funds.

## **11. Informalities**

No action or decision of the Executive Committee or any meeting of the Society shall be invalidated by reason only of informality, failure to appoint or defect in appointment, or neglect in any service of notice or in any matter or matters of procedure, unless in the opinion of the Executive Committee such informality or neglect has resulted in a situation which is unjust.

## **12. Amendment**

Alteration to this constitution shall be made only upon the recommendation of the Executive Committee and Cardiff County Council shall be approved by a majority of not less than two-thirds of the voting members attending at a General Meeting of the Society. At least 28 days' notice shall be given to the Secretary before the General Meeting.

### 13. Dissolution

Should the Friends of Forest Farm Country Park cease to exist, any residual funds shall be paid to Cardiff Council provided that The Council undertakes to expend the funds on one or more projects at Forest Farm Country Park within six months of the date of payment.

### 14. Preliminary Executive Committee

Name	Position	Signature	Date Signed
	<b>Chair</b>		
	<b>Vice-chair</b>		
	<b>Secretary</b>		
	<b>Treasurer</b>		
	<b>Membership Secretary</b>		
	<b>Committee Member</b>		
	<b>Committee Member</b>		
	<b>Committee Member</b>		
	<b>Committee Member</b>		
	<b>Committee Member</b>		
	<b>Committee Member</b>		

The group will inform the Council of changes to the Executive Committee.

#### Signature on behalf of Cardiff County Council Parks Services:

\_\_\_\_\_

**Print Name:** \_\_\_\_\_

**Role in the organisation:** \_\_\_\_\_

**Date:**    /    /