

The Friends of Little Wormwood Scrubs Constitution

A. Name

The association's name is Friends of Little Wormwood Scrubs.

B. Administration

Subject to the matters set below the Association and its property shall be administered and managed in accordance with this constitution by the members of the Executive Committee, constituted by clause G of this constitution ('The Executive Committee').

C. Objects

The organization's objects are:

1. To ensure that all usage of this Little Wormwood Scrubs is in accordance with its legal status as Common Land.
2. To promote Little Wormwood Scrubs as a resource for both leisure and for wildlife and plants.
3. To represent all groups within the community that has an interest in Little Wormwood Scrubs. These interest groups include but are not limited to:
 - Naturalist and environmental groups,
 - Families with children,
 - Young People,
 - Dog walkers,
 - Other walkers (including the elderly),
 - Local residents (including ethnic minorities),
 - Disabled people.
4. To support, co-operate with and pressurise the relevant authorities to further the above interests.
5. To raise funds for projects that improves Little Wormwood Scrubs.
6. To liaise with other voluntary organisations and schools to develop projects that improves Little Wormwood Scrubs.

D. Powers

In furtherance of the objects but not otherwise the Executive Committee may exercise the following powers:

1. Power to raise funds and subscriptions and to invite and receive contributions provided that in raising funds the Executive Committee shall not undertake any substantial permanent trading activities and shall conform to any requirements of the law;
2. Power to co-operate with other charities, voluntary bodies and statutory authorities operating in furtherance of the objects or of similar charitable purposes and to exchange information and advice with them;
3. Power to do all such other lawful things as is necessary for the achievement of the objects.

E. Membership

Membership of the Association shall be open to any person interested in furthering the objects and who has paid the annual subscription laid down from time to time by the Executive Committee. Every member over the age of 15 years shall have one vote.

The Executive Committee may by unanimous vote and for good reason terminate the membership of any individual: Provided that the individual concerned shall have the right to be heard by the Executive Committee, accompanied by a friend, before a final decision is made.

F. Honorary Officers

At the annual general meeting of the association the members shall elect from amongst themselves a chairman, a vice-chairman, secretary and a treasurer, who shall hold office from the conclusion of that meeting.

G. Executive Committee

1. The Executive Committee shall consist of not less than 6 members nor more than 12 members being:
 - a. The honorary officers specified in the preceding clause;
 - b. Not less than 2 and not more than 8 members elected at the annual general meeting who shall hold office from the conclusion of the meeting. Each of these members will be identified as representing one of the following groups:
 - Naturalist and environment groups,
 - Families,
 - Dog walkers,
 - Young people,
 - The elderly,
 - Other leisure users,
 - Local residents,
 - Ethnic minorities.
2. The Executive Committee may in addition appoint not more than 3 co-opted members but so that no-one may be appointed as a co-opted member if, as a result, more than one third of the members of the Executive Committee would be co-opted members.
3. All the members of the Executive Committee shall retire from office together at the end of the annual general meeting next after the date on which they come into office but maybe re-elected or re-appointed.
4. The proceedings of the Executive Committee shall not be invalidated by any vacancy among their number or by any failure to appoint or any defect in the appointment or qualification of a member.
5. Nobody shall be appointed as a member of the Executive Committee who is aged under 18 or who would if appointed be disqualified under the provisions of the following clause.

6. No person shall be entitled to act as a member of the Executive Committee whether on a first or on any subsequent entry into office until after signing in the minute book of the Executive Committee as a declaration of acceptance and of willingness to act in the trusts of the Association.

H. Determination of Membership of Executive Committee

A member of the Executive Committee shall cease to hold office if he or she:

1. is disqualified from acting as a member of the Executive Committee by virtue of Section 72 of the Charities Act 1993 (or any statutory re-enactment or modification of that provision);
2. because incapable by reason of mental disorder, illness or injury of managing and administering his or her own affair;
3. is absent without the permission of the Executive Committee from all of their meetings held within a period of six months and the Executive Committee resolve that his or her office be vacated; or;
4. notifies to the Executive Committee a wish to resign (but only if at least three members of the Executive Committee will remain in office when the notice of resignation is to take effect).

