

CONSTITUTION & RULES OF FRIENDS OF HAILEY PARK

This document outlines the parameters under which this collective operates

I. Formation

The name of the Society is FRIENDS OF HAILEY PARK

II. Preliminary

In these rules:

- i. The expression “the society” means the society constituted by these rules,
- ii. The expression “Executive committee” means the executive committee for the time being of the society as hereinafter constituted,
- iii. The expressions “Secretary” an “Treasurer” mean the Hon. Secretary an Hon. Treasurer for the time being of the Society,
- iv. The expressions “this constitution” and “these rules” include any amendment thereof for the time being in force.
- v. The area ‘Hailey Park’ is defined as the area outlined on the map entitled ‘Hailey Park Boundaries’ drawn on 11.07.07 by Chris Powell. Cardiff Council and the Friends of Hailey Park secretary hold copies.

III. Objectives

To make park improvements in an inclusive, sustainable and environmentally friendly way:

- i. To raise the profile of Hailey Park both in the local and wider community.
- ii. To Increase & protect the biodiversity of the park.
- iii. To make Hailey Park safer and more accessible to all parts of the community.
- iv. To protect the park.
- v. To work with Cardiff Council to identify and provide appropriate facilities, deemed as such via effective, transparent consultation
- vi. To promote the use of the park for educational purposes for the whole community.
- vii. To work in partnership with Cardiff Council, statutory bodies, voluntary and community groups, government bodies and other relevant organisations

IV. Membership

Membership is open to all interested individuals, families, groups and, organisations

V. Members of the Society shall be entitled to:

- i. Attend events organized by the Society
- ii. Receive any communications giving details of society events.
- iii. Vote at all general meetings.

VI. 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 30th June each year, Such subscriptions may be waived or abated at the discretion of the Executive committee.

VII. Meetings

a) AGM

There shall be an Annual General Meeting of members held in April. All members shall be entitled to receive notice to attend and speak at such meetings. The meeting will follow a pre-published agenda and include business such as:

- i. Election of Chairperson, Vice-chairperson, Secretary and Treasurer.
- ii. Election of Executive committee
- iii. Election of Auditors
- iv. Approval of previous Minutes
- v. Annual report by the officers and Executive committee
- vi. Any other business subject to 14 days notice in writing shall have been given to the Secretary.

Each member present will be entitled to cast one vote, at the time of formation no proxy vote will be allowed (to be reviewed). The Chairperson shall have the casting vote. Meetings will have a quorum if five members are present.

b) Extraordinary meetings

The Secretary shall within seven days give notice of a special meeting of the Society upon receipt of a written requisition signed by no less than 15 members (including 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.

c) Executive committee meetings

Meetings will have a quorum if five committee members are present.

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

VIII. Executive Committee

- i. The Executive Committee shall be responsible for the general administration, management and control of the affairs and property of the society.
- ii. The Committee shall consist of the Chairperson, Vice-chairperson, Secretary, Treasurer and seven other members.
- iii. The Committee shall have the power to co-opt any member of the Society to be a member of the Committee and to fill any casual vacancy.
- iv. The Committee shall have the power to appoint advisors as required..

IX. Finance

- i. 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.
- ii. Such subscriptions may be prescribed from time to time by the Executive Committee.
- iii. The society's financial year shall run from the 1st January to the 31st December.
- iv. 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 account(s) shall be authorised by two of three named signatories from the Executive Committee
- v. All funds received from charitable trust 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.

X. 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.

XI. Amendment

Alteration to this constitution shall be made only upon the recommendation of the Executive Committee and 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.

XII. Dissolution

The Society may be dissolved only by the Annual General Meeting or a special meeting of the membership called for that purpose upon the recommendation of the Executive Committee. If upon dissolution there remains (after the payment of all expenses and the settling of all liabilities properly incurred), any residual property or money, this shall not be distributed amongst the members of the Society, but shall be given or transferred to a charitable organization(s) with similar objectives to those of this Society.

XIII. Preliminary Executive Committee

Name	Position	Signature	Date Signed
Penny Bowers	Chairperson		
–	Vice-chairperson		
Derek Kinsey	Secretary		
Donella Smith	Treasurer		
Sylvia Ward	Executive Committee		
Gordon Hann	Executive Committee		
Sarah Lewis	Executive Committee		
Francis Jones	Executive Committee		
Paul Rock	Executive Committee		
Gareth Lewis	Executive Committee		
Sue Youngman	Executive Committee		
Russell Todd	Executive Committee		

This Society was formed on