**Constitution**

FRIENDS OF LATCHMERE RECREATION GROUND CONSTITUTION

1. Name - The name of the group shall be the Friends of Latchmere Recreation Ground (or FOLAR)
2. Aim - To protect and improve the Latchmere Recreation Ground (also known as The Rec)

3. Objectives

The Friends will:

* Promote the health and well-being of local residents and all Rec users, regardless of age, gender, sexual orientation, ethnic origin, ability, belief or political affiliation, recognising the value of our different backgrounds and experiences
* Promote sport, recreation and play facilities for all age groups
* Develop and implement proposals for a Pavilion and café on the Rec, to provide better opportunities for social interaction and sporting, cultural and leisure activities
* Carry out and promote environmental improvements, including formal and informal planting and encourage bio-diversity
* Develop opportunities for environmental education on the Rec
* Involve local people in improving the recreation ground
* Raise funds and receive contributions where appropriate to finance the work.
* Publicise and promote its work.
* Open bank accounts.
* Take out insurance, if necessary
* Organise meetings and events.
* Work with similar groups and exchange information and advice with them.
* Take any action that is lawful, which would help it to fulfil its aims
* Represent to the Council the views of residents in relation to the maintenance of, and improvements to, the Recreation Ground.
* Liaise with local residents associations, sports organisations and schools

4. Membership

a. Membership of the Friends of Latchmere Recreation Ground shall be open to anyone who is interested in helping the group to achieve its aims and is willing to abide by its rules.

b. Members are those people registered on FOLARs members e-mail list

c. Every member shall have one vote at General meetings.

d. Any member of the Friends may resign his/her membership at any time. The Management Committee may suspend or terminate the membership of any member, if, in its opinion, his/her conduct is prejudicial to the interests and objects of the association, provided that the individual member shall have the right to be heard by the Management Committee before the final decision is made. There shall be a right of appeal to an independent arbitrator appointed by mutual agreement.

5. Management Committee

a. Friends of Latchmere Recreation Ground shall be administered by a Management Committee of not less than five and not more than twelve members elected at the group's Annual General Meeting (AGM). Committee members must be at least 16 years old.

b. The officers of the Management Committee shall be:

* The Chair
* The Treasurer
* The Secretary
* Such other officers as shall be deemed necessary by the Committee

c. The Committee shall be empowered to co-opt members to fill any places which are not filled at the AGM or vacancies which arise between AGMs.

d. The Management Committee shall meet at least four times a year.

e. At least four Management Committee members must be present for the Management Committee to be quorate and for decisions to be made. If a meeting is inquorate, it may discuss matters but not make decisions.

f. Voting at Management Committee meetings shall be by show of hands on a majority basis. If there is a tied vote then the Chair shall have a second vote.

g. The Committee shall set up sub-groups and working parties, as deemed necessary, which shall be accountable to the Committee.

h. The Committee shall be accountable to the members at all times.

i. All meetings shall be minuted and the minutes shall be made available to any interested party.

j. All Committee members shall be given at least seven days notice of a meeting unless it is deemed an emergency meeting.

k. Members may attend Committee meetings and are requested to give seven days notice of their attendance, if possible

6. Finance

a. Any money obtained by FOLAR shall be used only for the purposes of FOLAR

b. Any bank accounts opened for the group shall be in the name of FOLAR

c. FOLAR funds shall be spent only by designated account holders and in accordance with its current Financial RulesÂ

d. The Management Committee will ensure that the organisation’s finances are properly managed

7. General Public Meetings

a. The Committee shall call at least two General Public Meetings per annum (including the Annual General Meeting). The purpose of these meetings is for the Committee to update members on its activities and to provide members with an opportunity to raise, ratify and decide upon any issues in relation to the Recreation Ground or the actions of the Committee

b. The Chair of the Management Committee shall normally chair these meetings.

c. At least fourteen days notice of such a meeting must be given and advertised in at least five public places.

d. All meetings, including AGM's shall be minuted and made available to any interested party.

e. The quorum for a General Public Meeting shall be fifteen persons.

8. Annual General Meeting

a. The Friends of Latchmere Recreation Ground shall hold an Annual General Meeting (AGM) at not more than 15 month intervals.

b. Where possible members shall be notified personally, otherwise notice will be deemed served by advertising the meetings in at least five public places giving at least fourteen days' notice of the AGM.

c. The business of the AGM shall include: Receiving a report from the Chairperson of the group's activities over the year. Receiving a report and presentation of the last financial year's accounts from the Treasurer on the finances of the group. Electing a new Management Committee and considering any other matter as may be appropriate at such a meeting.

d. The quorum for the Annual General Meeting shall be fifteen persons.

9. Alteration of the Constitution

a. Proposals for amendments to this constitution, or dissolution (see Clause 10) must be delivered to the secretary in writing. The secretary in conjunction with all other officers shall then decide on the date of a General Meeting to discuss such proposals, giving at least 14 days clear notice.

b. Amendments can only be made at an Annual General Meeting or at an Extraordinary General Meeting called specifically to consider amendments

c. Any changes to this constitution must be agreed by a least two thirds of those members present and voting at any general meeting.

10. Dissolution

The group may be wound up if agreed by two thirds of those members present and voting at an Extraordinary General Meeting called specifically to consider dissolution. Any assets shall be returned to their providers, if they require it, or shall be passed to another group with similar aims or be donated to the Council to benefit the Latchmere Recreation Ground.

11. Adoption of the constitution

Approved at AGM 21 November 2018 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Date)

Signed:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Chair)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Secretary)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Treasurer)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Member)

Friends of Latchmere Recreation Ground Financial rules 2018/19

1. Any money obtained by FOLAR shall be used only for the purposes of FOLAR
2. Any bank accounts opened by the group shall be in the name of FOLAR
3. FOLARs bank accounts shall have no credit facilities
4. The Committee shall designate a maximum of 4 of its members as account holders, with the sole authority to incur expenditure and hold a debit card
5. Other Committee members may incur liabilities only with the agreement of a account holder
6. Account holders shall always seek to obtain value for money. They shall normally obtain 2 competitive quotes for all expenditures over £100 and 3 for expenditure over £200. Where this is not practical, the account holder will provide a written explanation.
7. When making a purchase, FOLAR will take account of quality as well as price but also give priority to local suppliers of goods and services. When an item or service is purchased for other than the lowest available price, the purchaser will provide a written explanation
8. The accounts will show proof of purchase, evidence of quotes received, reasons for not accepting the lowest price and reasons for not obtaining competitive quotes (see rules 6 and 7 above)
9. Wherever possible, financial transactions will be conducted electronically but the treasurer will ensure that suitable arrangements are in place for the handling of petty cash
10. The treasurer will provide a financial statement to each Committee meeting
11. FOLARs financial statements will be prepared on a financial year basis, will be approved by an external auditor and be presented to the General Meeting following the end of the financial year

November 2018