I. Executive Committee Members not to be personally interested

No member of the Executive Committee shall acquire any interest in property belonging to the Association (otherwise than as a trustee of the Association) or receive remuneration or be interested (otherwise than as a member of the Executive Committee) in any contract entered into by Executive Committee.

J. Meetings and proceedings of the Executive Committee

1. The Executive Committee shall hold at least two ordinary meetings each year. A special meeting may be called at any time by the secretary or by any two members of the Executive Committee upon less than 4 days notice being given to the other members of the Executive Committee of the matters to be discussed but if the matters include an appointment of a co-opted member then not less than 21 days notice must be given.
2. The chairman shall act as chairman at meetings of the Executive Committee. If the chairman is absent from any meetings, the members of the Executive Committee present shall choose one of their number to be chairman of the meeting before any other business is transacted.
3. There shall be a quorum when at least one third of the number of members of the Executive Committee for the time being or three members of the Executive Committee, whichever is greater, are present at a meeting.
4. Every matter shall be determined by a majority of votes of the members of the Executive Committee present and voting on the question but in the case of equality of votes the chairman of the meeting shall have a second or casting vote.

5. The Executive Committee shall keep minutes, in books kept for the purpose, of proceedings at meetings of the Executive Committee and any sub-committee.
6. The Executive Committee may from time to time make and alter rules for the conduct of their business, the summoning and conduct of their meetings and the custody of documentations. No rule may be made which is inconsistent with this constitution.
7. The Executive Committee may appoint one or more sub-committees consisting of three or more members of the Executive Committee for the purpose of making any inquiry or supervising or performing any function or duty which in the opinion of the Executive Committee would be more conveniently undertaken or carried out by a sub-committee; providing that all the acts and proceedings of any such sub-committee shall be fully and promptly reported to the Executive Committee.

K. Receipts and Expenditure

1. The funds of the Association, including all donations contributions and bequests, shall be paid into an account operated by the Executive Committee in the name of the Association at such bank as the Executive Committee shall from time to time decide. All cheques drawn on the account must be signed by at least two members of the Executive Committee including at least one honorary officer.
2. The funds belonging to the Association shall be applied only in furthering the objects.

M. Accounts

The Executive Committee shall ensure:

1. accounting records are kept for the Association;
2. presentation of annual statements of account for the Association;
3. review of the accounts by an Honorary Auditor.

N. Annual General Meeting

1. There shall be an annual general meeting of the Association which shall be held in the month of April in each year or as soon as practicable thereafter.
2. Every annual general meeting shall be called by the Executive Committee. The Chairman shall give at least 21 days notice of the annual general meeting to all the members of the Association. All the members of the Association shall be entitled to attend and vote at the meeting.
3. Before any other business is transacted at the first annual general meeting the persons present shall appoint a chairman of the meeting. The Chairman shall be the chairman of the subsequent annual general meetings, but if he or she is not present, before any other business is transacted, the persons present shall appoint a chairman of the meeting.

4. The Executive Committee shall present to each annual general meeting the report and accounts of the Association for the preceding year.
5. Nominations for election to the Executive Committee must be made by members of the Association in writing and must be in the hands of the Chairman of the Executive Committee at least 14 days before the annual general meeting. Should nominations exceed vacancies, election shall be by ballot.

O. Special General Meetings

The Executive Committee may call a special general meeting of the Association at any time. If at least five members request such a meeting in writing stating the business to be considered the Secretary shall call such a meeting. At least 21 days notice must be given. The notice must state the business to be discussed.

P. Procedure at General Meetings

1. The Secretary or other person specially appointed by the Executive Committee shall keep a full record of proceedings at every general meeting of the Association.
2. There shall be a quorum when at least one tenth of the number of members of the Association for the time being or ten members of the Association, whichever is the greater, are present at any general meeting.

Q. Alterations of the Constitution

Subject to the following provisions of this clause the Constitution may be altered by a resolution passed by not less than two thirds of the members present and voting at a general meeting. The notice of the general meeting must include notice of the resolution, setting out the terms of the alteration proposed.

Until the first annual general meeting takes place this constitution shall take effect as if reference in it to the Executive Committee were reference to the persons whose signatures appear at the bottom of this document.

This constitution was adopted on the date mentioned above by the persons whose signatures appear at the bottom of this document.

Signed

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