

# Friends of Portswood Rec Constitution

## 1. Name

The group shall be called 'The Friends of Portswood Rec' and shall also be referred to as 'FoPR' or for the purposes of this agreement, 'the Group'.

## 2. Operational Area

The area of operation comprises the land owned by Southampton City Council and referred to as 'Portswood Rec'. Projects and activities may however be undertaken elsewhere as seen fit by the committee. The committee reserves the right to extend the area of operation in due course.

When extending the operational area of the group—the committee must ensure that Portswood Rec remains the primary concern of the group and that any other activities are complimentary to the core activities of the group.

## 3. Aims

The aims of FoPR are to work in a non-party political way to:

- 3.1 - preserve, maintain, promote and improve Portswood Rec for sports, recreation and leisure purposes and for the well-being and pleasure of all City \_residents, or visitors to the city.
- 3.2 - constructively work with Southampton City Council and any organisations contracted by Southampton City Council to support and enhance maintenance and improvements to the physical and natural environment of the park, without acting as a substitute for the city council's ultimate responsibilities.

To achieve these aims FoPR will:

- 3.3 - coordinate and cooperate with the local authority, other statutory authorities, voluntary organisations, charities and persons where they have an aim compatible to those of the Group.
- 3.4 - involve people in the aims through publicity, consultation, engagement and volunteering opportunities and by holding meetings and social events.
- 3.5 - open and maintain a bank account, raise specific funds, and invite and receive contributions and subscriptions, where appropriate, to finance the maintenance and development of Portswood Rec and any other defined operational areas.
- 3.6 - create a media footprint for general communication with members and interested parties and for promotional purposes.
- 3.7 - hold an Annual General Meeting (AGM) as per the guidelines set out in this constitution.
- 3.8 - do all other lawful things as are considered necessary by the committee to further the aims of the Group, the welfare of the Rec and any other operational Area.

## 4. Membership and Subscriptions

### 4.1

Membership of FoPR shall be open to any individual over the age of eighteen. The Committee may choose in the future to offer classes of membership appropriate to groups of individuals interested in furthering the aims of the Group.

### 4.2

The following membership categories shall exist:

- Individual

#### 4.3

Membership is registered through completion of a membership form, and payment of any subscription required.

#### 4.4

Subscriptions shall be levied in order to raise funds for Group projects and events and to fund group operations and publicity.

#### 4.5

An annual subscription shall be proposed by the Committee.

Any subscription will be determined at each AGM and voted upon, with a majority ruling of registered Members present and entitled to vote.

#### 4.6

The rates of subscription shall only be altered by consent of the majority of registered Members present and entitled to vote at the AGM or EGM.

#### 4.7

The subscription year shall run from 1st April — discounted subscription fees may be offered to members at the discretion of the committee for members joining part way through the subscription year.

#### 4.8

Individual registered members over the age of eighteen shall have one vote each.

Should the committee choose to offer additional classes of membership in the future. Where Family or Household membership is offered members shall have one vote per adult present at a voting meeting. Where group membership is offered Group members shall have one vote per group. No proxy voting will be allowed.

#### 4.9

Membership / Registration is terminated:

- if the member dies
- or if it is an organisation, it ceases to exist
- or if the member resigns by written notice to the Secretary
- or, if subscriptions are levied, his / her / its subscription is not paid in full within one month of its due date.

#### 4.10

(Deleted at adoption of 2015 constitution)

#### 4.11

Life membership may be available at a subscription rate agreed by the Committee, and which may be altered at the discretion of the Committee.

#### 4.12

Honorary Members may be appointed at the discretion of the AGM.

### 5. Officers

#### 5.1

The Officers of FoPR shall normally consist of a Chair, a Secretary and a Treasurer, each of whom may retain their post for up to two years, after which the post shall be eligible for re-election at the next Annual General

Meeting (AGM). Officers can stand for re-election. The Committee may at its discretion appoint, and where necessary co-opt, members of the Group to other named positions.

Where there are Co-Chairs, there will be a maximum of two and there will be no Vice Chair.

5.2

The Committee shall have the power to fill casual vacancies among the Officers of the Group by co-opting volunteers from the membership until the next AGM where the post will be eligible for election.

5.3

Nominations for the election of Officers at the AGM shall be supported by a seconder and the consent of the nominee must first have been obtained. Proposers, seconders and nominees must be voting members of the Group at the time of nomination. The election of Officers shall be completed prior to the election of further Committee members.

## **6. Committee**

6.1

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

6.2

The Committee shall consist of the Officers and not less than two and no more than nine other registered Members (non-executive Committee Members).

6.3

Committee Members must be eighteen years of age or over and shall be voted in at the AGM. Nominations shall be supported by a seconder and the consent of the nominee must first have been obtained.

6.4

Non-executive Committee Members may undertake specific and designated roles and responsibilities at the request of the Committee (e.g. event coordination, fund raising, publicity officer, liason officer, grant application development etc.).

6.5

Non-executive Committee Members may retain their post for up to one year, after which they must stand down or seek re-election at the next AGM.

6.6

The Committee shall have the power to fill vacant non-executive positions on the Committee by co-opting volunteers from the membership until the next AGM where the post will be eligible for election.

6.7

The Committee shall meet as frequently as deemed necessary for Group operations and at least every three months. The Secretary shall give Committee members not less than seven days' notice of each meeting. The quorum shall comprise one-half of the voting members of the Committee.

6.8

Any registered Member is entitled to ask for relevant business to be discussed at the next scheduled Committee meeting. Only committee members are entitled to vote on matters brought before the committee.

6.9

The names of Officers and Committee Members, and a means of contact, shall be publicised on the Group's website.

## 6.10

The Committee shall maintain minutes of all Committee meetings, which shall be made available to all committee members via email, and members of the public on receipt of a written request. The Committee shall retain the right to declare an item where disclosure would be prejudicial to the interests of the Group as a Confidential Item.

## 7. Working Groups

The Committee may appoint Working Groups, comprising of two or more Committee Members (at least one of whom is an elected member) from time to time as is considered necessary for such purposes. Each Working Group shall be led by a coordinator appointed by the Committee. All actions and proceedings of each Working Group shall be reported to the Committee. Working Groups shall be regulated by, and dissolved by, the Committee.

## 8. Annual General Meeting (AGMs) and Extraordinary General Meetings (EGMs)

### 8.1

An Annual General Meeting (AGM) shall normally be held in March of each year to receive reports and accounts from the Group's Committee and to elect Officers and the Committee for the following period (if elections are due).

### 8.2

Under exceptional circumstances an AGM may be postponed and rescheduled for not later than fifteen months after the previous AGM.

### 8.3

Extraordinary General Meetings (EGM) shall be held at the request of the Committee, or at the written request of ten or more registered Members entitled to vote, or of one tenth of the registered membership (whose subscriptions are fully paid up), whichever is the greater. Any request to hold an EGM received from a registered Member will be notified by the group secretary to other registered Members and a period of up to 5 days will be allowed for the required number of written requests to be received.

### 8.4

A minimum of five members personally present and entitled to vote (see 4.9), or of one fifth of the registered membership present (whose subscriptions are fully paid up), whichever is the greater, to include a minimum of two Officers, shall constitute a quorum for an AGM or EGM.

### 8.5

The Committee shall give the registered membership of the Group no less than fourteen days notice of any AGM and no less than seven days' notice of any EGM and of any special motions to be discussed, (from the date on which sufficient requests to hold the EGM have been received). Notice shall be given to all registered members who have notified the Secretary of a current and valid email address, or postal address in the case that members do not have access to email.

### 8.6

Matters of policy may be debated from time to time at AGMs and EGMs at the request of a proposer and seconder who are both registered members of the group. Decisions shall be made by majority vote of those members present who are entitled to vote. In the event of a tied vote the Chair of the meeting shall have the casting vote in addition to any other vote he or she may have.

Where there are Co-Chairs, the casting vote can only be used by the Co-Chair who is chairing the meeting. The remaining Co-chair will have one ordinary vote the same as any other Officer.

## **9. Accounts**

### **9.1**

Accounts shall be kept by the Group's elected Treasurer and each individual receipt and payment recorded, including details of the provider and recipient.

### **9.2**

Accounts shall be available for inspection by any registered Member on giving of reasonable notice to the Group's treasurer.

### **9.3**

Accounts shall be submitted for inspection by and approval by the registered Members at each AGM.

### **9.4**

Accounts will be independently examined if the level of financial activity is considered by the Committee to be sufficient to make this action prudent.

### **9.5**

The Committee shall, out of the funds of the Group, pay all proper expenses of administration, development, insurance, and management of the Group. After the payment of each such expense, and the setting aside of a reserve if deemed necessary, the remaining funds shall be applied by the committee to further the aims of the Group.

### **9.6**

Cheque payments from Group funds shall require the signatures of at least two unrelated committee members who do not live at the same address.

## **10. Funding**

### **10.1**

The Group shall have the power to raise funds by means of contributions, legacies, grants, subscriptions and fundraising by lawful means.

### **10.2**

All funds and property of the Group shall be used solely to promote its aims as detailed in this Constitution.

### **10.3**

No funds of the Group shall be paid or transferred directly or indirectly by way of profit or wage to any member of the Group.

## **11. Insurance**

The Group shall obtain and maintain sufficient and appropriate liability insurance in respect of risks to its members and for injuries to third parties and damage to property arising from any activities and events organised by the Group.

## **12. Notices and Communication**

### **12.1**

The group may operate a Facebook page and/or similar social media profiles for general communication with members.

## 12.2

Any formal notice required by this Constitution shall be given via electronic communication on the group's Facebook page or similar and by email to any registered Member who has notified the Secretary of an email contact address.

## 12.3

Any registered Member who does not operate an email account may request that formal communications are supplied by post, addressed to the Member at his / her supplied postal address,

## 12.4

In the case of electronic communication, any notice shall be deemed to have been given one day after it was sent; in the case of postal communication, three working days after the envelope containing it was posted.

## 12.5

Any registered Member present in person at any meeting shall be deemed to have received notice of the meeting and of the purposes for which it was called.

## 13. Amendments

This Constitution may be amended by a simple majority of registered Members present at an AGM or EGM of the Group and entitled to vote (see 4.9 above), provided that not less than fourteen days notice of the proposed amendment has been given to all registered Members and that the meeting is quorate.

## 14. Dissolution

### 14.1

The Group may be dissolved by the combination of a two-thirds majority of registered Members present and entitled to vote at an AGM or EGM of the Group and a two thirds majority of the Committee, provided that not less than twenty eight days' notice of the proposed winding up has been given to all registered Members and that the meeting is quorate.

### 14.2

Any assets shall be returned to their providers, if they require it, or shall be passed to another group with similar aims.

## 15. Data Protection

The Committee shall maintain a Data Protection Policy, accessible on the website.

The Committee will maintain an electronic database of personal information relating to its members solely for the purposes of group administration. This may include any information which that member supplies to us for the purpose, including (but not limited to); name, address, email address, telephone number and Group-related interests.

This data shall remain confidential to the Group and shall not be shared with any third party.

## 16. Equal Opportunities Statement

### 16.1

The Committee shall endeavour to ensure that the membership is broad and inclusive.

### 16.2

There shall be no discrimination on the basis of gender, age, nationality, disability, race, religion, sexual orientation or alignment.

16.3

The Committee shall maintain an equal opportunities policy, which shall be available on the website.


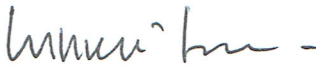


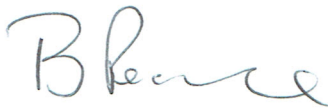

**Changes log**

| <b>Date of AGM / EGM</b> | <b>Changes</b>  | <b>Changes made by</b> |
|--------------------------|---|------------------------|
| 2011                     | Original created by SCC / Groundwork  | -                      |
| 2015                     | Including:<br>4.10 clause removed relating to termination of membership           | James Wardle           |
| AGM: 20/03/2024          | 5.1 and 8.6 additional lines clarifying appointment and casting vote of co-Chairs | Linnet Evans           |
|                          |   |                        |

## Adoption of the Constitution

This Constitution was adopted as the Constitution of The Friends of Portswood Rec at the Annual General Meeting of The Friends of Portswood Rec held at The Scout Hut, Brickfield Road, Southampton SO17 3AE on 20 March 2024, replacing the 2015 Constitution.

At the AGM the following persons were formally elected as Officers and Committee for The Friends Portswood Rec.

| Position               | Name            | Signature  |
|------------------------|-----------------|--|
| Co-Chair               | Garth Long      |    |
| Co-Chair               | Linnet Evans    |    |
| Secretary              | Pauline Prentki |    |
| Treasurer              | Louise Anderson |  |
| Membership Secretary   | May Lindsay     |  |
| Fundraising            | Bev Pearce      |  |
| Gardening Co-Ordinator | Denise Long     |  |

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